

TOEIC2-3 Short Conversation

ANSWER to TOEIC2-2 HOMEWORK:

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

have I?
you weren't!
yes, I do!

did he?
you didn't!
I have.

was he?
had he?
didn't I?

would he?

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

TOEIC2-3 Short Conversation

Teachers Manual

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.

EXERCISES:

SHORT TALK 1. **Don't read a) b) c) d)**

Man: I need to send an official letter to one of our clients.

Do you know where we keep the letterhead?

Woman: I am not sure, but Bill probably knows. You should ask him.

Man: I would but he's out to lunch, and I really need to get this done soon.

Woman: Right, Well, I'll have a look in the supply cabinet. There might be some in there.

1. What does the man ask the woman?

- a. **Where stationary is kept**
- b. Where Bill's desk is
- c. How to write a letter
- d. Who Bill is

2. Who is the man going to write?

- a. Bill
- b. The boss
- c. **A customer**
- d. A friend

3. Where will the woman go next?

- a. **The supply closet**
- b. To find Bill
- c. Back to her desk
- d. To each lunch

SHORT TALK 2

Man: Don't you think we should have the meeting on Tuesday?

Woman: Why what's wrong with Wednesday?

Man: Well, if you do it Wednesday then it gives us only two days to get everything ready for the presentation on Friday.

Woman: Why? Do you think you need more than two days to implement any changes.

Man: Well, I'd rather be safe than sorry.

4. When is the presentation?
 - a. Tuesday
 - b. Wednesday
 - c. Thursday
 - d. Friday**

5. What does the man want to do?
 - a. Move the meeting back a day
 - b. Move the meeting up a day**
 - c. Keep the meeting the same
 - d. Cancel the meeting

6. What does the man worry about?
 - a. Not having enough time to prepare**
 - b. People not showing
 - c. Having to stay late on Tuesday
 - d. Doing the presentation alone

SHORT TALK 3

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.

7. What are the brochures about?
 - a. A holiday package
 - b. Office space
 - c. A catering service**
 - d. Copy machines

8. 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**

9. 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

HOMEWORK:

Study Words and Phrases and make 2 sentences for each

Drop off: to take something somewhere and leave it there for a specific purpose.

I dropped off my suits at the dry-cleaners before work.

Sit down and (do something): meet about something

We should sit down and go over the fall schedule.

Specifics: details

It looks like we will have a meeting next week. I don't know the specifics yet, but I will tell you more soon.