

TOEIC Part 3 Practice #11

The student will look at the questions and answers in the first part, the teacher will read the script in the second part. After each dialogue there are three questions based on the dialogue. The student should choose which of the four answers is the best answer for the question based on the dialogue.

1. What is the woman asking for help with?

- A. Logging into a system
- B. Submitting an online order
- C. Opening a spreadsheet
- D. Installing new software

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3. What does the man offer to do?

- A. Send a file
- B. Restart the server
- C. Notify the manager
- D. Check her account

4. What has been changed in the office?

- A. The front entrance
- B. The security system
- C. The break room location

D. The meeting schedule

5. Why was the change made?

- A. To reduce noise
- B. To limit foot traffic
- C. To allow for more storage
- D. To create extra seating

6. What does the woman say about the new location?

- A. It has more space
- B. It's more convenient
- C. It's near the elevator

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C. Met with a client

- D. Designed a new product

8. What campaign are they discussing?

- A. A holiday promotion
- B. A back-to-school sale
- C. A new store opening
- D. A customer survey

9. What does the man say about the schedule?

- A. It needs to be updated
- B. It is on track

- C. It may be delayed
- D. It was recently changed

10. What document are the speakers discussing?

- A. A hiring schedule
- B. A budget proposal
- C. A company report
- D. A training manual

11. What does the woman say about the document?

- A. The figures are correct
- B. It needs to be shortened

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- D. Cancel a meeting
- C. Include updated costs
- D. Notify human resources

13. What problem does the woman mention?

- A. An invoice was missing
- B. The delivery was late
- C. A payment was declined
- D. Some items were damaged

14. What did the woman already do?

- A. Contacted a supervisor

- B. Sent a return request
- C. Checked the packing list
- D. Canceled the order

15. What does the man suggest?

- A. Reviewing inventory
- B. Changing suppliers
- C. Contacting the supplier
- D. Filing a complaint with shipping

16. What does the man say he will do next week?

- A. Work remotely

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- A. Take notes
- B. Schedule meetings
- C. Send weekly reports
- D. Upload files

18. What will the woman do on Tuesday?

- A. Follow up with the man
- B. Submit a final report
- C. Reschedule an interview
- D. Share a company update

19. What are the speakers discussing?

- A. A customer complaint
- B. An increase in productivity
- C. A delay in shipments
- D. A new manager

20. What contributed to the improvement?

- A. Better time tracking
- B. More staff
- C. A new workflow system
- D. A pay incentive

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22. What document is the man working on?

- A. A product catalog
- B. A training guide
- C. An annual report
- D. A marketing flyer

23. What does the man need help with?

- A. Writing a summary
- B. Formatting charts
- C. Organizing data
- D. Designing a table

24. Where will the speakers go next?

- A. The conference room
- B. The break room
- C. The printing room
- D. The IT department

25. What event are the speakers preparing for?

- A. A product launch
- B. A job fair
- C. A trade show
- D. A company picnic

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27. When will the man drop off materials?

- A. Monday
- B. Wednesday
- C. Thursday
- D. Tuesday

28. What is happening nearby?

- A. A fire drill
- B. Furniture delivery
- C. A staff meeting

D. Office renovations

29. What does the woman say about the situation?

- A. It caused confusion
- B. It delayed her work
- C. It increased foot traffic
- D. It was noisy

30. What does the woman suggest doing?

- A. Working from home
- B. Wearing headphones
- C. Calling the landlord

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Teacher's Script

Questions 1–3 refer to the following conversation.

W: Could you help me log into the database?

M: Sure. Did you try resetting your password first?

W: Yes, but I didn't receive the confirmation e-mail.

M: I'll take a look at your account settings now.

1. What is the woman asking for help with?
2. What did the woman already attempt?
3. What does the man offer to do?

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4. What has been changed in the office?

5. Why was the change made?
6. What does the woman say about the new location?

Questions 7–9 refer to the following conversation.

W: I just met with the director from the advertising agency.

M: Did you talk about the holiday campaign?

W: Yes, and I approved the storyboard for the TV commercial.

M: Great. That means we're still on track for the December launch.

7. What did the woman do?
8. What campaign are they discussing?

9. What does the man say about the schedule?

Questions 10–12 refer to the following conversation.

M: Can you take a look at the new budget proposal?

W: I already reviewed it. I think the numbers look accurate.

M: Good. I'll present it to the finance committee tomorrow.

W: Don't forget to include the revised marketing costs.

10. What document are the speakers discussing?

11. What does the woman say about the document?

12. What does the woman remind the man to do?

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13. What problem does the woman mention?

14. What did the woman already do?

15. What does the man suggest?

Questions 16–18 refer to the following conversation.

M: I'll be working remotely next week.

W: That's fine. Just make sure to upload the files daily.

M: I'll use the shared folder we set up last month.

W: Good. I'll also check in with you on Tuesday.

16. What does the man say he will do next week?

17. What does the woman ask the man to do?
18. What will the woman do on Tuesday?

Questions 19–21 refer to the following conversation.

W: I noticed that your team's productivity has improved.

M: Yes, we implemented a new workflow system.

W: Has it made a difference in your turnaround time?

M: Definitely. Tasks are being completed more quickly now.

19. What are the speakers discussing?
20. What contributed to the improvement?
21. What does the man say about the change?

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M: Yes. I just need help organizing the data.

W: I'll bring my laptop and meet you in the break room.

22. What document is the man working on?
23. What does the man need help with?
24. Where will the speakers go next?

Questions 25–27 refer to the following conversation.

W: Are you presenting at the trade show next week?

M: Yes, on Thursday afternoon.

W: I'll make sure the booth is set up in the morning.

M: Thanks. I'll drop off the promotional materials by Tuesday.

25. What event are the speakers preparing for?
26. What will the woman do?
27. When will the man drop off materials?

Questions 28–30 refer to the following conversation.

M: The office next door is being renovated this week.

W: That explains all the noise this morning.

M: They're tearing down one of the walls.

W: Let's remind the team to use headphones during calls.

28. What is happening nearby?

29. What does the woman say about the situation?

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Answers

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

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