

TOEIC Part 3 Practice #18

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 canceled training session
- (B) A deadline for a report
- (C) A staff promotion
- (D) A schedule change

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3. Why is the man pleased?

- (A) He helped organize the meeting
- (B) He is unavailable on Wednesday
- (C) He wants to present at the meeting
- (D) He prefers the location

Questions 4–6 refer to the following conversation.

4. What are the speakers discussing?

- (A) Time off from work
- (B) An upcoming meeting

(C) A business trip

(D) A client visit

5. What does the first man say he will do?

(A) Prepare a travel itinerary

(B) Email a presentation

(C) Complete a handover

(D) Call a client

6. What will the second man do before leaving?

(A) Submit a travel expense form

(B) Provide contact information

(C) ...

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(D) A lack of toner

(C) A network issue

(D) A late delivery

8. What caused the problem?

(A) A damaged cartridge

(B) A delayed shipment

(C) Excessive printing

(D) A hardware malfunction

9. What does the second woman plan to do?

(A) Print fewer copies

- (B) Ask marketing to wait
- (C) Contact a supplier
- (D) Repair the printer

10. What is the man doing?

- (A) Attending an interview
- (B) Applying for a passport
- (C) Preparing a presentation
- (D) Meeting a client

11. Why does the woman say “you’re a bit early”?

- (A) To ask the man to leave

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- (A) Print out a document
- (B) Review the man’s resume
- (C) Offer him directions
- (D) Contact the hiring manager

13. What are the women mainly discussing?

- (A) A product launch
- (B) A new restaurant nearby
- (C) A catering service
- (D) An upcoming event

14. What did the second woman do yesterday?

- (A) Met with a client
- (B) Gave a presentation
- (C) Visited a restaurant
- (D) Attended a meeting

15. What does the second woman suggest?

- (A) Ordering sandwiches next time
- (B) Hiring the caterer again
- (C) Booking the same venue
- (D) Trying a different dish

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17. What does the first man plan to do?

- (A) Delay a product launch
- (B) Negotiate a better deal
- (C) Contact the marketing team
- (D) Change shipping companies

18. What does the second man suggest?

- (A) Delaying the shipment
- (B) Calling the client
- (C) Changing the packaging
- (D) Signing a long-term agreement

19. What is the problem?

- (A) A projector is malfunctioning
- (B) A presentation was canceled
- (C) A meeting was delayed
- (D) A power outage occurred

20. What does the woman suggest?

- (A) Cancelling the meeting
- (B) Fixing the projector
- (C) Replacing the equipment
- (D) Reserving another room

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22. What event are the speakers discussing?

- (A) A sales conference
- (B) A department meeting
- (C) A trade show
- (D) A product demonstration

23. What happened as a result of the event?

- (A) A deal was signed
- (B) Clients contacted them
- (C) A promotion was announced

(D) Travel expenses increased

24. What does the second man suggest?

- (A) Scheduling meetings
- (B) Sending out a survey
- (C) Hosting another event
- (D) Writing a report

25. What is the first woman waiting for?

- (A) A report from IT
- (B) A call from a client
- (C) An update email

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- (C) She had a meeting conflict
- (D) She lost the file

27. What does the first woman offer to do?

- (A) Fix the computer
- (B) Call a technician
- (C) Send the message
- (D) Reschedule the update

28. What are the speakers preparing for?

- (A) A staff party
- (B) A business expo

- (C) A workshop
- (D) A press conference

29. What did they recently receive?

- (A) A shipment of products
- (B) Display signage
- (C) Event tickets
- (D) Brochures

30. What will the woman do next?

- (A) Print materials
- (B) Visit the venue

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Teacher's Script

Questions 1–3 refer to the following conversation.

W: Have you seen the email from the HR department?

M: Not yet. Was it important?

W: They're moving the benefits meeting to Thursday at 10.

M: Oh, good. I'm off-site Wednesday, so that works better for me.

1. What are the speakers mainly discussing?

2. When will the meeting be held?

3. Why is the man pleased?

Questions 4–6 refer to the following conversation.

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5. What does the first man say he will do?

6. What will the second man do before leaving?

Questions 7–9 refer to the following conversation.

W1: This printer is out of toner again.

W2: Didn't we just replace it last week?

W1: Yes, but marketing printed hundreds of flyers.

W2: I'll call the supplier. We might need to order in bulk.

7. What problem are the speakers discussing?

8. What caused the problem?

9. What does the second woman plan to do?

Questions 10–12 refer to the following conversation.

M: Hi, I'm here to check in for my 2 PM job interview.

W: Welcome! You're a bit early, but let me notify the hiring manager.

M: Thanks. I brought copies of my resume and portfolio.

W: Great! Please have a seat, and she'll be with you shortly.

10. What is the man doing?

11. Why does the woman say “you're a bit early”?

12. What will the woman do next?

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13. What are the women mainly discussing?

14. What did the second woman do yesterday?

15. What does the second woman suggest?

Questions 16–18 refer to the following conversation.

M1: I just received a notice that our shipping rates are increasing.

M2: Really? That'll affect our costs for the new product line.

M1: I know. I'll see if we can renegotiate the contract.

M2: Good idea. Maybe we can lock in a lower rate long-term.

16. What are the speakers concerned about?

17. What does the first man plan to do?
18. What does the second man suggest?

Questions 19–21 refer to the following conversation.

W: The projector in the main conference room isn't working.

M: Again? That's the third time this month.

W: I think we should replace it instead of repairing it again.

M: Agreed. I'll talk to the facilities manager today.

19. What is the problem?

20. What does the woman suggest?

21. What will the man most likely do?

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M1: Yes, I got three emails this morning.

M2: Let's set up calls with them this week.

22. What event are the speakers discussing?

23. What happened as a result of the event?

24. What does the second man suggest?

Questions 25–27 refer to the following conversation.

W1: I noticed the weekly update email hasn't gone out yet.

W2: Oh, I had some computer issues this morning.

W1: Do you want me to send it out instead?

W2: That would help a lot—thanks.

25. What is the first woman waiting for?
26. What problem does the second woman mention?
27. What does the first woman offer to do?

Questions 28–30 refer to the following conversation.

M: We've finally received the signage for the expo booth.

W: That's great! Do we still have time to set it up before the weekend?

M: Yes, the event crew will handle it Friday afternoon.

W: Perfect. I'll print the brochures tomorrow morning.

28. What are the speakers preparing for?

29. What did they recently receive?

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Answers

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

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