

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 for students using the correct pacing and enunciation. (for listening test)
- D. Read clearly.

PART II: QUESTION RESPONSE

- A. Tell the student that he/she is going to hear questions and these questions are not found in his file. He/she must choose the best response for each question.
- B. After each item, process student's answer. Let him/her be aware of the following question types; **1. Wh-information, 2. Choice, 3. Yes/No, 4. Tag.**
- C. Process student's answer one at a time.
- D. If student gives the correct answer, ask him/ her what made him/ her decide that it is the correct answer.
- E. Follow up and give more attention and time to the item which the student commits mistake.

PART 2 Question – Response TAPESCRIPT

1. Where is your factory located?

A. In Beijing.

B. About 3000 square meters.

C. For 20 years.

2. Why do they order so many goods?

A. To have fun.

B. To make sure they have enough goods during the holidays.

C. They will move to a good office.

3. Is it possible for our contract to reflect the drop in material prices?

A. The reflection is good.

B. In that case, we'd like to make some revisions, too.

C. Yes, after we verify the quality of materials.

4. Which is better: a rebate or special dealer financing?

A. We offer a better rebate for early settlement.

B. I can't tell.

C. We did a deal on the financial issue

5. Is Ms. Emily Roberts an accountant or a teacher?

A. Either one will do.

B. Yes, she is.

C. Neither. She is a flight attendant.

6. Can you tell me how to go to the International Commercial Center?

A. Yes, I can.

B. The center is for business people.

C. Take the bus number nine.

7. Shouldn't we hire a new designer?

A. No, I don't think so.

B. Yes, I do.

C. No, I couldn't find one

8. Don't you think this model is too expensive?

A. Yes, this model is cheap.

B. No, the price is a little high.

C. Yes, it's too expensive.

9. Should I send them the proposal?

A. Of course!

B. Yes, we should go now.

C. The proposal was interesting.

10. How long is our contract with Mr. Stevens?

- A. 7pm. Don't forget it.**
- B. Mr. Stevens is getting better.**
- C. Five years, I guess.**

11. We have to listen to employees' demands.

- A. We have 500 employees so far.**
- B. I agree.**
- C. They are demand so much.**

12. What do you think of our new system?

- A. It works smoothly!**
- B. This system is newly introduced in this country.**
- C. Good! Let's buy it.**

13. Our clients request for another meeting next week.

- A. Send them a letter of request.**
- B. I don't think that's possible.**
- C. The meeting is adjourned.**

14. We have to settle our taxes to avoid further problems.

- A. Yes, he has settled all payments.**
- B. Don't mind it.**
- C. OK. Settle every thing next week.**

15. Where is the venue of the conference?

- A. At Shangri-La Hotel.**
- B. The conference starts at 7am.**
- C. I will attend the conference.**

16. Is the projector ready for the meeting this afternoon?

- A. No, it doesn't have any ink.**
- B. All is set for the meeting.**
- C. Yes, it's the projector.**

17. When is the contract signing?

- A. Yesterday checked the contract.**
- B. Tomorrow at 11am.**
- C. We'll sign a new contract.**

18. Have you prepared your speech?

- A. Yes, you should prepare the peaches.**
- B. No, I haven't.**
- C. Speak louder, please.**

19. How do you like our new office?

- A. It's is fantastic!**
- B. I like this room very much.**
- C. The new office is located in Okinawa.**

20. Policies must be revised.

A. Yes, the vice president said so.

B. Vices can be harmful to health.

C. I don't think so!

HOMEWORK

Vocabulary - "I" Words

1. Water at zero degrees centigrade starts to form ____
2. If something is against the law, it is ____
3. A little word which means the opposite of out is ____
4. The coloured liquid inside of a pen is called ____
5. A small moving thing which has six legs and either crawls, jumps, walks or flies is called an ____
6. Something used in a band that makes sound is called an ____
7. A word which means 'between countries' and is often used in an Airport name.
8. Someone or something that comes from Ireland is ____
9. A piece of land which is completely surrounded by water is an ____
10. The opposite of outside is ____

ANSWER KEY

1. ice
2. illegal
3. in
4. ink
5. insect
6. instrument
7. inter
8. Irish
9. island
10. inside