

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 XCOMPLETION

Questions 1 - 4 are based on the following e-mail

To: Walter Quan, Engineering waltq@esilic.com From: Judy Goodly, P.R. jgoodly@esilic.com Date: Tue. 12 November, 2008 Subject: Questionnaire, etc Attachments: 1
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Hi Walt, could you do me a favor? There's a questionnaire in the ___1___ attached to this e-mail. Would you please take a minute to fill it out and then send it back to me?

- A. field
- B. brochure
- C. file
- D. flyer

We need to ___2___ all the information we have on department heads for the new company brochures we are preparing. Please include non-confidential personal information such as awards, community service, and family news as well as work-related information. And do you want me to arrange to have a new photo of you taken?

- A. append
- B. update
- C. uphold
- D. upgrade

The one we have on file seems to be a few years old.
One more thing- I've been put in ___3___ of the company newsletter, so I'd appreciate hearing from you

- A. place
- B. position
- C. head
- D. charge

if there have been any exciting new ___4___ or even any interesting gossip from the Engineering Dept.
Thanks again!

Judy

- A. developments
- B. involvements
- C. compartments
- D. evolutions

Questions 5 - 8 are based on the following letter

Ms. Monica Eisenman

555 King Street
Auckland
New Zealand

Dear Ms. Eisenman:

I am __ 5__ to confirm our offer of part-time employment at Western Enterprises, in your role

- A. pleased
- B. pleasing
- C. pleasant
- D. pleasure

as research assistant, you will report to Dr. Emma Wilson, who will keep you informed of your specific duties and projects. Because you will be working with confidential information, you will be expected to __ 6__ the enclosed employee code-of-ethics agreement.

- A. follow
- B. advise
- C. imagine
- D. require

As we discussed, you will be paid twice a month __ 7__ the company's normal payroll schedule. As

- A. accords
- B. according
- C. according to
- D. accordance with

an hourly employee working fewer than twenty hours per week, you will not be __ 8__ to receive

- A. tolerable
- B. liberal
- C. eligible
- D. expressed

paid holidays, paid time off for illness or vacation, or other employee benefits. Your employment status will be reviewed in six months.

If you have any questions, please feel free to contact me. Otherwise, please sign and return one copy of this letter. You may keep the second copy for your files. We look

forward to working with you.

Sincerely.

Christopher Webster

ChristopherWebster
Human Ressources

Enclosures

Questions 9 - 11 are based on the following e-mail

To: Bob Smith <bobsmith@citylegal.com>
From: Barbara Jones <barbara@paperpaper.net>
Date: July 18th
Subject: Invoice correction

Dear Mr. Smith,

This letter is to inform you of a mistake in the last invoice ____9____ on June 14th.

- A. we will send
- B. that was sent**
- C. we are sending
- D. to send

In the invoice we incorrectly billed you for three cases of A4 copy paper. By mistake we did not charge you the correct amount which ____10____ four cases, not three.

- A. should have been**
- B. will be
- C. has been
- D. will being

We apologize for the error. If it is convenient for you, we will just add the unpaid amount of one case of A4 paper __11__ your next billing.

- A. about
- B. over
- C. on**

D. up

Please let us know if this solution is acceptable for you.

Sincerely,

Barbara Jones

HOMEWORK

Vocabulary Quiz - "G" Words

1. What "G word" is an area by a house where people grow flowers?
2. What European country used to be divided into East and West?
3. This "G word" is used to protect the hands or to keep them warm. It's a ____
4. This was first played in Scotland and involves hitting a little white ball into a hole.
5. This is used to stick paper together.
6. Your mother's parents and your father's parents are your ____
7. The color you get when you mix white and black paint together.
8. Dark green or red fruit which grows on vines and are used to make wine are called ____
9. The musical instrument that John Lennon played right-handed and Paul McCartney plays left-handed is a ____
10. This is good to chew and chew and chew. It's ____

ANSWER KEY

- 1.garden
- 2.Germany
- 3.gloves
- 4.golf
5. fasteners
6. grandparents
- 7.gray
- 8.grapes
- 9.guitar
- 10 gum