

TOEIC Part 3 Practice #12

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 did the man do this morning?

- A. Submitted a report
- B. Led a meeting
- C. Sent an invoice
- D. Checked a schedule

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3. What does the man offer to do?

- A. Bring a copy of the report
- B. Delay the meeting
- C. Contact the manager
- D. Update the numbers

4. What does the woman say was confirmed?

- A. A flight schedule
- B. A hotel reservation
- C. A dinner meeting

D. A conference schedule

5. What does the man ask about?

- A. Airport pickup
- B. Travel insurance
- C. Meeting times
- D. Rental car details

6. What does the woman say she will do?

- A. Review the itinerary
- B. Call the agency again
- C. Print the tickets

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C. There was a miscalculation

D. Some products were damaged

8. What does the woman ask about?

- A. Product pricing
- B. A shipping method
- C. Delivery timing
- D. Sales performance

9. When does the man expect the delivery?

- A. Tomorrow morning
- B. This afternoon

C. Next week

D. By the end of the month

10. What will be installed?

- A. Project management software
- B. New hardware
- C. Antivirus protection
- D. A calendar app

11. What does the woman say about the software?

- A. It will be installed soon
- B. It was developed internally

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- D. Attend a workshop
- C. Meet with a trainer
- D. Complete an online tutorial

13. What problem are the speakers discussing?

- A. A copier malfunction
- B. A paper shortage
- C. A slow network
- D. A broken fax machine

14. What does the man note about the issue?

- A. It was recently fixed

- B. It affects multiple floors
- C. It has never happened before
- D. It has occurred more than once

15. What does the man suggest?

- A. Cancelling the repair
- B. Moving the copier
- C. Using a different machine
- D. Requesting a replacement

16. What are the speakers talking about?

- A. A sales event

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- A. It addresses marketing costs
- B. It explains new software
- C. It reviews safety protocols
- D. It covers employee policies

18. What does the woman agree to do?

- A. Attend the meeting
- B. Cancel an appointment
- C. Take notes for someone
- D. Present a slideshow

19. What issue are the speakers discussing?

- A. Increased phone calls
- B. A website outage
- C. A delivery delay
- D. A payment error

20. What does the woman suggest?

- A. Asking for outside help
- B. Sending out an e-mail
- C. Reviewing a report
- D. Updating the system

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22. What does the man ask the woman to do?

- A. Join a meeting
- B. Give a presentation
- C. Print handouts
- D. Send an e-mail

23. What will the man provide?

- A. Charts
- B. A summary
- C. Speaking notes
- D. A contact list

24. When will the woman prepare?

- A. This evening
- B. On the weekend
- C. During lunch
- D. After the meeting

25. What does the woman want to increase?

- A. Employee shifts
- B. Display signage
- C. Promotional e-mails
- D. Product prices

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27. What does the woman say she might do?

- A. Change locations
- B. Post an announcement
- C. Order display stands
- D. Edit the product description

28. What did the man recently do?

- A. Sent an e-mail
- B. Changed a password
- C. Downloaded new software

D. Updated files

29. What has the man not done yet?

- A. E-mailed the team
- B. Printed the documents
- C. Uploaded the images
- D. Renamed folders

30. What does the woman say the change will do?

- A. Help new staff
- B. Make navigation easier
- C. Improve storage

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Teacher's Script

Questions 1–3 refer to the following conversation.

W: Did you already submit the monthly report?

M: Yes, I sent it to the manager this morning.

W: Great. I just wanted to double-check before our team meeting.

M: No problem. I'll bring a copy with me just in case.

1. What did the man do this morning?
2. What does the woman want to confirm?
3. What does the man offer to do?

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4. What does the woman say was committed?

5. What does the man ask about?

6. What does the woman say she will do?

Questions 7–9 refer to the following conversation.

W: I noticed the inventory levels are lower than usual.

M: That's because the last shipment was delayed.

W: Do we have an estimated delivery time?

M: Yes, it should arrive by tomorrow morning.

7. Why are inventory levels low?
8. What does the woman ask about?

9. When does the man expect the delivery?

Questions 10–12 refer to the following conversation.

M: I heard we're getting new software for project tracking.

W: Yes, it'll be installed on all computers by Friday.

M: Will we need any training to use it?

W: There's an online tutorial we're supposed to complete by Monday.

10. What will be installed?

11. What does the woman say about the software?

12. What must the staff do by Monday?

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13. What problem are the speakers discussing?

14. What does the man note about the issue?

15. What does the man suggest?

Questions 16–18 refer to the following conversation.

M: Are you attending the budget meeting this afternoon?

W: I wasn't planning to, but I can go if needed.

M: It would be helpful. We're discussing marketing expenses.

W: Okay. I'll bring the updated figures.

16. What are the speakers talking about?

17. Why is the meeting important?
18. What does the woman agree to do?

Questions 19–21 refer to the following conversation.

W: The customer service line has been ringing nonstop.

M: Yes, we've had more calls than usual today.

W: Should we bring in someone from another department to help?

M: That's a good idea. I'll ask someone from sales to assist.

19. What issue are the speakers discussing?
20. What does the woman suggest?
21. Who does the man say he will contact?

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M: I'll also e-mail you the speaking notes.

W: Thanks. I'll make sure I'm ready.

22. What does the man ask the woman to do?
23. What will the man provide?
24. When will the woman prepare?

Questions 25–27 refer to the following conversation.

W: We need more signs for the product display.

M: How many should I print?

W: Maybe ten for now. I'll order more stands if needed.

M: Okay, I'll have them ready this afternoon.

25. What does the woman want to increase?
26. What does the man agree to do?
27. What does the woman say she might do?

Questions 28–30 refer to the following conversation.

M: I updated the files in the shared drive.

W: Perfect. Did you also rename the folders?

M: Not yet. I'll do that right after lunch.

W: Great, that'll make it easier to navigate.

28. What did the man recently do?

29. What has the man not done yet?

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Answers

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

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