

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.

Part 3: Short Conversations Tapescripts

1. W: Did Bella tell you how long she would be quarantined?

M: No, I'll give her a call right now. I hope she didn't catch SARS.

W: We can only ask Kristy to cover for her in customer service for a few days.

M: We need to hire a temporary worker

1. What does the company need?

A. Bella will do customer service.

B. Kristy can work for Bella in a few days.

C. A temporary worker is needed in a few days.

D. Kristy will do customized work for Bella

2. W: I really need to lose some weight, and this diet isn't doing anything for me.

M: Are you working out?

W: No, but I've been thinking about it.

2. What will the woman do?

A. Follow another diet.

B. Join a gym

C. Stop eating.

D. Go to work.

3. W: Did you see the doctor?

M: Yeah. He suggested that I stay in bed or I won't be able to walk without pain.

W: Well then take time off work. You look like you need a rest anyway.

3. Why will he stay in bed?

A. He injured his foot.

B. He's tired.

C. He needs to rest.

D. Because the doctor told him to.

4-5. M: Hi Tina. Good to see you! I brought a fruit salad.

W: Thanks, Jim. That was very thoughtful. Did you make it yourself?

M: Yeah, but it's nothing fancy. I didn't have time. I just cut up some melon, banana, and grapes and threw them together into a bowl.

W: No need to apologize. I'm sure the guests will love it. It will be a great side dish for the steak I'm grilling. Why don't you put it on the table next to the salads and chips.

4. What does Tina tell Jim?
- A. He shouldn't have brought anything.
 - B. She appreciated his kindness.**
 - C. She doesn't like fruit salads.
 - D. She deserves an apology.

5. What is Tina doing?
- A. Grilling steak**
 - B. Making dessert
 - C. Mixing drinks
 - D. Cooking vegetables

6-7. W: That will be \$162.91. Do you have a club card?

M: Yes, the number is 4254680624.

W: OK, got it. Now if you'd just slide your credit card through the machine.

M: There you are.

W: Thank you, Mr. Watson. You saved 25 dollars and 33 cents today. Do you need any help carrying the bags out to your car?

6. What is the purpose of the man's club card?
- A. To pay for his purchases
 - B. To earn bonus points
 - C. To get a discount**
(The woman said: W: Thank you, Mr. Watson. You saved 25 dollars and 33 cents today.)
 - D. To provide identification

7. What will the man probably say next?

- A. "Yes, I drove to work today."
- B. "No, I have a blue car."
- C. "Sure, I'll be glad to help."
- D. "No thanks. I've got it."

8-9. M: Your EKG looked good, but I'd like to run some additional tests to find out what's causing your pain.

W: OK. What kind of tests?

M: The first test I'd like to do is called an MRI. You lie inside a kind of giant tube, while we use lasers to examine your entire body. It'll take about an hour.

W: All right, but are you sure I need it? It sounds kind of scary.

8. Who most likely are the speakers?

- A. Minister-sinner
- B. Professor-student
- C. Doctor-patient
- D. Employer-employee

9. What does the man want to do?

- A. Give the woman an EKG
- B. Operate on the woman
- C. Get a second opinion
- D. Run more tests on the woman

10. W1: Hello Megan? This is Corey.

W2: Hi Corey. How are you?

W1: I'm fine, but Jack is sick. He's got a sore throat and a cough and he's staying home from school. So he can't make his piano lesson today.

W2: I understand. Let's see if we can make it up later in the week.

10. What does the woman suggest?

- A. Canceling an appointment
- B. Visiting a doctor
- C. Going to school
- D. Rescheduling a lesson

11. W: In addition to two weeks' paid vacation, we allow for six annual sick days, and one personal day off each year.

M: Are the sick days "use them or lose them?"

W: Yes. They do not carry over. You must use all six in one year. The same with the personal day. Any more questions I can answer?

M: Not right now, but I might after I look through some of this material.

11. What is the relationship between the speakers?

- A. Colleague-colleague
- B. Applicant-manager**
- C. Company-client
- D. Salesman-buyer

12. What does the woman say about sick days?

- A. They can be used as personal days.
- B. They can be saved for the next year.
- C. There is no pay for them.
- D. There are six per year.**

13-15. W: City utility department, Mary Chambers speaking. How may I help you?

M: Yes, I'm new to the city and I'm trying to figure out how garbage and recycle collection work. It's my understanding that garbage is collected on Wednesdays, and recyclables such as paper, plastic and glass are collected on Thursdays. Is that correct?

W: No sir, it's the other way around. Recyclables are Wednesday, and garbage is Thursday. You need to put your garbage can next to the curb in front of your house by 7 a.m. Thursdays. You should have two recycling containers, one for paper and cardboard, and one for glass. Those need to be set in front of your house by 7 a.m. Wednesday. On both those days, our pick-up trucks will be there sometime between 7 and 5.

M: Oh I see. Thank you very much for your assistance. Just one more thing. I heard that the city is going to start collecting yard waste soon. Can you please tell me about that?

13. What is the main topic of the conversation?

- A. Recycling
- B. Yard waste collection
- C. Garbage collection times
- D. Collection procedures

(The woman said: "I'm new to the city and I'm trying to figure out how garbage and recycle collection work")

14. When is garbage collected?

- A. Wednesdays
- B. Thursdays
- C. Saturdays
- D. Mondays

15. What will the woman probably do next?

- A. Say goodbye and hang up
- B. Refer the man to her supervisor
- C. Explain about a new service
- D. Answer another phone call