

Module One. The first task is *Listen and Choose a Response*. In this task, you will listen to a sentence or question. You will then read four sentences and choose the option that is the best response.

Question 1

- As a matter of fact, the client works in marketing.
- I emailed it this morning.
- Proposals can be very detailed.
- I will check the meeting room.

Question 2

- The printer on the second floor is available.
- I read those documents already.
- Printing takes a long time.
- The documents are very important.

Question 3

- Yes, it starts at 3 p.m.
- The TA is very friendly.
- Don't worry. These tutorials are very informative.
- Sorry, I scheduled another appointment.

Question 4

- Slides are useful for presentations.
- Not really. I prefer speaking without slides.
- Sure, I'll look at them after lunch.
- I think the presentation will be held after lunch.

Question 5

- Isn't the seminar interactive?
- It will be led by Dr. Chen.
- I attended one of those last month.
- I think it is supposed to be on the 15th.

Question 6

- The folder contains many files.
- Why do you have access to it?
- Try logging out and back in again.
- Shared folders are convenient.

Question 7

- Yes, the room was renovated last month.
- Yes, before it gets reserved by someone else.
- Yes, conferences are held annually.
- Yes, I like that conference room.

Question 8

- Friday afternoons are usually quiet.
- Sorry, I can't understand it.
- I can, but only if we swap next week.
- Classes start at one o'clock.

Question 9

- Which one do you mean?
- Either option works for me.
- Both of us are.
- Neither of them will attend.

Question 10

- Exactly. Employees attend many sessions.
- Of course. The session is very informative.
- Yes, I attended a training session last year.
- Yes, everyone is required to attend.

Question 11

- Yes, it is reserved until 4 p.m.
- Yes, I'll reserve it tomorrow.
- Yes, I like that conference room.
- Yes, you should book it.

Question 12

- No, I submitted it on time.
- No, I reviewed the report carefully.
- Yes, yesterday was way too busy.
- Yes, I submitted it before the deadline.

1. Did you send the updated proposal to the client?

- As a matter of fact, the client works in marketing.
- I emailed it this morning.
- Proposals can be very detailed.
- I will check the meeting room.

2. Where can I print these documents?

- The printer on the second floor is available.
- I read those documents already.
- Printing takes a long time.
- The documents are very important.

3. I think the tutorial is scheduled for today.

- Yes, it starts at 3 p.m.
- The TA is very friendly.
- Don't worry. These tutorials are very informative.
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4. Could you review my presentation slides?

- Slides are useful for presentations.
- Not really. I prefer speaking without slides.
- Sure, I'll look at them after lunch.
- I think the presentation will be held after lunch.

5. Do you know who is scheduled for the seminar?

- Isn't the seminar interactive?
- It will be led by Dr. Chen.
- I attended one of those last month.
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6. I'm having trouble accessing the shared folder.

- The folder contains many files.
- Why do you have access to it?
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7. Should we book the conference room now?

- Yes, the room was renovated last month.
- Yes, before it gets reserved by someone else.
- Yes, conferences are held annually.
- Yes, I like that conference room.

8. Can you cover my class on Friday afternoon?

- Friday afternoons are usually quiet.
- Sorry, I can't understand it.
- I can, but only if we swap next week.
- Classes start at one o'clock.

9. Would you prefer to meet in person or online?

- Which one do you mean?
- Either option works for me.
- Both of us are.
- Neither of them will attend.

10. Is the training session mandatory for all employees?

- Exactly. Employees attend many sessions.
- Of course. The session is very informative.
- Yes, I attended a training session last year.
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11. Isn't the conference room already reserved for this afternoon?

- Yes, it is reserved until 4 p.m.
- Yes, I'll reserve it tomorrow.
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12. Didn't you submit the expense report yesterday?

- No, I submitted it on time.
- No, I reviewed the report carefully.
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