

## **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](#).

### **PART VI: TEXT COMPLETION**

- A. Tell students that he/she will read four passages of text, such as an article, a letter, a form, and an e-mail. In each reading passage there will be three blanks to fill in. He/she will read four possible choices for each blank. He/She should read the entire passage to make sure you choose the correct choice in context.
- B. Process one at a time each choices with the student.
- C. Make him/her understand why such part of speech/ word should be the correct answer.

## PART 6 TEXT COMPLETION

1. 25 October

Ms. Sally Salhit  
Channel 3 TV  
2000 Pine Road  
Buffalo, New York

Dr. Ms. Salhit,

I am writing to request permission to use portions of your recent episode about the migrating patterns on black bears in your recent episode of 'Animals of the North' that \_\_\_\_\_ November 15th.

- A. aired
- B. covered
- C. hunted
- D. portrayed

2. All excerpts from your television show would only be shown to students at Westside High. As an educational institution \_\_\_\_\_ limited means

- A. which
- B. that
- C. with
- D. were

3. we are unable to pay for any of the content with monetary compensation, but we would give your show proper \_\_\_\_\_ as the sole provider of the content

- A. evaluation
- B. renumeration
- C. destination
- D. recognition

and by doing so you may gain several dozen new loyal (and young) viewers in the process.

I look forward to your response, and on a personal level, must say how much I enjoy your show.

Sincerely,

Bob Calardar  
Westside High School  
Science Department

4. January 27, 2011  
Dr. Delfin C. Legarda  
President  
Bataan Peninsula State University

Sir:

Good Day!

My contract as an Instructor in College \_\_\_\_\_ Engineering and Architecture

- A. in
- B. on
- C. of
- D. for

5. will expire on January 31, 2011. I would like to inform your good office that I am still willing to offer my service and \_\_\_\_\_ my knowledge

- A. provide
- B. give
- C. solicit
- D. impart

6. that will help the engineering students of Bataan Peninsula State University to develop their skills and \_\_\_\_\_ their full potential.

- A. minimum
- B. maximize
- C. minimize
- D. maximum

I look forward to seeing you in the next semester.

Thank you.

Yours truly,

Engr. Raymund Rodriguez  
Instructor – CEA

7. January 27, 2011

To: All Employees

From: President

RE: New Recycling Program

Did you know that up to 70% of the trash from an office like ours is paper that can be recycled? Our \_\_\_\_\_ efforts are important because Quezon City must meet a State-mandated goal of recycling 50% of its trash by the end of January 2011, or face fines of up to \$10,000 per day.

- A. vain
- B. recycled
- C. recycling
- D. useful

8. Since businesses produce over 50% of the city's waste, it is \_\_\_\_\_ that we do our share to help meet the recycling goal. Recycling has an additional benefit of reducing our waste disposal expenses, which helps lower the building's operating costs.

- A. critical
- B. careful
- C. exciting
- D. criticize

9. And of course, recycling helps preserve natural resources – every ton of paper recycled saves 17 trees!

With this in mind, we \_\_\_\_\_ a new recycling program in our offices. I encourage you to actively participate in our company's recycling effort.

- A. implementation
- B. compliment
- C. constructing
- D. are implementing

10. The enclosed flyer describes what can be recycled in our paper recycling program. The \_\_\_\_\_ can collect the office paper from centralized containers located throughout the office. In addition, you can call Mr. Robert Nash at 415 - 2205 to obtain desk-side containers if you need one. These containers make it very easy for employees to recycle paper at their desks.

- A. custodian staff
- B. custody of staff
- C. custodial staff
- D. staff crew

With everyone's participation, I am confident that we can do our part to help the city's recycling efforts. If you have any questions, please call me at 415 - 2208

Thank you for your assistance and participation.

## HOMEWORK

### Vocabulary Quiz - "C" Words

1. What chocolate drink came from Mexico? It's \_\_\_\_
2. Where is the longest wall in the world? It's in \_\_\_\_
3. We drink tea and coffee from it and it sits on a saucer. It's a \_\_\_\_
4. Kings and queens live in this building. It's a \_\_\_\_
5. The person in charge of a ship is a \_\_\_\_
6. Another word for a taxi is a \_\_\_\_
7. A bird is sometimes kept in a \_\_\_\_
8. The capital city of Egypt is \_\_\_\_
9. Something you sit on with four legs, a back and a seat is a \_\_\_\_
10. The opposite of expensive is \_\_\_\_

### ANSWER KEY:

1. cocoa
2. China
3. cup
4. castle
5. captain
6. cab
7. cage
8. Cairo
9. chair
10. cheap