



Review 2

NUMBERS

 1 Complete the chart. Then listen and repeat.

11th	<i>eleventh</i>	21st
<i>12th</i>	twelfth	twenty-second
13th	23rd
.....	fourteenth	twenty-fourth
15th	25th
.....	sixteenth	twenty-sixth
17th	27th
.....	eighteenth	twenty-eighth
19th	29th
.....	twentieth	thirtieth
		31st

 2 Work with a partner. Listen and repeat.

A: When is the sales meeting?

B: At 11:45 a.m. on the 17th.

Now practice again. Use the words below.

– the publicity meeting?

– 9:15 a.m. / 21st


– the welcome party?

– 5:30 p.m. / 22nd

– You choose!

3 Before you listen, try to say these numbers:

a 14,500 b 29,400 c 119,000 d 899,200

 Now listen and check your answers.

 4 Listen and choose the correct answers.

a How many units do we sell in Thailand per month?

17,600 117,600

b How many units do we sell in Indonesia per year?

100,200 110,200

c What's our sales estimate for next year?

89,500 98,500

d What's the advertising budget for this year?

\$350,000 \$353,000.

TELEPHONE TALK



- 1 Before you listen, try to fill in the blanks in the dialogue. Choose the words from the box.

may	do	ask	give	talk
what	how	fax	message	letter
where	could	listen	take	say
of	for	in	on	to

- A: Sales Department. (1)..... I help you?
 B: Could I speak (2)..... Yuko Yamamoto, please?
 A: I'm afraid Ms. Yamamoto is (3)..... a meeting right now.
 B: I see. Could I leave a (4)..... for her? This is Tom Bayley from the San Diego office.
 A: Hello, Tom! This is Kenji Oda. We met last year.
 B: Hi, Kenji. Yes, I remember you. (5)..... are things?
 A: Fine, Tom. What can I (6)..... for you?
 B: Could you (7)..... Yuko to e-mail me a copy (8)..... the September sales report? I have a new e-mail address. It's tom_bayley@asia.bk.com.
 A: No problem, Tom. I'll (9)..... Yuko your message.
 B: Thanks, Kenji. Nice to (10)..... to you again.
 A: You're welcome, Tom. Goodbye.

- 🔊 Now listen and check your answers. Then practice the dialogue with a partner.

- 2 Work with a partner.

Student A: Look at this page.

Student B: Turn to page 57.

Student A:

- a You work in the Customer Service Department of PT Books. Answer the phone. Use your own name. Your co-worker, Sarah Gray, is not in the office today. Take a message for her. Start like this:

Good morning, PT Books, Customer Service Department. May I help you?

- b Now change roles. You work at A-1 Designs. Call Student B at Creative Arts. Use your own name. You'd like to speak to Bob Baker. You want to make an appointment to see him next week.