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LISTENING PART ONE Questions 1 - 12 You will hear the General Manager of Artis Ltd. giving her staff instructions about the arrangements for a visit to the company by a group of international agents. As you listen, for questions 1 - 12, complete the notes using up to three words or a number. You will hear the recording twice.

ARTIS LIMITED Arrival Briefing notes for visit of foreign agents 1

The agents will be brought to Artis

at 9 a.m. 2 The agents will need to be taken to the

by 9.30a.m. Rest of day 3 The first place for the agents to

see is the

4 The second place is

the

department. 5 In the

cafeteria, a video of the new

will be

shown. 6 The last place they will visit will be the

Must remember 7 All staff must

8 It ' s necessary

to have two

available at all times. 9

Each agent must be given an

before the

presentation. 10 The agent from Bolivia needs an

Evening entertainment 11 The latest

time to arrive at the restaurant is

12

The

will be at 9 p.m. 100Test 下载频道开通，各类考试题目直接下

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