

TEST 1 - TRANSCRIPT

1. Do you know when Mary returns from vacation?

- a) She can't wait to go
- b) She'll be back on Monday
- c) She enjoyed it very much

2. How long have you been working on the project?

- a) Yes, it's a very long project
- b) I work on it regularly
- c) For about three weeks

3. The photocopier is out of order again

- a) I'll make the copies now
- b) We'll have to get a more reliable one
- c) It's already on order

4. Is the meeting still scheduled for Friday?

- a) No, we couldn't organize it this week
- b) Meetings are part of our regular schedule
- c) The meeting room is on the left

5. Our guests are very late

- a) We can do it later
- b) Yes, they stayed a long time
- c) Maybe the traffic is heavy

6. How much are the tickets?

- a) I don't have many
- b) There are five of them
- c) Fifteen dollars each

7. Did you enjoy the play last night?

- a) I was a little disappointed
- b) She plays the violin beautifully
- c) The team played at eight o' clock

8. I think I left my briefcase in your office

- a) I didn't see it there
- b) Your office is the best place
- c) If you like, you can

9. Let's stop and get something to eat

- a) No, I'm really not angry
- b) There's a café just up ahead
- c) It was a very good lunch

10. What's the forecast for tomorrow?

- a) I'm free in the morning
- b) It won't be ready on time
- c) Chilly and cloudy, I think

11. Shall we wait for the bus or walk?

- a) In about five minutes
- b) It's not far, let's go on foot
- c) We can try again later

12. Does the meeting fit your schedule?

- a) It's not convenient, but I can make it
- b) The dress fits very well
- c) The meeting was productive

13. Did you have the flyers printed yet?

- a) I'd rather fly if possible
- b) Yes, it was done yesterday
- c) The print is too small to read

14. How many times have you met with the client?

- a) Just a couple of times until now
- b) There wasn't much time to do it
- c) The meeting lasted for an hour

15. Do you know where the design office is?

- a) I'm sorry, I don't have one with me
- b) We've redesigned the offices
- c) I think it's on the floor below

TEST 1 - ANSWERS

1. b
2. c
- 3; b
4. a
5. c
6. c
7. a
8. a
9. b
10. c
11. b
12. a
13. b
14. a
15. c

TEST 2 - TRANSCRIPT

Hello Mr Andrews? This is Jessica Thomson from the YoungArt Gallery. I was just wondering if you'll be able to print the brochures that we ordered in time for the opening of the YoungTalent exhibition next Monday. We really need them to be ready for the first day.

Thank you for calling Ms Thomson. We should certainly have them available for you before that. If somebody from the gallery can drop by on Friday you can pick up the five hundred paper copies on your order and of course we'll make sure the electronic version will be available for your website.

That's fine. Thank you. Is about four thirty in the afternoon suitable? I can come myself.

Well, we close early on Friday, but there should be someone here until five o'clock.

Then I'll just come earlier to be sure, around mid-afternoon.

1. Why is the woman phoning?

- a) To arrange an appointment
- b) To inquire about an order**
- c) To complain about an error
- d) To change a deadline

2. When will the copies probably be available?

- a) Today
- b) Friday**
- c) Saturday
- d) Monday

3. At what time is the woman most likely to arrive?

- a) 11:00 am
- b) 3:00 pm**
- c) 4:30 pm
- d) 5:00 pm

Terry, do you think you can fill in for Steve next Monday? He's having some important dental work done. He won't be in until Tuesday.

Yes, I can do it, but I also have my own work. How full is his diary?

He had an appointment with a client, but he's managed to cancel that. The most important event is the departmental meeting in the afternoon. It's mainly to discuss a training timetable for the new software. Are you familiar with the subject?

I know it in outline, but I'd like to get to grips with the details. Do we have an agenda for the meeting?

I'm sorry, I forgot to ask Steve. He's gone home for the weekend now. You could maybe give him a call about it. I'm sure he won't mind, especially as you're doing him a favor.

That's a good idea. I'll phone him tomorrow. What time is the meeting scheduled for?

It was due to start at 2 pm but it's been put back by an hour to give everyone enough time to get there.

That's OK. I'm going to a wedding anniversary party at about six o'clock, but I don't imagine we'll need to meet for more than three hours.

4. What will the man have to do on Monday?

- a) See a client
- b) Cancel an appointment
- c) Attend a training session
- d) Chair a meeting**

5. On which day of the week does the conversation take place?

- a) Wednesday
- b) Thursday
- c) Friday**
- d) Saturday

6. How does the man feel about the woman's request?

- a) Happy
- b) Calm**
- c) Annoyed
- d) Confused

Mary, what a surprise! I haven't seen you around here for years! How have you been?

It's so nice to see you Melinda. We're all fine. The children are growing up fast. Our daughter is just about to start school and the two boys are doing very well.. We've been living just across the river in Greendale for the last five years. How about you?

We're enjoying life too. Roger was promoted just recently. So far, he's very happy with the new position. He has more responsibility and less traveling. My parents are well too. It's my mother's 60th birthday today. I'm just on my way to pick up the cake. So what made you move? Was it the price of property?

Yes, it was partly that. And the schools for our children are just as good there. I have to say that I appreciate living in a quieter neighborhood. too

I know what you mean. We're still renting our apartment, but it's very expensive. We're thinking of moving for the same reasons as you.

Well, now that we've met up again let's exchange phone numbers and stay in touch.

That's great! We're off on a week's vacation tomorrow, but I'll call you when we get back.

7. How many children does the woman from Greendale have?

- a) One
- b) Two
- c) Three**
- d) Four

8. What is not said about Greendale?

- a) Property is inexpensive
- b) It has a good bus service**
- c) It is quiet
- d) The schools are good

9. Where does the conversation most likely take place?

- a) At a coffee shop
- b) In the street**
- c) On the phone
- d) In an office

Jim how many candidates do we have for the new position in the marketing department? We need to make a choice soon.

We interviewed five applicants last week and three of them seem suitable. But remember that applications close on Friday, so we still have two more days. When is the deadline?

The appointment has to be made by the middle of next month, so the 15th of May. That gives us three weeks to make the appointment if necessary, but we'd prefer to help the new person settle into the department before that if possible.

Yes, of course, I understand. We'll contact our three candidates on Friday and try to arrange a group interview next Wednesday morning. Then we'll make the final decision in the afternoon.

Fine, and if anyone else who seems promising turns up in the next couple of days you can just invite that person to the interview.

It's not very probable in fact, but if it does happen we'll select just one more person. Assessing more than four applicants in a group interview would be difficult.

10. When does the conversation take place?

- a) In March
- b) At the beginning of April
- c) Near the end of April**
- d) In the middle of May

11. Why does the woman want the appointment made soon?

- a) The deadline has already passed
- b) There are too many candidates
- c) The marketing department cannot function
- d) The person hired will need to learn about the job**

12. How many candidates are likely to attend the group interview?

- a) Two
- b) Three or four**
- c) Five
- d) More than five

Hi, we're refurbishing our apartment. I'm currently looking for a sleeper sofa for our guest room.

We have a wide range of great products. Will it be for frequent or occasional use as a bed? The quality of the mattress is an important factor.

We have friends who stay overnight about once every couple of months. I don't really want to pay more than a thousand dollars if possible. Can I get something serviceable for that price?

Certainly. We have several classic or contemporary models for that price and there's also the option of a futon.

Well, I'm a traditionalist when it comes to style. I was thinking of maybe black or dark brown leather.

You're likely to pay a little more for leather than cotton, perhaps twelve hundred dollars. If you follow me I'll show you what's available.

Fine. There's just something that I should mention. We live on the fourth floor. The entrance to our apartment is quite narrow. The elevator isn't very wide either.

That's not necessarily a problem. Nearly all our models are delivered in pieces and then assembled by our delivery service in the apartment.

13. How often will the sofa be used as a bed?

- a) Every day
- b) Very frequently
- c) Occasionally**
- d) Almost never

14. What style of sofa does the woman prefer?

- a) Classic**
- b) Contemporary
- c) A futon
- d) She has no preference

15. What is not mentioned in the conversation?

- a) The quality of the mattress
- b) Other guest room furniture**
- c) The price of a leather sofa
- d) Access to the woman's apartment

TEST 3 - TRANSCRIPT

As you all know, I'll be retiring in a month's time. I'm going to live my dream of doing charity work. It's been a real privilege to have worked here for the last twenty five years. Things have changed a lot in that time. When I started there were only the company's two founders, a few

secretaries, a handful of workers on the shop floor and myself. I was, of course, in charge of recruitment and training. Now we have just opened a major new manufacturing facility in Mumbai and have taken on five hundred employees. I wish my successor as the human resources manager the best of luck. Now let me invite you to the big party which starts in the lobby outside the main conference room in thirty minutes.

1. Who is the speaker addressing?

- a) Charity workers
- b) News reporters
- c) Work colleagues**
- d) Clients of a company

2. What will she soon do?

- a) Start her own company
- b) Go to live in Mumbai
- c) Accept a promotion
- d) Begin a new activity**

3. What will probably happen shortly?

- a) A film will be shown
- b) Food and drink will be served**
- c) There will be a tour of the building
- d) A conference will take place

The historic Hamilton Bridge was due to reopen next Monday, and the entire city was looking forward to it. However, the opening date has been put back by a week while important work is carried out to check its structure. This means that the Bridgehouse Museum on the south side of the river will also be closed to visitors, and if you are planning to cross the river in either direction by car next week, you will be diverted to the downtown bridge on Main Street. So plan a little extra time for your trip. You may want to think about leaving your car at home and taking the city's excellent subway and bus service. You will find updates on the progress of the work on the City Hall website, and of course, as your local friendly radio station, we'll keep you informed too.

4. Why is the bridge still closed?

- a) It has not been completed
- b) Its safety needs to be verified**
- c) It does not meet city regulations
- d) It is costing taxpayers too much

5. On what day of the week is it likely to be opened?

- a) Monday**
- b) Wednesday
- c) Thursday
- d) Saturday

6. What are drivers asked to consider?

- a) Staying at home
- b) Using public transportation
- c) Phoning a radio station
- d) Sharing their car

As you all know, this is our last meeting of the music association in this building. Next month we will move into our new premises, which are ideally located downtown. There we will continue to have our music classes and hold our two annual concerts. We will also be able to hold meetings such as this one. The rent for the new venue is more expensive, so there will have to be a rise in subscription fees. We can't raise fees without consulting all of our members, so our secretary will soon send out letters asking you whether you are willing to contribute a little more. The association's board is likely to be very busy in the coming weeks. The mid summer concert is approaching fast and we also have to find a new violin teacher. Mr Diaz can no longer continue to give his classes.

7. Who is the speaker?

- a) A professional musician
- b) An administrator**
- c) A secretary
- d) A real estate agent

8. What financial problem does he mention?

- a) The lack of subscriptions
- b) The cost of new accommodation**
- c) Taxation
- d) The high level of fees

9. At what time of the year does the talk take place?

- a) During the winter vacation
- b) In early fall
- c) Late spring or early summer**
- d) The end of the summer

Hi everybody, we hope you are enjoying this trip. My name is Anna, and I'm the manager of the dining car. On behalf of myself and our dedicated team, we would like to welcome you aboard. We shall be opening for lunch in half an hour, at eleven thirty. We are located in the middle of the train, in car number 18. We'd love to see you for lunch, where we can offer you a three-course set menu for the very reasonable price of thirty dollars, or a delicious choice of appetizers, main course and dessert from the menu for not very much more. We'll be staying open until two thirty, will take a short break, but will reopen with our dinner menu from six thirty onwards. If you come and see us now, we can take your order and reserve your seat for lunch, dinner or both.

10. What is the speaker's place of work?

- a) An airplane
- b) A restaurant
- c) A train**
- d) A café

11. What time is it when she makes her announcement?

- a) Ten o'clock
- b) Ten thirty
- c) Eleven o'clock**
- d) Eleven thirty

12. How long will lunch be available?

- a) One hour
- b) Two hours
- c) Three hours**
- d) All afternoon

My name is Michael, and it's my pleasure to be your guide for this tour of the Eastern Caves this afternoon. The visit will take about an hour. We'll be entering the caves through a narrow passage. If you're very tall please mind your head on the ceiling. I'm happy to see that everyone is wearing the correct sort of clothing, and I hope you all have good waterproof shoes. It's not especially chilly inside, but it is damp. The passage leads directly to the main gallery. There we will discover the evidence that outlaws and other cave dwellers inhabited the place as recently as the eighteenth century. There will be sufficient light, as we've recently spent a lot on providing a new lighting system, plus I'll be carrying a very powerful flashlight; Needless to say, however, you would be unlikely to get good quality photos with your camera or smartphone.

13. Who is the speaker probably addressing?

- a) Tourists**
- b) Tour guides
- c) Rock climbers
- d) Historians

14. What is the interest of visiting the main gallery?

- a) It has a subterranean lake
- b) It contains human artefacts**
- c) It has never been visited before
- d) It dates from the eighteenth century

15. What is likely to be the biggest problem during the visit?

- a) **The humidity**
- b) Insufficient light
- c) The cold
- d) The lack of time