



# TOEIC Part 3

## Short Conversations

# Directions:

In this part of the test, you will hear short conversations between two people. You will hear the conversation only once, so you must listen carefully to understand what the speakers say. In the test book, you will read a question about each conversation. The question will be followed by four answer choices. You are to choose the best answer to each question.





# Question 1

What are the man and woman mainly discussing?

- a. A vacation
- b. A budget
- c. A company policy
- d. A conference

## Question 2

How is the woman traveling?

- a. By plane
- b. By bus
- c. By taxi
- d. By car





## Question 3

Why aren't the man and woman going together?

- a. The woman needs to arrive earlier.
- b. The man has to work overtime.
- c. The woman dislikes air travel.
- d. The man has to go to the bank first.



## Question 4

What does the man have to do today?

- a. Visit his lawyer
- b. Get a massage
- c. Go to the doctor
- d. Make an appointment



# Question 5

What can be inferred from the conversation?

- a. The woman is the man's receptionist.
- b. The lawyer works in the same building.
- c. The woman has no deadlines today.
- d. The man and woman have a meeting this afternoon.



## Question 6

What does the woman offer to do for the man?

- a. Answer his phone
- b. Call his lawyer
- c. Pick up the newspaper
- d. Take notes at the meeting





## Question 7

What does the man ask the woman?

- a. Where stationary is kept
- b. Where Bill's desk is
- c. How to write a letter
- d. Who Bill is



## Question 8

Who is the man going to write?

- a. Bill
- b. The Boss
- c. A customer
- d. A Friend





## Question 9

Where will the woman go next?

- a. The supply closet
- b. To find Bill
- c. Back to her desk
- d. To each lunch



# Question 10

What are the people talking about?

- a. How to increase sales
- b. A new product line
- c. A good place to have lunch
- d. A competitor's ad campaign





# Question 11

How does the woman want to get the word out?

- a. Talk to more people
- b. Send lots of e-mails
- c. Increase advertising
- d. Post flyers around the city



## Question 12

What does the man worry about?

- a. Growing too fast
- b. Wasting money
- c. Losing customers
- d. Losing his job





## Question 13

Where is the conversation most likely taking place?

- a. An office
- b. A train station
- c. A car park
- d. A company picnic



## Question 14

What does the woman talk to the man about?

- a. His schedule
- b. His report
- c. His clothing
- d. His family





## Question 15

What does the man thank the woman for?

- a. Giving him a shirt
- b. Informing him of policy
- c. Complimenting on his tie
- d. Remembering his birthday

