

## TOEIC Part 3 Practice #2

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. How to organize the files
- B. A meeting with the client
- C. Sending a report
- D. Reviewing a contract

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### 3. What does the man say he will include?

- A. A cover letter
- B. A revised schedule
- C. A summary page
- D. A company brochure

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### 4. Why does the woman decline the invitation?

- A. She already ate lunch
- B. She has a meeting
- C. She is not feeling well

D. She is leaving the office

**5. What does the man suggest doing?**

- A. Canceling the plan entirely
- B. Changing the location
- C. Rescheduling the lunch
- D. Ordering takeout instead

**6. When will they meet next?**

- A. Later today
- B. Tomorrow
- C. Next week

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- C. A meeting room
- D. A classroom

**8. Why is she going there?**

- A. To attend a seminar
- B. To meet a friend
- C. To join a tour
- D. To give a presentation

**9. What does the man wish her?**

- A. Good luck
- B. Safe travels

- C. Happy birthday
  - D. Congratulations
- 

**10. What problem is mentioned?**

- A. A power outage
- B. A paper shortage
- C. A jammed printer
- D. A broken copier

**11. What does the man need to do?**

- A. Make some copies
- B. Fix a computer

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- B. Deliver the documents
  - C. Borrow a printer
  - D. Contact maintenance
- 

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

- A. An upcoming trip
- B. A building inspection
- C. A change of location
- D. A new train line

**14. How does the man feel about the news?**

- A. Surprised but pleased

- B. Angry and confused
- C. Nervous about moving
- D. Indifferent to the change

**15. Where is the new location?**

- A. In another city
  - B. Close to public transport
  - C. On the same street
  - D. Inside the current building
- 

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

- A. Being short-staffed

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- A. Hire more managers
- B. Change the store hours
- C. Talk to their supervisor
- D. Work overtime themselves

**18. When will the woman speak to the manager?**

- A. Today
  - B. Tomorrow
  - C. Next week
  - D. On the weekend
-

19. **Where is the manager now?**

- A. In the break room
- B. On vacation
- C. In a meeting
- D. In his office

20. **What does the man need to do?**

- A. Talk about the schedule
- B. Get a refund
- C. Order supplies
- D. File a complaint

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22. **What is the woman looking for?**

- A. Her ID card
- B. An invoice
- C. A form
- D. A schedule

23. **What problem does she mention?**

- A. The printer isn't working
- B. She forgot her password
- C. The website is down
- D. The link doesn't work



24. **What does the man offer to do?**

- A. Fix her computer
  - B. Call IT support
  - C. Update the website
  - D. Send her a form
- 

25. **What does the woman want to do?**

- A. Cancel her registration
- B. Start a new job
- C. Meet a trainer
- D. Sign up for training

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27. **What has the woman already done?**

- A. Contacted her supervisor
  - B. Chosen a course
  - C. Printed her certificate
  - D. Completed the form
- 

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

- A. A delivery
- B. A lunch order
- C. A presentation

D. A new hire

29. **What problem occurred?**

- A. The item was damaged
- B. It went to the wrong place
- C. The label was missing
- D. It was never shipped

30. **What does the woman say she did?**

- A. Contacted the sender
- B. Returned the item
- C. Opened the package

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## Teacher's Script

Questions 1–3 refer to the following conversation.

**W:** Did you already send the documents to the client?

**M:** Not yet. I was waiting for your final approval.

**W:** I just finished reviewing them. Go ahead and send them now.

**M:** Will do. I'll add the summary page too.

1. What are the speakers mainly discussing?

2. What has the woman just done?

3. What does the man say he will include?

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4. Why does the woman decline the invitation?

5. What does the man suggest doing?

6. When will they meet next?

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Questions 7–9 refer to the following conversation.

**W:** Excuse me, do you know where Room 415 is?

**M:** Sure, take the elevator to the fourth floor and turn right.

**W:** Thanks—I'm giving a presentation there in 10 minutes.

**M:** Good luck! I hope it goes well.

7. What is the woman looking for?

8. Why is she going there?



## 9. What does the man wish her?

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Questions 10–12 refer to the following conversation.

**M:** The copier on this floor isn't working again.

**W:** Oh no, do you want me to call maintenance?

**M:** That would help. I need to print these forms by noon.

**W:** I'll let them know right away.

10. What problem is mentioned?

11. What does the man need to do?

12. What does the woman offer to do?

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13. What are the speakers discussing?

14. How does the man feel about the news?

15. Where is the new location?

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Questions 16–18 refer to the following conversation.

**M:** I think we need more staff during the weekend shift.

**W:** I noticed that too. We've had a lot more customers lately.

**M:** Maybe we can ask the manager for extra help.

**W:** Good idea. I'll bring it up in tomorrow's meeting.

16. What problem are the speakers discussing?

17. What do they decide to do?

18. When will the woman speak to the manager?

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Questions 19–21 refer to the following conversation.

M: Did you see where the manager went?

W: I think he's in the break room.

M: Oh, thanks. I need to ask him about the schedule.

W: He said he'll be back in ten minutes.

19. Where is the manager now?

20. What does the man need to do?

21. What does the woman say about the manager?

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W: I looked, but the link seems broken.

M: Let me send you a copy directly.

22. What is the woman looking for?

23. What problem does she mention?

24. What does the man offer to do?

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Questions 25–27 refer to the following conversation.

W: Can I still apply for the training program?

M: Today's the last day to sign up.

W: Oh good. I already filled out the form.

M: Then just submit it before five.

25. What does the woman want to do?
26. What does the man say about the deadline?
27. What has the woman already done?
- 

Questions 28–30 refer to the following conversation.

**M:** Did the package arrive this morning?

**W:** Yes, but it was delivered to the wrong floor.

**M:** Oh no. Where is it now?

**W:** I just had it brought to your desk.

28. What are the speakers discussing?

29. What problem occurred?

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## Answers

- |      |       |
|------|-------|
| 1. C | 23. D |
| 2. D | 24. D |
| 3. D | 25. D |
| 4. B | 26. A |
| 5. C | 27. D |
| 6. B | 28. A |
| 7. C | 29. B |
| 8. D | 30. D |
| 9. A |       |

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- 14. A
- 15. B
- 16. A
- 17. C
- 18. B
- 19. A
- 20. A
- 21. C
- 22. C