

Day 12

☉ Vocab Review

Answer key: 1. colleagues 2. responsible 3. corporate headquarters 4. appointment / dentist 5. round-trip

☉ Listen and fill in the blanks.

Answer key:

1. rest stop 2. handouts 3. assist/ assignment 4. figures 5. installed/ tried out 6. reference
7. banquet/ accommodate 8. charge/ payroll 9. staple/ forms 10. share 11. take/ conference
12. supply closet 13. post/ sign 14. toner cartridges 15. alter / itinerary

☉ Match each definition (A – G) with today's vocabulary word (1 – 7)

Answer Key:

A-7; B-5; C-3; D-6; E-4; F-2; G-1

☉ Gap-filling Exercise

Answer key: 1. toner cartridge 2. posted 3. charge 4. handout 5. accommodate