



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: Excuse me, I wondered if I could book some time off work.

Woman: Sure, is it for a holiday?

Man: No, my wife's having some treatment at the hospital, so I need to be with her. But I only need to take a morning off.

Woman: Well, if you only need a few hours, why don't you come in early and stay late for a few days? You can just make up the time.

Man: Oh okay.

Woman: When will you be off work?

Man: It will be either Wednesday or Thursday next week. I won't know which day until Friday. I'll tell you as soon as I know for sure.



Question 1

The man needs time off work because:

- a. he is going on holiday.
- b. he is having treatment at the hospital.
- c. he needs to look after his wife.
- d. he is getting married.



Question 2

How much time does the man need to take off?

- a. a few hours
- b. a few days
- c. a week
- d. one day



Question 3

What will happen on Friday?

- a. The man will take time off.
- b. The man will know when he will be off work.
- c. The man will come to work early.
- d. The man will stay late after work.



Questions 4-6 Script

Woman: What exams did you take at school?

Man: I took English, Maths and Psychology. I got two Bs and a C.

Woman: Okay, and do you have any office experience?

Man: I helped out in my dad's office during the summer holidays. I did data entry, filing, answering the telephone, that sort of thing.

Woman: That's great. Have you done any audio typing?

Man: No, I haven't, but I'm sure I can pick it up. I'm used to using computers.

Woman: When would you be able to start work?

Man: I'm available right away. Tomorrow if you like.

Woman: That's great. Well, thanks for coming in. I'll call you later on this afternoon.



Question 4

What is happening in this recording?

- a. The man is at a job interview.
- b. The man is applying to do a course.
- c. This is the man's first day at a new job.
- d. Two friends are talking about their exam results.



Question 5

The man has NO experience of...

- a. working in an office
- b. filing
- c. audio typing
- d. using a computer



Question 6

What is going to happen next?

- a. The man is going to start work tomorrow.
- b. The woman is going to phone the man.
- c. The man is going to call the woman.
- d. The man is going to start work straight away.



Questions 7-9 Script

Man: The business is losing money, so we need to cut costs. What do you think we should do?

Woman: The best way to save money is to make some staff reductions.

Man: I don't like that idea. It will make the remaining staff unhappy. They may become more unproductive.

Woman: I disagree. They may work harder. They will be worried about losing their jobs too.

Man: I think we should reduce the perks. We could stop supplying free tea and coffee and stop the free gym membership.

Woman: I don't think cutting perks will save us much money.



Question 7

What are the couple discussing?

- a. How their business can make more money
- b. How their business can save money
- c. How they can make their staff happier
- d. How they can make their staff work harder.



Question 8

The woman wants to...

- a. hire more staff.
- b. tell the staff to work harder.
- c. fire some staff.
- d. cut perks to save money.



Question 9

The man wants to...

- a. supply free tea and coffee.
- b. give staff free gym membership.
- c. make some staff redundant.
- d. reduce staff benefits.



Questions 10-12 Script

Man: Have you chosen a place for the staff social evening yet?

Woman: Yes, we're going to the Blue Zebra.

Man: The Blue Zebra?

Woman: Yes, it's a vegetarian restaurant near the cinema. It serves organic food. It's really good, and quite cheap.

Man: But that's not very fair, is it? What about the people who aren't vegetarians?

Woman: You can eat vegetarian food for one night!

Man: Yes, but certainly I don't want to pay for food that I don't want to eat. Why don't we go to The Gray Fox? They have a big menu with vegetarian *and* meat dishes.

Woman: No. I went there before, and my meal was really greasy and fatty.



Question 10

What are they discussing?

- a. a party
- b. a trip to a restaurant
- c. a trip to the cinema
- d. a trip to a supermarket



Question 11

Why doesn't the man like the choice?

- a. it is too cheap
- b. it is too far
- c. it doesn't serve meat
- d. it doesn't serve vegetables



Question 12

The woman doesn't want to go to The Gray Fox because..

- a. the food is unhealthy.
- b. it's too expensive.
- c. it only serves meat dishes.
- d. the servings are small.



Questions 13-15 Script

Woman: Hello, Regent Hotel. How can I help you?

Man: Hi, I'd like to book some rooms please.

Woman: Sure, when is your booking for?

Man: For three nights, from the 8th to the 11th April.

Woman: Okay. And how many rooms would you like?

Man: Twelve single rooms please.

Woman: Twelve? That's a lot. That might be difficult. We have a wedding that weekend. Let me see. I can offer you four singles and four doubles. The singles are \$85 and the doubles are \$110. That's all we have left, I'm afraid. Would anyone in your party be prepared to share?

Man: I'll have to ask and get back to you.

Woman: Okay. I'll reserve the rooms for you. Please get in touch by the end of the day if you want to make a booking.



Question 13

How long does the man want to stay at the hotel?

- a. 3rd – 8th April
- b. 8th – 11th April**
- c. 3rd – 11th April
- d. 8th – 12th April



Question 14

What is the problem?

- a. There are only four single rooms in the hotel.
- b. Only expensive rooms are available.
- c. The hotel doesn't like large groups of people.
- d. The hotel is busy at that time.



Question 15

What is the man going to find out?

- a. if some of his friends will share a room
- b. if there are any other hotels nearby
- c. if the rooms are too expensive
- d. if some friends will stay at a different hotel

