

Unit 4 Office Messages

Part I Photographs ㉮17

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.

- (A) The man is using a public telephone.
(B) The man is calling from the office.
(C) The man is standing behind the desk.
(D) The man is giving a speech.
- (A) The man is standing in front of a blackboard.
(B) The people are standing in front of the building.
(C) The man and the woman are talking over lunch.
(D) The woman is listening to the man in front of the message board.
- (A) The woman is talking on a cellular phone.
(B) The woman is sending email by her cellular phone.
(C) The woman is holding up her cellular phone.
(D) The woman is putting information into her cellular phone.
☞ cellular (mobile) phone は「携帯電話」の意味。

Part II Question-Response ㉮18

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

- When will you call me back?
(A) In two days.
(B) Speaking.
(C) Hold on, please.

- Will you give this memo to Ms. Palmer?
(A) No, she has a lot of free time.
(B) Yes, she has a good memory.
(C) Sure. I'll do it at once.
- Are you going to email the director right away?
(A) No, I'm busy now.
(B) Yes, I hope you won't contact her.
(C) No, he isn't in his office now.
- Shall we exchange ideas now?
(A) No, you don't have to.
(B) Yes, let's.
(C) Yes, we can.

Part III Short Conversations and Short Talk ㉮19,20,21

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.

- Man: Good morning, Phillips Publishing.
Woman: May I speak to Mr. Black?
Man: I'm sorry. He's not in yet. May I take a message?
- Woman: Did you read my memo about the new plant?
Man: Yes. I think you're right about the advertising campaign.
Woman: Good. Maybe we can get started on it this week.
- Excuse me everyone. May I have your attention, please? We've decided to close the office early today because of the snowstorm. We'd like everyone to leave the building by 2:00.