



# 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 project is the man working on?

- a. A newspaper article
- b. A performance evaluation
- c. A research report
- d. A first draft



## Question 2

Where do the man and woman probably work?

- a. At a library
- b. At an investment firm
- c. At a restaurant
- d. At a university





## Question 3

Why is the man asking for the woman's assistance?

- a. She used to be a psychologist.
- b. She wrote a book on the subject.
- c. She studied the topic in university.
- d. She is a stock analyst.



## Question 4

What does the man want to do?

- a. Order more inventory
- b. Talk to Mitch Graham
- c. Buy a new pet
- d. Talk to Ms. Crockett





## Question 5

What is the woman's position?

- a. Receptionist
- b. Manager
- c. Salesperson
- d. Account executive

## Question 6

What problem do the speakers have?

- a. They cannot locate Ms. Crockett.
- b. An employee is unavailable.
- c. They have too much dog food.
- d. Mitch Graham didn't complete an order.





# Question 7

What is the woman doing?

- a. Repairing the computers
- b. Researching new computers
- c. Selling used computers
- d. Maintaining the computers



# Question 8

What does the woman need?

- a. Advice on purchasing electronics
- b. Feedback on the old computers
- c. Computer software sales
- d. Information on available computers





# Question 9

What does the man suggest the woman do?

- a. Consult with a computer specialist
- b. Ask Caitlin for some suggestions
- c. Find a company that offers good customer service
- d. Locate a different vendor than Ingram Computers



# Question 10

What did Johnny Chow do?

- a. Signed a memorandum
- b. Issued a press release
- c. Faxed a contract to Mr. Carlson
- d. Canceled an agreement





# Question 11

When will Mr. Carlson send the memorandum?

- a. Today
- b. On Tuesday
- c. On Wednesday
- d. On Thursday



# Question 12

What will the marketing team do?

- a. Send e-mail to Mr. Chow
- b. Work through the weekend
- c. Meet with Mr. Carlson
- d. Review a contract



## Question 13

Where did the woman spend time during the summer?

- a. In the McClure Building
- b. In Los Angeles
- c. In Ohio
- d. In Florida



# Question 14

What department does the woman work in?

- a. Accounts
- b. General operations
- c. Database management
- d. Food services





# Question 15

What will the speakers probably do next?

- a. Eat lunch together
- b. Study databases
- c. Go on a trip
- d. Go to the fifteenth floor

