

## **HOMEWORK:**

**1. bureaucracy** - A formal, hierarchical organization with many levels in which tasks, responsibilities, and authority are delegated among individuals, offices, or departments, held together by a central administration.

**Sample Sentence:** According to many sociologists and anthropologists, the development of bureaucracy is necessary for the emergence of any modern civilization.

**2. detour** - a deviation from a direct, usually shorter route or course of action

**Sample Sentence:** We detoured Birmingham.

**3. overhead** - the general, fixed cost of running a business, as rent, lighting, and heating expenses, which cannot be charged or attributed to a specific product or part of the work operation.

**Sample Sentence:** He is sinking overhead in debt.

# **TOEIC 2-2 Question Response - On Business**

## **Teacher's Manual**

In Part II of the TOEIC you will be tested on your ability to respond to a question. It is very important that you can understand and identify wh-questions. You will listen to three possible responses. Only one of the responses is correct.

### **HELPFUL TIPS:**

#### **What should students be aware of?**

- ❖ similar sounds
- ❖ homographs
- ❖ homophones
- ❖ different meanings

### **EXERCISES: TOEIC listening**

1. What did he tell you?
  - a. I think he ordered the pasta.
  - b. He told me to type the report.**
  - c. At six p.m. in the dining hall

2. Aren't you supposed to be at the staff meeting?
  - a. Yes, it's in the conference room.
  - b. No, I have to finish writing this article.**
  - c. Down the hall, third door on the right.
  
3. Zeus Inc. has announced its buying Mercury Tech.
  - a. She said she would start soon.
  - b. I'm not that surprised.**
  - c. Yes, they're on 3rd Avenue.
  
4. Can you sign this paper?
  - a. Sure, but don't tell it to anyone else.
  - b. The sign-in sheet is in the other room.
  - c. I'm sorry, but I can't find a pen.**
  
5. When is the deadline for the city-hall expansion story?
  - a. Story hour is from 10 to 11.
  - b. At the end of the hall on the left.
  - c. Noon tomorrow, at the latest.**
  
6. Where did you last see Ms. Montgomery?
  - a. Yes, I can see it on the flat screen.
  - b. It was about three weeks ago.
  - c. At the First Street coffee shop.**
  
7. Save and have a nest egg.
  - a. I'll come back tomorrow.
  - b. No, I'm afraid I didn't.
  - c. Yes, I'll put money in the bank.**
  
8. Why did Mr. Walters move his desk?
  - a. He wanted a better view.**
  - b. Yes, he just got a new one.
  - c. He moved it to another room down the hall.
  
9. Are you the new accountant from the head office?
  - a. No, my new one came from the marketing office.
  - b. Our partner designed these patterns for us.
  - c. Yes. I'm here to assist for a few months.**
  
10. The dining room looks great with these orange walls.

- a. Yes, let's paint them yellow then.
  - b. Actually, I really liked the blue ones.**
  - c. Yes, I know. He's been exercising.
11. How is Mr. Locke paying for the services?
- a. I believe he'll be paying with cash.**
  - b. His service has always been reliable.
  - c. He's been playing for three years.
12. She was at the conference last year, wasn't she?
- a. I heard the conference has been cancelled.
  - b. Sure, I'd love to attend the conference.
  - c. Yes, I think she was in charge of a booth.**
13. Who is taking Ms. Yamamoto to city hall this week?
- a. Jean works there now.
  - b. She'll probably take a taxi.**
  - c. It's on Second near the park.
14. Housing prices have dropped again.
- a. Good, let's go shopping there.
  - b. I still think it's too expensive.
  - c. That's great news for buyers.**
15. Would you rather wait on tables or wash dishes?
- a. I can't wait any longer.
  - b. Yes, I'd love to watch.
  - c. I'd rather wash dishes**

## HOMEWORK:

Make short responses to the questions/statements below.  
Find the corresponding reply for every question.

**have I?  
you weren't!**

**did he?  
you didn't! had he?**

**was he?  
would he?**

**yes, I do!**

**I have.**

**didn't I?**

- Has everyone understood this exercise?  
Possible Answer \_\_\_\_\_.
- You've got mustard on your shirt?  
Possible Answer \_\_\_\_\_.
- I was with Tony yesterday afternoon.  
Possible Answer \_\_\_\_\_.
- He'd like to come with you tomorrow.  
Possible Answer \_\_\_\_\_.
- My father was in the army for over twenty years.  
Possible Answer \_\_\_\_\_.
- You didn't pass the exam.  
Possible Answer \_\_\_\_\_.
- My brother worked in that office for a month.  
Possible Answer \_\_\_\_\_.
- You don't like Maggie very much.  
Possible Answer \_\_\_\_\_.
- I think he'd arrived at seven o'clock.  
Possible Answer \_\_\_\_\_.
- Did you buy that shirt for only ten dollars?  
Possible Answer \_\_\_\_\_.