

## **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 he/she chooses the correct choice in context.
- B. Process one at a time each choice with the student.
- C. Make him/her understand why such part of speech/ word should be the correct answer.

## PART 6: TEXT COMPLETION

Questions 1-4 are based on the following letter

588-9898

January 15, 2011

Jason Murphy  
Sales Representative  
ADB Sales, Inc.  
234 Third Avenue  
Meridian, Idaho, 208

Dear Mr. Davidson:

This letter is a formal \_\_\_1\_\_\_ for a leave of absence, to follow up our meeting yesterday.

- A. need
- B. ask
- C. attempt
- D. request

As we discussed, I would like to request a leave of absence from September 1 through October 31. I will return to work \_\_\_2\_\_\_ November 1.

- A. in
- B. on
- C. at
- D. none of the above

Please \_\_\_\_ 3 \_\_\_\_ if I can provide any further information or if you have any questions.

- A. let me know
- B. tell you
- C. say me
- D. said to me

Thank you very much for you \_\_\_\_ 4 \_\_\_\_ in providing me with this opportunity for personal leave.

- A. kind
- B. considerable
- C. consideration
- D. appreciation

Sincerely,

Jason Murphy

**Questions 5 - 8 are based on the following news blog**

I am sure all of you saw my letter last week sharing something very personal with the Apple community. Unfortunately, the curiosity over my personal health continues to be a \_\_\_\_ 5 \_\_\_\_ not only for me and my family,

- A. distraction
- B. attraction
- C. attention
- D. disposition

but everyone else at Apple as well. In addition, during the past week I have learned that my health-related issues are more \_\_\_6\_\_\_ than I originally thought.

- A. complication
- B. complex**
- C. simple
- D. elaborates

In order to take myself out of the limelight and focus on my health, and to allow everyone at Apple to focus on delivering extraordinary products, I have decided to take a \_\_\_7\_\_\_ of absence until the end of June.

- A. medical live
- B. medical leave**
- C. medicine leave
- D. medicine live

I have asked Tim Cook to be responsible for Apple's day to day operations, and I know he and the rest of the executive management team will do a great job. As CEO, I plan to remain involved in major \_\_\_8\_\_\_ decisions while I am out. Our board of directors fully supports this plan.

- A. tactical
- B. strategize
- C. strategic**
- D. strategy

I look forward to seeing all of you this summer.

Steve

**Questions 9 - 12 are based on the following announcement****Public Health Announcement Scripts**

These messages should be read after a report of an ill person has been made to the Centers for Disease Control and Prevention (CDC) Quarantine Station, and/or if requested by the Quarantine Station. If possible, the public health announcement (PHA) should be made before landing or while taxiing to the gate to \_\_\_9\_\_\_ that passengers remain in their seats once the plane has landed.

- A. assurance
- B. ensure**
- C. sure
- D. surely

**PHA 1**

Please remain seated for an announcement. A person on board requires medical \_\_\_10\_\_\_. This should take only a few minutes.

- A. attentive
- B. contribution
- C. attribute
- D. attention**

Please remain seated while emergency medical team and public health staff are on board. We will provide more information \_\_\_11\_\_\_ possible. Thank you very much for your cooperation.

- A. soon
- B. the sooner as
- C. soonest
- D. as soon as**

**PHA 2**

Please remain seated for an announcement. An ill person has been taken off the plane to receive medical treatment. As a \_\_\_12\_\_\_, public health officials have asked us to give you information about the illness and what to do if you become ill.

- A. prepare
- B. cautious
- C. precaution
- D. safe

Flight attendants will hand you a Travel Health Alert Notice as you leave the plane. Please read this card carefully and keep it for the time specified on the card. Thank you very much for your cooperation.