

## TOEIC Part 3 Practice #13

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 are the speakers discussing?
  - A. Scheduling a delivery
  - B. Reviewing a contract
  - C. Preparing a report
  - D. Making a payment

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3. What does the woman plan to do?
  - A. Call the supplier
  - B. Meet with her team
  - C. Work on it this afternoon
  - D. Ask for clarification

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4. What does the woman ask the man to do?
  - A. Switch jobs
  - B. Join a meeting
  - C. Cover her shift

D. Take a training course

5. What does the man say about tomorrow?

A. He has the day off

B. He is working in the morning

C. He is on vacation

D. He has a family event

6. What does the man promise to do?

A. Submit a request

B. Confirm his schedule

C. Call the manager

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C. Advertising costs

D. Product returns

8. Where did the woman get the materials?

A. From a printer

B. From a warehouse

C. From her manager

D. From a supplier

9. What does the woman say she will do?

A. Review the design

B. Contact the distribution team

- C. Place another order
  - D. Update the manager
- 

10. What are the speakers concerned about?
- A. A design issue
  - B. Team communication
  - C. Project delays
  - D. Budget overruns
11. Why is the project behind schedule?
- A. The developers haven't delivered the updates
  - B. The testing team is unavailable

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- B. Testing interface elements
  - C. Rescheduling the project
  - D. Holding a team meeting
- 
13. What are the speakers talking about?
- A. A new display
  - B. A reception desk
  - C. A product demo
  - D. A visitor schedule
14. What does the woman say about it?
- A. It's too large

- B. It needs lighting
- C. It improves the appearance
- D. It should be updated monthly

15. What do the speakers agree on?

- A. It needs to be removed
- B. It was a poor decision
- C. It should be moved
- D. It creates a good impression

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16. What are the speakers discussing?

- A. A new hire

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- A. The pay might be too low
- B. The hiring process will take too long
- C. There will be too many candidates
- D. The new employee should be experienced

18. What does the woman imply about their team?

- A. They are understaffed
  - B. They are over budget
  - C. They recently moved offices
  - D. They are hiring more than one person
-

19. What has the man done?
- A. Uploaded a presentation
  - B. Sent an e-mail
  - C. Scheduled a meeting
  - D. Updated a spreadsheet
20. What does the woman say she will do?
- A. Share it with her team
  - B. Review it later
  - C. Present it tomorrow
  - D. Send it to a client

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22. What does the woman mention?
- A. She's quitting the company
  - B. She's working from home
  - C. She's attending a workshop
  - D. She won't be at the office
23. What does she say she has to do?
- A. Take care of a client
  - B. Attend a conference
  - C. Go to an appointment
  - D. Join a meeting



24. What does the man offer to do?

- A. Take her calls
  - B. Submit a report
  - C. Finish her project
  - D. Schedule a meeting
- 

25. What are the speakers planning?

- A. A conference
- B. A team-building activity
- C. A lunch service
- D. A farewell party

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27. What does the man say he will do?

- A. Contact the venue
  - B. Inform the caterer
  - C. Send a reminder
  - D. Update the calendar
- 

28. What did the woman recently do?

- A. Made a sales call
- B. Sent an e-mail
- C. Updated a website

D. Edited a brochure

29. What does the man say he will do?

- A. Review the updates
- B. Make design changes
- C. Forward the content
- D. Print a report

30. What does the man say about the website?

- A. It needs a redesign
- B. It looks more professional
- C. It gets a lot of traffic

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## Teacher's Script

Questions 1–3 refer to the following conversation.

**M:** Did you finish reviewing the contract from the supplier?

**W:** Not yet, but I've looked over the main points.

**M:** We need to send our response by Friday.

**W:** I'll prioritize it this afternoon.

1. What are the speakers discussing?
2. What does the man say about the contract?
3. What does the woman plan to do?

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

5. What does the man say about tomorrow?

6. What does the man promise to do?

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Questions 7–9 refer to the following conversation.

**M:** Have you seen the new promotional materials for the product launch?

**W:** Yes, I picked them up from the printer this morning.

**M:** Are they being distributed to all stores?

**W:** They should be. I'll follow up with the distribution team.

7. What are the speakers discussing?
8. Where did the woman get the materials?



9. What does the woman say she will do?

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**Questions 10–12 refer to the following conversation.**

**W:** Our team is falling behind on the software project.

**M:** I know. We're waiting for the updated code from the developers.

**W:** Is there anything we can do in the meantime?

**M:** We could start testing the interface elements.

- 10. What are the speakers concerned about?
- 11. Why is the project behind schedule?
- 12. What does the man suggest doing?

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- 13. What are the speakers talking about?
  - 14. What does the woman say about it?
  - 15. What do the speakers agree on?
- 

**Questions 16–18 refer to the following conversation.**

**W:** Did you hear they're hiring a new assistant for our department?

**M:** Really? That would be a big help.

**W:** We've had too much work lately.

**M:** I just hope they find someone experienced.

- 16. What are the speakers discussing?

17. What concern does the man express?
18. What does the woman imply about their team?
- 

**Questions 19–21 refer to the following conversation.**

**M:** I've uploaded the draft presentation to the shared drive.

**W:** Great, I'll take a look at it after lunch.

**M:** Let me know if anything needs to be changed.

**W:** Sure, I'll send my feedback by the end of the day.

19. What has the man done?
20. What does the woman say she will do?
21. What does the woman promise to do?

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**W:** Yes, I have an appointment in the morning.

**M:** Okay, I'll handle any urgent messages for you.

22. What does the woman mention?
23. What does she say she has to do?
24. What does the man offer to do?
- 

**Questions 25–27 refer to the following conversation.**

**M:** How many people do we need to prepare lunch for?

**W:** There will be 18 participants and 3 staff members.

**M:** I'll tell the caterer to prepare for 25, just to be safe.

**W:** Good idea—we may have a few extra guests.

- 25. What are the speakers planning?
  - 26. How many participants are expected?
  - 27. What does the man say he will do?
- 

**Questions 28–30 refer to the following conversation.**

**W:** I just posted the latest company updates on the website.

**M:** Thanks. I'll check it out now.

**W:** Let me know if there's anything I missed.

**M:** Will do. It's looking more professional every month.

- 28. What did the woman recently do?

- 29. What does the man say he will do?

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## Answers

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

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