



English Teachers On Call

TOEIC Workbook

Short Conversation

Grammar Focus Present Perfect / Present Perfect Continuous

Rob: I think the waiter (forget) _____ us. We (wait) _____ here for over half an hour and nobody (take) _____ our order yet.

Mitch: I think you're right. He (walk) _____ past us at least twenty times. He probably thinks we (order, already) _____.

Rob: Look at that couple over there, they (be, only) _____ here for five or

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TEACHER'S TRANSCRIPT and ANSWER KEY

Part III: Short Conversations

In this part of the test you will listen to a short conversation between a man and a woman. After the conversation, you will answer three questions about the dialogue. There will be four possible answers for each question. Typical questions include, who, what, where, when, why, and how. You may also be asked to make an inference.

Listening Comprehension Transcript

QUESTIONS 1

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3). Where will Danielle taking Debra?

- a)
- b)
- c)
- d)



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Listening Comprehension Transcript

QUESTIONS 2

1). What is the man's problem?

- a)
- b)
- c)
- d)

2). When will the man's flight depart?

- a)
- b)
- c)
- d)

3). Where is the man now?

- a)
- b)

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- 1). What is the relationship between the speakers?
- a)
 - b)
 - c)
 - d)

2). What is the man's problem?

- a)
- b)
- c)
- d)

3). What does the woman suggest?

- a)
- b)
- c)
- d)



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QUESTIONS 4

1). Who most likely are the speakers?

- a)
- b)
- c)
- d)

2). What is the woman's problem?

- a)
- b)
- c)

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TEACHER's TRANSCRIPT and ANSWER KEY

Listening Comprehension Transcript

QUESTIONS 5

1). What are the speakers most likely discussing?

- a)
- b)
- c)
- d)

2). What problem does the woman have?

- a)
- b)
- c)
- d)

3). What does the man suggest?

- a)
- b)
- c)
- d)



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QUESTIONS 6

1). Who most likely is the man?

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3). How does the man feel toward the woman?

- a)
- b)
- c)
- d)



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QUESTIONS 7

1). What are the speakers talking about?

- a)
- b)
- c)
- d)

2). Who most likely is Mr. Boyle?

- a)
- b)
- c)

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Listening Comprehension Transcript

QUESTIONS 8

1). What is the woman doing?

- a)
- b)
- c)
- d)

2). What does the woman need?

- a)
- b)
- c)
- d)

3). What does the man suggest the woman do?

- a)
- b)
- c)
- d)



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QUESTIONS 9

1). What are the speakers doing?

- a)
- b)
- c)

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- b)
- c)
- d)



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QUESTIONS 10

1). What is the relationship between the speakers?

- a)
- b)
- c)
- d)

2). What does the woman want to do?

- a)
- b)
- c)
- d)

3). What does the woman say about her current position?

- a)
- b)
- c)
- d)



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2). What position does the woman hold?

- a)
- b)
- c)
- d)

3). What will the man and woman do next?

- a)
- b)
- c)



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QUESTIONS 12

- 1). What are the speakers mainly discussing?
 - a)
 - b)
 - c)
 - d)

- 2). What is the woman's position?
 - a)
 - b)

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Listening Comprehension Transcript

QUESTIONS 13

- 1). Who most likely are the speakers?
 - a)
 - b)
 - c)
 - d)

- 2). What are the speakers mainly discussing?
 - a)
 - b)
 - c)
 - d)

3). What does the woman say about reimbursement checks?

- a)
- b)
- c)
- d)



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QUESTIONS 14

1). What is the relationship between the speakers?

- a)

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3). What will the speakers probably talk about next?

- a)
- b)
- c)
- d)

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QUESTIONS 15

1). Where is the conversation probably taking place?

- a)
- b)
- c)
- d)

- 2). What does the man ask the woman to do?
- a)
 - b)
 - c)
 - d)
- 3). What does the man say about product price?
- a)
 - b)
 - c)
 - d)



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- 2). Where do the man and woman probably work?
- a)
 - b)
 - c)
 - d)
- 3). Why is the man asking for the woman's assistance?
- a)
 - b)
 - c)
 - d)

HOMEWORK : BUSINESS English Vocabulary Drill

1. I've got to learn English fast. I need a real _____ to get me up to speed quickly.
 - a. crash course
 - b. closing a deal
 - c. coining it in
 - d. chew this over

2. The genuine results for the year were pretty bad but thanks to _____ we made them look OK!
 - a. copped out
 - b. cog in the machine
 - c. keep a cool head

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- a. copped out
 - b. cyberspace
 - c. keep a cool head
 - d. chew this over

5. I'm not an important person in this company. I'm just a lowly _____ .
 - a. keep a cool head
 - b. closing a deal
 - c. coining it in
 - d. cog in the machine

6. Their products are really selling well. They must be _____ .
 - a. copped out
 - b. closing a deal
 - c. coining it in
 - d. chew this over

7. Stop getting so angry. You really need to _____ and control your temper.
- closing a deal
 - chew this over
 - copped out
 - keep a cool head
8. I cannot decide straight away. I'll need to _____ with my colleagues.
- cog in the machine
 - chew this over
 - copped out
 - closing a deal
9. He isn't a very good salesman. He has a lot of problem when it comes to _____ .
- cog in the machine
 - copped out
 - cyberspace
 - closing a deal

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