

TOEIC Part 2 Practice #17

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. Who's going to lead the meeting tomorrow?
(A) Mr. Chang from finance.
(B) It starts at 9:00 a.m.
(C) No, I didn't read the email.

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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) It'll be held in the main hall.
(B) They're setting up now.
(C) Because of the weather forecast.

4. When did you last back up your files?

- (A) I filed them alphabetically.
(B) Just yesterday, before lunch.
(C) The files are on my desk.

5. What's included in the employee benefits package?

- (A) It was sent by courier.
(B) That's the new intern.

(C) Health insurance and annual bonuses.

6. Are we still meeting with the legal team this afternoon?

- (A) The files were missing.
- (B) I haven't signed it yet.
- (C) No, it's been moved to Thursday.

7. How many people applied for the job?

- (A) I'll check the job listing.
- (B) Around fifty, according to HR.
- (C) No, they haven't replied yet.

8. Where can I find the updated budget report?

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(B) Sure, I'll take care of it.

(C) I'll ask him if he needs help.

10. You spoke at the conference, didn't you?

- (A) Yes, on the second day.
- (B) I reserved a seat already.
- (C) It's posted on the bulletin board.

11. Isn't the main entrance closed today?

- (A) No, it's open until 6 p.m.
- (B) The sign says “Under Maintenance.”

(C) I parked near the loading dock.

12. Why are the chairs stacked in the hallway?

- (A) I'll bring a few more.
- (B) There's a table near the exit.
- (C) They're being stored temporarily.

13. Can you call the client back later?

- (A) The client's line is busy.
- (B) Sure, I'll do that after lunch.
- (C) We faxed it an hour ago.

14. Who's responsible for updating the website?

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(B) We'll be launching in March.

(C) Not yet—maybe it's in my spam folder.

16. Where is the packaging department located?

- (A) On the ground floor next to shipping.
- (B) They handle all overseas orders.
- (C) I'm not sure who's in charge.

17. Is Ms. Lopez coming to the quarterly review?

- (A) Yes, she presented last time.
- (B) No, I haven't reviewed it yet.

(C) She confirmed this morning.

18. Would you like me to send a reminder email?

- (A) That would be great, thanks.
- (B) It's on my calendar already.
- (C) She might reply soon.

19. When will the IT upgrade be finished?

- (A) I just started using it.
- (B) It won't take too long.
- (C) Probably by the end of the week.

20. Should I reserve the conference room now or later?

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- (B) I saw her leave a minute ago.
- (C) There's no return address.

22. Why aren't there any paper cups left?

- (A) The design is very modern.
- (B) Someone forgot to reorder them.
- (C) Try using the metal ones.

23. Could you forward the agenda to everyone?

- (A) The meeting's at 2:00.
- (B) I'll check the room first.

(C) I've already done that.

24. Did you get approval for the expense report?

- (A) I left it on your chair.
- (B) Yes, it was signed yesterday.
- (C) We're waiting for the final total.

25. Who will present the new marketing plan?

- (A) That depends on the manager.
- (B) She emailed me this morning.
- (C) Brian said he would handle it.

26. Can we have the results by Friday?

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- (B) It's scheduled for Thursday at 10.
- (C) He presented last time.

28. Have the supplies been ordered yet?

- (A) The printer isn't working.
- (B) The manager placed the order.
- (C) I'll write the list today.

29. Why did she change the deadline?

- (A) She needed more time to prepare.
- (B) I checked the schedule.

(C) The deadline is next week.

30. Where did you put the training manuals?

- (A) In the cabinet by the door.
- (B) They're supposed to arrive soon.
- (C) I already reviewed the manual.

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Answers

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

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