

## **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 mis

## Part 4: Short Talks Tapescript

**Questions 1 through 3 refer to the following announcement.**

Well, the bad news is that our third-quarter earnings are down 2 percent, or 50 cents a share. This is due mostly to economic factors beyond our control, particularly the gas-price increases. The good news is that our fourth-quarter earnings are projected to rise nearly 3 percent, or about 75 cents a share. That's partly because we've implemented an energy conservation program at all our plants - for instance, cutting fuel usage by 10 percent - and partly because the economy is on the rebound. Going forward, the company remains healthy, and we anticipate increased earnings for each of the first two quarters next year. Our challenge will be finding creative ways to remain well-positioned in a bear economy, and planning for flexibility to meet our goals without compromising the quality of our product.

1. Where is this talk probably taking place?
  - A. In a college classroom
  - B. At a business meeting**
  - C. On a television talk show
  - D. Inside a train station
2. What is the main purpose of the talk?
  - A. To explain a decision
  - B. To correct a mistake
  - C. To persuade listeners
  - D. To impart information**

3. How does the speaker feel about the company's future?

- A. He thinks the company is in good shape.
- B. He thinks that earnings will continue to drop.
- C. He believes that the company will fail.
- D. He believes that profits will soar.

**Questions 4 through 6 refer to the following statement.**

I'd like to focus a little bit on the year ahead. Starting in January, we will place increased emphasis on retaining customer deposits. We will be raising the rates on our certificates of deposits from 3 percent to 3.5 percent, and offering customers incentives, including free ipods, for opening new checking accounts with direct deposits. This is in response to the aggressive push by online depositories and credit unions, which are enticing customers with higher interest rates. This is squeezing our interest margin and decreasing our profitability. We can't lend money that we don't have, right? At the same time, we will be switching the title of "loan officers" to "relationship officers." A large part of their job now will be to recruit, and retain, new deposits.

4. Who is most likely listening to the talk?

- A. Supermarket managers
- B. Credit Union CEOs
- C. Bank employees
- D. Relationship officers

5. Where is the talk probably taking place?

- A. At a business meeting
- B. In a university classroom
- C. At a credit union
- D. In a restaurant

6. What is the main purpose of the talk?

- A. To raise deposit rates
- B. To attract new customers
- C. To get new deposits
- D. To announce future changes

**Questions 7 through 9 refer to the following speech.**

It's my great pleasure to be standing before you today. This is something that 20 years ago I never imagined I'd be doing. I came from a poor family, and when I finished high school I didn't think I'd be able to go to college. But I kept applying to universities, and finally, I found one -- Carver University -- that offered me a scholarship. This changed my life. Without that experience, there is no way I'd have ever gotten a job at the Cornerstone Company, let alone be standing here as company president. Now it's overwhelming to be back at Carver, looking at the faces of so many eager men and women who are anxious to get out there and make a difference. My message to you is: never give up. Ever. Dreams can come true. I'm living proof.

7. Who is the intended audience?

- A. Business people
- B. High school students
- C. College seniors
- D. University professors

8. Where would this speech most likely be heard?

- A. At a commencement
- B. At a board meeting
- C. In a classroom
- D. At a convention

9. What does the speaker suggest listeners do?

- A. Get a job
- B. Persevere
- C. Make a difference
- D. Go to college

**Questions 10 through 12 refer to the following statement.**

That's a fair question, and the short answer is no, we don't plan to lay off any employees at this point. In a tough economy, we're going to act just like our customers -- tightening our belt and looking for ways to save money. We'll be looking at ways we can conserve energy, operate our stores more efficiently, and integrate new procedures that cut the costs of gas and power. We're also going to re-examine our pricing structure. We might have to lower prices and operate on a thinner profit margin for awhile. We value each and every one of our employees, and we won't let them go until we've first tried everything we possibly can. So I can't promise there won't be layoffs down the road, but your listeners can rest assured that we're committed to trying and avoid them at all costs.

10. When is this talk probably taking place?

- A. During a meeting
- B. During an interview**
- C. During a convention
- D. During a lecture

11. Who most likely is the speaker?

- A. A company president**
- B. A radio reporter
- C. An industry analyst
- D. A store manager

12. What is suggested about the company?

- A. It is small.
- B. It provides a service.
- C. It is a manufacturer.
- D. It is having financial trouble.**

## HOMEWORK

### Vocabulary - "J" Words

1. What is a short, long sleeved coat called?
2. A green stone found in China and Korea and is often carved is called \_\_\_\_
3. Fruit boiled with sugar and spread on toast is called \_\_\_\_
4. A puzzle made up of different shaped pieces which are fitted together again is called a \_\_\_\_
5. Another word for work or employment is \_\_\_\_
6. A person who decides in a competition, contest, or in a law case is called a \_\_\_\_
7. A story which is funny is called a \_\_\_\_
8. The largest planet in the solar system is called \_\_\_\_
9. To travel to a distant place is to go on a \_\_\_\_
10. The sound made by keys, coins and especially small bells is called a \_\_\_\_

### ANSWER KEY

1. jacket
2. Jade
3. jam
4. jigsaw puzzle
5. job
6. judge
7. joke
8. Jupiter
9. journey
10. jiggle