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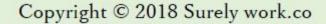
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be aske to make an interference.

Will: Hello, Pat Browns? This is Will Smith in corporate headquarters. The reason I'm calling is that we haven't received last month's expense reports from your office yet, and they were due on Tuesday. Is there any problem?

Pat: No, I actually sent them to you last Monday with the company's courier. I'm sure of it. You haven't received them yet? That's strange.

Will: No, I haven't. Listen, I can check with the courier's office, but in the mean time, could you please send the expense reports again today. Just to ensure that I have them by this afternoon? I'd really appreciate it.

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d.

- 3. What does Pat plans to do?
 - a.
 - b.
 - C.
 - d.



Mark: Hello, Mike? This is Mark. I've run into a problem with the schedule tomorrow. Our 10 o'clock presenter, Dr. Yu, is stuck at the St. Louise airport. The soonest flight he can catch won't get him here until 10:30.

Mike: Alright. He'll need to rest and eat. Why don't we switch his morning session for one of the 2 o'clock sessions?

Mark: That's a good idea. I'll check with our 2 o'clock presenter and see if one of them will change.

Niko: Let ma know as soon as you've arranged it. I'll got a sign nested at the registration table Copyright © 2018 Surely work.co

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- 3. What does Mike's suggest?
 - a.
 - b.
 - C.
 - d.



Karen: There must be some mistake. I ordered 30 crates of tomatoes, not 13.

Salesperson: Let me see, Ma'am. The order number's 3344-N. Here it is... Oh, it's my bad. The one on the 30 smeared and it was hard to read.

Karen: That's OK, we all make mistakes. But what can we do about it? I need those tomatoes, cause I'm advertising a big sale starting tomorrow.

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d.

- 3. How does the Salesperson feels toward Karen?
 - a.
 - b.
 - C.
 - d.

