



English Teachers On Call

PART 3-G “Short Conversation”

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TOEIC WORKBOOK PART 3-G INSTRUCTION:

In Part 3 of TOIEC you will listen to a short conversation between speakers. After the conversation , you will answer three questions about the dialogue. There will be four possible answers for each question. Typical questions include: WH- questions/How. You may also be aske to make an interference.

Short Conversation #1

Mike:

Hey Lara, Merry Christmas! I haven't seen you since the last company party. What's new in the sales department?

Lara:

Hello there Mike. Merry Christmas to you too! I've been busy, mate. I just got back from Hong Kong, and after the holidays I leave again for Europe. The new TX3000 is selling like hot cakes. We can't seem to keep enough in stock. How are things in accounting.

Mike:

We've been hoping too, trying to get all the end-of-the-year sales figures done by next week. It looks like we're going to beat the industry analysts' fourth-quarter estimates by about 15 percent.

Lara:

That's wonderful news, of course. But frankly, I could do with a bit of a rest. I hope things either cool down or we make some new hires. I've hardly had time to do Christmas shopping for my family...But anyway.. cheers!



1.) Where is the conversation probably taking place?

- a.) In the accounting department
- b.) At a restaurant
- c.) At a Christmas party
- d.) At Lara's house

2.) What positions does Lara hold?

- a.) Accounting manager
- b.) Industry analyst
- c.) CEO
- d.) Sales representative

3.) What will Lara and Mike do next?

- a.) Go Christmas shopping
- b.) Drink a toast
- c.) Travel to Singapore
- d.) Hire new people

Short Conversation #2

Ms. Heinz:

Good morning, Mr. Brown. David Smith rang this morning, and he wants to reschedule his meeting with you from this afternoon to 8 am tomorrow morning. Also, Ms. Lopez from Misty Group faxed a contract proposal. It's on your desk. She'd appreciate a response by Tuesday, if possible.

Mr. Brown:

Morning, Ms. Heinz. Yes, go ahead and move Smith meeting to tomorrow, the Rob Galore and ask if he has time for a conference call this afternoon, say about 2. If he doesn't, let's aim for late tomorrow morning.

Ms. Heinz:

Very good sir. Also, don't forget you have a noon luncheon today at the Rotary Club.

Mr. Brown:

Thank you. That reminds me, could you please phone Ilumina Dry Cleaners and have them deliver my blue knit suit by 11:30? I'd like to wear that to lunch.

1.) What are the speakers mainly discussing?

- a.) Changing an appointment
- b.) A proposed contract
- c.) Mr. Brown's schedule
- d.) A lunch menu

2.) What is Ms. Heinz's position?

- a.) Administrator
- b.) Caterer
- c.) Dry Cleaner
- d.) Secretary

3.) What will Mr. Brown do at noon?

- a.) Attend a special luncheon
- b.) Pick up his blue suit
- c.) Meet with Ms. Lopez
- d.) Call Paul Frazier

Short Conversation #3

Speaker 1: Oh no. The phone company dropped my call again, right in the middle of the conversation! I'm fed up with Z-mobile.

Speaker 2: I use Rewired. I hardly ever get dropped, and long distance calls in the Us and Canada are free. Plus, I can choose four of friends to talk with each month as long as I like.

Speaker 1: Really? You get unlimited minutes with four people? How much do you pay each month?

Speaker 2: I pay a flat fee for \$70 for up to 700 minutes, but you can choose pay-as-you-go plans too. I really like Rewired. You should check it out.



1. What are the speakers mainly discussing?

- a.) Dropped calls
- b.) Cell-phone companies**
- c.) Long distance
- d.) Types of phones

2. What problem does the first speaker have?

- a.) He dropped his phone.
- b.) He paid too much money.
- c.) His calls got cut off.**
- d.) His minutes were limited.

3. How does the second speaker suggest solving the problem?

- a.) By getting unlimited minutes.
- b.) By considering a new cell-phone carrier.**
- c.) By buying a new cell phone.
- d.) By redialing a phone number.

Short Conversation #4

Speaker1:

Hey Mark, what's the policy for vacation request? I'd like to take time off in June, when kids are out of school.

Speaker 2:

You and everyone else. You've got to submit a form to Human Resources. It's first come, first serve, based on seniority.

Speaker1:

I see. My chances wouldn't be very good, would they? Maybe I should try for February, when the kids have mid-winter break.



1. Who most likely are the speakers?

- a.) **Colleagues**
- b.) Classmates
- c.) Strangers
- d.) Neighbours

2. What is the first speaker planning to do?

- a.) Look for a job.
- b.) Work overtime
- c.) Go back to school
- d.) **Take a vacation**

3. What does the second speaker say about vacation request?

- a.) They must be submitted by July.
- b.) The woman doesn't have a good chance.
- c.) **Senior employees get first choice.**
- d.) First-year employees do not get vacations.