

## TOEIC Part 3 Practice #6

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. A company training
- B. A marketing strategy
- C. A schedule of interviews
- D. A staff meeting

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3. What does the woman say she will do?

- A. Reserve a meeting space
- B. Post a sign
- C. Print some documents
- D. Call the first interviewee

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4. What problem are the speakers discussing?

- A. A missing invoice
- B. An increase in costs
- C. Damaged merchandise

D. A delayed shipment

5. What does the woman express concern about?

A. Repeated delays

B. Customer complaints

C. A shortage of staff

D. Rising prices

6. What does the woman suggest doing?

A. Speaking to the manager

B. Checking the order details

C. Calling the delivery company

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C. Lead a training session

D. Deliver a presentation

8. When will the event begin?

A. In ten minutes

B. At noon

C. Tomorrow morning

D. In thirty minutes

9. What does the man say he will do?

A. Get some equipment

B. Print handouts

C. Write instructions

D. Reserve a room

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10. What is the man doing?

A. Preparing a budget proposal

B. Writing a report

C. Approving a business trip

D. Reviewing expenses

11. What does the man say is a problem?

A. Duplicate charges

B. Missing receipts

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B. Send an e-mail reminder

C. Cancel a payment

D. Adjust the reimbursement

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13. What are the speakers discussing?

A. A holiday celebration

B. A company cafeteria

C. A food delivery service

D. A team meeting

14. What does the second woman say is special about today?

A. The prices are discounted

- B. A new menu is being introduced
- C. A new chef is starting
- D. The staff is training

15. What type of food is being added?

- A. International cuisine
- B. Gluten-free dishes
- C. Organic fruits
- D. Vegetarian meals

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16. What does the woman plan to do next month?

- A. Give a presentation

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- A. Creating a flyer
- B. Practicing her speech
- C. Organizing slides
- D. Making a video

18. What does the man offer to do?

- A. Help on the weekend
  - B. Schedule her talk
  - C. Record the presentation
  - D. Edit the speech
-

19. What are the speakers discussing?

- A. Hiring a new employee
- B. Increasing advertising
- C. Updating a Web site
- D. Changing the company logo

20. What does the woman ask about?

- A. Purchasing software
- B. Hiring a freelancer
- C. Collecting customer feedback
- D. Launching a newsletter

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22. What does the man want to borrow?

- A. A charger
- B. A phone
- C. A power strip
- D. A battery

23. What does the second man say he will do at four?

- A. Meet a client
- B. Take a break
- C. Leave the office
- D. Go to lunch



24. What is the second man planning to do later today?

- A. Fly somewhere
  - B. Attend a meeting
  - C. Go shopping
  - D. Lead a workshop
- 

25. Why was the woman delayed?

- A. A meeting lasted too long
- B. She was waiting for a client
- C. Traffic was heavy
- D. She forgot the time

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27. What does the man offer to do?

- A. Design a chart
  - B. Make a phone call
  - C. Review slides
  - D. Summarize notes
- 

28. What is the first woman working on?

- A. A sales report
- B. A staff evaluation
- C. A budget forecast

D. A product brochure

29. What does the second woman ask?

A. Where to find the figures

B. When the work is due

C. Who to send the file to

D. What format is needed

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

A. Forward a document

B. Meet with the executive team

C. Prioritize the task

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## Teacher's Script

Questions 1–3 refer to the following conversation.

**W1:** Do you have the schedule for tomorrow's interviews?

**W2:** Yes, I just finished organizing it. We'll start at nine with Mr. Han.

**W1:** And are we using the large conference room again?

**W2:** No, this time it's Room 405. I'll post a notice on the door.

1. What are the speakers discussing?
2. What time will the first event take place?
3. What does the woman say she will do?

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4. What problem are the speakers discussing?
5. What does the woman express concern about?
6. What does the woman suggest doing?

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Questions 7–9 refer to the following conversation.

**W:** Could you help set up the projector in the training room?

**M:** Sure. When does the session begin?

**W:** In about thirty minutes. I want to test everything ahead of time.

**M:** Good idea. I'll grab the remote and cables from my office.

7. What does the woman ask the man to do?
8. When will the event begin?



9. What does the man say he will do?

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

**M1:** I'm reviewing the team's travel expenses for this month.

**M2:** Did you notice anything unusual?

**M1:** There are a few duplicate charges—we may have to ask for clarification.

**M2:** I'll talk to the accounting department about it.

- 10. What is the man doing?
- 11. What does the man say is a problem?
- 12. What does the second man offer to do?

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- 13. What are the speakers discussing?
  - 14. What does the second woman say is special about today?
  - 15. What type of food is being added?
- 

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

**M:** Are you still planning to present at the marketing conference next month?

**W:** Yes, but I'll need help organizing my slides.

**M:** No problem. I can assist with that over the weekend.

**W:** Thanks, that would really help.

- 16. What does the woman plan to do next month?

17. What does she say she needs help with?
18. What does the man offer to do?

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

**W:** I'm thinking of redesigning the company's Web site.

**M:** I agree—it hasn't been updated in over two years.

**W:** Do you think we should hire a freelancer, or do it in-house?

**M:** Let's review the budget first, then decide.

19. What are the speakers discussing?
20. What does the woman ask about?
21. What does the man suggest doing first?

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**M1:** No problem—what time's your flight?

**M2:** Around 6 P.M., so I'll be leaving the office at four.

22. What does the man want to borrow?
23. What does the second man say he will do at four?
24. What is the second man planning to do later today?

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

**W:** The team meeting ran longer than I expected.

**M:** That's OK. We can reschedule the client call for tomorrow.

**W:** Thanks. I still want to prepare a few more slides anyway.

**M:** Let me know if you want help reviewing them.

- 25. Why was the woman delayed?
  - 26. What does the man suggest?
  - 27. What does the man offer to do?
- 

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

**W1:** I'm putting together the monthly sales report. Can you check the regional numbers?

**W2:** Sure. Do you want them by the end of today?

**W1:** If possible. The executive team meets first thing tomorrow.

**W2:** OK, I'll make it a priority.

- 28. What is the first woman working on?

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## Answers

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

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