

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 TOEIC 9-2
(refer to TOEIC 9-2 for answers)**

Part 3: Short Conversations Tapescripts

1. W: Can I take the 8 o'clock flight to Miami instead. I don't want to spend the night in Chicago.

M: You can, but you'll be charged another \$150.

W: That's a lot of money.

1. What will the woman most likely do?
- A. Spend the night in Miami.
 - B. Keep her original ticket.
 - C. Spend \$150.
 - D. Spend the day in Chicago.

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3. M: Is there a flight leaving for Beijing on Monday?

W: Let's check the flight itinerary. Well, there's one at 1:30 and one at 4:30.

M: I'll have a lunch appointment that should be finished by 2 pm. I think I can make it.

3. What time will the man take the flight?

- A. At noon.
- B. At 4:30.

(The man said: "I'll have a lunch appointment that should be finished by 2 pm. I think I can make it.")

- C. At 1:30.
- D. At 1:00.

4. W: Mr. Omer, how was your flight to Singapore?

M: Bumpy. I was told the weather would be calm, but we flew through three storms.

W: That's too bad. I remember flying with several sudden drops during a typhoon last year

4. What did the man feel about his flight?

- A. He didn't know about the storms.
- B. He missed his flight to Singapore.
- C. He felt comfortable.
- D. He had a bumpy trip.

5-6. M: Yes, I need to book a round-trip, business-class ticket from San Francisco to Beijing, leaving on the 18th and returning on the 29th.

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5. What does the man want to do?

- A. Set an appointment
- B. Buy airline tickets
- C. Plan a holiday
- D. Negotiate a contract

6. What is the woman's position?

- A. Receptionist
- B. Manager
- C. Supervisor
- D. Accountant

7-9. W: Here are the steps for reimbursing travel expenses. First, you need to fill out a travel voucher, that's the blue form here. Take that to your manager, and get his or her signature on the bottom line. Then, take a copy of that form -- that's the yellow page underneath -- and turn it into accounting. Be sure to attach copies of all your receipts. You keep the third page, the pink form, along with all your original receipts. Reimbursement checks are cut once a month, and they are separate from your normal paycheck. They usually go out on the 15th.

M: OK, blue form to manager, yellow to accounting. I think I've got it. What type of expenses will the company reimburse?

W: Typically taxi, subway and bus fares; admission fees; meals and drinks up to \$30 a day; and any necessary business supplies -- either for use on your trip or after you return. Of course, we'll also reimburse for unexpected costs, such as

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- A. Inflation rates
- B. Travel destinations
- C. Expensive checks
- D. Company procedures

9. What does the woman say about reimbursement checks?
- A. They are included in normal paychecks.
 - B. They usually are sent on the 25th.
 - C. They are issued once a month.
 - D. They do not include taxi fares.

10. M: Hello Mary, this is Ted. My flight just landed. I thought you had arranged for someone to meet me here and take me to the hotel.

W: I did! Wasn't there someone there holding a sign with your name on it?

M: No there wasn't. I've claimed my luggage, and now I'm not sure what to do.

W: OK, hold tight and I'll get somebody there as soon as possible. Sorry for the inconvenience.

10. Where is the man?

- A. At a bus stop
- B. In an office
- C. In an airport
- D. At a hotel

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Hotel in New York.

W: OK, but I'm busy this afternoon preparing for a presentation. I'll get Cindy to do it.

M: Thanks, that would be great. I need one other thing. Could you, or Cindy, please e-mail Paul Butler and confirm our meeting for tomorrow afternoon at 2. I'd really appreciate it.

W: All right, we'll get it done here. Have a good trip.

12. Why is the man calling the woman?

- A. To remind her of a meeting
- B. To request a favor
- C. To book a hotel room
- D. To check on a presentation

13. Where is the man now?

- A. In transit
- B. At the airport
- C. In New York
- D. At the office

14-15. M: Hey, you made it! How was your flight?

W: It was awful! We sat on the tarmac for three hours while they looked for a different pilot. It turned out that ours had exceeded the maximum flying hours allowed for one shift.

M: Wow! Didn't they know that before letting passengers board the plane?

W: Apparently not. The woman sitting next to me said she was going to call the airline and tell them how dissatisfied she was.

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D. Replaced the plane's pilot