



English Teachers On Call

TOEIC Workbook

Short Conversation

Grammar Focus Present Perfect / Present Perfect Continuous

Rob: I think the waiter (forget) _____ us. We (wait) _____ here for over half an hour and nobody (take) _____ our order yet.

Mitch: I think you're right. He (walk) _____ past us at least twenty times. He probably thinks we (order, already) _____.

Rob: Look at that couple over there, they (be, only) _____ here for five or ten minutes and they already have their food.

Mitch: He must realize we (order, not) _____ yet! We (sit) _____ here for over half an hour staring at him.

Rob: I don't know if he (notice, even) _____ us. He (run) _____ from table to table taking orders and serving food.

Mitch: That's true! He (look, not) _____ in our direction once.

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TEACHER'S TRANSCRIPT and ANSWER KEY

Part III: Short Conversations

In this part of the test you will listen to a short conversation between a man and a woman. After the conversation, you will answer three questions about the dialogue. There will be four possible answers for each question. Typical questions include, who, what, where, when, why, and how. You may also be asked to make an inference.

Listening Comprehension Transcript

QUESTIONS 1

1). What is Debra's dilemma?

- a)
- b)
- c)
- d)

2). What solution did Danielle provided to the problem?

- a)
- b)
- c)
- d)

3). Where will Danielle taking Debra?

- a)
- b)
- c)
- d)

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Listening Comprehension Transcript

QUESTIONS 2

1). What is the man's problem?

- a)
- b)
- c)
- d)

2). When will the man's flight depart?

- a)
- b)
- c)
- d)

3). Where is the man now?

- a)
- b)
- c)
- d)

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TEACHER's TRANSCRIPT and ANSWER KEY

Listening Comprehension Transcript

QUESTIONS 3

1). What is the relationship between the speakers?

- a)
- b)
- c)
- d)

2). What is the man's problem?

- a)
- b)
- c)
- d)

3). What does the woman suggest?

- a)
- b)
- c)
- d)



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Listening Comprehension Transcript

QUESTIONS 4

1). Who most likely are the speakers?

- a)
- b)
- c)
- d)

2). What is the woman's problem?

- a)
- b)
- c)
- d)

3). What does the man plan to do?

- a)
- b)
- c)
- d)

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Listening Comprehension Transcript

QUESTIONS 5

1). What are the speakers most likely discussing?

- a)
- b)
- c)
- d)

2). What problem does the woman have?

- a)
- b)
- c)
- d)

3). What does the man suggest?

- a)
- b)
- c)
- d)



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Listening Comprehension Transcript

QUESTIONS 6

1). Who most likely is the man?

- a)
- b)
- c)
- d)

2). What mistake did the woman make?

- a)
- b)
- c)
- d)

3). How does the man feel toward the woman?

- a)
- b)
- c)
- d)

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Listening Comprehension Transcript

QUESTIONS 7

1). What are the speakers talking about?

- a)
- b)
- c)
- d)

2). Who most likely is Mr. Boyle?

- a)
- b)
- c)
- d)

3). What can be inferred about the Dol Building?

- a)
- b)
- c)
- d)



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TEACHER'S TRANSCRIPT and ANSWER KEY

Listening Comprehension Transcript

QUESTIONS 8

1). What is the woman doing?

- a)
- b)
- c)
- d)

2). What does the woman need?

- a)
- b)
- c)
- d)

3). What does the man suggest the woman do?

- a)
- b)
- c)
- d)



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Listening Comprehension Transcript

QUESTIONS 9

1). What are the speakers doing?

- a)
- b)
- c)
- d)

2). What is the main purpose of the discussion?

- a)
- b)
- c)
- d)

3). What does the man plan to do?

- a)
- b)
- c)
- d)



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Listening Comprehension Transcript

QUESTIONS 10

1). What is the relationship between the speakers?

- a)
- b)
- c)
- d)

2). What does the woman want to do?

- a)
- b)
- c)
- d)

3). What does the woman say about her current position?

- a)
- b)
- c)
- d)



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QUESTIONS 11

1). Where is the conversation probably taking place?

- a)
- b)
- c)
- d)

2). What position does the woman hold?

- a)
- b)
- c)
- d)

3). What will the man and woman do next?

- a)
- b)
- c)



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QUESTIONS 12

1). What are the speakers mainly discussing?

- a)
- b)
- c)
- d)

2). What is the woman's position?

- a)
- b)
- c)
- d)

3). What will the man do at noon?

- a)
- b)
- c)
- d)



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Listening Comprehension Transcript

QUESTIONS 13

1). Who most likely are the speakers?

- a)
- b)
- c)
- d)

2). What are the speakers mainly discussing?

- a)
- b)
- c)
- d)

- 3). What does the woman say about reimbursement checks?
- a)
 - b)
 - c)
 - d)



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Listening Comprehension Transcript

QUESTIONS 14

1). What is the relationship between the speakers?

- a)
- b)
- c)
- d)

2). What problem does the man have?

- a)
- b)
- c)
- d)

3). What will the speakers probably talk about next?

- a)
- b)
- c)
- d)

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Listening Comprehension Transcript

QUESTIONS 15

1). Where is the conversation probably taking place?

- a)
- b)
- c)
- d)

2). What does the man ask the woman to do?

- a)
- b)
- c)
- d)

3). What does the man say about product price?

- a)
- b)
- c)
- d)



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QUESTIONS 16

1). What project is the man working on?

- a)
- b)
- c)
- d)

2). Where do the man and woman probably work?

- a)
- b)
- c)
- d)

3). Why is the man asking for the woman's assistance?

- a)
- b)
- c)
- d)

HOMEWORK : BUSINESS English Vocabulary Drill

1. I've got to learn English fast. I need a real _____ to get me up to speed quickly.
 - a. crash course
 - b. closing a deal
 - c. coining it in
 - d. chew this over

2. The genuine results for the year were pretty bad but thanks to _____ we made them look OK!
 - a. copped out
 - b. cog in the machine
 - c. keep a cool head
 - d. creative accounting

3. You did it too fast. You always make mistakes when you try to _____ .
 - a. cut corners
 - b. closing a deal
 - c. coining it in
 - d. chew this over

4. I'm sure a lot of our future income is going to come from the Internet and other _____ activities.
 - a. copped out
 - b. cyberspace
 - c. keep a cool head
 - d. chew this over

5. I'm not an important person in this company. I'm just a lowly _____ .
 - a. keep a cool head
 - b. closing a deal
 - c. coining it in
 - d. cog in the machine

6. Their products are really selling well. They must be _____ .
 - a. copped out
 - b. closing a deal
 - c. coining it in
 - d. chew this over

7. Stop getting so angry. You really need to _____ and control your temper.
- a. closing a deal
 - b. chew this over
 - c. copped out
 - d. keep a cool head
8. I cannot decide straight away. I'll need to _____ with my colleagues.
- a. cog in the machine
 - b. chew this over
 - c. copped out
 - d. closing a deal
9. He isn't a very good salesman. He has a lot of problem when it comes to _____ .
- a. cog in the machine
 - b. copped out
 - c. cyberspace
 - d. closing a deal
10. She didn't even try to raise the matter at the meeting. She just _____ completely.
- a. crash course
 - b. copped out
 - c. cut corners
 - d. creative accounting