

TOEIC Part 3 Practice #20

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) An upcoming shipment
- (B) An office renovation
- (C) A supply order
- (D) A delivery delay

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3. What does the woman say she will do?

- (A) Pick up supplies in person
- (B) Submit a request
- (C) Contact a vendor
- (D) Check the delivery status

4. What is planned for the weekend?

- (A) A company retreat
- (B) A building inspection
- (C) A security audit

(D) A technology update

5. What does the second man ask about?

- (A) Password security
- (B) Internet access
- (C) Software compatibility
- (D) Data backup

6. What does the second man say he will do?

- (A) Cancel a meeting
- (B) Shut down his laptop
- (C) Notify his team

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(D) Customer feedback

8. What do the customers request?

- (A) Longer business hours
- (B) More product discounts
- (C) Better parking access
- (D) Additional seating

9. What does the second woman suggest doing?

- (A) Hiring more staff
- (B) Closing early on Fridays

- (C) Opening on Sundays
 - (D) Extending Saturday hours
-

10. Where will the materials be used?

- (A) A training session
- (B) A trade show
- (C) An event hall
- (D) A company meeting

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

- (A) Confirm an order
- (B) Reserve parking

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- (B) Prepare a speech
 - (C) Print more materials
 - (D) Set up the tables
-

13. Who is expected to arrive next week?

- (A) A new employee
- (B) A supplier
- (C) A factory inspector
- (D) A client

14. What does the visitor want to do?

- (A) Tour a facility

- (B) Review safety reports
- (C) Conduct a training
- (D) Negotiate a contract

15. What will the man most likely do?

- (A) Finalize invoices
 - (B) Meet with engineers
 - (C) Create a project summary
 - (D) Cancel an appointment
-

16. What will change in the cafeteria?

- (A) Its location

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- (A) Parking rates
- (B) New prices
- (C) Cash payments
- (D) Weekly specials

18. What does the second man plan to do?

- (A) Withdraw money
 - (B) Install a payment app
 - (C) Cancel an order
 - (D) Speak to management
-

19. What is causing the delay?

- (A) A pending quote
- (B) A late delivery
- (C) A scheduling conflict
- (D) A contract dispute

20. What do the speakers decide to do?

- (A) Cancel the project
- (B) Call a different vendor
- (C) Order additional supplies
- (D) Postpone the start date

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22. What will happen next quarter?

- (A) A server update
- (B) A team restructuring
- (C) A hiring freeze
- (D) A system replacement

23. What concern does the first woman express?

- (A) Security issues
- (B) Software costs
- (C) Compatibility with phones
- (D) Ease of use

24. What does the second woman mention will be provided?

- (A) A handbook
 - (B) A password change
 - (C) A training session
 - (D) A software license
-

25. What problem is mentioned?

- (A) Shipment delays
- (B) Inventory loss
- (C) Budget overruns
- (D) Labor shortages

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27. What does the woman propose doing?

- (A) Canceling orders
 - (B) Using a different location
 - (C) Replacing staff
 - (D) Adjusting prices
-

28. What did the man recently do?

- (A) Interview new staff
- (B) Schedule a meeting
- (C) Write a presentation

(D) Edit a video

29. What does the woman compliment?

- (A) The man's voice
- (B) His use of graphics
- (C) The accessibility features
- (D) The camera quality

30. What does the man say he will do?

- (A) Record a new version
- (B) Present the video live
- (C) Share the script

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Teacher's Script

Questions 1–3 refer to the following conversation.

W: I saw your email about the office supplies. Do we really need to place another order already?

M: Yeah, we're running low on printer paper and envelopes.

W: Okay, I'll add those to the inventory request this afternoon.

M: Thanks. The sooner we send it, the better.

1. What are the speakers mainly discussing?
2. What item does the man say is running low?
3. What does the woman say she will do?

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4. What is planned for the weekend?
5. What does the second man ask about?
6. What does the second man say he will do?

Questions 7–9 refer to the following conversation.

W1: We received a lot of customer responses from the latest survey.

W2: That's great. Did any patterns stand out?

W1: Yes, many people want extended weekend hours.

W2: Then maybe we should stay open until eight on Saturdays.

7. What are the speakers talking about?

8. What do the customers request?

9. What does the second woman suggest doing?

Questions 10–12 refer to the following conversation.

M: I just picked up the printed brochures from the shop.

W: Great. Can you bring them to the event hall tomorrow morning?

M: Sure. Do you know what time setup begins?

W: Around nine, but I'll be there by eight to help arrange the tables.

10. Where will the materials be used?

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

12. What does the woman plan to do early?

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W: I'll arrange transportation and reserve a hotel.

M: Good idea. I'll prepare a summary of our recent updates.

13. Who is expected to arrive next week?

14. What does the visitor want to do?

15. What will the man most likely do?

Questions 16–18 refer to the following conversation.

M1: The cafeteria is switching to a digital payment system next month.

M2: Oh really? Will cash still be accepted?

M1: Only for the first two weeks of the transition.

M2: Then I'll need to set up my payment app before then.

16. What will change in the cafeteria?
17. What does the second man ask about?
18. What does the second man plan to do?

Questions 19–21 refer to the following conversation.

W: Did you send the quote to the contractor for the renovation?
M: Not yet. I'm still waiting on the final numbers from accounting.
W: OK. We'll have to delay the start date until they review it.
M: I'll follow up with them today.

19. What is causing the delay?
20. What do the speakers decide to do?

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- W1:** I hope the new one is more user-friendly.
W2: They're planning a training session before the rollout.
22. What will happen next quarter?
23. What concern does the first woman express?
24. What does the second woman mention will be provided?

Questions 25–27 refer to the following conversation.

M: Our warehouse in Osaka is reporting frequent delays in shipment.
W: That's not good. Is it because of the recent storms?
M: That's what the local manager thinks.
W: Then maybe we should shift some orders to the Nagoya branch temporarily.

25. What problem is mentioned?
26. What is suggested as the cause?
27. What does the woman propose doing?
-

Questions 28–30 refer to the following conversation.

W: I saw that you updated the staff orientation video—nice work!

M: Thanks. I added subtitles and changed the background music.

W: That makes it much more accessible. We should update the training portal too.

M: I'll upload the video this afternoon.

28. What did the man recently do?

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Answers

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

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