



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: Do you want to share a taxi to the airport? We can save on expenses that way, and as you know the company is trying to cut costs.

Woman: Actually I'm not flying. I'm going to the conference by bus. I have to leave tomorrow because it's going to take two days to get there.

Man: That's right. I forgot that you are afraid of flying. Are you taking a vacation day tomorrow?

Woman: Well, I worked some overtime last week, so I just banked it instead of wasting a holiday day.



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.

Questions 4-6 Script

Man: Do you want to share a taxi to the airport? We can save on expenses that way, and as you know the company is trying to cut costs.

Woman: Actually I'm not flying. I'm going to the conference by bus. I have to leave tomorrow because it's going to take two days to get there.

Man: That's right. I forgot that you are afraid of flying. Are you taking a vacation day tomorrow?

Woman: Well, I worked some overtime last week, so I just banked it instead of wasting a holiday day.



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

Questions 7-9 Script

Man: I need to send an official letter to one of our clients. Do you know where we keep the letterhead?

Woman: I'm not sure, but Bill probably knows. You should ask him.

Man: I would but he is out to lunch and I really need to get this done soon.

Woman: Right. Well, I'll have a look at the supply cabinet. There might be some in there.



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



Questions 10-12 Script

Woman: With falling sales, I think we need to spend more on advertising.

Man: But more ad time doesn't necessarily mean more sales. In tough times like these, we need to be very cautious about spending.

Woman: I see your point, but we can't increase sales unless we get the word out about our products.

Man: That maybe true, but wasting money is just as bad as not earning it.



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

Questions 13-15 Script

Woman: Joe, I need to talk to you a minute about the dress code.

Man: Is something wrong with my attire?

Woman: Well, company policy states everyone wear white shirts to work and you often wear various colors.

Man: Oh, I see. I was not aware of that. What about ties.

Woman: Colorful ties are okay as long as they are not too flashy.

Man: Okay. Thanks for filling me in on it.



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

