

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

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- D. Focus more on the item where student commits mistake. Guide him/her on the correct strategy to use when he/she encounters this test.
- E. Commend student if he/she chooses the correct answer.

**REVIEW HOMEWORK from TOEIC1-2
(refer to TOEIC 1-2 for answers)**

Part 3: Short Conversations

Tapescript

Questions and Statements with Completely Underlined Sentences are for teachers to read.

M: How long is the electronics exhibition at the convention center being held?

W: I think the exhibition will last for 5 days.

M: I will avoid the busiest days, especially, Saturday and Sunday.

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W: There are a lot of abbreviations and numbers that keep repeating. How do I restart it?

2. What is the situation?

A. The computer isn't working properly.

B. The screen isn't working properly.

C. The computer is repeating lots of numbers.

D. She is a computer expert.

M: Hello, Is the sales manager in his office?

W: Yes, but he's busy with sales meeting now.

M: This is Eric Elfman. He's 20 minutes late for a production meeting.

3. Why is the sales manager late for meeting?

A. He has been in his office for 20 minutes.

B. He has been in a 20-minute meeting.

C. He has been in a sales meeting.

D. The salesman is in a production meeting.

M: Is this the collections department? I need to settle

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D. The supply manager has the bill.

W: When will directors approve the purchase of the office building next door?

M: If their review of its current lease agreements is positive, they will give the go ahead.

W: This review process will probably take 6 to 10 days.

5. When will the directors purchase the building?

A. The office building may be sold in 6 to 10 days

B. The office building may be leased in 10 days.

C. The directors will decide in 6 to 10 days.

D. The purchaser wants the office.

M: Susan, are you going to eat in your office or go out with us?

W: I haven't decided yet. I will have a presentation that will take up my whole afternoon.

M: Tell me what you'd like to have and I'll bring you back some take out.

6. What is the man going to do?
- A. He will offer her an office proposal.
 - B. He will get some takeout for her.
 - C. He will bring her some drinks.
 - D. He will help her with the report.

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- A. Have another interview.
- B. Resubmit a resume.
- C. Ask Donald if he has her resume.
- D. Check the printer

W: Ernest, how can we fill back orders if next week is shortened?

M: We'll do it by delaying the shipments for three weeks.

W: Then we'll have to send some email and notices apologizing for the delay.

8. What does man suggest to do?
- A. Delay everything for three weeks.
 - B. Send notices for a new shipment policy.
 - C. Delay some of the emails.
 - D. Delay some of the shipments.

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- D. The conference is about wineries.

W: George, Did you hear we'd be closed for an annual inventory check?

M: Really? For how long?

W: Starting next Wednesday, only the warehouse will be closed for three days.

10. How will the company be different?
- A. The inventory check will be rescheduled.
 - B. The warehouse will be closed.
 - C. The whole company will be closed.

D. Next Wednesday the sales office will be closed.

W: I have typed those letters for you. And here's your mail. All your telephone messages are on your desk.

M: Thanks, Lisa. You did a great job today. And there is one more thing I need you to do.

W: OK, What is it?

11. What kind of thing that Lisa didn't do?

A. Typed the letters

B. Got the mails

C. Take the telephone messages

D. Make a coffee

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D. 2:30

W: Your office is on the third floor, and you are expected to be in at 9am.

M: Are there supplies in my office?

W: Ask the receptionist on your way out.

13. Who is the woman talking to?

A. Her boss.

B. the receptionist

C. the new supplier

D. a new employee

W: You're supposed to call Mr. Davis at 10:00. Have you called him yet?

M: I was supposed to, but our boss asked me to finish filing some records.

W: Oh, no! You'd better grab the phone now!

14. What is the man going to do next?

- A. He will file records.
- B. He's going to call Mr. Davis.**
- C. He's going to grab a sandwich.
- D. He'll take a rest.

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- C: A product demo**
- D: leadership seminar