

# 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

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- 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.**

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**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.**

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**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

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### **ANSWER KEY**

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