

Figurative Language

Two people talk about writing a sales report.

Advanced English - Sound Grammar

C1 Lesson 21 Conversation 4



Part 1: Listen to the conversation and answer the questions.

1	What does the woman need help writing?	2	How long does the man think it will take him?	3	Who does the woman suggest to help him?
a	Newsletters	a	No more than a few hours	a	Jill
b	Sales Report	b	More than a few hours	b	Susan
c	Business Proposal	c	Less than an hour	c	Joe

Part 2: What are the missing words? Use the number of letters as a clue.

Woman: I need someone to _____ up a sales report.	1	5 letters
Man: I'll _____ it.	2	2 letters
Woman: Great. How _____ will it take you?	3	4 letters
Man: No more than a _____ hours, I think.	4	3 letters
Woman: Great. I'll get Susan to _____ you.	5	4 letters
Man: No _____. I'll be all right. Thanks, though.	6	4 letters
Woman: _____ yourself.	7	4 letters

Bonus: Go online to ello.org/book to hear the audio for this conversation and many more!

Answer Key

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Part 2: What are the missing words? Use the number of letters as a clue.

Woman: I need someone to write up a sales report .	1	5 letters
Man: I'll do it.	2	2 letters
Woman: Great. How long will it take you?	3	4 letters
Man: No more than a few hours , I think.	4	3 letters
Woman: Great. I'll get Susan to help you.	5	4 letters
Man: No need . I'll be all right. Thanks, though.	6	4 letters
Woman: Suit yourself.	7	4 letters

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