



TOEIC PART 4

Short Talks

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 short talks for students using the correct pacing and enunciation. (for listening test)
- D. Read clearly.

Part 4: Short Talks

- A. Tell student that he/she is going to listen to short talks. These short talks may be in the form of an advertisement, announcement, recorded message, and speech.
- B. He she must listen carefully and attentively.
- C. Tell him/ her that you will only read the short talk once.
- D. Emphasize to which question-item the short talk will refer.

Part 4: Short Talks

E. Let the student answer all the questions for 10 seconds after hearing the short talk.

F. Do not interrupt student as he/she answers. Make the 10-second time given be silent so that student can concentrate.

G. After he/she has answered, process all his/her answers.

H. Focus more on the item which he/she commits mistake.

Printing of this document is strictly prohibited.



Questions 1-3 Script

Today, I'm going to give you some advice about record-keeping. Keeping accurate records is very important, because if a patient is unhappy about his treatment, he may want to make a complaint to the surgeon. These records will help us to make a case. Always write your name, the date and the time on all the records. Don't use pencil, or colored pens. Use black ink. If you make a mistake, just cross it out with a single line. Don't use correction fluid. Don't try to file the records away yourself, or they may get lost. Put them in this box here. The administration manager will make sure they are filed away correctly.

Printing of this document is strictly prohibited.

Printing of this



Question 1

Where does the woman work?

- a. in a shop
- b. in a doctor's surgery**
- c. in a train station
- d. in a factory

document is strictly prohibited.

Printing of this

Question 2

What should someone do if they make a mistake on the records?

- a. correct the mistake using pencil
- b. use correction fluid
- c. draw one line through the mistake**
- d. use a colored pen to highlight the mistake

Printing of this document is strictly prohibited.



Question 3

What does the woman tell her colleagues to do with the records?

- a. file them away
- b. give them to the administration manager
- c. put them in a box**
- d. give them to the patient

Printing of this document is strictly prohibited.

Printing of this document is prohibited.



Questions 4-6 Script

Good afternoon and welcome to the 6.54 service to London, calling at Nottingham, Leicester, Bedford and Luton. I'd like to apologize for our late running, which is currently 18 – one eight – minutes behind schedule. This was due to a signal failure. However, we are confident that we will be able to make up for this lost time and arrive in London on schedule. There is a buffet service towards the rear of the train in coach C, serving hot and cold drinks and snacks. Coach D is a quiet zone, so please keep conversation levels down and make sure any music that you are listening to on headphones is turned down.

Printing of this document is prohibited.



Question 4

Where does this announcement take place?

- a. on a coach
- b. on a train**
- c. a train station
- d. an airport

Printing of this document is strictly prohibited.



Question 5

When will they arrive in London?

- a. 8 minutes late
- b. 18 minutes late
- c. 80 minutes late
- d. on time**

Printing of this document is strictly prohibited.

Printing of this document is strictly prohibited.



Question 6

In Coach D...

- a. you cannot listen to music.
- b. you can buy food and drinks.
- c. you need to be quiet.**
- d. you can hear on the train speakers.

Printing of this document is strictly prohibited.

Printing of this



Questions 7-9 Script

Good morning ladies and gentlemen. I'd like to welcome you all to our 15th annual conference of traffic signs and signals. It's nice to see so many people here. Let me give you the agenda for the day. For the first hour we will hear from our managing director, finance manager and our C.E.O. Then we'll break for half an hour at eleven o'clock for tea and coffee. Then we'll meet again for a fascinating lecture about the future of road travel. Lunch will be served at 12.30 in the Angel Room. Go out of the hall, turn right, go down two levels and the Angel Room is on your right.

Prohibited.

Printing of this



Question 7

The people at the conference make signs for...

- a. roads
- b. shops
- c. advertisements
- d. restaurants

document is strictly prohibited.



Question 8

What time will the lecture begin?

- a. 11:00
- b. 11:30**
- c. 12:00
- d. 12:30

Printing of this document is strictly prohibited.



Question 9

Where is the Angel Room?

- a. on this floor
- b. on the next floor up
- c. on the next floor down
- d. two floors down.**

Printing of this document is strictly prohibited.

Printing of this document is prohibited.



Questions 10-12 Script

First I'd like to tell you briefly about the library. The ground floor is a social area where you can meet for discussions, and there are plenty of computers to use. The information desk is over there, near the stairs. The photocopiers are at the rear. The books are on the two upper floors. Arts subjects are on the first floor and science subjects are on the second. Journals and periodicals are kept in the basement. There are also three small meeting rooms downstairs. You can book these out for no charge. You just need to sign up on the timetable on the door. They aren't locked; you can go straight in.

Printing of this document is prohibited.

Printing of this



Question 10

What is NOT available on the ground floor of the library?

- a. computers
- b. information desk
- c. photocopying facilities
- d. books**

document is strictly prohibited.

Printing of this



Question 11

Where can you find science books?

- a. in the basement
- b. on the ground floor
- c. on the first floor
- d. on the second floor**

prohibited.

Printing of this



Question 12

Which of the following is true about meeting rooms?

- a. They are on the ground floor.
- b. You don't have to pay to use them.**
- c. You need to book them at the information desk.
- d. The meeting rooms are usually locked.

Strictly Prohibited.

Printing of this



Questions 13-15 Script

Well, it's great to see you, George. I hope you enjoy working for us here. Now, let me brief you on what we have to do this morning. First, your hours. You will do an eight hour day, but you can start any time between seven and half past nine, so you can organize your own hours and leave early if you want. This morning, I'd like you to read some health and safety information on the computer. You'll need to complete a quiz on the computer after you've read it. Later on, I'll give you a tour of the building.

Prohibited.

Printing of this



Question 13

Who is the woman talking to?

- a. her boss
- b. a new employee**
- c. her secretary
- d. an important visitor

Strictly Prohibited.



Question 14

What time can the man start work?

- a. 7.00
- b. 8.00
- c. between 7.00 and 9.30**
- d. between 8.00 and 9.30

Printing of this



Question 15

What does the woman want the man to do first?

- a. read some information
- b. a quiz
- c. fix the computers
- d. see the building

document is strictly prohibited.