

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 short talks for students using the correct pacing and enunciation. (for listening test)
- D. Read clearly.

Part 4: Short Talks

- A. Tell student that he/she is going to listen to short talks. These short talks may be in the form of an advertisement, announcement, recorded message, and speech.
- B. He she must listen carefully and attentively.
- C. Tell him/ her that you will only read the short talk once.
- D. Emphasize to which question-item the short talk will refer.
- E. Let the student answer all the questions for 10 seconds after hearing the short talk.
- F. Do not interrupt student as he/she answers. Make the 10-second time given be silent so that student can concentrate.
- G. After he/she has answered, process all his/her answers.
- H. Focus more on the item which he/she commits mistake.

Part 4: Short Talks Tapescript

Questions 1 to 3 refer to the following advertisement.

Saper is one of the world's best brands.

We create the safest and most exciting car experience for modern families.

Saper is a company with a unique Culture:

We put safety first;

We are committed to caring for the environment;

And here, quality is a way for life.

SAPER car Tokyo is a global company which offers ample scope for development.

We offer challenges, opportunities, spearhead technology and generous scope for your creativity and ambition.

We also enjoy family values, active lifestyles, nature and cars.

It's SAPER FOR LIFE!

1. Who is the advertisement for?
 - A. Those who shopping for copiers.
 - B. Those who are driving helicopters.
 - C. Customers.
 - D. Representatives.
2. What city was mentioned in the talk?
 - A. Paris
 - B. Tokyo
 - C. Harvard
 - D. Sydney
3. What kind of business is being discussed?
 - A. Telecommunication Service.
 - B. Environment Protection Activity.
 - C. Technology.
 - D. Automobile.

A recorded message

Questions 4 through 6 refer to the following recorded message.

Hi, thanks for your calling. We're sorry we're not available to answer your call now. Please leave your name, number, and the message when you hear the beep. We will return your call as soon as possible when we return from our company trip.

4. Which is not mentioned in the recorded message?

- A. Record your video.
- B. Leave your number.
- C. Leave your message.
- D. They're on a trip.

5. Who is speaking?

- A. A receptionist.
- B. A physicist.
- C. A judge.
- D. An athlete.

6. When will they make return calls?

- A. Today.
- B. Tomorrow morning.
- C. When they return.
- D. As soon as possible.

Speech

Questions 7 through 9 refer to the following speech.

(Woman): Managers, I'd like to thank you for coming to our staff meeting this morning. As you know, the company has been experiencing financial difficulties lately, resulting in the loss of many of our valuable employees, people who have worked under your management. Although we hope that a continuation of layoffs will not be necessary to recoup our status, we may have another round of dismissals in the near future. If we must continue the layoffs, I will need a list of two people from each department whom you could afford to lose if necessary. I know this isn't easy, and it may not happen. I just want to make you aware that it is a possibility. Any questions?

7. Where did this speech take place?

- (A) In the boardroom
- (B) In a staff meeting**
- (C) In a teleconference
- (D) In the break room

8. What is the purpose of the woman's speech?

- (A) To tell people they are being laid off
- (B) To tell managers to lay people off
- (C) To warn managers that a lay off may be coming**
- (D) To regain company morale by announcing bonuses.

9. What does the woman ask the managers to do?

- (A) Select two people from their department to possibly lay off.**
- (B) Warn the people in the department that they're losing their jobs.
- (C) Come in an extra day to make up for the failing work force.
- (D) Cut back their own hours to make up for the monetary losses.

Announcement**Questions 10 through 12 refer to the following announcement.**

(Man) Thanks for agreeing to meet with me, Mr. Finch. I know as the head of Finance, you're a busy man. I'd like to talk with you about our new hire in Accounting. She is doing great! She comes into work on time, stays late when I need her to, and consistently does a great job on whatever assignments I provide her. I know that you said her position was not permanent, but I'd truly like you to consider hiring her on full-time. She would be a valuable asset to our company because of her willingness to go the extra mile. I wish I had ten employees just like her. If you consider bringing her on, I'll take full responsibility for getting her over to Human Resources, and training her so she's the best she can be. Will you consider it?

10. In which department does the new hire work?

- (A) Human Resources
- (B) Finance
- (C) Accounting
- (D) None of the above

11. What does the man want?

- (A) The new hire to be a full-time employee.
- (B) A new intern to help with the workload.
- (C) The manager to increase his pay.
- (D) The manager to fire the new hire.

12. What things has the new hire done to earn the manager's admiration?

- (A) Asked for more responsibility, organized a fund-raiser, and instituted new policies.
- (B) Come into work on time, listened to her coworkers, and implemented changes to the old systems.
- (C) Asked for more responsibility, organized meetings, and filed office papers.
- (D) Come into work on time, stayed late when necessary, and gone the extra mile.

HOMework :

Vocabulary Quiz - "B" Words

1. A man who isn't married is a ____
2. Another word meaning "luggage" is ____
3. Someone whose job is to cut hair is called a ____
4. Someone without socks or shoes on is ____
5. The red liquid in your body is called ____
6. If you come from Wales, Scotland, Northern Ireland or England you are ____
7. Someone who breaks into houses is a ____
8. Something that is fired from a gun is called a ____
9. A small word that means "next to" is ____
10. Something that is used to fasten shirts and cuffs is called a ____

ANSWER KEY:

1. bachelor
2. baggage
3. bare
4. barber
5. blood
6. British
7. burglar
8. bullet
9. beside
10. button