

NAME

Elerraine Gonzales

DATE

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1. WHY DOES THE WOMAN WANT THE JOB?

- **to reduce travel time** ✓
- to earn more money
- to learn about computers

2. WHICH GRAPH ARE THEY LOOKING AT?

- A
- **B** ✓
- C

3. WHAT IS THE PURPOSE OF TODAY'S MEETING?

- **to discuss a merger plan** ✓
- to sign a contract
- to obtain some advice

4. HOW MUCH WILL EMMA'S HOTEL BILL BE?

- **£60.00** ✓
- £65.50
- £72.50

5. WHEN IS THE TRADE FAIR?

- A
- B
- **C** ✓

6. WHAT IS THE PROBLEM WITH THE SEMINAR?

- the low number of bookings
- **the size of the room** ✓
- the speaker's availability

7. WHICH CHART SHOWS THIS YEAR'S SALES?

- A
- **B** ✓
- C

8. WHAT WILL THE FINANCE COMPANY GIVE ADVICE ABOUT?

- **paying less tax** ✓
- setting up a small business
- buying shares

9. WHAT WAS THE MISTAKE ON THE INVOICE?

- the discount
- **the address** ✓
- the quantity of goods

10. WHAT MUST THE MAN DO NOW?

- discuss the proposals with staff
- **send staff an opinion survey** ✓
- write a progress report

11. WHAT HAPPENED AT THE MEETING?

- **the clients accepted a price increase** ✓
- the clients signed a new contract

- the clients agreed to new payment terms

12. WHAT IS THE COMPANY'S CURRENT LEVEL OF DEBT?

- \$54.5 million
- **\$31.9 million** ✓
- \$7.6 million