

TOEIC Part 2 Practice #20

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 this afternoon?

- (A) It starts at three.
- (B) I saw the agenda.
- (C) Mr. Patel will.

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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) I'll check the power cable.
- (B) There's a paper jam.
- (C) I will order some new toner.

4. When will the project be completed?

- (A) It was a very detailed plan.
- (B) By next week, hopefully.
- (C) We're in a meeting now.

5. Should I cancel the dinner reservation?

- (A) No, I think we'll still go.
- (B) The restaurant is busy.

(C) No, let's keep it as is.

6. Where did you leave the company car keys?

- (A) I've got the contact info.
- (B) On the front desk.
- (C) The car is outside.

7. How long does it take to walk to the station?

- (A) Just wear comfortable shoes.
- (B) I prefer to take a taxi.
- (C) Usually around 10 minutes.

8. Are we meeting in Room 402 or 403?

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- (B) Yes, I gave it to HR yesterday.
- (C) I think I'll take the stairs.

10. Why are all the lights off in the lobby?

- (A) There's a power outage.
- (B) I'll tell him later.
- (C) We closed the windows.

11. Would you prefer coffee or tea with the meeting?

- (A) The report is printed.
- (B) I'll take tea, thanks.

(C) Please sit near the screen.

12. How did the client respond to the proposal?

- (A) It's due on Monday.
- (B) I proposed to her yesterday.
- (C) He seemed pleased with it.

13. Is this the form we need to fill out for HR?

- (A) Let me ask Ms. Nguyen.
- (B) I'm looking for my phone.
- (C) Yes, that's the correct one.

14. Why did you choose that vendor over the others?

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- (B) We canceled the last one.
- (C) That depends on the topic.

16. Should we book a larger room for the seminar?

- (A) Yes, it's filling up quickly.
- (B) The screen wasn't working.
- (C) I have the projector now.

17. Will the report be done before the end of the day?

- (A) We mailed it last week.
- (B) Let's meet again tomorrow.

(C) I'm finishing the last section now.

18. Why was the delivery delayed again?

- (A) We ran out of time.
- (B) They picked it up early.
- (C) The traffic was really bad.

19. What's the best way to contact the supplier?

- (A) Try calling his mobile.
- (B) He usually drives himself.
- (C) No, that's not necessary.

20. Have you reviewed the updated contract yet?

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- (B) Yes, the gate was busy.
- (C) I don't like flying often.

22. Where did you put the visitor badges?

- (A) They're in the top drawer.
- (B) We had a visitor earlier.
- (C) She forgot her name.

23. Is this your first time attending the expo?

- (A) I need to find parking.
- (B) I went last year too.

(C) There's a food court.

24. Who's handling the accounting now that Lynn left?

- (A) She submitted her resignation.
- (B) I believe Kevin is.
- (C) We haven't seen him yet.

25. Didn't you say the software was updated last week?

- (A) The password is saved.
- (B) He uses the old version.
- (C) Yes, the newest version is installed.

26. How did the team react to the policy change?

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- (B) I had a dentist appointment.
- (C) The room was too small.

28. Could we reschedule the planning meeting?

- (A) Sure, when works for you?
- (B) It's set for 2 p.m.
- (C) I've booked the room already.

29. When should I follow up with the supplier?

- (A) He's not answering his phone.
- (B) Give them a couple of days.

(C) I called her yesterday.

30. What's the total cost for the catering?

- (A) It was over budget.
- (B) He made a reservation.
- (C) Around 450 dollars, I think.

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Answers

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

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