

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 through 3 refer to the following introduction.

Welcome ladies and gentlemen. My name is Linda Layman, and it's a great privilege for me to welcome our keynote speaker this evening, Samuel Jamison. Mr. Jamison, as you all know, is CEO of Beta Soft Corporation, and is regarded as the country's Most Creative Entrepreneur by the American Business League. In addition to that award, he has earned Wealth Magazine's "Man of the Year" award two times, and, last year, he was named "CEO of the Decade" by Business News Magazine, the first CEO that Business News has ever honored from our state. Mr. Jamison has grown Beta Soft from a two-person organization headquartered in his garage to a multi-billion dollar, multinational corporation in only 10 short years. You all know that. What you might not know is that Mr. Jamison founded two businesses that failed prior to Beta Soft, and that starting his third - and most successful - venture was actually his wife's idea. Ladies and gentlemen, join me in giving a big hand to our keynote speaker, Mr. Samuel Jamison.

1. What is the purpose of the speech?

- A. To present an award
- B. To raise money for charity
- C. To introduce a speaker
- D. To announce a retirement

2. Which award did Samuel Jamison win from Business News Magazine?

- A. CEO of the Decade
- B. Man of the Year (Wealth Magazine)
- C. Most Creative Entrepreneur (American Business League)
- D. Keynote Speaker

3. How many businesses has Samuel Jamison started?

A. two

(What you might not know is that Mr. Jamison founded two businesses that failed prior to Beta Soft, and that starting his third - and most successful - venture was actually his wife's idea.)

B. three

C. several

D. only one

Questions 4 through 6 refer to the following statement

OK. When you come in, the first thing to do is find your time card. Time cards are in this rack on the wall, next to the clock. They're filed in alphabetical order. Punch in by inserting your card in the slot on top of the clock. This will stamp onto the card the time that you start work. Then return your card to its place on the rack. When you go to lunch, make sure that you take your time card again and punch out when you leave, and punch in when you get back. Also be sure and punch out at the end of the day.

4. What is the main purpose of the talk?

A. To explain office procedures

B. To identify a time problem

C. To schedule an appointment

D. To review a contract

5. Where are the time cards kept?

A. On top of the clock

B. In the manager's office

C. Beside the clock

(Time cards are in this rack on the wall, next to the clock)

D. In the lunchroom

6. What should the listener do when leaving for lunch?

A. Inform the manager

B. Record the time

(When you go to lunch, make sure that you take your time card again and punch out when you leave, and punch in when you get back.)

C. Check the clock

D. Order take out

Questions 7 through 9 refer to the following announcement.

We have been able to negotiate substantial employee discounts for a number of popular summer attractions. These include the water park, the amusement park, baseball games, some mountain resorts, and a few hotels. We will have a complete list posted on our web site by the end of the week. The discounts are up to 40-percent off, and they can be used immediately. To attain the discount rates, employees need to use our company identifier at the time they buy tickets or make reservations. Our identifier is TWA00Z. Please make a note of that, so you can pass it on to your staff for anyone who wants to use it this week. Make sure you tell them that they can use each discount only once a year. In other words, they can't take their family to the water park once in June using the discount, then return in August and get the special rate again. And let's give a big thank-you to the marketing department for securing these great perks!

7. What is being announced?

A. New fringe benefits

B. Summer attractions

C. A new company policy

D. Employee raises

8. Who is the speaker addressing?

A. A group of reporters

B. Employees' families

C. Company managers

(Make sure you tell them ←(employees) that they can use each discount only once a year)

D. Fellow CEOs

9. How can employees receive a discount?

A. By going to a baseball game

B. By going to a baseball game

C. By paying 40-percent off

D. By using a special code

Questions 10 through 12 refer to the following introduction.

Ok, if I could have your attention please. We have a new board member to formally introduce today. I say new because he's new to those of you sitting at this table, but not to many of you personally. John Clayton has been with our firm for almost 20 years now. He started as a hardware technician and worked his way up to senior manager, then systems director, and finally to his current position of vice president in charge of research and development. Since you're all familiar with John's work, I want to tell you a little about his personal life. John is married with three wonderful children, ages 12, 9 and 7. Last year, his 9-year-old, Luke, was diagnosed with Hodgkin's disease. This was of course terrible news for John and his wife Karen, but they have helped Luke battle the sickness, and he is doing very well. During this difficult period, John was able to do his job despite missing several weeks attending to his family. His election to our board of directors is a testament to his

courage, perseverance, and high personal standards. John replaces Martin Lynch, who retired last November, and though those are big shoes to fill, I am confident that he is more than up to the task. But enough blather from me. John...

10. Where is this introduction most likely taking place?

- A. In a board room
- B. In an auditorium
- C. At a university
- D. At a hotel

11. What is the speaker mainly discussing?

- A. John Clayton's work career
- B. John Clayton's personal life
- C. John Clayton's wife, Karen
- D. John Clayton's accomplishments

12. What will happen next?

- A. The meeting will begin.
- B. Board members will vote.
- C. Martin Lynch will retire.
- D. John Clayton will speak.

HOMework

Vocabulary- "F" Words

1. Someone who works on the land, growing things is called a _____
2. Something you like the most is your ____
3. To apply for a driving license you have to fill out an application _____
4. A thick kind of mist for which London is famous is _____
5. Someone who acts silly or is a bit stupid is called a ____
6. Two weeks is also called a ____
7. Something which is easily broken or damaged is _____
8. Light brown marks on the skin are called ____
9. Something given away for no money is _____
10. Cooking in hot fat is called ____

ANSWER KEY

1. farmer
2. flower
3. form
4. fog
5. featherbrained
6. fifteen days
7. fragile
8. freckles
9. free
10. fry