**C Listen to the following longer conversation twice and choose the right answer to the question you hear.**

1. A. She is a secretary to the Training Office.

B. She is a secretary to the sales manager.

C. She is a secretary in Management.

D. She is a secretary of a fruit processing factory.

1. A. One week. B. Four weeks.

C. Three weeks. D. Two weeks.

3 A. Suitable. B. Available.

C. Qualified. D. Easy to get.

4 A. She is well paid.

B. She enjoys it.

C. She can travel a lot.

D. She doesn’t like it.

5 A. Because he is not methodical enough.

B. Because he is too forgetful and untidy.

C. Because he has good imagination.

D. Both A and B.

D **Listen to the following longer conversation twice and choose the right answer to each question you hear.**

1. A. At the bank.

B. At Sayer’s.

C. In the Sales Department.

D. In a research institute.

1. A. She lost a lot of money. B. It was a hard job.

C. It was an awful job. D. She didn’t like research work.

3 A. At the bank. B. At Manders.

C. At Sayer’s. D. In a Personnel Department.

4 A. A bank teller. B. An assistant.

C. A research worker. D. A personnel manager.

E **Listen to the following longer conversation twice and choose the right answer to each question you hear.**

1. A. At a hotel. B. At McDonald’s.

C. At a bank. D. At a construction company.

1. A. Not yet decided. B. Quite a few.

C. More than a hundred. D. Twenty-five or thirty.

3 A. In September. B. In August.

C. In June. D. In July.

4 A. The day after tomorrow. B. In a few days.

C. Tomorrow. D. Right after the party.

**New Words and Expressions**

taxation 征税、税款 conscience 良心、道德心 initiative 主动性 to the full 充分

trait 特点 tact 得体

insight 洞察力 skyscraper 摩天大楼 supervise 管理 clerical 文书的

notify 通知 hesitancy 犹豫不决

**Passage A**

**Listen to the two speakers twice and fill in the blanks with the words you hear.**

**(Tony, a manager in a company.)**

 **Well, I manage a group of people called systems . I worked in the New York City, for IBM, the computer , and my people are consultants to IBM customers who have, or**

 **to have, computer systems to solve their business . I have about ten people who are**

**in the use of computers in applications, those sorts of applications you find in the city, things like, building societies, , insurance, and all aspects of the use of computers to do solving problems in those industrial areas. And from day to day I make**

 **that the customer gets the right support or the right level of that he needs.**

**(Andy, an accountant.)**

**Most of our work of looking after the taxation, financial affairs of individual people, but we have a**

 **of small companies on our books. Generally we’re dealing with a wide range of smaller accounts. An interesting area particularly to be some of the service activities, the creative fields to be an area where we’ve specialization. We seem to have a fairly proportion of people now in the**

 **, design, artistic fields generally, and the work they do is interesting, then generally they are to handle. One characteristic is that, they don’t seem to have very organized minds.**