

## 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

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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 4-6**  
**(refer to TOEIC 4-6 for answers)**

**PART 7 READING COMPREHENSION**

**Questions 1- 2 are based on the following notice**

<b>TRAVEL REIMBURSEMENT REGULATIONS</b>		
	Domestic meals, lodging, and incidentals	Foreign meals and incidentals
Daily allowances		
Time Periods:		
Each 24-hour period	£100	£120

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All reimbursement for travel expenses must be authorized by an approved Travel Request (Form 2300L) prior to the time the expenses are incurred. Further Information concerning the regulation, or Interpretation of this policy is obtainable from the travel section of the Accounting Office, Building A, Room 566.

**1. How much is an employee reimbursed for foreign travel costs for a 10-hour excursion?**

- A. £15
- B. £40
- C. £60
- D. £90

**2. What should an employee submit before leaving on a business trip?**

- A. A hotel reservation notice
- B. A contract for a car rental
- C. A travel request form
- D. A letter from the manager

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Carlaua

Dear Ms. Kahanian;

We will be pleased to welcome you to our headquarters for the yearend auditing procedures.

Paula Jenkins tells us that you will arrive in Buenos Aires on flight BA 209 on Monday, January 30, at 10:10 a.m. I have instructed my assistant, Carmen Sierra, to drive you directly to our main office and make sure that all the arrangements for your stay are satisfactory. We will put a computer terminal at your disposal in a private office. should you have any special requirements, I would appreciate it if you would

phone or fax us to let us know before your arrival

We have booked a room at the Santa Catalina Hotel in the center of town, which serves breakfast and dinner. Alternatively, we can recommend many fine restaurants in the center of town. We have arranged for you to have prepaid lunches at our staff cafeteria. Ms. Sierra will take care of the transport arrangement for your return to the airport on Friday the third.

I look forward to meeting you next month.

Sincerely

Financial Director

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**contact Mr. Ortiz prior to her arrival?**

- A. To arrange to use a computer
- B. To tell him her flight number
- C. To reserve hotel accommodations
- D. To find out if she will have access to a copy machine

**5. Where will Ms. Kahanian probably have her midday meals?**

- A. At the Suarez Drilling headquarters
- B. At the Santa Catalina Hotel
- C. In one of the town's restaurants
- D. At a local coffee shop

**6. Who invites Ms. Kahanian for an audit ?**

- A. Financial director
- B. Personnel director
- C. Sales manager
- D. Head of operation

**7. What date will she return?**

- A. 3rd Friday
- B. 1st Thursday
- C. 2nd Friday
- D. 4th Saturday

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**8. Why would you want to hire a car service?**

- A. Your car breaks down.
- B. You can't take a taxi or rental car.
- C. It's less expensive.
- D. You are in a large city.

**9. What is another name for a car service?**

- A. Ground transportation service
- B. Taxicab service
- C. Limousine service
- D. Airport service

**10. According to this notice, who should hire a car service?**

- A. People whose flights are late
- B. People whose flights are early
- C. People on leisure trips
- D. People on business trips**

**Questions 11- 13 are based on the following notice**

To assist road users making informed travel choices throughout this critical wet weather and flooding period, the Department of Transport and Main Roads is providing a variety of traffic and travel information (TTI). TTI provided

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11. Which information is not provided by the Department of Transport and Main Roads?

- A. summaries of access status for major roads
- B. No-Go/Danger Zone information
- C. Floodway system update**
- D. real-time road closure and incident information

12. If you are in doubt, what should you do?

- A. refer to real-time road closure and incident information**
- B. refer to the manual given
- C. remember to consult all available information
- D. update information

13. In which season was this notice released?

- A. dry season
- B. summer
- C. winter
- D. rainy season

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

**AUTOMOBILE ACCIDENTS IN JAPAN**

Honda air bags ■ There were 5.4 traffic deaths per 100,000 people in Japan in 2006, compared to 5.4 per 100,000 in Britain, 13.1 in South Korea and 14.7 in the United States.

■ There were 4.914 traffic deaths in 2009. the first time the

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1,034,445 people.

14. Which country has the highest rate of traffic deaths?

- A. Japan
- B. The U.S.A.
- C. South Korea
- D. Britain

15. How many people died in traffic accidents in 2007?

- A. 6,000
- B. 832,454
- C. more than 6,000
- D. 5,744

## HOMEWORK

### Vocabulary Quiz - "P" Words

1. A person who takes care of, or brings up another is called a \_\_\_\_.
2. The opposite of rich is \_\_\_\_.
3. Legal or official authority is called \_\_\_\_.

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10. Two things of the same kind to be used together are called a \_\_\_\_.

### ANSWER KEY

1. patient
2. poor
3. politician
4. pair
5. pun
6. punctual
7. please
8. pencil
9. product
10. pair