

## **TOEIC LESSON MANAGEMENT** (25- minute lesson)

### **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 choices for students using the correct pacing and enunciation. (for listening test)
- D. Read clearly.

### **PART II: QUESTION RESPONSE**

- A. Tell the student what he/she is going to hear questions and these questions are not found in his file. He/she must choose the best response for each question.
- B. After each item, process student's answer. Let him/her be aware of the following question types; **1. Wh-information, 2. Choice, 3. Yes/No, 4. Tag.**
- C. Process student's answer one at a time.
- D. If student gives the correct answer, ask him/ her what made him/ her decide that it is the correct answer.
- E. Follow up and give more attention and time to the item which the student commits mistake.

## PART 2 Question – Response

For this part of the exam, you will listen to 10 questions, and will hear three spoken responses. You must decide the best response for each question. There will be an eight-second pause between each question.

### STRATEGY □: KNOW THE DIRECTIONS

It is important to understand what you are being asked to do **before** you take the test.

The directions will look something like this:

**Directions:** You will hear a question or statement and three responses spoken in English. They will be spoken only once and will not be printed in your test book.

Choose the best response to the question or statement and mark the letter on your answer sheet.

Listen to a sample question:

Man: Where is the meeting room?  
Narrator: A  
Woman: To meet the new supervisor.  
Narrator: B  
Woman: It's the second room on the left.  
Narrator: C.  
Woman: No, at three o'clock.

Choice (B), ***It's the second room on the left,*** best answers the question.

### STRATEGY □: KNOW THE QUESTION TYPES

The question types for Part II can be divided into four broad categories:

1. Wh- information
2. Choice
3. Yes/No
4. Tag

#### Wh- Information Questions

Wh- information questions are the most common type of question on the exam. They use question words (who, what where, why, when, and how). They ask about details and require answers that provide specific information. The correct answers are usually **not** simply "yes" or "no."

### Choice questions

Choice questions ask about choices and preferences. They require answers that provide specific information. Choice questions often use the initial question word which.

***Which suit do you like better?***

***The blue one.***

The expected answer should indicate a specific choice or preference:

Often, Choice questions present the choices using the word or:

***Would you like coffee or tea?  
cream.***

***Coffee, please, with a little***

The expected answer should indicate a specific choice or preference:

### Yes/No Questions

Yes/No questions require an answer that is "yes," "no," or an expression of uncertainty, such as, "I don't know" or "I'm not sure."

***Are you going to the conference in San Francisco?***

This question requires a yes/no response-either "yes," "no," or an expression of uncertainty:

***Yes, I am. No, I'm not. I'm not sure.***

### Tag Questions

Tag questions come at the end of sentences. They are used to check information, ask for agreement, or find out whether something is true. They are more common in spoken English than they are in written English.

***Chris works in the accounting department, doesn't he?***

In this case, the question is checking whether or not Chris works in the accounting department. The speaker thinks this might be true but is not sure. Notice that the expected answer is "yes," "no," or an expression of uncertainty:

***No, he works in the marketing department.***

## TAPESCRIPT

1. Who's Jennifer talking to now?

- A. In the meeting room.
- B. About the conference.
- C. Her secretary, I think.

2. Whose printer is this?

- A. It's John's.
- B. It's the one near the desk.
- C. It's printing the document now.

3. When can you finish your project?

- A. I hate the project.
- B. About 6 o'clock.
- C. I will finish my project.

4. When Mr. Hans was made head of the project?

- A. Last week.
- B. In front of his office.
- C. You never know.

5. When will you retire from this company?

- A. Maybe tomorrow, I'll call you.
- B. Next month.
- C I am tired of doing it.

6. Where is Mr. White?

- A. Don't ask me.
- B. He goes out with Bill.
- C. He is writing his paper

**7. Why didn't Mr. Johnson get the chance to the conference?**

**A. He doesn't know the dates.**

**B. He couldn't find a place to stay.**

**C. He has no any information about attending the conference.**

**8. Why was the meeting cancelled?**

**A. We are late for the meeting.**

**B. Two days ago.**

**C. Because of bad weather.**

**9. Why didn't you go to the farewell party last night?**

**A. I would like to go the party.**

**B. I was sick.**

**C. I stayed at home.**

**10. Did your manager receive my letter?**

**A. Yes, there is a reception desk.**

**B. No, it hasn't arrived yet!**

**C. Yes, I can manage it.**

**11. Have you ever been to their branch office in New York before?**

**A. Yes, I plan to visit it.**

**B. I took a long time coming here.**

**C. No, this is my first visit.**

**12. Have you checked the unemployment figures this month?**

**A. They are the highest in this year.**

**B. No, I can't do it.**

**C. Yes, I have some figures.**

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13. Will you attend the presentation?

- A. Sure, the presentation was great!
- B. Yes! I guess so.
- C. No! I didn't.

14. Does John plan to go to the meeting with you?

- A. Yes, he does.
- B. He went to meeting with you.
- C. He didn't like the meeting

15. Could you come to work this weekend?

- A. Sorry, I have an important appointment.
- B. Weekends are not workdays.
- C. I'm afraid so.

16. Do you know where Mr. Robison is?

- A. He is on vacation.
- B. He is an accountant.
- C. I've been to the office.

17. Do you understand what she means?

- A. Certainly, I don't know.
- B. It's not your business.
- C. No, I don't get it.

18. Mary Brown has been appointed to run the overseas section, hasn't she?

- A. Yes, he has.
- B. Yes, she has.
- C. Yes, she runs well.



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19. Nobody told you Helen is promoted, did they?

- A. I will attend the party.
- B. Yes, they told me before.
- C. No, I didn't.