Unit 2 Quiz · Schedules and Appointments · 姓名_____ 学号_____

A=只读一遍 B=读两遍 C=填空 D=问答

A · Listen and choose (only once)

1. What are the two speakers talking about?

   A. A report B. A design C. A plan D. A project
2. When will the two speakers discuss the plan?

   A. This morning B. This afternoon C. The next morning D. The next afternoon
3. What does the man want?

   A. To check the product B. To have an interview C. To make an appointment D. To make a complaint
4. Who would the man have an appointment with?

   A. Jessica B. David C. Mr. Green D. Mrs. Green
5. When will the woman be available?

   A. Tuesday morning B. Tuesday afternoon C. Thursday morning D. Thursday afternoon

B · Listen and choose (twice)

1. What does the man need to see the woman about?

   A. The design of the new catalog B. The schedule of the week C. Doing a presentation to the board D. Having lunch with a client
2. When do the man and the woman agree to meet tomorrow?

   A. 11:00 B. 11:15 C. After lunch D. 4:00
3. Why does the man make the phone call?

   A. To make an order B. To make an appointment C. To reschedule an appointment D. To make a complaint
4. Who was the man scheduled to see?

   A. Mr. Lin B. Mrs. Lin C. Mr. Smith D. Mrs. Smith
5. When will the appointment be?

   A. Wednesday afternoon B. Thursday afternoon C. Friday afternoon D. Saturday afternoon

C · Listen and fill in the blanks (twice)

Keeping a schedule for your day will help you manage your time more efficiently. You can get more done and are less likely to (1)_____ or become sidetracked. Although it may seem simpler to take things on as they come, you may find yourself (2)_____, disorganized, and forgetting things. Making and keeping a schedule can take a little time getting used to, but soon you'll be glad you did — it will help you (3)_____ your stress and make you feel more (4)_____ your life. Scheduling your day allows you to self-regulate and track your own behavior by (5)_____ what you need to do and have done.

D · Listen and answer (twice, no more than 3 words)

1. How can you be better organized? Try a _____ or digital calendar.
2. When should you enter your appointments into your calendar? Enter appointments into your calendar as _____.
3. When should you plan your days? Try to plan your days the night before or _____ in the morning, before your day starts.
4. What should you do if you have a tight schedule? If you have a tight schedule, plan your day down _____.
5. How can you keep yourself on track? Remember to refer to your _____ throughout the day to keep yourself on track.