



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

Woman: I'm doing a stationery order, Clive. Do you need anything?

Man: Hmm, let me think. I need some more pens.

Woman: What color? Red? Blue?

Man: Oh no. I've got enough red ones. But I'm short of black ones. I never seem to have any.

Woman: Really? Have you looked in the drawer? There are usually lots of pens in there.

Man: Which drawer?

Woman: The drawer in the desk next to the photocopier.

Man: I thought the stationery was kept in the cupboard at reception.

Woman: No, we moved it about six weeks ago. I'll check it, and bring some to you. Do you need anything else?

Man: Some staples and some paper clips please.

Woman: Sure.



Question 1

What does the man need?

- a. red pens
- b. blue pens
- c. black pens
- d. green pens



Question 2

The man thought that stationery was kept...

- a. in a drawer
- b. in a desk
- c. on a shelf
- d. in a cupboard



Question 3

The man wants to order some equipment to...

- a. make corrections
- b. hold documents together**
- c. print out documents
- d. file documents away



Questions 4-6 Script

Man: Hi Jenny, did you have a good weekend?

Woman: Yes, it was fantastic. We went to the National Park and went walking in the mountains.

Man: Brilliant. Well, you had a great day for it.

Woman: Absolutely. There wasn't a cloud in the sky. We could see for miles from the top. What about you, what did you get up to?

Man: I was preparing for the wedding. We had a few last minute jobs to do, you know, sorting out the drinks and the tables.

Woman: Of course! I forgot you're getting married. It's on Friday isn't it?

Man: Yes. Five days till the big day.

Woman: Well, I bet you're looking forward to it.



Question 4

Where did the woman go at the weekend?

- a. to a city
- b. to the beach
- c. to the countryside
- d. to visit a friend



Question 5

What was the weather like at the weekend?

- a. sunny
- b. cloudy
- c. rainy
- d. snowy

Question 6

What did the man do at the weekend?

- a. he got married
- b. he had a party
- c. he went out for a drink
- d. he prepared for his wedding

Questions 7-9 Script

Woman: My plane leaves at eight o'clock this evening, doesn't it?

Man: No, it leaves at seven.

Woman: Oh dear, I don't have as much time as I thought.

Man: Don't worry, I've already booked a taxi to take you to the airport. It's coming at four thirty.

Woman: Oh, thanks Duncan. Have you any idea what time it gets in?

Man: I'll have a look at your booking... Here we are. Flight time is two and a half hours, and you get into Chicago at eight thirty local time.

Woman: That's great. Hopefully I'll be at the hotel by half nine.



Question 7

What is the woman doing this evening?

- a. catching a train
- b. taking a flight**
- c. going on holiday
- d. meeting a friend



Question 8

What time is the taxi coming?

- a. 8 o'clock
- b. 7 o'clock
- c. half past four
- d. half past two



Question 9

How long will the woman's journey take?

- a. 1½ hours
- b. 2½ hours**
- c. 4½ hours
- d. 8½ hours



Questions 10-12 Script

Man: Excuse me, I've got an appointment to see the manager. Can you tell me where his office is please?

Woman: Sure. You need to go up to the second floor, to the household good department. There's a door to the right of the cash desk. Go through the door and go along the corridor. The manager's office is on the right hand side. It's opposite the staff kitchen.

Man: Is there an elevator?

Woman: Yes, there is. It's just over there, next to the changing rooms.

Man: Is there a bathroom I can use, please?

Woman: Yes, on the lower ground floor, near the restaurant.



Question 10

Where are they?

- a. in a shop
- b. in a college
- c. in the street
- d. in a factory



Question 11

Where is the manager's office?

- a. on the second floor
- b. near the restaurant
- c. next to the changing rooms
- d. next to the staff kitchen



Question 12

What is on the lower ground floor?

- a. the household goods department
- b. the staff kitchen
- c. the restaurant
- d. the changing rooms



Questions 13-15 Script

Man: Hello, Tom Wilson's, can I help you?

Woman: Hi there, it's Emma Lloyd here. I'm calling about my motorbike. Is it ready to be collected yet?

Man: Can you remind me, what's the make of the bike?

Woman: It's a City Zip. It's blue.

Man: Oh yes. We had to order in some parts, but they still haven't arrived yet I'm afraid.

Woman: Do you know when the bike will be ready to pick up?

Man: Sorry, I don't know. But I'll call our suppliers and find out if they've sent out the spare parts yet. Once the parts are here we can fix the bike in two or three days.

Woman: Okay, I'll give you a call at the end of the week, then.

Man: Sure.



Question 13

Where is the woman calling?

- a. an office
- b. a garage**
- c. a doctor's surgery
- d. a factory



Question 14

What information does that man ask for?

- a. the woman's name
- b. the registration number of the bike
- c. the make of the bike**
- d. the woman's phone number



Question 15

What is the man going to do?

- a. telephone the suppliers
- b. call the woman back
- c. order a new part
- d. pick up the motorbike