

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

### **Part III: Short Conversations**

- A. Tell student that he /she will listen to a conversation. This conversation is not found in his/her copy.
- B. After each conversation, he she must answer the question that is found in his/her copy.
- C. Process student's answer one at a time.
- D. Focus more on the item where student commits mistake. Guide him/her on the correct strategy to use when he/she encounters this test.
- E. Commend student if he/she chooses the correct answer.

**REVIEW HOMEWORK from TOEIC1-2  
(refer to TOEIC 1-2 for answers)**

**Part 3: Short Conversations**

**Tapescript**

**Questions and Statements with Completely Underlined Sentences are for teachers to read.**

**M: How long is the electronics exhibition at the convention center being held?**

**W: I think the exhibition will last for 5 days.**

**M: I will avoid the busiest days, especially, Saturday and Sunday.**

1. What does the man mean?
  - A. The electronics show is busiest for 5 days.
  - B. Saturday and Sunday are the only exhibition days.
  - C. Saturday and Sunday have the largest crowds of people.
  - D. The exhibition is not interesting.

**W: I've tried pressing everything, but my computer will not start up properly.**

**M: What do you see on your screen?**

**W: There are a lot of abbreviations and numbers that keep repeating. How do I restart it?**

2. What is the situation?
  - A. The computer isn't working properly.
  - B. The screen isn't working properly.
  - C. The computer is repeating lots of numbers.
  - D. She is a computer expert.

**M: Hello, Is the sales manager in his office?**

**W: Yes, but he's busy with sales meeting now.**

**M: This is Eric Elfman. He's 20 minutes late for a production meeting.**

3. Why is the sales manager late for meeting?

A. He has been in his office for 20 minutes.

B. He has been in a 20-minute meeting.

C. He has been in a sales meeting.

D. The salesman is in a production meeting.

**M: Is this the collections department? I need to settle a bill.**

**W: Yes, what is the name of your company and the invoice number on your bill?**

**M: Let me check with our supply manager, he will have that information on his computer.**

4. Where can the man get the information?

A. The collections department has the billing information.

B. The computer has the billing information.

C. Your company has the computer information.

D. The supply manager has the bill.

**W: When will directors approve the purchase of the office building next door?**

**M: If their review of its current lease agreements is positive, they will give the go ahead.**

**W: This review process will probably take 6 to 10 days.**

5. When will the directors purchase the building?

A. The office building may be sold in 6 to 10 days

B. The office building may be leased in 10 days.

C. The directors will decide in 6 to 10 days.

D. The purchaser wants the office.

**M: Susan, are you going to eat in your office or go out with us?**

**W: I haven't decided yet. I will have a presentation that will take up my whole afternoon.**

**M: Tell me what you'd like to have and I'll bring you back some take out.**

6. What is the man going to do?
- A. He will offer her an office proposal.
  - B. He will get some takeout for her.
  - C. He will bring her some drinks.
  - D. He will help her with the report.

**M: Victoria, human resources doesn't have a copy of your resume.**

**W: I'm certain I brought a copy with me for my interview. In any case, I will print up another copy.**

**M: That's great. Please give it directly to Donald by Thursday.**

7. What is the woman being asked to do?
- A. Have another interview.
  - B. Resubmit a resume.
  - C. Ask Donald if he has her resume.
  - D. Check the printer

**W: Ernest, how can we fill back orders if next week is shortened?**

**M: We'll do it by delaying the shipments for three weeks.**

**W: Then we'll have to send some email and notices apologizing for the delay.**

8. What does man suggest to do?

- A. Delay everything for three weeks.
- B. Send notices for a new shipment policy.
- C. Delay some of the emails.
- D. Delay some of the shipments.

**M: I wish you had told me the conference was being held in the south of France.**

**W: I thought you read the company memo.**

**M: No, I would give anything to visit some of the wineries there.**

9. Why can't the man go to the conference?

- A. He thinks it would be bored.
- B. He didn't like France.
- C. He didn't read the company memo.
- D. The conference is about wineries.

**W: George, Did you hear we'd be closed for an annual inventory check?**

**M: Really? For how long?**

**W: Starting next Wednesday, only the warehouse will be closed for three days.**

10. How will the company be different?

- A. The inventory check will be rescheduled.
- B. The warehouse will be closed.
- C. The whole company will be closed.

D. Next Wednesday the sales office will be closed.

**W: I have typed those letters for you. And here's your mail. All your telephone messages are on your desk.**

**M: Thanks, Lisa. You did a great job today. And there is one more thing I need you to do.**

**W: OK, What is it?**

11. What kind of thing that Lisa didn't do?

A. Typed the letters

B. Got the mails

C. Take the telephone messages

D. Make a coffee

**M: But she said she had an appointment at three.**

**W: Well, tell her I can take her call between one and two.**

**M: Alright. I'll ask her to call back in ten minutes then.**

12. What time is it?

A. 3:00

B. 5:00

C. Just before 1:00

D. 2:30

**W: Your office is on the third floor, and you are expected to be in at 9am.**

**M: Are there supplies in my office?**

**W: Ask the receptionist on your way out.**

13. Who is the woman talking to?

A. Her boss.

B. the receptionist

C. the new supplier

D. a new employee

**W: You're supposed to call Mr. Davis at 10:00. Have you called him yet?**

**M: I was supposed to, but our boss asked me to finish filing some records.**

**W: Oh, no! You'd better grab the phone now!**

14. What is the man going to do next?

- A. He will file records.
- B. He's going to call Mr. Davis.
- C. He's going to grab a sandwich.
- D. He'll take a rest.

**M: That was fantastic! You did a great job there!**

**W: Thank you. But I was quite nervous, especially when the managers asked me about the product specifications.**

**M: It wasn't obvious. You looked very confident.**

15. What are they talking about?

- A: A typing job
- B: Their vacation
- C: A product demo
- D: leadership seminar