

## TOEIC Part 3 Practice #19

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) An upcoming business trip
- (B) A delayed invoice
- (C) A reimbursement request
- (D) A new travel policy

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3. What does the man decide to do?

- (A) Cancel his trip
- (B) Resubmit his form
- (C) Wait a few days
- (D) Contact accounting

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4. What is the topic of the conversation?

- (A) A product launch
- (B) A project deadline
- (C) A staff meeting

(D) A presentation outline

5. What does the first woman mention she has done?

- (A) Printed a report
- (B) Rescheduled a meeting
- (C) Started a document
- (D) Assigned tasks

6. What does the second woman agree to do?

- (A) Prepare visuals
- (B) Write part of the proposal
- (C) Interview a client

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- (C) A facility inspection
- (D) An elevator shutdown

8. What does the first man suggest?

- (A) Calling the repair team
- (B) Moving the meeting
- (C) Canceling deliveries
- (D) Notifying building visitors

9. What will the second man do?

- (A) Schedule repairs
- (B) Close the lobby

- (C) Post a sign
  - (D) Send an email
- 

**10.** What are the speakers preparing?

- (A) A quarterly report
- (B) A training manual
- (C) A presentation
- (D) A newsletter

**11.** What does the woman plan to do?

- (A) Schedule a meeting
- (B) Review some trends

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- (B) Analyze the data
  - (C) Print the materials
  - (D) Finalize the schedule
- 

**13.** What are the speakers discussing?

- (A) A printing error
- (B) An event schedule
- (C) A delivery of materials
- (D) A guest list

**14.** What item does the second man specifically ask about?

- (A) Brochures

- (B) Name tags
- (C) Posters
- (D) Flyers

**15.** What do the men plan to do next?

- (A) Send thank-you cards
  - (B) Prepare event bags
  - (C) Ship items to a client
  - (D) Make copies of documents
- 

**16.** What issue do the speakers have?

- (A) The client canceled

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- (A) Find another room
- (B) Postpone the meeting
- (C) Email the client
- (D) Change the agenda

**18.** What does the man say about the smaller room?

- (A) It's not available
  - (B) It's recently renovated
  - (C) It may be too small
  - (D) It lacks a projector
-

**19.** What did the man complete?

- (A) A sales report
- (B) A project budget
- (C) A presentation outline
- (D) A customer survey

**20.** What will he do next?

- (A) Submit the report
- (B) Send it to a client
- (C) Print the documents
- (D) Create charts

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**22.** What are the women discussing?

- (A) A new policy
- (B) A client presentation
- (C) A training session
- (D) A workplace conflict

**23.** What activity did they participate in?

- (A) A role-playing exercise
- (B) A written quiz
- (C) A group discussion
- (D) A brainstorming session



**24.** What do the speakers want to do next?

- (A) Suggest the training to coworkers
  - (B) Rewrite the training materials
  - (C) Schedule another session
  - (D) Create a survey
- 

**25.** What problem are the speakers discussing?

- (A) A damaged product
- (B) A customer refund
- (C) A canceled service
- (D) A delayed delivery

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**27.** What does the second man suggest doing?

- (A) Calling the warehouse
  - (B) Changing delivery services
  - (C) Offering a discount
  - (D) Notifying management
- 

**28.** What will happen next week?

- (A) Road construction
- (B) A power outage
- (C) An office move

(D) A company event

**29.** What concern does the man mention?

- (A) Delays in delivery
- (B) Limited parking
- (C) Office access
- (D) Noise disruption

**30.** What does the woman say she will do?

- (A) Cancel some appointments
- (B) Notify the clients
- (C) Contact the city

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## Teacher's Script

Questions 1–3 refer to the following conversation.

**M:** I submitted my travel reimbursement request on Friday, but I haven't received a confirmation.

**W:** Did you attach the receipts? They usually won't process it without those.

**M:** I did. Maybe I just need to wait another day or two.

**W:** Yeah, sometimes it takes a few days to show up in the system.

1. What are the speakers discussing?
2. What does the woman ask the man about?
3. What does the man decide to do?

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4. What is the topic of the conversation?
5. What does the first woman mention she has done?
6. What does the second woman agree to do?

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Questions 7–9 refer to the following conversation.

**M1:** Did you see the maintenance notice in the elevator?

**M2:** Yeah, it'll be shut down all day tomorrow.

**M1:** We should let the visitors know—they'll need to use the stairs.

**M2:** Good idea. I'll put up signs at the front desk and lobby.

7. What are the speakers discussing?



8. What does the first man suggest?

9. What will the second man do?

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

**W:** The client wants us to include more charts in the presentation.

**M:** That makes sense—those visuals will help clarify the trends.

**W:** I'll revise the slides and add the sales figures from last quarter.

**M:** Perfect. I'll proofread the text once you're done.

10. What are the speakers preparing?

11. What does the woman plan to do?

12. What does the man offer to do?

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**M1:** Yes, and also the new folders for the seminar.

**M2:** Great. Let's start packing them into the welcome bags.

13. What are the speakers discussing?

14. What item does the second man specifically ask about?

15. What do the men plan to do next?

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

**W:** Are we still planning to host the client meeting in the large conference room?

**M:** Actually, it's been booked by the finance team.

**W:** Oh—I'll check if the smaller room near reception is free.

**M:** Good idea. It might be tight, but it'll work in a pinch.

**16.** What issue do the speakers have?

**17.** What does the woman offer to do?

**18.** What does the man say about the smaller room?

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

**M:** I finally finished compiling the year-end sales data.

**W:** Excellent. Are the charts ready too?

**M:** Not yet—I'll work on those this afternoon.

**W:** Let me know if you need help visualizing the trends.

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**Questions 22–24 refer to the following conversation.**

**W1:** The training session on conflict resolution was really informative.

**W2:** I agree. I especially liked the group role-play exercises.

**W1:** Me too. It made the content much more engaging.

**W2:** We should recommend it to the rest of the team.

**22.** What are the women discussing?

**23.** What activity did they participate in?

**24.** What do the speakers want to do next?

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

**M1:** We just received a complaint about a late delivery.

**M2:** Was it from the Westwood branch again?

**M1:** Yes. That's the third time this month.

**M2:** We may need to switch to a different courier.

**25.** What problem are the speakers discussing?

**26.** What does the second man ask about?

**27.** What does the second man suggest doing?

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

**W:** The city is repaving the road outside our building next week.

**M:** That's going to affect parking for our clients.

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## Answers

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

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