


## Unit 3 Office Work &amp; Supplies

Part I Photographs  12

*Directions: You'll see a picture and hear four short statements. Choose the statement that best describes what you see in the picture. Then mark your answer on your answer sheet.*

1. (A) The woman is using a pencil to take notes.  
(B) The woman is sharpening a pencil.  
(C) The woman is buying a pencil sharpener.  
(D) The woman is using a shredder.
2. (A) The people are at a wedding party.  
(B) The committee members are eating dinner.  
(C) Some people are raising their hands.  
(D) The committee is holding a meeting.
3. (A) The woman is working at the computer.  
(B) The woman is sitting in front of the copy machine.  
(C) The woman is making a copy.  
(D) The woman is wearing a suit.

Part II Question-Response  13

*Directions: Now, you'll hear a question or statement followed by three responses. Choose the best response to each question or statement.*

1. Where did you put the eraser?  
(A) I bought it just yesterday.  
(B) Oh, I put it in my pocket. Sorry.  
(C) You're welcome.
2. Did you read the brochure of that company?  
(A) Yes, I think it's a good company.  
(B) No, it was on your desk.  
(C) No, I got it by e-mail.

3. Who gave the presentation this morning?  
(A) It was a lot of fun.  
(B) It was in the financial committee.  
(C) It was Mr. Rodgers.

4. When will my new business cards arrive?  
(A) By next Monday.  
(B) This is my business card.  
(C) Yes, let's play cards.

Part III Short Conversations and Short Talk  14,15,16

*Directions: Now, you'll hear two short conversations and one short talk. In your textbook, you'll read a question followed by four answers. Choose the best answer to each question and mark it on your answer sheet.*

1. Woman: Do we have any A-4 paper?  
Man: We're all out. I'm going to order more stationery this afternoon.  
Woman: Order some ink for the printer too, please.
2. Woman: There's a board meeting next Wednesday afternoon. Can you come?  
Man: Sorry, I'll be out of town all next week.  
Woman: Maybe we can put it off.
3. Come visit our store for all your office supply needs. We carry everything from desks to paper clips. Whether your needs are large or small, you'll find what you're looking for at our store.