

## **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 TOEIC 2-2  
(refer to TOEIC 2-2 for answers)**

**Part 3: Short Conversations  
Tapescripts**

**1. M: Hi Selynn. What are you working on?**

**W: Oh hi Peter. I'm trying to finish my presentation for tomorrow's meeting. I'm way behind.**

**M: I worked late yesterday finishing mine. Is there anything I can do to help you?**

**W: Thanks, but not right now. I'll let you know if I need anything later.**

1. What problem does the woman have?
- A. She will be late for work.
  - B. She cannot make the meeting.
  - C. She is struggling with her presentation.
  - D. She worked late yesterday.

**2. W: Hello, XYZ Accounting? Could I speak to Craig Robinson please?**

**M: Mr. Robinson's in a meeting right now. Can I put you through to his voice mail?**

**W: No thanks. I'll try back later. I just have a couple of quick questions about deductions for my tax return.**

**M: Oh, maybe another accountant could help you. I think Gina Bowers could answer your questions. Yes, she's in. Hold on a second; I'll transfer you.**

2. What does the man suggest the woman do?
- A. Call back later
  - B. Send an e-mail
  - C. Leave a message
  - D. Speak with someone else

**3. W: Hey Mark, what's the policy for vacation requests? I'd like to take time off in July, when the kids are out of school.**

**M: You and everybody else. You've got to submit a form to Human Resources. It's first come, first serve, based on seniority.**

**W: I see. My chances wouldn't be very good then, would they? Maybe I should try for February, when the kids have mid-winter break.**

3. What does the man say about vacation requests?

- A. They must be submitted by July
- B. The woman doesn't have a good chance
- C. Senior employees get first choice
- D. First-year employees do not get vacations

**4. M: So, the 20th won't work for you. How about something the following week?**

**W: That would be the week of the 23rd. Let's see... I have time on Monday afternoon and Wednesday morning. Does either of those work for you?**

**M: Monday doesn't; I'll be out of town. Wednesday, later in the morning would. Say, 11:30?**

**W: OK, 11:30 Wednesday. Where?**

4. Why can't the man meet the man on Monday?

- A. He has a conference call
- B. He will be traveling
- C. He was sick
- D. He will be in school

**5-7: Wow, James! That's quite a stack of books. It looks like you're studying for an exam.**

**M: Oh I'm studying, but not for an exam. I've been doing some research at the company library for a report on psychological investing. Did you know that some firms use psychology research to develop products like personality tests and employee performance evaluations? They believe it gives them an edge in hiring quality workers and ensuring top-notch performance.**

**W: Oh yeah, I've heard about that. It's called psychometrics. I minored in psychology before I got into stock analysis.**

**M: Really? Could you do me a favor, then? Would you please review my first draft? Mr. Spencer wants this report tomorrow, and I'd appreciate it greatly if you'd provide some feedback. If you could, I'll treat you to an early dinner at the Chinese restaurant around the corner.**

5. Why is the man asking for the woman's assistance?

- A. She used to be a psychologist.
- B. She wrote a book on the subject.
- C. She studied the topic in university.
- D. She is a stock analyst.

6. Where do the man and woman probably work?

- A. At a library
- B. At an investment firm
- C. At a restaurant
- D. At a university

7. What project is the man working on?

- A. A newspaper article
- B. A performance evaluation
- C. A research report
- D. A first draft

**8. W: Damon, how are you coming with the expense reports?**

**M: I'm afraid I'm a little bit behind. I'm having trouble with the**

**Excel spreadsheets.**

**W: Would you like Sasha to give you a hand?**

**M: Yes, that would be great. Thank you.**

8. What problem does the man have?

A. His computer is broken.

**B. He is late with a project.**

C. He lost expensive reports.

D. He cannot concentrate.

**9. W: Have you heard from Mary lately? What's she up to these days?**

**M: I got an e-mail from her last week. After she left our firm, she switched careers. Now she's a teacher.**

**W: Really? Good for her. I bet she'll be great at it!**

**M: Yeah, she always was good with kids.**

9. What does the man say about Mary?

A. She will succeed in her new career.

**B. She is very good with children.**

C. She has always been a hard worker.

D. She did not make a good decision.

**10. M: Did you hear that Willie is going to be transferred to Singapore?**

**W: Really? But he was doing such a good job here, ever since he returned from China. Our overseas accounts have nearly doubled.**

**M: That's probably why the head office has asked him to replace Brent as director of Asia operations. He has the most foreign experience.**

**W: Well, good for Willie. He's going to be busy, with our Thailand branch opening next year.**

10. How is Willie qualified for his new position?

- A. He speaks a foreign language.
- B. He is good at accounting.
- C. He is good at counting.
- D. He comes from China.

**11. W: I don't understand this memo from the boss. It says on Fridays we can start wearing casual clothes, but does that include T-shirts?**

**M: No, it doesn't. See here. It says that short-sleeved shirts must have collars. T-shirts don't have collars.**

**W: Oh, I see. It also says no blue jeans. But what about black jeans?**

**M: That's a good question. You should ask your manager.**

11. Where is this discussion probably taking place?

- A. In an office
- B. At a school
- C. On a playground
- D. In a store

**12. W: Hey Steve, who's in charge of inventory?**

**M: That's Selena, but she's off this week. So you'll need to talk with her assistant, Matt. He's at lunch right now. If you need something immediately, ask Dana in accounting.**

**W: That's OK, it's not urgent. Do you happen to know Matt's extension?**

**M: Let's see...it's 692.**

12. What will the woman probably do next?

- A. Make a phone call
- B. Send an e-mail
- C. Send a text message
- D. Walk to an office.

**13.W: Mr. Crowther is coming to us from Southwell Inc. Didn't you used to work there?**

**M: Yes, I did. I know John Crowther, but he wasn't my direct supervisor.**

**W: Well, he must be good, with the results he got at Southwell. What did his employees think of him?**

**M: From what I could tell, they liked working for him. They said he was tough but fair.**

13. What can be inferred about John Crowther?

- A. His employees didn't like him.
- B. He knows the woman speaker well.
- C. He was successful at Southwell Inc.
- D. He is inexperienced.

**14-15. M: Well, Ms. Gantz, your resume is certainly impressive, and I see you have a lot of experience in the electronics field. Now I'd like to ask you a few questions. First, why do you want to join our firm?**

**W: Eldridge Electronics is one of the most well-respected companies in the industry. Not only for the quality of your products, but for the way employees are treated. Eldridge offers an opportunity to challenge myself, and to be fairly rewarded for doing so.**

**M: I see. And does your current employer know that you are in the market for a new position?**

**W: Not explicitly, but my manager understands that I've been there six years now, and I've basically reached the top of the ladder in terms of what I can do with them. In fact, he recently joked that he'd better find a way to keep me busy or else he'd lose me.**

14. What is the relationship between the speakers?

- A. Manager-applicant
- B. Colleague-colleague
- C. CEO-manager
- D. Buyer-client

15. What does the woman say about her current position?

- A. It doesn't pay enough money.
- B. It's not challenging enough.
- C. It's completely satisfying.
- D. It would be difficult to leave.