

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**

From: Katy Martin, Sales Manager, <kmart@infosales.com>
To: Michael Powers, Sales Associate <mpowers@infosales.com>
Sent: 9:21am, 12 Dec, 2008
Subject: Scheduled changes to Jakarta trip.
Attachments: no attachments

Mike,

I just got a call from Mr. Superant from at the Wismo Group. He is unable ___1___ to the meeting we set up for Monday afternoon but he can see you first thing Tuesday.

- A. coming
- B. to come
- C. to attend
- D. attend

I suggest ___2___ arrive in Jakarta on Sunday evening

- A. that still you
- B. for you still
- C. you still
- D. you to still

and spend Monday ___3___ your jet lag so you'll be bright and fresh when you give the presentation.

- A. coming over
- B. to get over
- C. getting over
- D. to come over

Check with my assistant Susan Burke for details and ___4___ if you have any questions.

Katie

- A. leave me know
- B. let me to know
- C. allow me know
- D. let me know

Questions 5 - 8 are based on the following correspondence

American Electric Company Inc.

1066 Third Avenue

N.Y.

Dear Mr. Jones,

Requests for our pamphlet, "10 Points to Consider When Buying Home Video Equipment", have been overwhelming. ___5___, we are temporarily out of copies.

- A. As a result
- B. Resulting in
- C. As far as
- D. As regards

___6___, the new printing is presently being prepared,

- A. Although
- B. Despite
- C. In contrast
- D. Nevertheless

and I have added your name to the mailing list to receive a copy ___7___ it is available.

- A. as soon as
- B. as well as
- C. as immediately as
- D. as far as

___8___, you may find an article by Professor Leonard Mack, of the Pennsylvania Institute of Technology, to be of some help. The article entitled "The Latest Crop of Home Video Centers" appeared in the September issue of Consumer Digest.

- A. Under no circumstances
- B. On the contrary
- C. In the meantime
- D. Under no conditions

Sincerely,
James Wood

Questions 9 - 11 are based on the following letter

252 Orchid Street
San Miguel, Manila, 1106
452-52-86
Alvin Martinez

January 12, 2011

Ms. Anna Harris
Human Resource Manager
ABC Corporation
254 Diamond Street
San Nicholas, Manila, 1010

Dear Ms. Harris:

I would like to inform you that I am - - - from my position as Account Executive for the Smith Agency, effective August 1.

- A. resigned
- B. resignation
- C. resigning
- D. quit

Thank you for the - - - - for professional and personal development that you have provided me during the last five years.

- A. fortune
- B. opportunities
- C. health
- D. opportunist

I have enjoyed working for the agency and appreciate the support provided me - - - - my tenure with the company.

- A. during
- B. with
- C. of
- D. while

If I can be of any help during this transition, please let me know.

Sincerely,

Andrew Mendoza

HOMEWORK

Vocabulary Quiz - "K" Words

1. What in Australia jumps along on its two hind legs and carries its baby in a pouch?
2. A metal container with a handle, lid and spout which is used for boiling water is called a __
3. A specially shaped piece of metal used to open locks is called a ____
4. What prefix means one thousand?
5. This "K word" means to touch with the lips.
6. What room in the house is all the cooking and washing of dishes done in?
7. What "K word" is the joint which is half way down the leg?
8. Which piece of silverware has a handle and a blade and is used for cutting?
9. What "K word" is a baby goat, but is also slang for 'a child'?
10. To bang on someone's door with your knuckles is to ____

ANSWER KEY

1. kangaroo
2. kettle
3. key
4. kilo
5. kiss
6. kitchen
7. knee
8. knife
9. kid
10. knock