



TOEIC Part 3

Short Conversations

GENERAL INSTRUCTIONS

- A. Orient student on what he/she will do in each type of test. Do this only on chapter 1. For the remaining chapters; you don't have to do the orientation.
- B. Student must type his/her answer on the Skype chat box.
- C. Read the choices/ conversation for students using the correct pacing and enunciation. (for listening test)
- D. Read clearly.



Part III: Short Conversations

- A. Tell student that he /she will listen to a conversation. This conversation is not found in his/her copy.
- B. After each conversation, he she must answer the question that is found in his/her copy.
- C. Process student's answer one at a time.
- D. Focus more on the item where student commits mistake. Guide him/her on the correct strategy to use when he/she encounters this test.
- E. Commend student if he/she chooses the correct answer.



Questions 1-3 Script

Man: Don't you think we should have the meeting on Tuesday?

Woman: Why what's wrong with Wednesday?

Man: Well, if you do it Wednesday then it gives us only two days to get everything ready for the presentation on Friday.

Woman: Why? Do you think you need more than two days to implement any changes.

Man: Well, I'd rather be safe than sorry.



Question 1

When is the presentation?

- a. Tuesday
- b. Wednesday
- c. Thursday
- d. Friday

Question 2

What does the man want to do?

- a. Move the meeting back a day
- b. Move the meeting up a day**
- c. Keep the meeting the same
- d. Cancel the meeting



Question 3

What does the man worry about?

- a. Not having enough time to prepare
- b. People not showing
- c. Having to stay late on Tuesday
- d. Doing the presentation alone

Questions 4-6 Script

Man: Hello, can you help me? I bought this computer under warranty last year, and I am here to have it repaired.

Woman: I'm sorry but we don't handle warranties at this store. You need to mail your computer and warranty, along with a detailed list of the problem, back to the manufacturer.

Man: Oh, that's terrible. I took time off work to come here and get this taken care of.

Woman: I'm sorry, sir, but that's store policy. I suggest you send it from the post office across the street. It should only take a few weeks to be repaired.

Question 4

Where does this conversation most likely take place?

- a. A post office
- b. An electronics store**
- c. An office
- d. A factory



Question 5

What does the man want to do?

- a. Buy a computer
- b. Sell a computer
- c. Pick up a computer
- d. Get a computer repaired



Question 6

What does the woman suggest the man do?

- a. Get a new warranty
- b. Buy a new computer
- c. Send his computer by mail
- d. Visit a manufacturer's web site



Questions 7-9 Script

Woman: Hi Thomas! I haven't seen you in awhile.

Man: Hey Debbie. Yes, it has been a long time. How's Gabe doing? I heard he got a promotion at the Business News.

Woman: Yes, he's going to be the special-sections editor. It's a great opportunity for him, and we can really use the extra money.

Man: Tell him congratulations for me. We should get together for dinner sometime soon and catch up.



Question 7

Who are the speakers talking about?

- a. The woman's husband
- b. The woman's supervisor
- c. The man's colleague
- d. The man's roommate

Question 8

What is the relationship between the speakers?

- a. Colleagues
- b. Friends**
- c. Neighbors
- d. Classmates



Question 9

What does the man suggest?

- a. Getting a promotion
- b. Making more money
- c. Having dinner
- d. Catching a bus



Questions 10-12 Script

Man: Good morning. Welcome to Boston. Are you here for the management convention?

Woman: Yes, I am. Where do I go to check in?

Man: The registration tables are on the left side of the room. After you register, go to the tables on the right for a schedule of seminars and more information about convention activities. There's free coffee and donuts in the foyer.

Woman: Thank you. Before I start, I need to use the restroom.



Question 10

Why is the woman in Boston?

- a. For vacation
- b. On business**
- c. To visit friends
- d. To attend school



Question 11

What does the woman plan to do?

- a. Drink coffee
- b. Talk to management
- c. Register
- d. Take a trip



Question 12

What will the man probably do next?

- a. Check in
- b. Get more information
- c. Eat donuts
- d. Give directions



Questions 13-15 Script

Woman: Where are you going?

Man: London. How about you?

Woman: New York first, then Atlanta and Chicago. I've got meetings in each city the next three days.

Man: Wow, that's a tight schedule. I'm going to hook up with friends and relax for a couple of weeks. I don't want to even think about work for awhile.



Question 13

Where is this conversation most probably taking place?

- a. In an office
- b. At a bus stop
- c. In an airport
- d. At a train station



Question 14

What is the purpose of the woman's trip?

- a. Business
- b. Pleasure
- c. Personal
- d. Camping



Question 15

What does the man plan to do?

- a. Take a vacation
- b. Work for two weeks
- c. Visit family
- d. Go to Chicago

