



Listen to the dictation. Choose the appropriate response.

1. **a. It looks like a hospital bill.**
b. The shipping clerk made a mistake.
c. The Human Resources office can help you.
2. **a. You can speak to the clerk.**
b. You should use it last.
c. You can take a boat to Turkey.
3. **a. Fresh air is everywhere.**
b. He's free this morning.
c. He cut his fee in a half.
4. **a. Ask the associate from France.**
b. I can go there myself.
c. My travel agent can tell you what its cost.
5. **a. We can call him on the phone.**
b. You always say the right thing.
c. Here's the list of suggestions from marketing.