

# 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 VII: READING COMPREHENSION

- A. Tell the student that in Part VII he/she will read passages in the form of letters, ads, memos, faxes, schedules, etc. The reading section has a number of single passages and 4 double passages.
- B. He/she will be asked **2-4 questions** about each **single passage**, and **5 questions** for each **double passage**. Sometimes you will be asked for specific details.
- C. Other times he/she will be asked about what the passage implies.
- D. In the paired passages he/she will also be asked to make connections between the two related texts.
- E. On the real test you will not have time to read every word. You need to practice scanning and reading quickly for details.
- F. Assist student on how to do scanning and how to read quickly
- G. Manage time wisely in this part of the test.

**REVIEW HOMEWORK from TOEIC 2-6  
(refer to TOEIC 2-6 for answers)**

**PART 7 READING COMPREHENSION**

**Questions 1 - 5 are based on the following two letters**

To,

Dept. of Human Resources  
AllPro Sporting Supplies, Inc.,  
Pheonix, Arizona, 85029

Dear Sir or Madam,

I am particularly interested in a career with your organization because of your excellent reputation, as having one of the ten best executive training programs in the industry. It's my firm belief that I can offer your company strong interpersonal skills, organizational ability and retail sales experience.

As a sales executive, I developed effective selling techniques, resulting in consistently exceeding my store's quotas. Through extensive contact with customers, assisting in merchandising and performance of daily store operations, I have gained valuable experience in all the miscellaneous store activities as well.

I am confident that these skills will certainly provide me the much needed background for a successful and productive career, in your organization.

As you suggested I have enclosed my resume for your review. I would like the opportunity to meet and share more about my qualifications and the ways in which I can contribute to the company. Thank you for your consideration.

Sincerely,  
Henry Beerschot

Dear Mr. Beerschot,

After a thorough review of your resume and references, I am happy to inform you that AllPro Sporting Supplies Inc. is ready to offer you a position as a regional sales manager. Many candidates applied for this position, but we believe that you are the most qualified. If you accept this offer, the company will provide the following compensation package: \$33,000 annual salary, plus an additional .01% bonus of company profits on regional sales over and above our pre-set quota. I assume our salary offer will be to your satisfaction. However, I believe our bonus incentive will encourage you to devote your full attention to helping your sales staff surpass our sales quotas.

Please contact me to confirm that you are still interested in this position and to accept the offer officially. If I do not hear from you within seven (7) days, then I will select another candidate to fill the position. Congratulations, and welcome to the team!

Sincerely,  
James Jones  
Personnel Manager

1. Which of the following does Mr. Beerschot NOT refer to in his letter?

- A. The type of work he did in his last job
- B. His personal qualities
- C. The number of years he worked in his last job
- D. His duties in his last job

2. What line of business is AllPro Sporting supplies most likely involved in?

- A. Communications
- B. Manufacturing

\*\*\*If you accept this offer, the company will provide the following compensation package: \$33,000 annual salary, plus an additional .01% bonus of company profits on regional sales over and above our pre-set quota

- C. Education
- D. Construction

3. What should Mr. Beerschot do to accept the job offer?

- A. Inform his last employer
- B. Go for an interview
- C. Send a CV
- D. Contact Mr. Jone

4. How long does Mr. Beerschot have to accept the offer?

- A. One month
- B. Three weeks

C. One week

\*\*\*If I do not hear from you within seven (7) days, then I will select another candidate to fill the position

- D. Two weeks

5. According to the information, should Mr. Beerschot perform above par, what will happen?

- A. His yearly salary will increase.
- B. His yearly salary will decrease.
- C. He will become Personnel Manager.
- D. He will be fired.

**Questions 6 - 9 are based on the following contract**

**JOY FABRICS LTD.**

**MANUFACTURERS OF FINE TEXTILES**

An agreement between Joy Fabrics Ltd. and \_\_\_\_\_, who will act as commissioned international sales representative for textiles manufactured by Joy Textiles Ltd.

**CUSTOMERS TO WHOM YOU MAY SELL**

**REPRESENTATIVES** are not authorized to sell to certain customers with whom Joy Fabrics Ltd., has a relationship, including

- A. Established Joy Fabrics Ltd. customers
- B. Customers living in countries in which Joy Fabrics Ltd. has an official resident agent

**COMMISSIONS AND FEES**

All sales earn Representatives a 5% commission. The price of sample books of textiles will be deducted from commissions. All travel expenses to international exhibitions where Representatives work at the Joy Fabrics Ltd. booth will be completely reimbursed. No other business travel will be reimbursed.

6. What does the contract say about the expenses of traveling to international exhibitions to work at booths?

- A. The representative will pay 5%
- B. The representative will pay all expenses

C. The representative will be paid back for all costs

\*\*\* All travel expenses to international exhibitions where Representatives work at the Joy Fabrics Ltd. booth will be completely reimbursed

- D. The representative will receive a special bon

7. This agreement is to be made between Joy Fabrics, Ltd. and what other party?

- A. A customer
- B. A salesperson
- C. A textile manufacturer
- D. A resident agent

8. Who are potential customers for the representative?

- A. New customers who do not have resident agents in their country
- B. Anyone with a resident agent in his or her country
- C. Established customers of Joy Fabrics, Ltd.
- D. All customers met at an international exhibition

9. What do sales representative have to pay for?

- A. Sample books
- \*\*\* The price of sample books of textiles will be deducted from commissions
- B. Travel to exhibitions
- C. This agreement
- D. Commissions

**Questions 10 - 13 are based on the following advertisement**

**GLOBAL RECRUITMENT SERVICES, LTD.**

**JAPANESE + ENGLISH FLUENCY 22K plus top benefits in the business! Challenging role as business assistant with varied duties. Responsible person with accounting experience. File #1231**

**RUSSIAN SPEAKING ASSISTANT 24K plus good benefits. PA for director of investment firm. Computer literate. Must be fluent in English. Knowledge of Czech, Polish, or Hungarian useful. You will look after director's diary and organize appointments and meetings. File #942**

**BILINGUAL FRENCH - ENGLISH OFFICE MANAGER 26K + benefit package. International trading company with offices in London, Paris and the States seeks responsible office manager. Must have stenographic training, management experience, and minimum working 3 years in international environment. Advanced computer**

**skills needed. Relocation from U.K not required but must be available for frequent travel. File #1128**

**GERMAN/FRENCH SPEAKING PROJECT MANAGER 27K.  
Administrative assistant and project manager required. Make best use of your interpersonal, professional, and linguistic skills. Varied tasks. Mother-tongue fluency in German, French and English necessary. File #861**

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Contact Justina Lockwood at GRS Ltd. Russel House

60 Bedford Street, London WC2E 9HP

Tel. 01-748-456-2908. 9-11 a.m. or 1-4p.m. or mail or fax CV.

Please include file # with all correspondence

10. Which of the following positions claims to offer the best benefits?

- A. File #1231
- B. File #1128
- C. File #942
- D. File #861**

11. Which of the following is NOT required for someone who is applying for the position of bilingual office manager?

- A. Willingness to relocate to Paris**
- B. Advanced computer skills
- C. Experience in international settings
- D. Ability to travel often

12. Which of the following positions requires a person who is fluent in two languages besides English?

- A. Office manager
- B. Billings assistant
- C. Personal assistant
- D. Project manager**

13. Which of the following is NOT recommended for a person interested in one of these jobs

- A. Going to the offices of GRS, Ltd
- B. Mailing a CV to Justine Lockwood
- C. Calling GRS, Ltd. in the afternoon
- D. Sending a fax to Justine Lockwood

**Questions 14-15 are based on the following advertisement**

<i><b>Executives</b></i>	<i><b>Professionals</b></i>
<p><b>NEW!</b></p> <p><b>POWER PRESENTATIONS</b></p> <p>Learn how to present yourself, your company, and your product in the best possible light!</p> <ul style="list-style-type: none"><li>• One-on-one coaching</li><li>• Video feedback on your practice presentations</li><li>• Two master instructors</li><li>• Instruction on state-of-the-art presentation software and hardware</li></ul> <p><b>Special one hour overview session</b> Wed May 4</p> <p><b>Intensive weekend seminars</b> (Fri evening/all day Sat) May 7-8 &amp; May 15-16</p> <p><b>Full session</b> (Tue Wed Thur) May 12</p> <p><b>RSVP Today!</b></p> <p><b>Call 404 949-7567 or E-mail <a href="mailto:jrichards@powpres.com">jrichards@powpres.com</a></b></p>	

14. What can be inferred about the practice presentations?

- A. They will each last for one hour
- B. They will be given by master trainers**
- C. They will be given by a team of presenters
- D. They will be video taped

15. Which is probably the longest session?

- A. The one beginning May 10
- B. The one beginning May 4
- C. The one beginning May 7**
- D. The one beginning May 16



## HOMEWORK

### Vocabulary - "H" Words

1. What "H word" is a tool used to knock nails in with?
2. Another word to describe a good-looking man is \_\_\_\_
3. It's worn on your head for either fashion or warmth. It's a \_\_\_\_
4. This "H word" means you really, really don't like something or someone.
5. The joints where the legs join the body are called the \_\_\_\_
6. A holiday newly-weds have after their wedding is called a \_\_\_\_
7. If you are ill or have an accident, you would go to a \_\_\_\_
8. How many years are there in a Century?
9. A typhoon that originates in the Atlantic is called a \_\_\_\_?
10. The opposite of heaven is \_\_\_\_

### ANSWER KEY

- 1.hammer
- 2.handsome
- 3.hot
- 4.hate
- 5.hip
- 6.honeymoon
- 7.hospital
- 8hundred
- 9.hurricane
- 10 hell