



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: Have you talked to the IT Department about when the new website will be ready?

Man: Yes, we had a meeting about it yesterday. They are testing the site now and it should go live in a few days.

Woman: That's good to hear. Have you seen what it looks like?

Man: Yes, I had a peek. Overall, the design is really nice, and it should be easy for people to use. However, there are still a few glitches they need to iron out before it is finished.



Question 1

What are the people discussing?

- a. A restaurant
- b. A new company
- c. An Internet site
- d. A health club



Question 2

What does the man say about it?

- a. It is open to the public.
- b. It is almost ready.**
- c. It is way behind schedule.
- d. He has not seen it yet.



Question 3

What needs to be done?

- a. Staff need to be hired
- b. They need to have a meeting
- c. A logo needs to be designed
- d. Problems need to be fixed

Questions 4-6 Script

Man: Have you seen the new office cafeteria?

Woman: No, not yet. It is nice?

Man: I'll say. It's like a palace. You won't believe the selection.

Woman: Oh, I'm excited. I'll have to check it out for lunch today.



Question 4

What are the people talking about?

- a. An office
- b. A cafeteria**
- c. A library
- d. A palace



Question 5

What does the man think about it?

- a. He does not say.
- b. It's too expensive.
- c. It's too crowded.
- d. He likes it.



Question 6

What does the woman say she'll do?

- a. Go there soon
- b. Take the man to lunch
- c. Check it tomorrow
- d. Skip lunch

Questions 7-9 Script

Bob: What do you think we should do for the end-of-year party?

Ann: Well, we had a Mexican theme last year, so we should probably not do that again.

Bob: Yeah, I was thinking of having a retro theme this year. We could have an eighties night. We could have it at the Italian restaurant on fifth street. I hear they cater big parties.

Ann: I like it. I'll see if I can book it soon.



Question 7

What kind of themed party will they have?

- a. Mexican
- b. Futuristic
- c. Costume
- d. Eighties



Question 8

Where will the party take place?

- a. A Mexican cafe
- b. A high school
- c. An Italian Restaurant
- d. An old book store



Question 9

What will the woman do?

- a. Make an reservation
- b. Read about the eighties
- c. Make a budget
- d. Look for a caterer



Questions 10-12 Script

Man: Hello, my name is Jack Smith. Yesterday I dropped off some brochures about my holiday catering service, Smith Event Planners. I was wondering if you've had a chance to look at them.

Woman: Yes. We took a look at them and were quite impressed. We are interested in having a catered gathering for our end-of-year party.

Man: Great. Would you like to sit down and make arrangements for the event?

Woman: We would actually. However, we need some time to get some specifics ready, but we should call you later in the month with our details.

Question 10

What are the brochures about?

- a. A holiday package
- b. Office space
- c. A catering service
- d. Copy machines



Question 11

What does the man want the woman to do?

- a. Read the brochures
- b. Buy him lunch
- c. Be more specific
- d. Schedule a meeting



Question 12

What does the woman offer to do?

- a. Invite the man to a party
- b. Contact him later with more details
- c. Schedule a meeting next year
- d. Work for his company

Questions 13-15 Script

Man: Hello, I'm Ken Smith. I'm here for my 2 o'clock appointment.

Woman: Hello, Mr. Smith. I'm sorry but Dr. Keifer was called to the hospital for an emergency procedure on a crash victim. We had to reschedule all of his appointments today. We were hoping you could come in next week at the same time.

Man: Oh, I see. Well, I'll have to check my schedule back at the office and see if I'm free.

Woman: That would be great. I'm sorry about this. This usually doesn't happen.



Question 13

Where does the conversation most likely take place?

- a. An emergency room
- b. A train station
- c. A restaurant
- d. A doctor's office



Question 14

What does the woman want the man to do?

- a. Call the doctor
- b. Go to the hospital
- c. Make a new appointment
- d. Wait for two hours

Question 15

What will the man most likely do next?

- a. Wait for the doctor
- b. Schedule an appointment
- c. Return to his office
- d. Visit the crash victim

