

unit 3

Listening

1. LISTENING

(Audio: Top Notch 3, Track 4)

🔊 Listen to the conversation. Look at the chart. Then listen again and complete the chart. Use words from the box. You will not use all of the words.

| | | | | |
|-------------|--------------|------------|----------|--------------------------|
| auto repair | copying | fast | helpful | housecleaning |
| printing | professional | reasonable | reliable | tailoring |

| Name of business | Kind of service | Adjective to describe service |
|------------------|--------------------------------------|-------------------------------|
| Maid to Clean | Example: <i>housecleaning</i> | (1) |
| Edison's | (2) | (3) |
| Tony's | (4) | (5) |
| Sew Good | (6) | (7) |

Completion

Complete each statement.

Complete the sentence with the correct form of the verb in parentheses.

Example: I'd like to have this invitation printed (print), please.

- My mom made me _____ (go) to the store with her, even though I didn't want to.
- You can have the chef _____ (plan) the menu, or you can choose your own food.
- If you get that picture _____ (frame), it'll look a lot better.
- Who can get the job _____ (finish) on time?
- The shoe repair place lost Bill's shoes, so he made them _____ (pay) for a new pair.

Name: _____

ID: A

7. You can't make people _____ (do) something they don't want to do.
8. We need to get eight copies _____ (make) for the meeting.
9. Where did you have your pants _____ (shorten)?

Write the words and phrases in the correct order.

Example:

his assistant / copy / have / a few extra pages / He'll

He'll have his assistant copy a few extra pages.

10. make / the forms / her / Can / sign / you
_____?
11. delivered / You can / the package / tomorrow morning / have
_____.
12. before the party / the apartment / cleaned / having / They're
_____.
13. to call / the restaurant / She'll / someone / for a reservation / get
_____.
14. a sign / will have / The store manager / printed / to announce the sale
_____.
15. I / need / cut / before this weekend / my hair / to get
_____.
16. a song / will have / at the wedding / She / sing / her sister
_____.
17. I / in the morning / the courier service / pick up / the package / can have
_____.

Short Answer

Match each step for planning a social event with the correct definition. Write the letter. You will not use all of the definitions.

18.

Example: arrange catering h

(1) pick a date and time _____

(2) make a list of attendees _____

(3) set up the room _____

(4) make a budget _____

(5) assign responsibilities _____

(a) tell people what to do

(b) have invitations printed

(c) get someone to play music

(d) invite people to the party

(e) change the appearance of the room

(f) decide who to invite

(g) decide how to spend the money

(h) arrange for someone to make the food

(i) choose when to have the party

Name: _____

ID: A

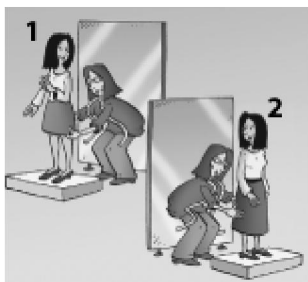
Look at the picture. Use the passive causative to write one sentence about the service that the person wants.

Example:



Stan wants to have a package delivered.

19.



Annie _____.

20.



Harry _____.

Name: _____

ID: A

21.



Irene _____.

Problem

22. READING

Read the article. Then read it again and match each sentence beginning with the correct ending. Write the letter. You will not use all of the sentence endings.

Book of the Month

Home and Family magazine talked to Pamela Darby, author of the new book *Time Management*. Here's some of the advice that she gives:

Making time for special treatments and things you enjoy is important. You make time for a lot of things that you *don't* enjoy, like work and housecleaning. Choose something that you really like to have done, make an appointment, and go. You could get your nails done or have someone massage your back. The important thing is to choose something that you enjoy having done.

Accept offers of help. People are so used to doing things on their own, that they don't think about letting people help them. If someone asks, "How can I help?" tell them what you need done! For example, if you're planning a class party for one of your

children, get some of the other parents to bring food. When someone offers to watch the kids, let them do it!

But, you don't have to wait for people to offer to help. Assign responsibilities to other family members. Have your spouse drop off the dry cleaning on the way to work. Get your kids to help around the house. Even young children can be responsible for certain tasks, such as putting away their toys or setting the table.

If you like these ideas, then read Pamela Darby's new book, *Time Management*, and learn how to use your time better.

Example: Make time

___g___

a. help with things you need to do.

(1) Have something

b. planned, like a big party.

(2) Have other people

c. to help you manage your time.

(3) Tell people

d. do tasks around the house.

(4) Get your family to

e. how to do things your way.

(5) Get this book

f. when you need help.

g. for things that you enjoy.

h. do all of your work, including housecleaning.

i. done, like a massage treatment.

Name: _____

ID: A

Essay

23. **Choose one of the following topics to write about. Write four or five sentences.**
- a. Imagine that you are planning a party with some friends or family. Who is the party for and why? Who will you get to help you plan the event? What things will you have them do?
 - b. Your neighbor has just moved to town and has asked you to recommend services you use regularly. Think of the one you use most. What kind of business is it? What can you get done there? Describe the quality and workmanship.

unit 3

Answer Section

LISTENING

1. ANS:
(1) reliable (2) copying (3) fast (4) auto repair (5) helpful (6) tailoring (7) reasonable

Audio: Top Notch 3, Track 4

Audioscript:

Julia: Hi, I'm your new neighbor. I just moved into apartment number twelve. I'm Julia Frost.

Mark: I'm Mark Fines. Welcome to the neighborhood. Let me know if you need anything.

Julia: Actually, can you recommend a housecleaning service? I'd like to get the apartment cleaned before I unpack.

Mark: Sure. Almost everyone in the building uses Maid to Clean. They're very reliable.

Julia: Great. And what about a copy service? I have to get some things copied before Monday.

Mark: Go to Edison's. It's just down the street. They're really fast.

Julia: Edison's for copying. And can you tell me where you get your car repaired?

Mark: I always go to Tony's Auto Repair. They're not very efficient, but they're extremely helpful. They're around the corner.

Julia: And just one more question. Can you recommend a tailor?

Mark: Sure. Sew Good is great for tailoring. Their work is excellent, and they're very reasonable. They're across the street.

Julia: Thanks so much for your help. I appreciate it.

Mark: No problem. See you around!

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
SKL: Listening

COMPLETION

2. ANS: go

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: Causatives GET, HAVE, and MAKE SKL: Grammar

3. ANS: plan

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: Causatives GET, HAVE, and MAKE SKL: Grammar

4. ANS: framed

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: The passive causative SKL: Grammar

5. ANS: finished

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: The passive causative SKL: Grammar

6. ANS: pay

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: Causatives GET, HAVE, and MAKE SKL: Grammar

7. ANS: do

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: Causatives GET, HAVE, and MAKE SKL: Grammar

8. ANS: made

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: The passive causative SKL: Grammar

9. ANS: shortened

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: The passive causative SKL: Grammar

10. ANS: Can you make her sign the forms

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: Causatives GET, HAVE, and MAKE SKL: Grammar

11. ANS: You can have the package delivered tomorrow morning

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: The passive causative SKL: Grammar

12. ANS: They're having the apartment cleaned before the party

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: The passive causative SKL: Grammar

13. ANS: She'll get someone to call the restaurant for a reservation

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: Causatives GET, HAVE, and MAKE SKL: Grammar

14. ANS: The store manager will have a sign printed to announce the sale

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: The passive causative SKL: Grammar

15. ANS: I need to get my hair cut before this weekend

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: The passive causative SKL: Grammar

16. ANS: She will have her sister sing a song at the wedding

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: Causatives GET, HAVE, and MAKE SKL: Grammar

17. ANS: I can have the courier service pick up the package in the morning

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
OBJ: Causatives GET, HAVE, and MAKE SKL: Grammar

SHORT ANSWER

18. ANS:

(1) i (2) f (3) e (4) g (5) a

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
SKL: Vocabulary

19. ANS:

(Sample response:) wants to have (or get) her skirt lengthened

PTS: 0 DIF: 2 REF: Top Notch 3 Unit 03
OBJ: The passive causative SKL: Grammar

20. ANS:

(Sample response:) wants to get (OR have) his suit dry-cleaned

PTS: 0 DIF: 2 REF: Top Notch 3 Unit 03
OBJ: The passive causative SKL: Grammar

21. ANS:

(Sample response:) wants to get (OR have) her shoes repaired

PTS: 0 DIF: 2 REF: Top Notch 3 Unit 03
OBJ: The passive causative SKL: Grammar

PROBLEM

22. ANS:

(1) i (2) a (3) f (4) d (5) c

PTS: 0 DIF: 1 REF: Top Notch 3 Unit 03
SKL: Reading

ESSAY

23. ANS:

- a. (*Sample response:*) I'm planning a party for my mom's birthday. I'm going to have a caterer make the food so we don't have to cook. I'll have my sister be in charge of the decorations because she's very creative. I'm going to have the invitations printed at a copying place. I will get one of my friends to do the music.
- b. (*Sample response:*) I get my hair cut at Dawn's Salon. It's a little expensive, but the quality is high. Dawn is also very honest—she never tries to get me to have anything done that I don't want. She's also very helpful when I need ideas for a new hairstyle.

PTS: 0

DIF: 3

REF: Top Notch 3 Unit 03

SKL: Writing