

## HOMEWORK:

1. **bureaucracy** - A formal, hierarchical organization with many levels in which tasks, responsibilities, and authority are delegated among individuals, offices, or departments, held together by a central administration.

**Sample Sentence:** According to many sociologists and anthropologists, the development of bureaucracy is necessary for the emergence of any modern civilization.

2. **detour** - a deviation from a direct, usually shorter route or course of action

**Sample Sentence:** We detoured Birmingham.

3. **overhead** - the general, fixed cost of running a business, as rent, lighting, and heating expenses, which cannot be charged or attributed to a specific product or part of the work operation.

**Sample Sentence:** He is sinking overhead in debt.

## TOEIC 2-2 Question Response - On Business

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- ❖ homophones
- ❖ different meanings

### EXERCISES: TOEIC listening

1. What did he tell you?
  - a. I think he ordered the pasta.
  - b. He told me to type the report.**
  - c. At six p.m. in the dining hall

2. Aren't you supposed to be at the staff meeting?
- a. Yes, it's in the conference room.
  - b. No, I have to finish writing this article.**
  - c. Down the hall, third door on the right.
3. Zeus Inc. has announced its buying Mercury Tech.
- a. She said she would start soon.
  - b. I'm not that surprised.**
  - c. Yes, they're on 3rd Avenue.
4. Can you sign this paper?
- a. Sure, but don't tell it to anyone else.
  - b. The sign-in sheet is in the other room.
  - c. I'm sorry, but I can't find a pen.**

5. When is the deadline for the city-hall expansion story?

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- a. I'll come back tomorrow.
  - b. No, I'm afraid I didn't.
  - c. Yes, I'll put money in the bank.**
8. Why did Mr. Walters move his desk?
- a. He wanted a better view.**
  - b. Yes, he just got a new one.
  - c. He moved it to another room down the hall.
9. Are you the new accountant from the head office?
- a. No, my new one came from the marketing office.
  - b. Our partner designed these patterns for us.
  - c. Yes. I'm here to assist for a few months.**
10. The dining room looks great with these orange walls.

- a. Yes, let's paint them yellow then.
  - b. Actually, I really liked the blue ones.**
  - c. Yes, I know. He's been exercising.
11. How is Mr. Locke paying for the services?
- a. I believe he'll be paying with cash.**
  - b. His service has always been reliable.
  - c. He's been playing for three years.
12. She was at the conference last year, wasn't she?
- a. I heard the conference has been cancelled.
  - b. Sure, I'd love to attend the conference.
  - c. Yes, I think she was in charge of a booth.**
13. Who is taking Ms. Yamamoto to city hall this week?
- a. I can work there now.

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- b. Yes, I'd love to watch.
- c. I'd rather wash dishes**

## HOMEWORK:

Make short responses to the questions/statements below.  
Find the corresponding reply for every question.

**have I?  
you weren't!**

**did he?  
you didn't! had he?**

**was he?  
would he?**

**yes, I do!**

**I have.**

**didn't I?**

- Has everyone understood this exercise?  
Possible Answer \_\_\_\_\_.
- You've got mustard on your shirt?  
Possible Answer \_\_\_\_\_.
- I was with Tony yesterday afternoon.  
Possible Answer \_\_\_\_\_.
- He'd like to come with you tomorrow.  
Possible Answer \_\_\_\_\_.
- My father was in the army for over twenty years.

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- I think he'd arrived at seven o'clock.  
Possible Answer \_\_\_\_\_.
- Did you buy that shirt for only ten dollars?  
Possible Answer \_\_\_\_\_.