

QuickPrep

NEW
TOEIC
600

1

3 Actual Tests

Answer Key & Scripts

Test 1

PART 1

- 1 (B) 2 (D) 3 (A) 4 (D) 5 (C)
6 (C)

PART 2

- 7 (B) 8 (A) 9 (C) 10 (B) 11 (B)
12 (A) 13 (C) 14 (A) 15 (A) 16 (B)
17 (C) 18 (A) 19 (B) 20 (A) 21 (A)
22 (C) 23 (C) 24 (B) 25 (A) 26 (A)
27 (B) 28 (B) 29 (C) 30 (B) 31 (A)

PART 3

- 32 (B) 33 (D) 34 (C) 35 (B) 36 (C)
37 (B) 38 (D) 39 (A) 40 (B) 41 (C)
42 (A) 43 (D) 44 (D) 45 (B) 46 (A)
47 (B) 48 (A) 49 (C) 50 (B) 51 (D)
52 (C) 53 (A) 54 (A) 55 (C) 56 (B)
57 (D) 58 (B) 59 (D) 60 (A) 61 (C)
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PART 4

- 71 (A) 72 (B) 73 (D) 74 (B) 75 (A)
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PART 5

- 101 (C) 102 (B) 103 (B) 104 (B) 105 (B)
106 (C) 107 (A) 108 (A) 109 (C) 110 (A)
111 (D) 112 (B) 113 (C) 114 (A) 115 (C)
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121 (D) 122 (A) 123 (B) 124 (A) 125 (A)
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PART 6

- 131 (B) 132 (C) 133 (A) 134 (B) 135 (D)
136 (B) 137 (C) 138 (A) 139 (D) 140 (B)
141 (C) 142 (A) 143 (D) 144 (D) 145 (B)
146 (A)

PART 7

- 147 (C) 148 (D) 149 (D) 150 (A) 151 (B)
152 (A) 153 (A) 154 (D) 155 (B) 156 (B)
157 (A) 158 (D) 159 (B) 160 (C) 161 (D)
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PART 1

p.8

1



- (A) They are all facing the same direction.
(B) There are laptops on the table.
(C) Some people are getting up from their seats.
(D) One person is writing on a blackboard.

2



- (A) Fruit has been displayed at a store.
(B) People are eating at the buffet table.
(C) Snacks have been packaged for sale.
(D) Different types of foods are in bowls.

3



- (A) Each man is wearing a jacket and a hardhat.
(B) They are all looking at a projector.
(C) The men are constructing a building.
(D) The men are working on some electrical wires.

4



- (A) Some diners are being seated at the tables.
(B) All of the tables have glasses and plates on them.
(C) The windows in the building have been opened.
(D) Several tables have been set up by the wall.

5



- (A) The man is checking in his bag at the airport.
- (B) The passenger is picking up his suitcase.
- (C) Luggage has been placed on a carousel.
- (D) Suitcases are undergoing security checks.

6



- (A) The men are writing a check for the car.
- (B) The men are checking the car's engine.
- (C) The men are working underneath the vehicle.
- (D) The men are riding in the car to the garage.

PART 2

p.12

- 7 How do you feel about leasing this property?
(A) Yes, we are renting out our property.
(B) Let's look for something else.
(C) It's located at 47 East Street.
- 8 What is the name of our new line of cosmetics?
(A) That hasn't been decided yet.
(B) Mostly lipstick and makeup.
(C) Around the first of December.
- 9 Is Jennifer planning to attend this morning's meeting?
(A) I haven't made plans for it.
(B) At 9:30 in conference room C.
(C) Yes, to the best of my knowledge.
- 10 The train is scheduled to depart in five minutes.
(A) In seats 44B and 44C.
(B) We'd better hurry and board then.
(C) To Houston in a couple of hours.
- 11 Where should we get off the subway?
(A) I took it to Park Station.
(B) Let's check the map.
(C) I've got my transportation card.
- 12 You can handle this assignment by yourself, can't you?
(A) I'll do my best, Mr. Mathers.
(B) She is working on the assignment.
(C) Something is wrong with the door handle.

- 13 What time was the meeting supposed to begin?
(A) In the room on the third floor.
(B) With several managers.
(C) Right after lunch ended.
- 14 Will you be organizing next month's company outing?
(A) Like I always do.
(B) At the local park.
(C) She organized everything.
- 15 How often do city inspectors visit the manufacturing plant?
(A) At least twice every six months.
(B) Many dangerous chemicals.
(C) Tomorrow morning at nine.
- 16 My carry-on doesn't have enough space for this shirt.
(A) Sure, I've got space for it.
(B) Then I'll put it in my bag.
(C) You'd better pack more shirts then.
- 17 Who knows how to assemble this office chair?
(A) It comes in four separate parts.
(B) That's the office Sara wants.
(C) You ought to ask Tom for help.
- 18 Would you prefer a table near the front or by the kitchen?
(A) It doesn't really matter to me.
(B) Sure, I'll order the special.
(C) The kitchen is near the back.
- 19 Can you lend me a hand with all of these tourists?
(A) I'll hand them out to you soon.
(B) What would you like me to do?
(C) Yes, all of these people are tourists.
- 20 Hasn't this customer's order been processed yet?
(A) I believe Karen is doing it.
(B) The process was complicated.
(C) I'll order some sandwiches.
- 21 Does Ms. Abrams still work on the fifth floor?
(A) Yes, as far as I am aware.
(B) Take the elevator up.
(C) Yes, she's Ms. Abrams.
- 22 Which way should we turn at the intersection?
(A) She went straight ahead.
(B) By the gas station there.
(C) To the right, I believe.
- 23 Would you care for some coffee while you wait?
(A) I haven't been waiting long.
(B) They don't care about that.
(C) Black with sugar, please.
- 24 My keycard won't open the door to my room.
(A) Yes, you're in room 256, Mr. Jenkins.
(B) Let me get you a replacement then.
(C) No, the door hasn't been opened yet.
- 25 Whose registration form hasn't been submitted yet?
(A) Tom's and Lucy's.
(B) Yes, he submitted.
(C) By the 25th.

- 26 The price of farmland is dropping considerably these days.
 (A) You should consider buying some.
 (B) It broke when you dropped it.
 (C) No, that price is a bit too high.
- 27 When will the contract be available to sign?
 (A) For one million dollars.
 (B) No later than tomorrow.
 (C) Okay, I can sign it.
- 28 I can't decide between working in Athens or Rome.
 (A) When did you decide on that?
 (B) You need to make up your mind.
 (C) I've never been to Athens.
- 29 Why didn't you fax the letter to Mr. Randolph?
 (A) The number is 954-3945.
 (B) That's not his correct address.
 (C) I sent it by express mail instead.
- 30 Shouldn't we ask Mr. Morris for permission first?
 (A) No, it's not the first time.
 (B) He gave it to me last night.
 (C) Yes, Mr. Morris is coming soon.
- 31 Where are we going after we meet Ms. Miller?
 (A) To the coffee shop down the street.
 (B) Right after lunch ends, I believe.
 (C) Yes, you've met Ms. Miller before.

PART 3

p.13

[32-34]

- W Good afternoon. My company is transferring me here in summer, so I'd like to find a place for my family. What would you recommend?
- M What type of residence are you looking for? And do you have children who are of school age?
- W My husband and I have two daughters, both of whom attend elementary school. We'd prefer a place with three bedrooms, and it should be located close to a good school.
- M I know precisely the neighborhood for you then. It's called Red Springs, and it's filled with young professionals with children like yourself. Let me tell you about a couple of available places.

[35-37]

- M Excuse me. I arrived on Flight TK75 more than an hour ago. My luggage was supposed to come out carousel 14, but it never arrived.
- W All the bags for that flight have already been unloaded, so chances are that yours got put on the wrong plane. Could I see your baggage claim tags, please?
- M Sure. They're somewhere in my bag . . . Ah, yes, here they are.
- W Thank you. It will take a few minutes for me to conduct a search, so why don't you sit down over there? I'll let you know the moment that I learn something.

[38-40]

- M Welcome back to the store, Ms. Mansfield. Did you come here regarding the wallpapering of your house you want done?
- W That's right. But my husband and I decided that we'd only like to get the bedrooms in our home done instead of the kitchen and living room.
- M That sounds fine. Since you came today, you qualify for the special offer. So you'll receive 25% off the wallpaper you buy and 20% off on labor charges. Have you chosen a style yet?
- W We'd like the same type that's currently on our walls. I brought a sample, so perhaps you can help me find the proper match.

[41-43]

- W Mr. Gonzalez, has a decision been made regarding whether we're going to bring on additional help soon? Most of us are getting tired of working so much overtime.
- M I got word from the Accounting Department that I've been authorized to hire two new employees. So your workload should start decreasing soon.
- W That's great news. Have we placed any ads yet?
- M The first ad is set to run in tomorrow's local paper. And there will be several ads online as well as an announcement on our website later in the week. With luck, we'll have some help by the start of next month.

[44-46]

- M Hello. I bought this blouse for my wife three days ago, but she told me I didn't purchase the one she wants. I'd like to return this and get the correct one.
- W That won't be a problem, sir, so long as you have the receipt. Do you also know which one she'd like you to get?
- M Here's a picture I downloaded from your website. Can you show me where it is?
- W Oh, we don't currently have that style in stock, and it's not due to arrive until next week. I recommend getting a refund and ordering the item online.

[47-49]

- W Hello. This is Susan Weston. I'm calling about the laptop I dropped off.
- M Oh, hello, Ms. Weston. Unfortunately, I haven't fixed the problem yet. I need a couple more days.
- W Two more days? But you told me last week it would be ready by Monday, and today is Wednesday. I must have that machine as quickly as possible.
- M I completely understand. I ordered a special part for it last Thursday. It was supposed to arrive on Monday, but the supplier said it will get here on Friday morning. Once it arrives, I can fix your machine at once.

[50-52]

- W Is there anything else I can assist you with, sir?
- M No, I believe we're all finished here. Could you please give me the check?
- W Of course. If you don't mind waiting, I will prepare it for you.
- M That's not a problem at all. Oh, and please give my compliments to the chef. That was one of the best meals I've had in a long time.
- W I'll let him know you said that. It's always nice to hear good things from our diners.
- M This was the first time I've been here, but it definitely won't be the last time.
- W That's great news. Thank you.

[53–55]

- W You two remember we're having an orientation session for the new hires next month, don't you?
- M1 Sure. Are we running it again?
- W That's right. Mr. Bannon said he wants to change a few things though. He didn't like how we conducted the introduction, the tour, or the lesson on utilizing the computer system.
- M2 How does he want us to do those activities then?
- W He didn't provide any specific directions. He wants us to brainstorm and then tell him what we came up with.
- M1 We can handle that. What's the deadline?
- W The end of the week. So we need to get started at once.

[56–58]

- M Good morning, Ms. Ronin. This is Jermaine in Customer Service. How may I be of assistance to you today?
- W Hi. I'm calling regarding a charge on my credit card that I'd like to have removed.
- M All right. Could you please tell me what the exact problem is?
- W I went to a restaurant and had lunch last month, but it appears as though I was charged twice for the same meal.
- M That happens sometimes. I've got your information on the screen right now. Are you referring to the charges on October 11?
- W Yes, that's when it happened. What steps do I need to take to solve this problem?

[59–61]

- M1 Greg, how busy are you? Do you have time to take a couple of hours off?
- M2 Not really, Mr. Howard. Ms. Sanderson has got me working on last month's budget report, and she wants it at once. But out of curiosity, what do you need?
- M1 I was hoping you could drive me to the airport. I've got to catch a plane to Dublin at 5:30.
- W I can probably get my boss to give me the time off, Mr. Howard. But, uh, I don't have a car.
- M1 In that case, you can drive one of the company cars.
- W Okay. Let me speak with Ms. Quartermain and find out if she minds.

[62–64]

- W How are the preparations for the completion ceremony going, Todd? Are you almost done with them?
- M Yes, I believe I have nearly everything covered. We've only got 30 people attending this time, so that's a bit fewer than normal.
- W We're holding it in the auditorium again, aren't we?
- M No, I decided to have it outdoors this year. I thought that would be the best thing to do.
- W Well, we might have to change those plans. In case you're unaware, we're scheduled to have stormy weather on that day.
- M Okay, I'll be sure to have the auditorium ready as a backup plan. Thanks for letting me know.

[65–67]

- M We need to do something about sales of the Sylvester. They've gone into a steep decline in the last couple of months.
- W I simply don't understand why that's happening. It cleans carpets and floors better than anything else on the market.
- M That's true, yet ever since the Walken Corporation released its new product, sales of our product have been affected.
- W But the Mercer is vastly inferior to ours.
- M True. Have you seen the ads that are running for it though? They're hilarious, so people remember them easily. They're much better than ours.
- W That must be the reason the Sylvester isn't selling much anymore. We need to talk to some people in Marketing at once.

[68–70]

- M Good afternoon. I'm Dave, and I'll be your waiter today. Have you had enough time to look over the menu?
- W Well, I've read through it, but I've never been here before. What do you recommend that I order?
- M Honestly, virtually everything here tastes amazing. Do you prefer pasta, seafood, or salad?
- W I'm in the mood for pasta today. What do you think I ought to have?
- M You should definitely try the eggplant lasagna. You'll love it. And since it's lunch, it comes with a free soup of your choice.
- W That sounds incredible. I'll take that with mushroom soup, please.

PART 4

p.18

[71–73]

- W I called this emergency meeting because of some alarming news which we got this morning. As you may have heard, three more employees turned in their letters of resignation today. That brings the total to eleven in the past six business days. This is something we don't want to see happen. Obviously, we've got a big problem on our hands, but we're not exactly sure what it is since none of the employees is giving a detailed explanation of why they are quitting. So I want everyone to be totally open now. If there are any problems at this company, I must know about them at once. Well, what do you have to say?

[74–76]

- M Hello, everybody. This is Chuck Thomas speaking live from the WKTE weather center. Are you tired of all this rain? I know I sure am. Well, in that case, I've got some great news for you. Tomorrow's going to be the last day of this rainy weather. Expect the rain to end tomorrow afternoon, and then it should be fairly cloudy in the evening and at night. But things are going to look much better on Wednesday. We're going to have sunny skies, so it's going to be a perfect day to spend some time outdoors. In fact, it should be sunny for the remainder of the week. Now, back to Diana with the local news.

[77–79]

M Thanks for coming tonight, everyone. As you know, we are here to say goodbye to an old friend of ours. After twenty-seven years here at VFM, Inc., Jason Stewart has decided to step down from his position as vice president. Instead of working, he intends to live a life of leisure from now on. I know several of you really want to tell Jason how much you enjoyed working with him over the years, so why don't we get started doing that right now? Henry Popov, I've been told that you would like to make a few comments. How about coming on up here and telling us a story or two about Jason? I'm sure you've got several.

[80–82]

W May I have your attention, please? I just got word from Leslie in the IT Department that a work crew is scheduled to start looking at the computer system ten minutes from now. That means the entire network is going to go offline. If you're working on anything sensitive, save it at once and then log off your computers. If you fail to do that, you'll get kicked off the system automatically, and there's a good chance you're going to lose whatever it is you were working on. Leslie said everything should be back up and running about an hour after they begin working. If you have any questions, call her at extension 89.

[83–85]

W Before we conclude today's meeting, I need to bring up something else. Because of all the orders we've gotten in the past two weeks, we simply have to keep the assembly lines running twenty-four hours a day starting now. Unfortunately, we don't have enough workers at the moment, so everyone is going to start getting assigned overtime. This is not optional. Until we can hire thirty new workers, every single employee here has to start working at least ten hours a day. Please inform your team members about this. Be sure to let them know that they'll be getting paid time and a half and that this is a temporary measure. That should keep them from getting too upset.

[86–88]

M If you are considering having some work done around your home or business, then you should call Franklin and Sons. We're new in town, but we do quality work. Let us cut your grass, trim any bushes and shrubs on your property, and take care of your trees and other plants. For the entire month of May, we're having a special offer. If you sign a six-month contract with us, we'll give you a seventh month for free. That's right. You won't have to pay a thing for our services for thirty days. Call 565-0439 for more information. Then, we can arrange for one of our employees to go to your home or business and provide you with an estimate.

[89–91]

W Thank you for calling Beachside Bank. We're sorry, but all of our operators are currently assisting customers at this moment. However, if you stay on the line, your call will be answered in the order in which it was received. If you know the extension of the person you are trying to reach, you may feel free to dial it at any time during this message. To check your account balance, press 1. To learn about how you can open an account, press 2. To inquire about either a personal or business loan, press 3. If you would like to hear this message again, press 4. Thank you.

[92–94]

M All right, everyone, I'd like to inform you about how the interview process will work this afternoon. You're going to be called into the interview room one by one. Each of you will be asked questions for approximately twenty minutes. We're also going to have you take a computerized personality test. Some of you will take it before your interview while others will take it afterward. Please remember that there are no right or wrong answers on the personality test. We merely request that you speak truthfully. Lastly, once everyone is finished with those activities, you'll have to do some role-playing scenarios to see how you handle certain situations. Everything should be finished no later than five o'clock.

[95–97]

W Okay, it sounds like each of you is ready for this Saturday's seminar a few days from now. We all need to make sure that we do a good job in the classes we're teaching. If we receive enough positive reviews from our customers, we'll probably get even more people to sign up for next month's seminar. We'd like to have at least double the forty people who are currently signed up for Saturday's event. I'd also like you all to know that there's going to be one change in the schedule. Jane, I've got to get to the airport by 4:30, so you and I are going to change places. I hope that you don't mind.

[98–100]

W Hi, Clarice. This is Kate calling. For your information, I'm running a few minutes late. I got caught in some awful traffic about half an hour ago, but it cleared up a moment ago, so I'm making pretty good time now. According to a sign that I just saw, I've got eighteen more kilometers to go until I arrive at my turnoff. From there, it should only take five minutes for me to reach your office. So I think I can make it there in about twenty minutes. I'll be sure to get there as quickly as I can. See you in a few minutes. I'm so sorry to make you wait.

Test 2

PART 1

1 (B) 2 (D) 3 (A) 4 (A) 5 (C)
6 (C)

PART 2

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PART 3

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PART 1

p.52

1



- (A) The doctor is treating a patient.
- (B) Two telephones are on the desk.
- (C) The woman is taking an X-ray.
- (D) The monitors are being turned on.

2



- (A) They are putting boxes on the shelves.
- (B) They are all holding tablets.
- (C) They are looking at the same thing.
- (D) They are standing in an aisle.

3



- (A) Many flowers have been placed in pots.
- (B) Vegetables are growing in the garden.
- (C) People are looking at the flowers.
- (D) Flowers are being planted in the ground.

4



- (A) Cars are parked on one side of the street.
- (B) Some people are crossing the busy street.
- (C) Someone is riding a motorcycle down the street.
- (D) The cars are facing the same direction.

5



- (A) She is putting a folder in a filing cabinet.
- (B) She is piling up a large number of documents.
- (C) She is selecting a folder from the shelf.
- (D) She is showing some files to a customer.

6



- (A) The machine is scanning some documents.
- (B) The women are sitting beside each other.
- (C) They are on opposite sides of the machine.
- (D) One woman is pulling out the plug.

PART 2

p.56

- 7 Were these documents already processed?
 - (A) It's quite a complicated process.
 - (B) You need to speak with Debbie.
 - (C) I can't find the documentation anywhere.
- 8 Who is the most skilled analyst in the Marketing Department?
 - (A) We ought to analyze the results now.
 - (B) That would definitely be Kumar.
 - (C) He doesn't have the skills to do that.
- 9 Mr. Helton purchased a membership at the local gym last year.
 - (A) He doesn't look like he works out.
 - (B) Yes, there are more than 200 members.
 - (C) I exercise at least four times a week.
- 10 How did the vote on raising taxes go?
 - (A) Yeah, taxes are already too high.
 - (B) I haven't heard the final results.
 - (C) No, they didn't raise the income tax.
- 11 Should we hold the ceremony on Friday or Saturday?
 - (A) That's what we're planning to do.
 - (B) Actually, I'd prefer it to be on Sunday.
 - (C) No, I couldn't attend on either day.

- 12 Could you please explain what you'd like me to do, Ms. Sullivan?
 - (A) No, she doesn't need anything right now.
 - (B) Yes, she's planning to explain everything.
 - (C) Yes, but you need to wait a moment, please.
- 13 Who uploaded all of the files onto the company's intranet?
 - (A) Okay, I'll file everything soon.
 - (B) Yesterday before five o'clock.
 - (C) Both Margaret and Judith.
- 14 Which speaker at the conference do you want to hear?
 - (A) I've got tickets to see Dr. Taylor's talk.
 - (B) Sorry, but I didn't hear what he said.
 - (C) That's right. I already spoke with her before.
- 15 You're eligible to vote in the election, aren't you?
 - (A) Sometime next Tuesday morning.
 - (B) Yes, but I probably won't vote.
 - (C) The candidate I support is going to win.
- 16 Why did the GPS device in your car suddenly stop working?
 - (A) I work at the coffee shop on Main Street.
 - (B) She's going to stop in a few minutes.
 - (C) I think it has a problem with the wires.
- 17 Doesn't the day shift end at five every day?
 - (A) Shifting gears is simple in this vehicle.
 - (B) Not anymore. It's been changed to six.
 - (C) Julie works the day shift each day of the week.
- 18 What time does the form have to be sent by?
 - (A) I need to ask Alice to confirm that with her.
 - (B) The game is going to start at seven thirty.
 - (C) This form hasn't been filled out yet.
- 19 Did the doctor diagnose the patient's problem today?
 - (A) I'm trying to be patient at this moment.
 - (B) Dr. Dryden has been operating all day long.
 - (C) Yes, that's exactly the problem she has.
- 20 Ms. Sellers won't resign her position, will she?
 - (A) She's not the type of person to do that.
 - (B) No, she hasn't retired from her job yet.
 - (C) Yes, that is our current position.
- 21 Who do you recommend giving the internship to?
 - (A) More than ten students last summer.
 - (B) They'll mostly do all kinds of office work.
 - (C) We won't go wrong with Patty Walsh.
- 22 I'd like to change my reservation, please.
 - (A) Yes, your booking has been changed.
 - (B) When do you want to fly then?
 - (C) He's kind of quiet and reserved.
- 23 What rides do you want to go on at the amusement park?
 - (A) The Ferris wheel is right behind us.
 - (B) All of them look pretty exciting to me.
 - (C) Here, I bought these tickets for us.
- 24 Has the sequel to this book already been published?
 - (A) It's the first book written by Mark Mooney.
 - (B) The author is still trying to complete it.
 - (C) No, I haven't read any of her novels.

- 25 What should I expect to be asked at the interview?
 (A) Mostly questions about your experience.
 (B) Next Monday morning at half past ten.
 (C) You'll meet Robert Stewart in his office.
- 26 When are the renovations supposed to be complete?
 (A) For the past five or six months.
 (B) More than six thousand dollars, I heard.
 (C) Sometime in the middle of February.
- 27 Has anyone figured out why the experiment failed?
 (A) Harold is working on that issue now.
 (B) We were in the lab when it happened.
 (C) No, the experiment is taking place soon.
- 28 I didn't receive the merchandise which I ordered online.
 (A) Let me look up your account information.
 (B) Thank you for shopping at Max Mart.
 (C) I'm pleased you're satisfied with your order.
- 29 How do this year's profits compare with last year's?
 (A) Our revenues are up considerably.
 (B) Right about the same for the most part.
 (C) You're totally right about our profits.
- 30 You ought to change your password every week.
 (A) He passed the exam when he took it.
 (B) No, I can't remember what it is.
 (C) That's precisely what I do.
- 31 Why did your broker recommend purchasing that stock?
 (A) He's convinced it's going to go down.
 (B) More than 1,000 shares of it.
 (C) It's likely to increase in value.

PART 3

p.57

[32–34]

- M Ms. Lorenzo, prior to boarding the bus, you declared your interest in learning more about the history of the city. I suggest getting an audio guide. It can tell you everything you want to know about the exhibits here.
- W That would be educational. Can you tell me where I can get one?
- M Head to the information desk over there. Give the person your driver's license, and you can borrow a guide. It won't cost you anything at all.
- W Thanks for letting me know about that. That should be much better than simply looking at the exhibits by myself.

[35–37]

- M Hello. This is Jack Weber calling from the Metaxas Corporation. I'd like to confirm that my company has reservations for six individuals for this weekend's workshop.
- W Thank you for calling, Mr. Weber. Yes, everyone from your firm is confirmed. We'll see you at ten on Saturday morning.
- M Did you say ten o'clock? I was under the impression that it's starting at eleven thirty.
- W You didn't receive the e-mail with the new schedule we sent last week? It mentioned that the time has changed due to a scheduling conflict involving one of the instructors. I'll resend it to you in a moment.

[38–40]

- W Donnie, were you able to download the new software onto your computer? I'm trying to do that, but I'm having problems.
- M I had no problems getting the software running, but I've also got a newer computer. Your computer might be too old and outmoded to run the software.
- W That would be a huge problem. Mr. Reynolds told me I need to start using the software, but he wouldn't approve my request to upgrade my computer.
- M Let me have a look at your machine. I should be able to figure out the problem. How about doing that right now?

[41–43]

- M I don't know how we're going to complete this assignment given our current budget. We still have several tests left to run.
- W There's no way we can cut any more corners. We'd better file a request with Ms. Anderson to provide us with some more money. Otherwise, we won't be able to produce a quality analysis.
- M That makes sense. How much do you believe we ought to ask for from Accounting?
- W I'd be happy with \$10,000, but getting \$15,000 would enable us to do a more thorough job. So I'm going to make a request for the latter amount.

[44–46]

- W Mr. Lawrence, Eddie Folsom in Unit 5D told me to contact you if I have any problems with my new place. Is that correct?
- M It sure is. Is something wrong? We painted all the walls, added new carpeting, and bought a replacement refrigerator before you moved in.
- W Yes, and everything looks wonderful. I'm quite pleased with that. Unfortunately, however, the bathroom sink is dripping water, so I wonder if you can handle it.
- M Of course. I'm on my way up to look at a problem in Unit 10B. Once I'm finished there, I'll head straight to your place.

[47–49]

- W Good afternoon, Mr. Morrison. I'm returning your call about some missing items in the order you received. Could you tell me what's not there?
- M We ordered 25 pizzas for our Friday afternoon luncheon, but the deliveryman only brought 15. When I asked him where the others were, he didn't know anything about them.
- W I'm sorry for the confusion. We're a bit busy here, so we asked our branch on Montgomery Avenue to cook 10 of your pizzas. They should arrive any minute now.
- M Thanks for clearing that up. But please let us know in advance if this happens again later.

[50–52]

- M I'd like to speak with you regarding Molly Nelson. I strongly believe we should promote her soon.
- W I concur with your assessment. However, the next round of promotions isn't scheduled until July, and that's four months away.
- M I realize that, but she landed two huge contracts for us last week. She really deserves a promotion ahead of time.
- W I see the logic in your statement, but I'm still not sure if we should do that.
- M Well, doing that will be good for morale. It will show the other employees that we reward excellence in the workplace.
- W Good point. Let me talk to Mr. Richardson in management and see what he says.

[53–55]

- W That was an interesting seminar. How did you two enjoy it?
- M1 To be honest, I wasn't terribly impressed with the speaker. I found his speaking style to be quite annoying.
- M2 And I thought that the information he spoke about was both dull and outdated. What about you, Karen?
- W I couldn't agree with you less. Dr. Shula is a world-renowned expert in the field of acquisitions and is someone you should definitely pay close attention to.
- M2 But he was so boring to listen to.
- W Okay, his speaking style isn't the greatest, but each of you should read his books. You can learn a lot from them.

[56–58]

- M Hello. I received this prescription at the Franklin Clinic. Can I get it filled here?
- W Yes, I can do that for you. It will take about a quarter of an hour though.
- M I don't mind waiting. But could you tell me if there are any side effects of the medication?
- W Let me see . . . Ah, yes, it could make you drowsy, so don't drive or use heavy machinery after you take it.
- M I don't own a car, so that's all right. Is there anything else I ought to know about it?
- W Don't take it on an empty stomach. You need to take it half an hour after eating a meal.

[59–61]

- M Hello, Ms. Krauss. This is Noah Hedley from *Business Today*. I'm calling to confirm that you're still willing to be interviewed for an article in my magazine.
- W Oh, hello, Mr. Hedley. Yes, I have enough time to speak with you.
- M Excellent. When would you like for me to visit your office? The interview should take around two hours.
- W This Thursday from ten to noon would be perfect. Can you make it here then?
- M I sure can. And would you mind if I brought a photographer? We need some pictures for the article.
- W That's fine with me. I'll see you in a couple of days.

[62–64]

- W1 We received more than sixty applications for a single position. That's too many to look through.
- M Don't worry. I already discarded the individuals who didn't meet the minimum qualifications, so that reduced the number.
- W2 How many are we down to now?
- M Nineteen. I've got all of their applications in separate files that I ordered alphabetically. Here they are.
- W1 Janet, you and I need to look at them this afternoon. We should select the top seven or eight candidates to call in for interviews.
- W2 In that case, I'll cancel my meeting with Bob Seaver so that we can spend the rest of the day doing that.

[65–67]

- W Good morning, sir. Where are you going today?
- M Um, actually, I already bought a ticket, but I missed my bus. Is it possible for me to return this one and to get a ticket for another bus? I'm trying to go to Zurich.
- W Let me see the ticket, please . . . Okay, I'll void this ticket for the 11:15 bus. Which bus would you like to take?
- M I need to get there as soon as possible, so the next one would be great.
- W Okay, but it's an express bus, so it's going to cost a bit more. You need to pay twenty more euros.
- M That's fine. Here you are.

[68–70]

- M Hello and welcome to the Nottingham Language Institute. How may I be of assistance today?
- W Hello. Is it possible to take one-on-one classes here? I'm getting transferred in a few months, so I really need to learn a new language quickly.
- M Well, that depends on which language you're interested in learning.
- W Oh, I have to study Russian. My company is sending me to St. Petersburg to work there for the next three years.
- M Hmm . . . I believe that the teacher is available to do those kinds of classes, but I have to call and get confirmation.
- W That's fine. I can wait while you do that.

PART 4

p.62

[71–73]

- M It's relatively easy to purchase books these days. Simply visit an online bookstore and click a few buttons. But what about out-of-print and hard-to-find books? You usually can't get them online. Fortunately, we've got the books you need at Jameson and Bryce. We sell books that were published in the 1800s and 1900s. We've got large sections of fiction, especially fantasy and mystery, literature, poetry, and nonfiction. If you are looking for something old, we probably have it. Our collection includes more than 30,000 books. We're located at 91 Cheshire Drive. Sorry, but we don't take walk-ins. Call us at 987-1274 to schedule an appointment to see our collection.

[74–76]

- M We had a slight increase in revenue during the past month, but that's not good enough. The first half of this year was terrible on account of the recession, which is why we lost a large amount of money. Now that the economy is picking up, we should be making more sales. Customers are returning to our stores, but they are going to those of our rivals in greater numbers. We need to figure out why this is happening, and then we've got to put a stop to it. It's crucial that we regain our standing as the top seller of housewares in the entire state. So let's figure out what we can do to make our stores better and to attract more customers.

[77–79]

M I believe most of you have heard Dustin Williams is resigning this Friday. It's rather sudden, but he's doing this due to some health issues. We must do two things at once. First, we've got to find an internal replacement for him. That likely means one of you will get his job. If you're interested, speak with me before the day is over. Once a decision on his replacement is made, we've got to hire someone to replace whichever one of you gets promoted. This is a crucial time for the company as we've got several major projects going on. We need to make sure we get everything right. So please tell me if you know anyone who'd be interested in working here.

[80–82]

M We've got a new project. Angus Murray at Kenmore Industries contacted me about a consulting job which he wants to hire us for. Now, I know that Angus has a bit of a bad reputation around here, but this job is going to be worth a considerable amount of money for the company. I don't intend to force any of you to work on the project. Instead, I'm going to ask for a volunteer. If you decide to do this, you'll be working full time all by yourself, and you'll be spending most of your time with Angus personally. I thought you might like to know that. So what do you think? Is anyone interested?

[83–85]

M Thank you all for coming to tonight's charity fundraiser for the Bowman Group. I'm pleased to announce we have already received more than \$200,000 in pledges. That's a new record, and we haven't even gotten to the main event yet. Before we begin, let me give you the schedule for tonight. We're going to hear from the leader of the Bowman Group, Ms. Blair, in a moment. Once she finishes speaking, we'll all enjoy a delicious dinner together. Following that, we'll have the charity auction, where all kinds of great items, including art, jewelry, and even a new luxury car, will be available for you to purchase. Now that I've finished, let's hear from Ms. Blair.

[86–88]

W It's the top of the hour, so morning traffic is at its peak at this moment. If you're considering taking the Rosemont Tunnel into the downtown area, you'd better think again. Traffic there is backed up for more than 20 minutes since a truck broke down in the middle of the road. Instead, I recommend taking either the Hollis Bridge or the San Marino Bridge. Traffic on each of them is moving quite briskly. Drivers in the northern part of the city should be careful on Courtland Avenue and Wilson Street. Due to minor accidents, traffic is moving more slowly than usual on those two roads. And that's it for now. I'll be back in a quarter of an hour with another update.

[89–91]

W Good morning, Ms. Waverly. I'm calling you from Speedy Air. I'm pleased to inform you that your baggage has been found. Apparently, both of your bags were sent to Athens instead of St. Louis. Fortunately, this was discovered last night, so the bags were put on the red-eye flight before it departed. The plane arrived a few minutes ago, and all of the luggage is being unloaded. We've got a courier standing by to take possession of your bags. Once he gets them, he's going to drive straight to your hotel. We anticipate that he should arrive there within an hour. As soon as he gets there, he'll visit the front desk to find out where you are.

[92–94]

M The funding for the new stadium has been approved by the city council, so we can start working soon. We're scheduled to hold the groundbreaking ceremony later this week. I've got some great news as the weather on that day is scheduled to be perfect. The snow will stop falling, the cloud cover will lift, and the winds will die down, so we can expect a bright, shiny day. Of course, it's going to be cold, but it's the middle of winter, so that's to be expected. And since it's winter, we won't be doing much construction for a couple of months, but we are going to start digging out the area so that we can be ready to work on the foundation once March arrives.

[95–97]

M Hello, Mr. McCarter. This is Tyler Jacobs at the garage. I finished taking a look at the car you dropped off this morning. It appears you don't need to worry too much as there is nothing wrong with your vehicle's engine. The only thing I need to do is rotate the tires because the front wheels are wearing down a bit. Since you instructed me to do whatever is necessary, I'm going to go ahead and do that. If you'd like anything else done, such as an oil change, simply call me to let me know. Your vehicle will be ready for pickup by 4:30, so you can come here to get it whenever you get off work.

[98–100]

W Greetings, everyone, and thank you for attending this one-day seminar on global management being sponsored by the Chatham Society. Although we're gathered here in the auditorium, as soon as I finish speaking, we're going to break up into three separate rooms depending upon what you signed up for. Many of you will be moving from room to room throughout the day. And just so you know, the venue for Mr. Landry's talk has changed. To get to it, leave the auditorium, take a right, and then go to the third door on the left. There's no number or sign on it. All right, will you all please head to the rooms listed on your information sheet?

Test 3

PART 1

1 (C) 2 (C) 3 (A) 4 (C) 5 (D)
6 (D)

PART 2

7 (C) 8 (A) 9 (B) 10 (B) 11 (A)
12 (C) 13 (B) 14 (B) 15 (A) 16 (B)
17 (B) 18 (B) 19 (A) 20 (C) 21 (B)
22 (C) 23 (A) 24 (B) 25 (A) 26 (A)
27 (C) 28 (B) 29 (A) 30 (C) 31 (B)

PART 3

32 (A) 33 (C) 34 (A) 35 (B) 36 (D)
37 (C) 38 (A) 39 (D) 40 (B) 41 (A)
42 (B) 43 (A) 44 (A) 45 (C) 46 (A)
47 (C) 48 (C) 49 (B) 50 (C) 51 (A)
52 (C) 53 (D) 54 (A) 55 (B) 56 (A)
57 (C) 58 (A) 59 (B) 60 (D) 61 (B)
62 (D) 63 (B) 64 (D) 65 (A) 66 (B)
67 (C) 68 (A) 69 (D) 70 (A)

PART 4

71 (C) 72 (C) 73 (A) 74 (C) 75 (C)
76 (A) 77 (B) 78 (D) 79 (C) 80 (C)
81 (D) 82 (D) 83 (D) 84 (A) 85 (B)
86 (C) 87 (A) 88 (C) 89 (C) 90 (A)
91 (D) 92 (C) 93 (A) 94 (B) 95 (A)
96 (B) 97 (C) 98 (A) 99 (D) 100 (C)

PART 5

101 (C) 102 (B) 103 (A) 104 (D) 105 (B)
106 (B) 107 (C) 108 (A) 109 (B) 110 (B)
111 (D) 112 (D) 113 (C) 114 (C) 115 (B)
116 (A) 117 (C) 118 (B) 119 (C) 120 (B)
121 (A) 122 (C) 123 (B) 124 (B) 125 (D)
126 (D) 127 (B) 128 (C) 129 (C) 130 (B)

PART 6

131 (D) 132 (D) 133 (A) 134 (C) 135 (D)
136 (A) 137 (C) 138 (D) 139 (A) 140 (B)
141 (A) 142 (C) 143 (D) 144 (B) 145 (C)
146 (A)

PART 7

147 (A) 148 (B) 149 (A) 150 (D) 151 (B)
152 (D) 153 (B) 154 (D) 155 (C) 156 (D)
157 (D) 158 (C) 159 (A) 160 (C) 161 (A)
162 (C) 163 (C) 164 (B) 165 (D) 166 (B)
167 (D) 168 (C) 169 (B) 170 (C) 171 (D)
172 (D) 173 (A) 174 (D) 175 (B) 176 (D)
177 (D) 178 (C) 179 (B) 180 (D) 181 (C)
182 (B) 183 (C) 184 (A) 185 (B) 186 (B)
187 (A) 188 (C) 189 (D) 190 (D) 191 (C)
192 (A) 193 (A) 194 (C) 195 (B) 196 (B)
197 (A) 198 (C) 199 (B) 200 (A)

PART 1

p.96

1



- (A) The customer is checking out of her room.
- (B) The man is helping the woman with her luggage.
- (C) The woman has one hand on her baggage.
- (D) The clerk is typing on the keyboard.

2



- (A) Some boats are sailing on the ocean.
- (B) Several houses are being built along the shore.
- (C) Reflections of some boats can be seen.
- (D) People are working on some of the boats.

3



- (A) The man is seated in front of the instrument.
- (B) The man is listening to some tunes.
- (C) The man is performing for an audience.
- (D) The man is looking at some sheet music.

4



- (A) One of the doors is being opened by somebody.
- (B) Shadows of people can be seen on the sidewalk.
- (C) A bicycle has been parked outside the building.
- (D) Potted plants have been placed on the ground.

5



- (A) The man is putting on some gloves.
- (B) The man has been putting some air in the tire.
- (C) The man has taken the tires off the car.
- (D) The man is working while on one knee.

6



- (A) She is holding a pen in one of her hands.
- (B) She is getting up from behind her desk.
- (C) She is speaking to a client on the telephone.
- (D) She is focusing her attention on the monitor.

PART 2

p.100

- 7 How often do you communicate with your superiors?
 - (A) That's definitely the best product.
 - (B) This product is superior to that one.
 - (C) At least once a day to give a status report.
- 8 Will Mr. Hargreaves get transferred to headquarters soon?
 - (A) We haven't made a decision regarding that yet.
 - (B) No, he's not working at headquarters right now.
 - (C) Mr. Hargreaves started working here ten years ago.
- 9 What type of vehicle should we rent?
 - (A) Sorry, but it's not for rent.
 - (B) I love driving sedans.
 - (C) You own a convertible, don't you?
- 10 When will the courier deliver the envelope?
 - (A) Some contracts to sign.
 - (B) Supposedly within two hours.
 - (C) He's coming from across town.
- 11 It would be better if you contacted Ms. Wilson.
 - (A) I'd rather you be the one to speak with her.
 - (B) Ms. Wilson hasn't contacted us for a month.
 - (C) I agree that this one looks a lot better.
- 12 What do you think about renewing the contract with the KTR Company?
 - (A) We should definitely renew that magazine subscription.
 - (B) Actually, I haven't been contacted by them yet.
 - (C) That's being discussed at the highest levels.

- 13 Someone dropped off an envelope with your name on it.
 - (A) Okay, I'll visit the post office soon.
 - (B) That's odd. I'm not expecting anything.
 - (C) Sure, the envelopes are in the top drawer.
- 14 Who remembered to complete the survey?
 - (A) It's about satisfaction in the workplace.
 - (B) All the workers in this office submitted theirs.
 - (C) Yes, the work was completed on time.
- 15 Please allow me to introduce you to CEO Edwards.
 - (A) Thanks. I'd really appreciate that.
 - (B) Mr. Edwards knows me very well.
 - (C) Yes, she introduced herself to you.
- 16 Do you intend to fly to the conference or take the train there?
 - (A) Yes, that's how we're going there.
 - (B) The former seems the better choice.
 - (C) On the morning of the 27th.
- 17 When will this hot weather come to an end?
 - (A) It's almost the middle of summer.
 - (B) It should cool down in a few days.
 - (C) No, it's not going to rain this week.
- 18 Where should I go to return this pair of pants?
 - (A) They look really nice on you.
 - (B) Mark over there can take care of you.
 - (C) The dressing room is in the corner.
- 19 Have the items been put out for display yet?
 - (A) Wendy will do that once her break ends.
 - (B) The display is getting lots of positive attention.
 - (C) No, these aren't the items we want to display.
- 20 What are the company's annual revenues like?
 - (A) Thousands of people are employed here.
 - (B) Yes, the event is held on an annual basis.
 - (C) Nearly a billion dollars for the entire year.
- 21 Can I borrow this laptop for a moment?
 - (A) Yes, I borrowed it from Cindy in Sales.
 - (B) Please be my guest. I'm not using it.
 - (C) No, there's nothing in my lap now.
- 22 The weather is going to become snowy, isn't it?
 - (A) Right. The weatherman is predicting heavy rain.
 - (B) I love when we get lots of snow.
 - (C) Yes, so we're planning to go skiing this weekend.
- 23 Which caterer should we use for the awards ceremony?
 - (A) The same one as last year would be ideal.
 - (B) He was named the Employee of the Year again.
 - (C) No, we haven't contacted a caterer yet.
- 24 Do you know when Kelly Manufacturing was founded?
 - (A) No, we haven't found the keys yet.
 - (B) Yes, sometime around fifty years ago.
 - (C) Right. That's exactly what happened.
- 25 Doesn't anyone want to work overtime this weekend?
 - (A) I'll do it if I get paid time and a half.
 - (B) Sorry, but we're already out of time.
 - (C) There's a long weekend due to the holiday.

- 26 How much did you pay for your airplane ticket?
 (A) A bit more than seven hundred dollars.
 (B) I'll be flying in business class as usual.
 (C) It's scheduled to depart at nine P.M.
- 27 Several customers are waiting at the help desk.
 (A) How often did they come here?
 (B) What do you think she wants?
 (C) Can you help me assist them then?
- 28 Is there a seat on the evening train from Osaka to Tokyo?
 (A) Very fast since it's a bullet train.
 (B) I'll visit the train's website and find out.
 (C) Let's get to the station at once.
- 29 Why hasn't the vending machine been serviced yet?
 (A) Ms. Sullivan is calling the company in a few minutes.
 (B) No, thanks. I don't want to have any more snacks.
 (C) You're right. The service that we got was incredible.
- 30 Can't you fax me the documents before noon?
 (A) Sorry, but I didn't get any of the documents.
 (B) Yes, I received the faxes you sent me today.
 (C) Okay, I'll have someone from my office handle it.
- 31 Which of these positions are you applying for?
 (A) No, I haven't applied to any of them yet.
 (B) The one that requires the most experience.
 (C) The deadline is the last day of the week.

PART 3

p.101

[32–34]

- W We've considered your application for a loan, but I'm afraid we must reject it, Mr. Hamilton.
- M I'm a bit confused by this decision. I have an excellent credit rating and have borrowed money from you several times in the past.
- W Actually, that's part of the problem. You still owe a substantial amount of money from a home loan you took out one year ago. When you pay it back in full, you can apply for another one.
- M I should be able to do that by next month. I'll return after that happens.

[35–37]

- W Excuse me. I'm looking for a new printer for my office. But there are so many models to choose from that I'm not sure which would be the best for me.
- M We've got quite a few printers, including ones that are pretty high-end. How about telling me which functions you need? Then, I can help you make a decision.
- W I require something that can print at fast speeds. And being able to collate would be extremely helpful.
- M In that case, the Rover 2000 would suit your needs perfectly. It's moderately priced as well, which makes it popular with many businesspeople.

[38–40]

- M Hello. I'm attempting to order some items from your website, but I can't log on at the moment. Is there some type of problem?
- W There's nothing wrong with it, but the site is currently down for maintenance.
- M Do you know how long it's going to be offline? I'd like to place my order before noon so that I can get the books delivered to me today. I'm in a real hurry.
- W If that's the case, why don't you place the order with me? The maintenance isn't scheduled to be finished until sometime around one.

[41–43]

- M Hi. I'm looking for a present for my twelve-year-old niece for her birthday. I'd like something she can wear this season.
- W These heavy jackets are popular with young girls. They're quite stylish, and girls think the designs are cute. How do you feel about this one?
- M It's nice, but it's out of my price range. I'd rather spend twenty or thirty dollars less than the sticker price.
- W It's your lucky day then. I can give you a \$15 discount. And if you sign up for a membership card, you'll get an additional ten percent off. That will save you another \$10.

[44–46]

- W I'll be downtown for meetings tomorrow morning, but I'll be finished by 1:30. I've never been here before, so I'd like to do some sightseeing. What do you recommend?
- M If you're heading downtown, you should definitely check out the palace. There's also an outstanding museum nearby.
- W How much time will it take to go through them? I have a dinner appointment at 6:00.
- M You could easily spend the entire day at each place. But you can take tours showing you the highlights. The museum tour lasts an hour while the palace tour is an hour and a half long.

[47–49]

- M Our annual spring sale begins next Friday. We need to make some signs to put up in the shopping center to inform customers about it.
- W The ones we used last year went over pretty well. How about updating them and getting them printed? We can use Brentwood Printing like we normally do.
- M Not anymore. It went out of business, so we have to find a new print shop. But let's go with your suggestion regarding the signs.
- W I remember seeing a store on my way to work this morning. I'll drop by there after lunch and ask about the rates.

[50–52]

- W Greg, six people are starting tomorrow, but there's no place for them to sit. What are we going to do?
- M We'd better rearrange some cubicles, and Lisa and Gina can share an office. That should give us the necessary space.
- W It's going to be rather cramped. You know, we've been fairly profitable lately. We ought to use some of that money to rent a bigger office. A more comfortable workplace would make everyone more productive.
- M I agree, but we can't get out of our lease until five months from now. We'll just have to make do with what we have until then.

[53–55]

- W You're the most qualified applicant, Mr. Hardaway, so we'd like you to join us at Waldorf Consulting.
- M May I assume the pay and benefits are the same as what we discussed over the phone?
- W Yes. However, before you start here, you must work at our Jacksonville branch for a month. You'll be mentored by Mr. Hamilton, the manager there.
- M That's acceptable to me. When should I begin?
- W The sooner, the better. But you have to start no later than October 15.
- M I'm obligated to provide my boss with two weeks' notice, so I can quit on September 30. Then, I'd like a week off, so how about starting on October 8?
- W That's fine.

[56–58]

- M1 The Stetson project is getting underway this Thursday. I was told I could have someone work with me on it. How about you, Wendy?
- W Is this something I could work on part-time?
- M1 I'm afraid not. You'll have to give up any other assignments you're working on. This work will require your undivided attention for three months.
- W You'll have to count me out then. I'm heading the project for Kappa Electronics and can't give it up.
- M2 I'm sure Mr. Parker will let me work on it, Mr. Stephens. I worked at the Stetson Corporation before, so I know nearly everyone there.
- M1 I had no idea. Let's speak with Mr. Parker now. He's still in his office.

[59–61]

- W1 Pardon me. I came here to get some Crunchy Oats cereal since it's on sale, but I can't seem to locate it.
- W2 Did you try looking in aisle three? That's where we stock all of the breakfast cereals.
- W1 I looked everywhere in that aisle, but I couldn't find it. Do you think you've sold it all?
- W2 That's a distinct possibility. Let me go to the back room and check.
- M You don't need to do that, April. We moved the item you're looking for to aisle ten, ma'am.
- W1 Thanks so much. But why did you put it there?
- M That's where we keep all the sale items these days. It makes shopping easier for bargain hunters.

[62–64]

- M Hi, Meredith. I'll be leaving in a few minutes. You're still located at 87 Wiltshire Drive, aren't you?
- W Not anymore, Don. We moved to another place two months ago. Mr. Denny found a cheaper location closer to the heart of downtown.
- M I had no idea. So where are you now?
- W We're not too far from our previous spot. Just go down Wiltshire Drive until it intersects with Morton Road. We're in the building in the northeast corner.
- M Great. I can get on Morton Road easily by taking Beaumont Street. Thanks for letting me know.
- W No problem. Don't forget the samples when you come. I'm eager to see the new products.
- M They're already in my briefcase.

[65–67]

- W I urge you to accept my proposal. If we can get this product to the market in three months, we could have a huge hit on our hands.
- M I agree. But finances are tight at the moment. How much do you think you'll need?
- W For the first month, I think \$30,000 will be sufficient. But I'll require a total of between \$80,000 and \$100,000 for the entire development period.
- M I can't authorize the release of that much money. You need to speak with someone in Accounting.
- W Should I give Ms. Merriweather a call then?
- M I don't think so. You'd better call Trent Lockhart instead. Tell him exactly what you told me.

[68–70]

- W There's a seat in business class available for the flight. Shall I reserve it for you?
- M Before you do that, will I be able to take my dog with me on the flight?
- W This particular airline doesn't permit animals in the cabin. However, you can put your pet in a carrier and have it shipped as cargo. You'll also need to provide the airline with a health certificate from your veterinarian.
- M Do I have to pay a flat rate?
- W No, this airline charges by the weight of your animal.
- M I see. Well, my dog weighs thirty-three kilograms. I guess I need to schedule an appointment with my vet before I leave this Friday.

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[71–73]

- M I'm sure many of you have noticed you've been getting an increasing number of calls these days. There's a simple reason for this. Ever since Galt Industries and Mehrun Technology announced they would be building facilities here, Lexington has become a popular place. At least 1,000 jobs are expected to be created by those two companies, so that means the local economy is going to improve tremendously. We're going to see large numbers of people moving here from out of town, and that's a great opportunity for us since we're going to get the chance to locate properties for them to purchase or rent. We need to be sure to take as much advantage as we can from this chance.

[74–76]

- W This is Tran Ngoc coming to you live from the news desk at WMMC radio, the top FM station in the city. We've got an update about that fire which broke out down by the harbor this morning. According to a spokesman for the fire department, the fire has not been extinguished but has been contained. The fire consumed four warehouses and damaged several other buildings in the area. Fortunately, nobody was seriously injured although a few people went to the hospital because of smoke inhalation. The cause of the fire has yet to be determined, but it is not thought to be intentional at this time. In other news, Mayor Wilhelm made a stunning announcement today.

[77–79]

W Greetings, everyone. My name is Melinda Burns, and it's my pleasure to welcome you to company headquarters. Each of you has transferred from one of our 128 branches around the world. Since you've been employees at the company for between two and nineteen years, we won't do a standard orientation. That's entirely unnecessary. So let me tell you what we are going to do. First, I'm going to lead you on a tour of the entire facility. Next, you're going to hear from Vice President of Operations Maxwell Tucker. CEO Norman Watts was supposed to come, but he's in Prague for the week. You'll meet him later. Finally, you'll be met by your department head and taken to your office to be introduced to your new colleagues.

[80–82]

W I've analyzed the number of customers we've been getting for different types of movies, and I think you'll find the results quite interesting. Take a look at the attendance numbers from last week. Oh, before we look at the chart, I need to apologize. The numbers for dramas and action movies should be switched. Now, I was expecting action movies to be the most popular with our customers, but they actually came in third place. The greatest number of customer saw dramas while comedies came in second. Horror movies were the least popular of the top four. That shouldn't come as a surprise though, as they almost never do better than other genres. From this we can conclude that we need to change the types of movies we show to increase our customer base.

[83–85]

M Good evening, Ms. Tyson. This is Kyle Kendrick calling. I regret to inform you that I've got to cancel tomorrow morning's meeting. I hate to do this on such short notice, but this is something out of my control. I'm flying to Vancouver in an hour because I've got to meet with a client there regarding an urgent matter. You were the one who introduced him to me, so you know what he's like. When he needs something, he demands that I show up in person. Since he's a major client, I don't have much of a choice. Anyway, I'll be back on Saturday or Sunday, so we can meet next week. How about e-mailing me with a day and time convenient to you for us to meet?

[86–88]

M Sometimes you don't just need a regular moving company. Instead, you might have a grand piano or something else that's enormous. Or you might have valuable artwork or other precious and fragile items which require special care and attention. That's where Lou's Logistics can help. At Lou's, we specialize in moving large, valuable, and fragile items. So when you don't trust regular movers to get your possessions from one place to another safely, call us. We have antique, art, and music specialists on staff to provide expert help on just how to transport various items. Call 873-9383 and let us know what you've got. We can provide an appraisal over the phone at no cost to you.

[89–91]

W Templeton shoppers, may I have your attention, please? It's 7:45, so we're closing in a quarter of an hour. Please head to the nearest cash register with the items you intend to purchase now. We'd also like to remind you that our big holiday sale begins tomorrow. You're going to love it. All items will be reduced in price between ten and fifty percent. As an added bonus, we're going to extend our store's hours starting tomorrow. So from tomorrow until the holiday season ends on January 3, we'll be open for two hours later than normal every day. That means we'll close at 10:00 on weekdays and at 11:00 on Saturday and Sunday. As always, thank you for shopping at Templeton. We hope to see you again.

[92–94]

M Hello. This is a call from Hardaway Computing. Ms. Woolridge, I spoke with my manager regarding the question you asked when you visited our store earlier today. He said that if you purchase some software from us but decide to return it for a refund or exchange later, you can only do that on one condition. The item has to be in the package with the plastic around it unbroken. If the software shows any signs of being opened, you cannot return or exchange it unless it's faulty. So I regret to inform you that you can't return the item you bought. However, Mr. Lewis decided to credit \$15 to your online account since you're a regular customer here.

[95–97]

M Thanks for tuning in, everyone. I've got an exciting show planned for you today. We're going to spend the first ten minutes of the show going over the latest in the world of soccer and basketball. After that, Jordan Weathers is going to stop by the studio for an exclusive interview. Jordan's going to talk about the new four-year contract that he signed with his team, and he's going to tell us how he feels about the Tigers' chances of winning this year. But before we get started with the show, it's time for a quick weather update from Sue Ellis. She's got some news about that storm front that's moving rapidly into the region. Sue?

[98–100]

W As you can see from the chart on the screen, the initial results from the lab tests are extremely positive. The medicine we're working on has been successful at defeating several types of cancer. In fact, I'd say it's 20% more successful than anything currently available to doctors anywhere in the world. We're not ready to begin testing on humans yet. I estimate that won't happen until around 6 months from now. First, we need to make sure there aren't any harmful side effects. We must also get permission from the government to conduct more advanced trials. Now, I'd like to be more specific about the results. I think you'll find them fascinating. Please hold your questions until I finish.