

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.

TOEIC850 2-4 Short Talk

Teacher's Manual

In Part IV you will listen to a short talk. It might be an announcement, a radio advertisement, or a telephone recording. You will listen to the talk and read a few questions about it.

EXERCISE:

Short Talk 1

Hi, this is Adam Swanson calling for Ron Jaworski. It's about 3 on Friday afternoon. Ron, I had something come up at the last-minute, so I won't be able to meet with you and Pete Schilling Monday as we had planned. I'd like to reschedule for later in the week, if that works for you and Pete. I'm available late Tuesday and Thursday afternoons, but early morning Wednesday or Friday would actually be best for me. We could still meet at Pete's office, as we planned, or I'd be able to meet somewhere else if it's more convenient for you. Sorry about the cancellation. Please call me as soon as you can after hearing this. My cell is 886-2468, or you can call my office at 351-9823 and leave a message with my secretary, Crystal Gains. Thanks, Ron. I'll talk to you soon.

1. Who is the message for?
 - a. Adam Swanson
 - b. Ron Jaworski**
 - c. Pete Schilling
 - d. Crystal Gains

2. What is the main purpose of the message?
 - a. **To reschedule an appointment**
 - b. To explain a meeting cancellation
 - c. To propose a new meeting topic
 - d. To change a meeting location

3. What will the listener probably do next?
 - a. Cancel Monday's meeting
 - b. E-mail Crystal Gains
 - c. **Return the phone call**
 - d. Take a long vacation

Short Talk 2

Feeling run down? Low on energy? Like you'll never make it through the day? Then it's time for you to Rev Up. One package of Rev Up contains enough vitamins and minerals to energize you for five straight hours. And the best part is, you won't come crashing down even more tired than when you started. Mix amazing Rev Up with a glass of cold water, and you'll feel energized and ready to tackle the busy day ahead of you. Rev Up contains more than 100 percent of the vital nutrients your body needs to help you think clearly and perform at maximum efficiency. Rev Up comes in three great flavours - grape, lime and cherry -- and is available at supermarkets throughout the Tri-County area. When you're down, Rev it Up, with Rev Up.

1. What is being advertised?
 - a. Heart medication
 - b. **An energy drink**
 - c. A cola beverage
 - d. Instant coffee

2. What does the speaker claim about Rev Up?
 - a. It will make you stronger.
 - b. It is a new type of drug.
 - c. It will leave you tired.
 - d. **It works for five hours.**

3. Where can people buy Rev Up?
 - a. In pharmacies
 - b. **In supermarkets**
 - c. Only online
 - d. At coffee shops

Short Talk 3

Well, the bad news is that our third-quarter earnings are down 2 percent or 50 cents a share. This is due mostly to economic factors beyond our control, particularly the gas-price increases. The good news is that our fourth-quarter earnings are projected to rise nearly 3 percent, or about 75 cents a share. That's partly because we've implemented an energy conservation program at all our plants - for instance, cutting fuel usage by 10 percent - and partly because the economy is on the rebound. Going forward, the company remains healthy, and we anticipate increased energy earnings for each of the first two quarters next year. Our challenge will be finding creative ways to remain well-positioned in a bear economy, and planning for flexibility to meet our goals without compromising the quality of our product.

1. Where is this talk probably taking place?
 - a. In a college classroom
 - b. At a business meeting**
 - c. On a television talk show
 - d. Inside a train station

2. What is the main purpose of the talk?
 - a. To explain a decision
 - b. To correct a mistake
 - c. To persuade listeners
 - d. To impart information**

3. How does the speaker feel about the company's future?
 - a. He thinks the company is in good shape.**
 - b. He thinks that earnings will continue to drop.
 - c. He believes that the company will fail.
 - d. He believes that profits will soar.

Short Talk 4

Hi friends. Sherry Hawkins here, owner of Hawkins Motors. Do you need a new car but feel like you can't afford one? Well come on down to Hawkins, where you can buy a new or used vehicle for just \$30 down. You heard right: Not \$3,000, not \$300, just \$30 down lets you drive off the lot in your very own vehicle. We have hundreds of new and used compacts, sedans, SUVs or pick-ups to choose from, and a variety of financing options to meet your needs even if your credit's not too hot. Still think you can't afford a car? Think again friends. Come on down to Hawkins Motors, at the intersection of Highway 5 and State Route 99. We're open 9-5 weekdays, 9-9 on Saturdays and Sundays. We'll see you soon!

1. Who is the intended audience for this advertisement?
 - a. Business executives
 - b. Housewives
 - c. People with little money**
 - d. Drivers without credit cards

2. How much money must customers pay in advance to buy a vehicle?
 - a. \$13
 - b. \$30**
 - c. \$300
 - d. \$3,000

3. What does the speaker urge listeners to do?
 - a. Arrange financing
 - b. Secure credit
 - c. Make an appointment
 - d. Visit the dealership**

Short Talk 5

Hi, it's good to meet you all. My name's Joe Coleman and I'll be working in accounting. I grew up in San Diego, and I have a BA in political science from Malibu University. Before coming here to Martz Brothers, I worked six years as an accountant at Marshall & Boyer in Salt Lake City, and for three years as comptroller at the Sexson Company in San Francisco. I've been married for five years now, and we have two kids, ages one and three. My wife, Sarah, worked many years for Lehman and Sons before taking time off to have children. Now she's trying to launch a small public relations company while also being a full-time housewife. For my hobbies, I like reading, swimming, watching movies, and I love football. In fact, I used to play at Malibu.

1. Who is the intended audience for this introduction?
 - a. Business colleagues**
 - b. Fellow classmates
 - c. Potential voters
 - d. Public relations staff

2. Where did the speaker say he had worked previously?
 - a. In Malibu
 - b. At Lehman and Sons
 - c. In San Francisco**
 - d. In San Diego

3. What will the speaker likely talk about next?
 - a. His previous job at Marshall & Boyer
 - b. His college football experience**
 - c. His wife's favorite hobbies
 - d. His salary at Martz Brothers

HOMEWORK:

Kindly give the definition of the following words and make the sentence.

1. **dwindle**
2. **futile**
3. **proponent**