

TOEIC Part 3 Practice #16

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 mainly discussing?

- A. A training manual
- B. A hiring decision
- C. A printing problem
- D. A company policy

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3. What does the woman want to do next?

- A. Hire a printer
- B. Call a manager
- C. Set up a meeting
- D. Get feedback

4. Where is the man going?

- A. A delivery truck
- B. A local store
- C. A warehouse

D. A post office

5. What does the woman say they need?

- A. Cardboard boxes
- B. Packing tape
- C. Shipping labels
- D. File folders

6. What does the man say he will do?

- A. Confirm a shipment
- B. Call the supplier
- C. Schedule a delivery

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C. A fire alarm went off

- D. A door won't open

8. What does the woman suggest?

- A. Moving to a different floor
- B. Reporting the issue
- C. Fixing the elevator herself
- D. Cancelling appointments

9. Why is the man concerned?

- A. It's a safety issue
- B. His office is locked

- C. He needs to move equipment
- D. The lights aren't working

10. What does the man say the client requested?

- A. An earlier deadline
- B. A cost estimate
- C. A larger order
- D. Contract changes

11. What will the woman do next?

- A. Call the client
- B. Revise a document

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- D. Deliver the contract
- C. Review the file
- D. Check the schedule

13. What are the speakers discussing?

- A. New marketing materials
- B. A client visit
- C. A department move
- D. A meeting location

14. Why was the meeting moved?

- A. The original room was too small

- B. The projector was not working
- C. The team changed the schedule
- D. The manager made a last-minute decision

15. What does the woman say about the change?

- A. She disagrees with it
- B. She didn't know about it
- C. She is relieved
- D. She wants a different room

16. What is the problem?

- A. A schedule is full

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- A. He's running late
- B. He requested an appointment
- C. He's waiting in the lobby
- D. He booked the wrong date

18. What does the woman say she will do?

- A. Confirm a payment
- B. Make a phone call
- C. Move the appointment
- D. Send a reminder

19. What are the speakers talking about?

- A. A staff photo
- B. An online advertisement
- C. A company logo
- D. A promotional video

20. What does the man say about the new design?

- A. It looks modern
- B. It was inexpensive
- C. It's hard to read
- D. It's too similar to a competitor's

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22. What event are the speakers discussing?

- A. A product launch
- B. A conference
- C. A workshop
- D. A training session

23. What does the man ask the woman to bring?

- A. A projector
- B. Name tags
- C. A laptop
- D. Handouts

24. What does the woman say she has already done?

- A. Rehearsed her speech
- B. Booked a hotel
- C. Printed materials
- D. Contacted the organizer

25. What are the speakers discussing?

- A. A store location
- B. A new branch
- C. An office renovation
- D. A marketing campaign

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27. What does the woman say about the layout?

- A. It's easier to navigate
- B. It was designed by a new team
- C. It includes more seating
- D. It has wider aisles

28. What has the woman recently done?

- A. Repaired the site
- B. Updated the website
- C. Written a blog post

D. Changed the company name

29. What did she add to the website?

- A. Product images
- B. Price charts
- C. Staff bios
- D. A newsletter signup

30. What does the man say he will do?

- A. Share the announcement
- B. Review the changes
- C. Talk to the client

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Teacher's Script

Questions 1–3 refer to the following conversation.

W: Did you finish reviewing the new employee training guide?

M: Yes, I read through all of it this morning.

W: Great. I want to get your feedback before we print the final copies.

M: Sure, I made a few notes we can go over now.

1. What are the speakers mainly discussing?
2. What did the man do this morning?
3. What does the woman want to do next?

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4. Where is the man going?

5. What does the woman say they need?

6. What does the man say he will do?

Questions 7–9 refer to the following conversation.

W: The elevator is out of service again.

M: Oh no, that's the third time this month.

W: Should we report it to building maintenance?

M: Definitely—someone might get stuck if we don't.

7. What is the problem?
8. What does the woman suggest?

9. Why is the man concerned?

Questions 10–12 refer to the following conversation.

M: I just spoke with the client, and they've requested a few changes to the contract.

W: OK, we can make updates before the final version is sent.

M: I'll e-mail you the list of their edits.

W: Perfect. I'll revise it right away.

10. What does the man say the client requested?

11. What will the woman do next?

12. What does the man say he will do?

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M: Yes, this way everyone will be more comfortable.

13. What are the speakers discussing?

14. Why was the meeting moved?

15. What does the woman say about the change?

Questions 16–18 refer to the following conversation.

M: I checked the reservation system, and we're fully booked on Friday.

W: Oh, that's the day Mr. Jenkins wanted to come in.

M: Maybe we can squeeze him in earlier in the day.

W: I'll call and ask if he's available at 10.

16. What is the problem?
17. What does the woman say about Mr. Jenkins?
18. What does the woman say she will do?

Questions 19–21 refer to the following conversation.

W: I just saw the new logo design. It's a big improvement over the old one.

M: I agree—it's much cleaner and more modern.

W: Did the design team do it in-house?

M: No, we hired an outside agency.

19. What are the speakers talking about?

20. What does the man say about the new design?

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W: Thanks, I've already booked my train ticket.

M: Great. Don't forget to bring the presentation handouts.

W: I've got them printed and packed already.

22. What event are the speakers discussing?

23. What does the man ask the woman to bring?

24. What does the woman say she has already done?

Questions 25–27 refer to the following conversation.

W: Have you been to the new branch on Oak Street yet?

M: Not yet. I heard they've expanded the product selection.

W: Yes, and the layout is much easier to navigate.

M: Sounds like I should check it out soon.

25. What are the speakers discussing?
26. What does the man say about the new location?
27. What does the woman say about the layout?

Questions 28–30 refer to the following conversation.

M: Did you finish updating the company website?

W: Yes, I added the new product images and changed the homepage layout.

M: Excellent. I'll take a look before we announce the update.

W: Let me know if you think anything else needs adjusting.

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Answers

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

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