Unit 7

Part 1-1

(A) The woman is making a call.

(B) The woman is typing at the desk.

(C) The woman is filing documents in the office.

(D)The woman is making some photocopies.

Part 1-2

(A) The man is about to climb up the building.

(B) The man is using a rope to reach the summit.

(C) The man is cleaning a window.

(D) The man is entering the building through a window.

Part 2-1

(Q) Why did the president fire Ms. Young?

(A) She didn't set fire to the office.

(B) She took a bribe from a manufacturer.

(C) It was the day before yesterday.

Part 2-2

(Q) How many times have you been transferred in this company?

(A) This is my first time.

(B) A couple of times a month.

(C) I'll be transferred to the headquarters.

Part 2-3

(Q) Who do you think is the best accountant in the sales department?

(A) That new model of car sells well.

(B) Ms. Burton, who has years of experience.

(C) The new sales figures are much better than the last quarter.

Part 2-4

(Q) Who's in charge of training new employees?

(A) They charged too much.

(B) It hasn't been announced yet.

(C) She's not going to accept the position.

Part 3

Woman: Hi, John. What's on your mind? You don't look so happy today. What's wrong?

John: Well... you know our company is going to open several branches in Europe.

Woman: Yes.

John: Well, Ted just told me I might be transferred to one of the offices in Spain.

Woman: Wow, that's great! I'd be happy if I were you. Do you know how long you'll have to stay there?

John: I'm not sure, but I've just bought a new house for my family here, and my mother has been ill. It's just not the right time for me.

Part 4

First I would like to congratulate you on your fine work so far. I am calling this meeting to announce the new personnel changes for this year. Beth Parker will be transferring to the Loan Department in Rochester as the manager. She has contributed a great deal to the success of our L.A. branch. We will be sorry to see her go. The personnel change will take place when the fiscal year begins on April 1. We are grateful to Beth for her important contribution and wish her the best of luck in her new assignment. Michael Robertson will be leaving the Sales Department to take over Beth's position as marketing team leader.