

Reading and Listening

Lesson 3 – B

Topic : Board Meeting Committees

Aim : Improve Reading and Listening skills with vocabulary studies

Listening to and interpreting announcements at a workplace correctly

I READING

Exercise 1 : **VOCABULARY**. Choose the one word or phrase that best complete the sentences.

Then practice using the words in your own sentence. (5 – 6 minutes)

1. The chairman thought he was speaking off the record when he _____ in the reporter that he had no confidence in the current vice president for the Asia – Pacific region.

- (a) confident
- (b) confided
- (c) confides
- (d) confidence

2. In order for a group effort to proceed _____, it is important for each member to sacrifice some of his or her independence.

- (a) efficient
- (b) efficiencies
- (c) efficiently
- (d) efficiency

3. As her first _____, the committee chairwoman wanted to attract new, energetic members to the group.

- (a) prior
- (b) priority
- (c) prioritize
- (d) prioritized

4. Have you posted notices on the bulletin boards that there have several _____ changes in the administration.

- (a) signified
- (b) significant
- (c) significance
- (d) significancy

5. This year, our corporation has enjoyed the _____ increase in sales in our history.

- (a) outstanding
- (b) superior
- (c) maturest
- (d) greatest

Exercise 2 **Reading Comprehension.** Read the following E – mail and try to answer the questions that follow.(3 – 5mins)

TO: Maggie Chen
FROM: George Lipscomb
SUBJECT: Business agreement

Dear Ms. Chen,

Thank you for meeting with us the other day. It was a very productive meeting, and I think we will be able to do business together. I'm glad to know that your distribution company, Shaolin, Inc., is interested in distributing our products to Asian market. We have long felt that our snack items would have a good market in Asia, but hadn't found a suitable distributor until now. I feel that Shaolin knows the Asian market very well and will suit our needs.

I was especially impressed with Mr. Liu's vow to sell our product to grocery chains, specialty stores and food service companies.

I have attached a contract for you to look over. Please sign it and send it back to me by end of next week. It's a basic business agreement between our two companies. I look forward to receiving the distribution agreement from you. After the two agreements are signed, we would like to meet with you once more to confirm our future business relationship.

I will contact you once I receive the distribution agreement to schedule another meeting.

Regards,
George Lipscomb

1. Why was the meeting held?

- (a) To review costs for distribution
- (b) To train salespeople
- (c) To talk about opening a grocery chain
- (d) To discuss distributing products

2. What is the main purpose of Mr. Lipscomb's e – mail to Ms. Chen?

- (a) To send a business agreement.
- (b) To go over the sales market.
- (c) To schedule a meeting
- (d) To send a distribution plan.

3. What will happen next week?

- (a) Mr. Liu will sell the product to specialty stores.
- (b) Ms. Chen will meet with Mr. Lipscomb again.
- (c) Mr. Lipscomb will receive a signed contract.
- (d) Mr. Lipscomb will send a distribution agreement to be signed.

II. LISTENING

Exercise 1 *Picture Description* (1 - 2 minutes)



Choose the best statement that best describes what you see in the picture.

An office meeting

- (A)
- (B)
- (C)
- (D)

Exercise 2. *Let's listen!* Read a question about the short talk and chose the best answer to each question that follows. (5 - 6 minutes)



1. Why did the speaker hold a meeting?

- (a) To collect bonuses
- (b) To thank the employees
- (c) To sell things to the employees
- (d) To give everyone a trip to Hawaii

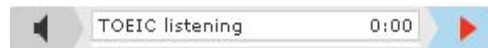
2. What will John pass out later?

- (a) Year - end sales reports
- (b) Some extra work assignments
- (c) Paychecks with bonuses
- (d) Company brochures

3. Who is Cheryl Hawkins?

- (a) The top salesperson
- (b) The sales manager
- (c) The person handing out an award
- (d) The CEO

Exercise 3. *Let's complete it!* Listen again to the audio clip and fill up the missing word or phrase. (3-4 min)



I'd like to thank you all for coming to this meeting today. I've called you all here today to _____ you on our quarterly sales. We had a fantastic _____, Sales up by 80%, which is the largest increase ever. And we expect more of an increase next quarter. Things are looking up for us. Let me tell you how proud I am of you all for all your hard work. I owe this _____ sales increase to you. To show my _____ I am giving you all an extra bonus in your year - end _____. John will pass them out later this afternoon. Also, I would like to _____ that I will be awarding a prize of a round trip for two to Hawaii to the person who made the most sales. And that prize goes to our sales rep. Cheryl Hawkins.

quarter	update	gratitude
paychecks	recent	announce

Exercise 1: Listening Comprehension Transcript

- (A) All the workers are drinking coffee.
- (B) It appears to be very dark outside.
- (C) The office workers are sitting at a round table.
- (D) Only one person is not wearing a black jacket.

Exercise 2: Listening Comprehension Transcript

I'd like to thank you all for coming to this meeting today. I've called you all here today to **update** you on our quarterly sales. We had a fantastic **quarter**, Sales up by 80%, which is the largest increase ever. And we expect more of an increase next quarter. Things are looking up for us. Let me tell you how proud I am of you all for all your hard work. I owe this **recent** sales increase to you. To show my **gratitude** I am giving you all an extra bonus in your year – end **paychecks**. John will pass them out later this afternoon. Also, I would like to **announce** that I will be awarding a prize of a round trip for two to Hawaii to the person who made the most sales. And that prize goes to our sales rep. Cheryl Hawkins.

References

BARRON'S 600 ESSENTIAL WORDS FOR TOEIC 3rd Edition; 新 TOEIC TEST リスニングスピードマスター; 新 TOEIC TEST 英文法スピードマスター

新 TOEIC TEST リーディングスピードマスター; TOEIC TEST 文法別問題集; 新 TOEIC テスト スーパートレーニング 文法・語彙問題編

<http://www.bbc.co.uk/worldservice/learningenglish/>; <http://www.english-test.net/toEIC/listening/>; <http://www.eslpartyland.com/>

