

VOCAB REVIEW**SAMPLE QUESTION**

Directions: In this part of the test, you will answer three questions based on the information provided. You will have 30 seconds to read the information before the questions begin. For each question, begin responding immediately after you hear a beep. No additional preparation time is provided. You will have 15 seconds to respond to Questions 8 and 9 and 30 seconds to respond to Question 10. (*Note: Question 10 will be asked two times.*)

Monthly Sales Meeting Agenda

Date: April 3

Venue : Meeting Room D, New York Head Office

9:15 – 9:45 A.M.	Review of Last Month, Ted Miller
9:45 – 10:45 A.M.	Sales Person Success Stories <ul style="list-style-type: none"> - Chicago branch, John Wood - LA branch, Sarah Smith - Miami branch, David Marshall
10:45 – 11:00 A.M.	Break
11:00 – 11:30 A.M.	Customer Satisfaction Survey Results, Alice Summers
11:30 – 12:00 P.M.	Scheduled Sales Activity, Bob Roberts
Noon	Lunch*

*Cafeteria service will not be available due to renovations.

** Please contact Ted Miller by phone or e-mail, at least one week prior to the meeting, if you have anything to add to this agenda

RESPONSE TIME

00:00:15

RESPONSE TIME

00:00:15

RESPONSE TIME

00:00:30

⊙ **STRATEGY 6: Make clear grammatically-correct sentences**

The information found on agendas and schedules is usually in note form. You must use this information to make complete sentences.

⊙ **STRATEGY 7: Be careful of verb tenses**

In most cases you will be talking about the future, so you will usually use 'will'.

Exercise

Listen to the questions and then transform the basic information provided into full responses by making complete sentences. The first one is completed for you.

1. 10:00 a.m. Airport pick-up Minibus

Sample Answer: Sure, let me check my information. OK. You will be picked up at the airport at 10:00 a.m. by minibus.

2. 8:15 a.m. Flight JL 204 from Saigon scheduled to arrive at Terminal 1

3. 1:00 p.m. – 2:00 p.m. “How to Invest in Real Estate”
John MacNab, REIT Investment Adviser
(*Canceled due to sudden illness*)

- 2:00 p.m. – 3:00 p.m. “Getting the Most out of Real Estate Investment Trust”
Chris Jackson, REIT Expert

DICTIONATION

1. I'm thinking about becoming a
2. I should warn you that I'm not a very good dancer.
3. A trade will visit Singapore.
4. Languages are an essential part of the school
5. Please do not hesitate to me if you have any
6. She was in London to receive her as Mum of the year.
7. Each lesson an hour.