

## TOEIC Part 2 Practice #16

The teacher will read the script to the student. The student should not look at this document. The student merely needs to choose which of the three answers they think are correct A, B, or C.

### Teacher's Script

1. Where did you leave the company laptop?

- (A) On my desk in the meeting room.
- (B) Yes, it's the latest model.
- (C) Probably around noon.

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伝え方: スカイプチャット or 予約時のコメント欄に記入

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- (A) We'll send the report later.
- (B) I responded right away.
- (C) She said she was impressed.

4. Do you want me to send the invoice today?

- (A) Yes, that would be great.
- (B) I received it last week.
- (C) Probably by next Thursday.

5. Is the HR office still open now?

- (A) I think it's on the second floor.
- (B) He hasn't come back yet.

(C) No, they closed at five.

6. Who's going to present at the trade show?  
(A) Mr. Kim will handle it.  
(B) It's held every September.  
(C) Not unless we register.

7. Should we call the supplier or wait for their email?  
(A) Let's give them a call first.  
(B) I emailed the support team.  
(C) They'll ship it by Tuesday.

8. Why are the shelves empty again?  
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(B) Sure, let me check the drawer.  
(C) They usually use FedEx.

10. Who is taking over the Wilson account?  
(A) He left the documents here.  
(B) I heard Jamie is.  
(C) No, it wasn't canceled.

11. What did the technician say about the server issue?  
(A) Yes, it crashed last week.  
(B) I'll try rebooting it again.

(C) He fixed it and ran some tests.

12. Would you mind reviewing this contract?

- (A) Not at all—send it over.
- (B) I'll renew it in December.
- (C) It includes new conditions.

13. Should we meet in the break room or the conference room?

- (A) Let's use the conference room.
- (B) I already took my break.
- (C) The meeting is on Friday.

14. Why is the air conditioning turned off?

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- (B) I wrote my feedback.
- (C) Yes, I handed it in this morning.

16. What are you planning to discuss in the team meeting?

- (A) At 3 p.m. on the dot.
- (B) The client was very late.
- (C) I'll present the budget proposal.

17. Have you seen the marketing team this morning?

- (A) Yes, they're working in Room 4.
- (B) I think it's in the folder.

(C) We'll hear from them next week.

18. Did Mr. Singh approve the final design?

- (A) Yes, he gave the okay yesterday.
- (B) Let's make a new draft.
- (C) It's on the third slide.

19. Who set up the training schedule?

- (A) Our HR manager handled it.
- (B) The training was canceled.
- (C) It starts at 9:30.

20. Is the conference going to be online or in person?

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- (B) It's about the new office.
- (C) The presentation is on Monday.

22. Do you remember where we parked the company van?

- (A) I think it's in the report.
- (B) The rental was expensive.
- (C) Yes, it's in Lot D, near the gate.

23. Is there a problem with the payment system again?

- (A) The technician is away.
- (B) No, it's working fine now.

(C) It's in the storage closet.

24. When do you expect to finish the report?

- (A) I'll review the numbers.
- (B) By the end of the day.
- (C) It's almost twenty pages.

25. Can you explain the new leave policy?

- (A) Sure, it's on the HR portal.
- (B) We left after lunch.
- (C) It wasn't approved yet.

26. Where can I find the meeting minutes from last week?

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- (B) It wasn't performing well.
- (C) It launched last Friday.

28. Have the invoices been mailed yet?

- (A) It's due on Friday.
- (B) Not yet—they're still being printed.
- (C) Please check the last page.

29. What's your opinion on the proposed budget cuts?

- (A) They already held a vote.
- (B) It's not in the file.

(C) Honestly, I think they're too aggressive.

30. Are we still planning to expand to South America?

- (A) It's a long flight.
- (B) We've hired more staff.
- (C) Yes, we're opening a branch in Brazil.

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## Answers

1. A
2. B
3. C
4. A
5. C
6. A
7. A
8. C
9. B
10. B
11. C
12. A

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18. A
19. A
20. A
21. A
22. C
23. B
24. B
25. A
26. B
27. B
28. B
29. C
30. C