

30
DAYS TO
THE

TOEIC® TEST

PART 2



**BOOST YOUR LISTENING
COMPREHENSION SKILLS
WITH 2 BONUS AUDIO CDs
TO ACCOMPANY EXERCISES**

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Day 8

Tips and Exercises for Part III: Short Conversations

In the lesson for Day 1, you tried some sample questions from Part III of the test. Today, you will start to work on Part III, the Short Conversations section. This is the part of the test in which you hear a conversation between two people. In the test book, you will read a question about the conversation, and you will also see four choices. You should choose the best answer to the question from the four choices. The following are important points to remember about this part:

- There are 30 questions in the Short Conversations section.
- In the test book, you will see only the question and the four choices. You will not see the text of the conversation.
- As in the rest of the Listening Comprehension section, you will hear the recording only once.
- On the recording, there is a pause of 8 seconds between questions.

Today's lesson begins with a tip that will help you select the best answer when you hear the conversation.

TIP Read the question first.

Try to read each question before you listen to the conversation. If you have time, quickly read the four choices, too. Reading the question first can help you to focus your listening and may give you some idea of what the conversation is about.

Consider the following question:

How long will Mr. Olmos be away?

After reading the question, you can see that you need to find out *how long* something will happen. You can then listen to the conversation to find out the length of time that Mr. Olmos will be away.

Example 1

On the recording, you will hear:



(Woman) Have you heard? Mr. Olmos is going to Africa.

(Man) Is that right? I guess he'll be gone for some time.

(Woman) Not too long, really. Just for fourteen days.

■ Now, STOP the recording.

In your test book, you will read:

How long will Mr. Olmos be away?

(A) Four days.

(B) One week.

(C) Two weeks.

(D) Over one month.

When you listen to the conversation, it is not necessary to note *where* Mr. Olmos is going. The answer to the question can be heard when the woman says, "...just fourteen days." Because fourteen days is the same as two weeks, (C) is the best answer.

Now, read the following question:

What does the woman want to do?

Now that you have read the question, when you hear the conversation, you can listen for *what* the woman wants. You know that you do not need to know where the people are, who they are, or what the woman is doing.

Example 2



On the recording, you will hear:

(Woman): Is that today's paper? I want to see if our advertisement is in it?

(Man): No, this is yesterday's. Today's hasn't come in yet.

(Woman): Oh, I'll call downstairs and see if they have a copy.

■ Now, STOP the recording.

In your test book, you will read:

What does the woman want to do?

(A) Put an advertisement in the paper.

(B) Order a newspaper subscription.

(C) Have some photocopies made.

(D) Check the paper for an advertisement.

In the first line, the woman says, "I want to see...." If you have already read the question, you will realize that you are about to hear the answer. The woman says that she wants to see if the advertisement is in the paper. *See* and *check* have a similar meaning in this situation. Choice (D) is therefore the best answer.

EXERCISE A: LISTENING FOR REQUIRED INFORMATION

In Example 1, the key words, or the words that supply the answer, are "just fourteen days." In Example 2, the key words are "want to see...advertisement." In Exercise A, you'll practice listening for required information. Look at the question and read the choices before you listen. On the lines underneath, answer the question and write the key words that help you answer the question.



- Where are the photographs?
(A) In the woman's office.
(B) On the conference table.
(C) On the man's desk.
(D) In the break room.

- What does the woman say about the electrical equipment?
(A) It can be modified easily.
(B) It was made in Europe.
(C) It was bought at a trade show.
(D) It operates quickly.

- When is the man's economics class?
(A) On Tuesdays.
(B) On Wednesdays.
(C) On Thursdays.
(D) On Fridays.

■ Now, STOP the recording.

TIP Try to imagine the setting of the conversation and who is speaking.

The sample questions in Exercise A all asked about specific details from the conversations. With other types of questions, you will have to imagine the setting of the conversation and to think about who is speaking in order to choose the correct answer. These questions will ask you to make an inference, or to come to a conclusion about what is happening. Questions such as “Who are the speakers?” and “Where does the conversation probably take place?” ask you to make an inference or to guess the most likely answer. The exact answer to the question may not be heard in the conversation.

As you listen to the conversations, ask yourself the following questions:

Who are the speakers?

Where are they?

What are they doing?

What is their relationship?

The question written in the test book can often help you to determine the setting of the conversation. For example, from the question

Who mailed the reports?

you might guess that the speakers work in an office.

Certain vocabulary words in the conversation can also help you figure out the setting. For example, if you hear the following words:

<i>assembly line</i>	<i>plant supervisor</i>
<i>shift</i>	<i>foreman</i>
<i>technicians</i>	<i>production line</i>

you might guess that the setting of the conversation is a factory or a production facility of some kind.

If you hear the words:

<i>patient</i>	<i>x-ray</i>
<i>doctor</i>	<i>exam</i>
<i>appointment</i>	<i>medicine</i>

you might guess that the conversation takes place in a hospital or medical clinic. When you imagine the setting, or picture the scene of the conversation, you can prepare yourself to answer questions about it.

Now, listen to Example 3. Think about who the speakers are, where they are, and what they are doing.

Example 3



(Man) Thanks for your help with our trip to New Orleans. The hotel was beautiful and we had a great time.

(Woman) My pleasure. I guess you're planning another trip?

(Man) Yes, and I'll be needing plane tickets, a rental car, and of course, a hotel recommendation.

■ Now, STOP the recording.

The man thanks the woman for her “help with our trip.” He also tells her he will need “plane tickets, a rental car, and...a hotel recommendation.” The woman asks the man if he is “planning another trip.” These are services usually provided by a travel agent. Therefore, you can infer from the conversation that the woman is a travel agent and the man, a customer. The conversation may be taking place at a travel agency.

EXERCISE B: IMAGINING THE SETTING AND WHO IS SPEAKING

As you listen to the recording, imagine the setting and who is speaking. You will have to make conclusions based on what you hear. It may not be possible to answer all the questions for each example, but try to write down key words that tell you *who* the speakers probably are, *where* they probably are, *what* they could be doing, and what their *relationship* might be.



- Who are the speakers? _____
Where are they? _____
What are they doing? _____
What is their relationship? _____
- Who are the speakers? _____
Where are they? _____
What are they doing? _____
What is their relationship? _____
- Who are the speakers? _____
Where are they? _____
What are they doing? _____
What is their relationship? _____
- Who are the speakers? _____
Where are they? _____
What are they doing? _____
What is their relationship? _____
- Who are the speakers? _____
Where are they? _____
What are they doing? _____
What is their relationship? _____

■ Now, STOP the recording.

FOR ADDITIONAL PRACTICE

To the teacher: The following class activity can help students practice imagining the setting and who is speaking. Prepare slips of paper beforehand. On half of the sheets, write an occupation; on the other half, a setting. A student draws a slip of paper from one of the piles. If the student draws an occupation slip, the student says something that might be spoken by a member of that occupation. If the student draws a setting slip, the student says something that might be spoken in that setting. Have other students guess what is written on the slip. Use the recommendations here, or choose your own:

Occupations	Settings
Doctor	A beach
Secretary	An office
Police officer	An airport
Taxi driver	A clothes shop
Teacher	A highway
Waiter	A market
Pilot	A bank
Mechanic	A post office
Shoe salesman	A library

SCRIPT FOR DAY 8

Exercise A

- (Woman) Where are the pictures from the Atlanta Conference?

(Man) I put them upstairs in your office. Didn't you want them there?

(Woman) Well, I left them here in the break room for people to look at.

2. (Man) Have you shipped the electrical equipment to the European trade show?
- (Woman) We have to make some modifications to it, but that won't be difficult. I'm sure we can do it.
- (Man) We've got to do it quickly. We don't have that much time.
3. (Woman) I thought you had an economics class on Tuesday nights.
- (Man) No, it was switched to Wednesdays, and the finance class was canceled, so now I'm free on Tuesdays and Thursdays.
- (Woman) Well, since you're free, why don't we meet at the library later?

Exercise B

1. (Woman) I didn't expect to see so many people here this early. The show doesn't start for another hour, and half the seats are already full.
- (Man) Well, the lead actor is very popular these days. He's been in a number of successful plays.
- (Woman) Not only that, but the set design is supposed to be quite unique.
2. (Woman) Your story on last night's game was very good, but I've suggested some changes.
- (Man) I hope it won't take much time. I've got to get to the stadium for an interview this afternoon.
- (Woman) You just need to make it a bit shorter. We want to add another photo.

3. (Man) And this is the latest model. You'll save money because it doesn't use much hot water or electricity.
- (Woman) I don't know. The restaurant can get very busy. How fast is it?
- (Man) Faster than the machine you're using now. You'll find it cleans pots and pans better, too.
4. (Woman) I understand you had to shut down the third assembly line this morning. What happened?
- (Man) A power supply problem. The electrician had to replace a cable. It was off for about an hour.
- (Woman) Have him check the cables in lines one and two and let me know if there are any more problems. I'll be in my office.
5. (Man) We should have just ordered from the catalog. This will take all afternoon.
- (Woman) This store is cheaper, and they deliver. Besides, I don't want to see a picture; I want to see what we're getting.
- (Man) Well, we need filing cabinets, desks, and chairs. Let's look at the cabinets first.

ANSWER KEY FOR DAY 8

Exercise A


Answers: Possible key words:

1. A "I put them...in your office."
2. A "make...modifications"
and "that won't be difficult"
3. B "switched to Wednesdays"

Exercise B

Possible answers:


1. They are in a theater. They are waiting for a play to begin.
2. They are in a newspaper office talking about a story. The man is a sportswriter, and the woman is an editor.
3. The man is trying to sell a dishwasher, and the woman is a restaurant owner. They may be in an appliance store.
4. They are in a factory. The woman may be a supervisor, and the man might be a foreman.
5. They are shopping at an office supply store. They may be colleagues. They may have just started their own business.



Day 9

Further Exercises for Part III: Short Conversations

On Day 8, you learned that you should read the question while you are waiting to hear the recorded conversation. You also learned that you should try to imagine the setting of the conversation, and you practiced answering two types of questions: questions that ask about specific details and questions that ask you to come to a conclusion. In today's lesson, you will learn additional strategies for the Short Conversations portion of the TOEIC test.



TIP Look at all four choices carefully before answering.

Words that are spoken in the conversation often appear in the four choices. You need to determine if these repeated words provide an answer to the question or not. Consider the following example:

Example 1

On the recording, you will hear:



- (Man) Sally, can you give me a hand with this marketing project this afternoon?
- (Woman) Well, I need to finish this product proposal today, then I'm going to catch a train at 5:15.
- (Man) OK. Could we start on it first thing tomorrow morning, then?

■ Now, STOP the recording.

In your test book, you will read:

What does the man want Sally to do?

- (A) Postpone the proposal
- (B) Hand him some papers.
- (C) Tell him what time the train leaves.
- (D) Help him with a project.

Choice (A) mentions the woman's proposal. It's true that she is working on a proposal. However, the man never tells her to *delay* working on it.

In Choice (B), the man asks for "a hand," which means to ask for help. However, he does not ask her to *hand*, or to give, him anything.

Choice (C) mentions what time the train leaves. The woman does mention the time of the train, but this is not what the man wants to know.

Choice (D) is correct because the man asks for help, or a *hand*, with the project.

EXERCISE A: READING THE CHOICES CAREFULLY BEFORE ANSWERING

In the next three questions, words that are spoken in the conversation appear in the four choices. Read the question and listen to the recording. Then read the choices carefully before answering.



- What does the woman suggest?
 - Trying different colors.
 - Changing the style.
 - Using other fabrics.
 - Opening a new account.
- What is Mr. Brower's current position?
 - Driver.
 - Salesman.
 - Partner.
 - Manager.
- What sport did the man see last night?
 - Basketball.
 - Rugby.
 - Soccer.
 - Baseball.

■ Now, STOP the recording.

When you listened to the conversations, you probably heard some of the words written in the four choices. Look at the scripts and the answer key at the end of this section to check your answers. If you selected any wrong answers, try to decide why.

Ask yourself the following questions:

- Did you read the question first?
- Did you try to imagine the setting of the conversation?
- Did you carefully read all four choices?
- Did you listen to the entire conversation?

TIP Be aware of different ways of answering the question.

When choosing your answer in Part III of the test, be aware that there will be only one correct choice. The phrasing of that choice, however, may be different from what you heard in the conversation.

Example 2

Consider the following question:

When will the woman leave for Hawaii?

The correct answer may be a day, a date, a time, or a period of time.

Now listen to the conversation:



- (Man) I'm very tired. At least it's Friday and I can sleep late tomorrow.
- (Woman) I won't be sleeping late. I'll be up at five since the plane for Hawaii leaves at seven.
- (Man) That's right. Tomorrow, you're starting your vacation. Have a good time!

■ Now, STOP the recording.

There are different ways to answer the preceding question. Look at the following choices. Which ones are possible answers to the question?

When will the woman leave for Hawaii?

- Tomorrow
- Today
- At five
- At seven
- In the morning
- In the afternoon
- On Friday
- On Saturday

Choices A, D, E, and H all correctly answer the question. Any of these answers may appear as the correct choice on the test.

EXERCISE B: LOOKING AT DIFFERENT WAYS OF ANSWERING THE QUESTION

Read through the following lines from Short Conversations (they are not complete conversations). The line from the conversation—in *italics*—is followed by a question. Try to come up with as many answers for each question as possible. When you have finished, go back and decide which answers are the most likely and which are the least likely.

The file you need is upstairs in my office in the top drawer.

Where is the file?

The prices are a bit high here, but the styles are up-to-date.

Where is the conversation taking place?

There's going to be an hour delay. Let's see if we can find a coffee shop nearby.

Where is the conversation taking place?

I expected his presentation to be interesting and informative, but it wasn't.

What does the woman think about the presentation?

Our products are sold mostly to teenagers. I think we would be wasting money on late-night advertising.

Who is probably speaking?

TIP Understand the purpose of the question.

In the lesson for Day 5, you practiced identifying the purpose of the question. This skill is useful throughout the test. In the following conversation, for example, there are different ways to ask a “when” question. Look at this conversation:

Example 3

(Man) I'm calling to let you know that your credit card payment is several weeks overdue.

(Woman) Hmm...I thought I paid that last month. Perhaps it was delivered to the wrong address.

(Man) Well...please check your records to see if you've already paid.

Here are two possible questions “when” questions for the conversation:

1. When was the payment due?
2. When does the woman think she made the payment?

In Exercises C and D, you'll practice writing your own questions and answers.

EXERCISE C: UNDERSTANDING THE PURPOSE OF THE QUESTION

Listen to the following conversation. Then write questions for the answers that are given. Some possible answers are listed at the end of this unit. Your answers may be slightly different.



(Man) I'm calling to let you know that your credit card payment is several weeks overdue.

(Woman) Hmm...I thought I paid that last month. Perhaps it was delivered to the wrong address.

(Man) Well...please check your records to see if you've already paid.

■ Now, STOP the recording.

Questions

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Answers

1. To check her records.
2. She thought she had already paid her bill.
3. Several weeks ago.
4. Last month.
5. She missed a credit card payment.
6. Because the woman missed a payment.
7. A credit card payment.
8. In a billing office.

EXERCISE D: PRACTICE WITH DIFFERENT TYPES OF QUESTIONS AND ANSWERS

For this exercise, there are three conversations on the recording. Listen carefully to each conversation, then write either a question or an answer in the space provided. You might need to listen to each conversation more than once.



Questions

1. A. Where does the man want to go?
B. _____
C. What does the man ask the woman to do?
D. _____
2. A. Where is the woman going?
B. _____
C. When is the woman going to the new restaurant?
D. _____

3. A. _____
B. What does the man say about the reception?
C. _____
D. Why is the woman disappointed?

ANSWERS

1. A. _____
B. To a doctor's appointment.
C. _____
D. He will take a taxi.
2. A. _____
B. He has other plans.
C. _____
D. Going to the new restaurant again next week.
3. A. The visiting professors.
B. _____
C. At the beginning of next month.
D. _____

■ Now, STOP the recording.

FOR ADDITIONAL PRACTICE

- Make a set of conversation cards. See the sample below. On one side of the card (or small piece of paper), write one of the Part III conversations from this chapter or from other sections of this book.
- On the other side of the card, write possible questions for the conversation. Read the conversation out loud then turn the card over and try to answer the questions without looking at the conversation again.
- Make several cards and practice with a friend or colleague. Read the short conversations out loud and ask your friend to answer the questions that you have prepared. Repeat the process with cards that your friend has made.

Front of card

(Woman) We should think about finding another hotel for staff meetings.

(Man) Why? The food and service are great here, and there's plenty of space!

(Woman) Yes, but the prices keep going up.

Back of card

Why is the woman unhappy with the hotel?

What does the man think about the hotel?

Where is this conversation probably taking place?

Who are the speakers?

SCRIPTS FOR DAY 9

Exercise A

- (Man)** We've tried different colors and different fabrics, but we haven't been able to satisfy the client.

(Woman) This client isn't interested in new colors and fabrics. You'll have to try changing the style. I don't want to lose this account.

(Man) I'll go back to production and get started again.
- (Man)** Did you hear that Mr. Brower is retiring next month?

(Woman) I know. Is he an area manager or a partner?

(Man) He's a partner. He started forty years ago as a driver and worked as a salesman, too.
- (Woman)** I hear you took some French clients to the baseball game last night. How was it?

(Man) They said that they still prefer soccer and rugby to baseball.

(Woman) Maybe you should try basketball next time. It's more exciting.

Exercise D

1. **(Man)** Could you take me to the station after my meeting?
(Woman) Sorry, I'm not going downtown. I have a doctor's appointment near here.
(Man) That's OK. I'll get a taxi.
2. **(Woman)** We're planning to go to the new Italian restaurant this afternoon. Would you like to join us?
(Man) I'd love to, but I've already made plans for lunch. Maybe we can go some time next week.
(Woman) OK. If it's good, I'm sure everyone will want to go back again.
3. **(Man)** I heard this morning that Wednesday's reception for the visiting professors has been postponed.
(Woman) Really? I was looking forward to meeting Dr. Greene and the others.
(Man) They've rescheduled it for the beginning of next month.

ANSWER KEY FOR DAY 9

Exercise A

1. B
2. C
3. D

Exercise B

Possible answers:

1. Upstairs. In the man's office. In the top drawer. In a desk.
2. A shoe store. A clothing store. A boutique. A department store.
3. An airport. A train station. An office.
4. It was boring. It was dull. It was not informative.
5. A marketing executive. A business owner. A company president.

Exercise C


Possible questions:

1. What does the man ask the woman to do?
2. Why is the woman surprised?
3. When was the payment due?
4. When does the woman think she made the payment?
5. What mistake has the woman made?
6. Why did the man call?
7. What is overdue?
8. Where does the man probably work?

Exercise D

Possible questions and answers:

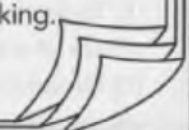
- | Questions | Answers |
|---|-----------------------------------|
| 1. A. | To the station. |
| B. Where is the woman going? | |
| C. | Take him to the station. |
| D. How will the man get to the station? | |
| 2. A. To an Italian restaurant. | |
| B. Why is the man not able to go to the Italian restaurant today? | |
| C. | This afternoon. |
| D. What does the man suggest? | |
| 3. A. Who is the reception for? | |
| B. | It has been postponed. |
| C. When will the reception been held? | |
| D. | She wants to meet the professors. |



Day 10

Short Conversations: Practice Questions and Follow-up Exercises

In this lesson, you will have the opportunity to practice Part III of the TOEIC test. On Days 8 and 9, you learned the following tips to help you in this part:

- Read the question before you listen to the conversation.
 - Try to imagine the setting of the conversation and who is speaking.
 - Look at all four choices carefully before answering.
 - Understand the purpose of the question.
- 

PRACTICE QUESTIONS

Now try this practice Part III, working as if you were taking a real TOEIC test. On the recording, you will first hear the directions for Part III, as you would in a real TOEIC test. Be sure to listen to each conversation on the recording completely. The question and four choices are not on the recording; they are printed in the book. There is an 8-second pause between each conversation to give you time to mark your choice and prepare yourself for the next conversation.

Before you start, write the numbers 51–80 on a piece of paper so that you can mark your answers. Work straight through the section. Do not stop the recording. If you are not sure which is the correct answer, choose the one you think is closest. Do not leave any questions blank.



Part III

Directions: In this part of the test, you will hear 30 short conversations between two people. The conversations will not be printed in your book. You will hear the conversations only once, so you must listen carefully to understand what the speakers say.

In your book, you will read a question about each conversation. The question will be followed by four answers. You are to choose the best answer to each question. The answers are printed at the end of this section.

51. What are the speakers probably doing?
(A) Driving in a truck.
(B) Having some lunch.
(C) Working in a warehouse.
(D) Shopping in a store.
52. Why is the woman returning the blouse?
(A) It is the wrong size.
(B) She does not like the color.
(C) She already has one like it.
(D) The style is out of fashion.
53. How does the woman feel about her job?
(A) Her work is dull.
(B) The location is too far away.
(C) The job is better than her last one.
(D) Her coworkers are friendly.
54. What was probably the problem with the printer?
(A) It was not connected.
(B) It did not have paper.
(C) It needed more ink.
(D) The cord was damaged.
55. Where are the speakers?
(A) At a post office.
(B) At a department store.
(C) At an airport.
(D) At a hotel.
56. What are the women discussing?
(A) A newspaper article.
(B) Library hours.
(C) Book prices.
(D) A fiction writer.
57. Who are the speakers?
(A) Teachers.
(B) Students.
(C) Business executives.
(D) Office assistants.
58. Why did the woman miss the training session?
(A) She had the wrong information.
(B) She was not feeling well.
(C) She did not get to the station in time.
(D) The room number had been changed.
59. What is the man reserving?
(A) A conference site.
(B) A table for breakfast.
(C) A hotel room.
(D) An early-morning taxi.
60. Where are the speakers?
(A) At a supermarket.
(B) In an office.
(C) At a restaurant.
(D) On a beach.
61. Why will they go into the shop?
(A) To make a purchase.
(B) To see a friend.
(C) To get a haircut.
(D) To ask for information.
62. Why is the man concerned?
(A) A package has been lost.
(B) Business is very slow.
(C) A deadline is approaching.
(D) An employee has been fired.
63. When will the tour begin?
(A) 11:30 A.M.
(B) 12:00 P.M.
(C) 12:30 P.M.
(D) 1:00 P.M.
64. When does this conversation take place?
(A) Spring.
(B) Summer.
(C) Autumn.
(D) Winter.

65. Who is seeking a new position?
(A) Mr. Parker.
(B) Ms. Lee.
(C) Mr. Parker's manager.
(D) Ms. Foley.
66. Where will the plants be placed?
(A) Next to the window.
(B) Just outside the building.
(C) Near the water cooler.
(D) On either side of the front door.
67. Where does this conversation take place?
(A) In a library.
(B) In a furniture store.
(C) In a restaurant.
(D) In a fitness center.
68. How many times a year does the woman travel to Argentina on business?
(A) Once.
(B) Twice.
(C) Three times.
(D) Five times.
69. Who will be buying a house?
(A) Susan.
(B) Roberto.
(C) Douglas.
(D) Beth.
70. What does the man like about the café?
(A) The size.
(B) The menu.
(C) The prices.
(D) The service.
71. How will they resolve the problem?
(A) By replacing the contractor.
(B) By testing the wiring.
(C) By adding new workstations.
(D) By contacting the installers.
72. What does Mr. Garcia have to do?
(A) Inspect an apartment building.
(B) Contact the moving company.
(C) Ask the tenant to sign an agreement.
(D) Help to move some boxes.
73. What are they discussing?
(A) A business meeting.
(B) A bank loan.
(C) An employee's behavior.
(D) A late payment.
74. What does Sam have to do?
(A) Buy a magazine.
(B) Finish a project.
(C) Take a business trip.
(D) Call a friend.
75. How many tablets is the woman going to buy?
(A) 50.
(B) 100.
(C) 150.
(D) 200.
76. What does the woman want the man to do?
(A) Get her some medicine.
(B) Keep the window closed.
(C) Exchange seats with her.
(D) Open the curtains.
77. Who will the man talk to next?
(A) The hotel manager.
(B) A designer.
(C) An accountant.
(D) The personnel manager.
78. When is the administration department going to meet?
(A) This morning.
(B) This afternoon.
(C) Tomorrow morning.
(D) Tomorrow afternoon.

79. How will Mr. Smith get the specifications?
 (A) By post.
 (B) By hand.
 (C) By fax.
 (D) By e-mail.
80. Why do the speakers need to talk to Brenda?
 (A) To ask her to hire workers.
 (B) To get some data from her.
 (C) To ask her to write a report.
 (D) To get her to help analyze data.
- Now, STOP the recording.

FOLLOW-UP EXERCISES

EXERCISE A: LOOKING AT THE QUESTIONS AND CHOICES CAREFULLY

Check your answers for the Part III practice questions against the answer key at the back of this section. Put a circle around the number of each question for which you chose the wrong answer. Prepare yourself to try again by reading the question and choices carefully for each of these. Underline any words you don't understand and look them up in a dictionary.

To the teacher: Have the students work in pairs to discuss the questions and choices for any answers they got wrong. Listen to see if there are any questions that were difficult for a number of the students. Write the questions and choices for these on the board and discuss any problems. Also discuss what can be learned from the questions and choices about the conversation setting and the speakers. Don't discuss the dialogues at this point.

Now, try the section again. Play the recording straight through without stopping. Listen to the ones you got right as well as those you had difficulties with. When you have finished, check your answers again. How did you do the second time?

EXERCISE B: FOCUSING ON THE DIALOGUES

You have studied the questions and choices carefully. Now focus on the dialogues themselves.

At the end of this section, you will find the recording script for the Short Conversations practice questions. Play the recording again, looking at both the script and the questions and choices while you are listening. Listen to all of the conversations, but pay particular attention to those you got wrong. For these, stop the recording and replay it, making sure you understand the conversation. On the script, underline the words or phrases that help you choose the correct answer. Write down what you think the setting of the conversation is and who the speakers are.

To the teacher: If language laboratory facilities are available, the students can work individually on Exercise B. If not, find out which questions caused the most difficulty and work on those with the class. Use an overhead projector to project the script onto the board. Elicit suggestions as to setting, speakers, and words and phrases to underline. Circle any parts that students had difficulty understanding on the recording and practice the pronunciation of these. Finally, pair up the students so they can practice role-playing the dialogues.

PRACTICE QUESTIONS SCRIPT

51. (Man 1) Don't stack more than four boxes on top of one another, Bill.
 (Man 2) Should I move them down to that area over there?
 (Man 1) Yes, that's near where the truck will drop off the rest of the crates.
52. (Woman) I'd like to return this blouse. I have the receipt here.
 (Man) What's the reason for the return?
 (Woman) It doesn't fit very well.

53. **(Man)** So, Jennifer, how are you enjoying your new job?
- (Woman)** Well, so far it's not very interesting, actually.
- (Man)** Hmm. Maybe things will get better after the first few months.
54. **(Woman)** This printer doesn't seem to be working.
- (Man)** Uh...check the cord. It may have been unplugged.
- (Woman)** You're right. Maybe someone used it with a laptop computer.
55. **(Woman)** May I bring this bag with me onto the flight?
- (Man)** I'm afraid that's too large ma'am. You'll have to check it in.
- (Woman)** OK, as long as it's handled carefully.
56. **(Woman 1)** Have you read Joan Smith's new novel?
- (Woman 2)** No, but I didn't really like her last story about the journalist.
- (Woman 1)** I love her books. She writes so well.
57. **(Man)** What are you doing in your Business Writing class today?
- (Woman)** I'm giving a test. What about you?
- (Man)** We're still reviewing. My students are having trouble with business letters.
58. **(Man)** Why weren't you at the training session?
- (Woman)** I thought it was canceled.
- (Man)** No, yesterday's session was canceled, but not today's.
59. **(Man)** I'd like to make a reservation for the night of September fourth.
- (Woman)** Yes, of course. Would you like our business traveler rate, which includes breakfast in the room?
- (Man)** Yes. I'd also like to be on either the first or second floor.
60. **(Woman)** This soup is much too salty. I think I'll send it back.
- (Man)** I'm surprised. The food here is usually very good.
- (Woman)** I know. I've brought clients here many times.
61. **(Man 1)** That's funny. I'm sure there used to be a pharmacy on this corner.
- (Man 2)** Well, now it's a barbershop.
- (Man 1)** Let's go in. Maybe the barber will know where the pharmacy moved.
62. **(Man)** How late can we submit this bid?
- (Woman)** Well, the notice of tender gives a May tenth deadline.
- (Man)** Wow! We'd better get moving on this then!
63. **(Man)** Two tickets for the 12:30 tour, please.
- (Woman)** Here you go. We're running about thirty minutes behind schedule, so you'll be leaving at one.
- (Man)** That's fine. We have to go exchange some more money anyway.
64. **(Man 1)** We need to send a buyer to New York to look at the new lines of summer clothes.
- (Man 2)** Winter isn't even over yet! How can they plan so far in advance?
- (Man 1)** Designers are always at least two seasons ahead.

65. (Man) Ms. Lee, why are you interested in transferring to another department? You've worked in Customer Service for almost six years.
- (Woman) Well, my current manager, Mr. Parker, suggested I apply.
- (Man) I see. Well, I'll send your résumé to Ms. Foley.
66. (Man) Where would you like to put these plants, Ms. Kim? By the window?
- (Woman) No, they don't need that much light. How about over here by the water cooler?
- (Man) OK. I'll push them back so they're away from the door.
67. (Man 1) Can I help you, sir?
- (Man 2) Yes, I'd like to know if this table is marked down.
- (Man 1) Yes, that one has been reduced for our clearance sale.
68. (Woman 1) How often do you come to Argentina?
- (Woman 2) Well, usually twice for business and at least once for leisure each year.
- (Woman 1) Really. So you're here quite often?
69. (Man) Susan, I hear that you finally decided to buy that house you were looking at!
- (Woman) Yes, I did, Roberto. I hope it's the right decision.
- (Man) My friends Douglas and Beth bought a house in that same area last year. They're very pleased so far.
70. (Woman) What's that café across the street like?
- (Man) They have a great menu, but it's kind of small and a bit overpriced.
- (Woman) That's okay, as long as it has something different from all the other places around here.
71. (Man) If we replace the workstations, we'll need to re-cable the whole floor.
- (Woman) How can we be sure of that? Let's check with the installers first.
- (Man) OK. I'll find the phone number.
72. (Man 1) Mr. Garcia, did the new tenant sign his lease yet?
- (Man 2) No, he's busy unpacking some boxes that just came off the moving van.
- (Man 1) Please get his signature on it by the end of the day.
73. (Woman) I'm giving a presentation to the board of directors today.
- (Man) Make sure to give a clear statement of our marketing strategy.
- (Woman) I think they'll be more interested in how the money's being spent—at least initially.
74. (Man 1) It's been good talking with you, Sam. I guess I'd better let you get back to work.
- (Man 2) Yes. I need to finish this design so I can submit it by Friday. The company wants to have it ready for next month's magazine.
- (Man 1) Yes. Once that's done, you'll be able to relax a little bit!
75. (Woman) I'd like to buy some aspirin, please.
- (Man) We have bottles with 50, 100, or 150 tablets. Which would you like?
- (Woman) The smallest one, please.
76. (Man) Excuse me, the sun is shining right on my seat and it's a bit warm. Would you mind if I opened the window?
- (Woman) Yes, actually. I have a cold and I'd rather keep it closed.
- (Man) Oh, I'm sorry. Never mind.

77. (Man) I'm thinking of having the lobby re-decorated this year.
- (Woman) Are you going to hire an interior decorator this time?
- (Man) Not until I talk to someone in Accounting!
78. (Woman 1) Can we use the conference room for an Administration Department meeting tomorrow morning?
- (Woman 2) No, it's already been reserved. It is free in the afternoon, though.
- (Woman 1) Okay. We'll reschedule for tomorrow at 2 P.M. Can you make the reservation, please?
79. (Woman) I just received an e-mail from Mr. Smith at the factory. He needs product specifications immediately. Are you still planning to see him today?
- (Man) Yes, I'll be leaving in about a half hour.
- (Woman) Great. I'll get the information ready and you can give it to him when you see him.
80. (Woman 1) Do you think we should hire some temporary workers to finish this data entry?
- (Woman 2) Yes, then the two of us can concentrate on writing the reports.
- (Woman 1) All right. I'll call Brenda in Personnel and see what she can do.
52. (A) The phrase *it doesn't fit well* indicates that the blouse is the wrong size, either too large or too small.
53. (A) The phrase *not very interesting* is an indirect way of saying that the job is dull or boring.
54. (A) The man suggests, and the woman confirms, that the printer was *unplugged*, which means that it was *not connected*.
55. (C) The speakers mention a *flight* and *checking in* a bag, along with limits on the size of a bag. All of these ideas are associated with an *airport*.
56. (D) The first woman mentions Joan Smith's new *novel* and comments that Smith *writes well*; from this we know that Ms. Smith is a *writer of fiction*.
57. (A) The speakers are discussing plans for *teaching* their classes: the man will *review* business letters with his students and the woman will *give a test*.
58. (A) The woman thought that today's training session had been *canceled*, but the man informs her that she was mistaken.
59. (C) The woman asks the man if he would like the rate that includes *breakfast in the room*, so the man is probably reserving a *hotel room*.
60. (C) The speakers mention *soup, food*, and the fact that they entertain their clients in this place, all of which indicate that it is a *restaurant*.
61. (D) The first man suggests that the *barber* might know something about the *pharmacy*; the men will therefore go into the barbershop to *get information*.
62. (C) After hearing the deadline for a bid, the man expresses surprise and says that they *had better get moving*, or must work quickly. Therefore, it can be assumed that the *deadline is approaching*, or coming up soon.
63. (D) The woman tells the man that the tour is running thirty minutes *behind schedule*; in other words, the tour will start late. Since the man is purchasing tickets for the 12:30 tour, this means that his

PRACTICE QUESTION EXPLANATIONS

The following are explanations of the correct answers for the Short Conversations practice questions. Refer to these if you are still uncertain about why a particular choice is correct.

51. (C) The men are moving boxes and talking about where a truck will drop off crates. These activities commonly occur in a *warehouse*, a place where

64. (D) After the first man mentions summer clothes, the second man says that *winter isn't even over*, which is another way of saying that it is still winter at the time of the conversation. The first man also states that lines of clothing come out *at least two seasons ahead*. Two seasons ahead of summer is *winter*.
65. (B) The man asks the woman, whom he addresses as Ms. Lee, why she is interested in *transferring to*, or working for another department.
66. (C) The woman suggests that the plants should go *over by the watercooler*, and the man agrees with her.
67. (B) The second man asks if a table has been *marked down*, or reduced in price, and the first man confirms that the table's price has been reduced for a sale. Because the men are discussing a sale on furniture, they are probably in a *furniture store*.
68. (B) The second woman states that she usually visits Argentina *twice for business* each year.
69. (A) The man addresses the woman as Susan and says that he has heard she will be *buying a house*. Susan confirms this.
70. (B) The man says that the café has a *great menu*.
71. (D) The man is concerned about having to re-cable the entire floor. The woman suggests *checking with*, or contacting, *the installers* to find out if re-cabling will be necessary.
72. (C) The first man tells Mr. Garcia to get the tenant's *signature on the lease*, or rental agreement, by the end of the day.
73. (A) The woman mentions a *presentation to the board of directors*, and the man speaks of a *marketing strategy*. This indicates that the woman will be attending a business meeting.
74. (B) Sam says that he needs to finish a *design* that he has been working on. This is a *project* he is involved with at work.
75. (A) The man says that tablets are sold in bottles of 50, 100, or 150. The woman indicates that she would like *the smallest one*, so she is going to buy a bottle with 50 tablets.
76. (B) The man asks the woman if he can open the window because he is warm. The woman states that *she would rather keep it closed*, which is a polite way of refusing his request.
77. (C) The man says that he wants to redecorate the lobby, but he wants to talk to *someone in Accounting* before he hires an interior decorator.
78. (D) The first woman wants to set up a meeting for *tomorrow morning*, but she changes her mind when she hears that the conference room is unavailable then. She says she will *reschedule for tomorrow at 2 P.M.*
79. (B) The woman says that she will get the *information*, or specifications, ready so that the man can give it to Mr. Smith when he sees him later in the day. To give someone something *by hand* means to deliver it in person.
80. (A) The women want to *hire some temporary workers* to finish entering some data. They need to *call Brenda in Personnel* to get her to hire the workers.

Exercise C: Imagining the Setting

Look quickly through the recording script and see if you can find a conversation that is likely to take place in each of these settings. Does imagining the setting help you choose the correct answer?

- A. On the street.
- B. On a train.
- C. In an office.
- D. At an airport.
- E. On the phone.
- F. In a pharmacy.
- G. In a furniture store.
- H. At a warehouse.

To the teacher: Arrange the students in pairs for Exercise C. Encourage them to be able to say why they think the conversation takes place in a particular setting.

Exercise D: Thinking about the Speakers

Look at the script and find conversations that you think could be spoken by these pairs of speakers:

- A. two colleagues
- B. a shop assistant and a customer
- C. a hotel guest and a receptionist
- D. a secretary and a boss
- E. two customers
- F. two friends

FOR ADDITIONAL PRACTICE

Pick a pair of speakers from Exercise D and a setting from Exercise C and write a short conversation of your own that could be spoken by those two speakers in that setting. If possible, practice saying it with a friend. Try making up several conversations with different combinations of speakers and settings.

To the teacher: The students can write the conversations in pairs. When they are ready, ask them to act out their conversations—also in pairs and preferably without looking at their scripts. The other students in the class can then guess what the setting is and who the speakers are.

ANSWER KEY FOR DAY 10

Practice Questions

51. C
52. A
53. A
54. A
55. C
56. D
57. A
58. A
59. C
60. C
61. D
62. C
63. D
64. D
65. B
66. C
67. B
68. B
69. A
70. B
71. D
72. C
73. A
74. B
75. A
76. B
77. C
78. D
79. B
80. A

Exercise C

Possible answers:

- A. Conversation 61
- B. Conversation 76
- C. Conversation 54
- D. Conversation 55
- E. Conversation 58
- F. Conversation 75
- G. Conversation 67
- H. Conversation 1

Exercise D

Possible answers:

- A. Conversation 57
- B. Conversation 75
- C. Conversation 59
- D. Conversation 78
- E. Conversation 60
- F. Conversation 56

Day 11

Tips and Exercises for Part IV: Short Talks

In the lesson for Day 1, you tried some sample questions from Part IV of the test. Today you will take a closer look at the Short Talks portion of the TOEIC test. This is the part of the test in which you will hear several short talks, each consisting of authentic examples of spoken English from workplace, travel, and leisure situations. These talks will vary in level of formality and will include such spoken language as announcements, short speeches, and advertisements. The following are important points to remember about this part:

- There are 20 questions in this part of the test.
- In the test book, you will see two or three written questions about each talk, with four choices for each question. You will not see the text of the talk.
- Each talk is read by one speaker only and will be read one time only.
- On the recording, there is a pause of 8 seconds between questions.

Here are some suggestions for improving your ability to make the best choice.

TIP Read the questions first.

Each talk will have two or three questions related to what you hear. Try to read the questions before you listen to the talk. Reading the questions can help you to focus your listening and may give you some idea of what the talk will be about. Reading the questions and choices can also let you know if you need to listen for general information or for details.

Consider the following types of questions:

General Information Questions:

What is the purpose of this talk?
Where is this talk being given?
Who is the speaker?

All of these questions ask for general information about a short talk. To find the answers to general information questions, concentrate on listening for the main ideas.

Now consider these questions:

Questions about Details:

What is the final destination of the flight?
How long is the flight to Dubai?
Where will the plane stop first?

All of these questions ask about specific details of the short talk. To answer questions about details, you will need to pay attention to specific facts, times, and dates.

Now listen to a short talk. As you listen, try to answer the general information and detail questions listed previously. Notice that you can guess that the talk will be about an airline flight—even before you have heard the recording.

**Example 1**

Good afternoon and welcome aboard Global Air Flight 875 from Copenhagen to Bangkok, with intermediate stops in Dubai and Calcutta. We are preparing to depart in a few minutes. At this time, your seat back should be returned to its full upright position and your seat belt should be fastened. Our anticipated flying time to Dubai is six hours and twenty-five minutes. We hope you enjoy the flight.

■ Now, STOP the recording.

Inference Questions

The information that you need to answer a question may not always be stated directly. You may need to make inferences, or draw conclusions, from information given in the talk. These conclusions may be about general information or specific details.

In Example 1, the general information question “Who is the speaker?” requires an inference. We infer from the entire talk that the speaker is a flight attendant. A question about specific details may also require you to make an inference. For example, “Where will the plane stop first?” is not directly answered in the talk. However, we can infer that the first stop is Dubai, because the speaker states the flying time to that city.

The first question in Exercise A is also an inference question. You can infer from the talk who the speaker is, although that information is not directly stated.

EXERCISE A: READING THE QUESTIONS FIRST

Read the following questions and choices and decide whether you are being asked to listen for general information or for details.

1. Who is speaking?
(A) A police officer.
(B) A weather forecaster.
(C) A radio announcer.
(D) A bus driver.

2. According to the report, what is causing the traffic delays?

- (A) Traffic accidents.
- (B) Fog.
- (C) Road construction.
- (D) Floods.

Now cover up the following short talk with a piece of paper, listen to the talk, and try to answer both questions.



Questions 1 and 2 refer to the following report.

And for all of you getting ready for your drive home, I'm happy to report that there are no major traffic delays in the metropolitan area. There are, however, a few minor problems. On Route 9 near River Road, expect delays due to paving. Also, because of the rebuilding of the Lincoln Bridge, only one lane will be open. Stay tuned for an update in twenty minutes.

■ Now, STOP the recording.

Notice that the first question is asking about general information, while the second question is asking about a specific point. Did reading the questions before you heard the talk help you to choose the correct answer?

TIP Don't worry if you don't understand every word of the talk.

On Day 2, you learned about listening for stressed words. Remember, these are usually the most important words for understanding the meaning of spoken English. If you listen for stressed words, then you don't have to worry if you do not understand every word of the talk. Practice listening for stressed words as you complete the following exercise:

EXERCISE B: LISTENING FOR STRESSED SYLLABLES

Read the question and choices first:

- How are the apartments described?
 - They are up-to-date in design.
 - They have two bedrooms.
 - They are in the middle of the city.
 - They are very small.

Now listen to the talk. As you listen, follow the text and underline the syllables that are stressed. You may need to play the recording more than once. When you have finished, find the words that relate to describing an apartment and answer the question.



It's your life. Live each moment to the fullest! Imagine living in a spacious, modern apartment in a country-club setting where activities and facilities can keep you constantly busy. Close to the city, yet rural enough to grow a garden and have a pet. We offer luxurious one-bedroom apartments for \$1,500 a month. Your rent includes membership in our private health and fitness club. Find out how beautiful life can be. Call or write for a free brochure or video, or make an appointment for a tour. Don't delay, call today. Only a limited number of one-bedroom apartments remain.

■ Now, STOP the recording.

Now answer another question about the details of the talk. Let the stressed syllables help you find the important information. Don't worry if you don't understand every word of the talk. If necessary, listen to the recording again.

- What is included in the rent?
 - Country-club fees.
 - Gardening services.
 - A health-club membership.
 - A video.

To the teacher: Have students pair up to compare answers with each other and discuss what helped them to make a choice.

The correct answer for question 1 is (A). Since "up-to-date" means "modern," hearing the word "modern" in the text can help you choose the correct answer. For question 2, hearing the word "membership," followed by "health," "fitness," and "club" should help you choose the correct answer, (C). You might not have understood the phrase "live each moment to the fullest" or the words "rural" or "luxurious," but it is still possible to choose the correct answer even if you did not understand every word.

Note: The test book will not indicate which questions refer to each talk. This is indicated on the recording before you hear the talk itself. For example, before the first talk, you will hear the speaker say, "Questions 81 and 82 refer to the following message." From this, you know that when you are listening to the first talk, you should look only at questions 81 and 82. Question 83 will be about the next talk.

TIP Listen to the whole talk before answering the questions.

Although it is a good idea to read the questions before you hear the talk, do not try to answer the questions until you have heard the entire talk. There may be important details at the end of the talk. You may also need to consider all the information to understand the main ideas or to make inferences.

Example 2

Consider the following question:

What time will the game start?

- At 3:00 P.M.
- At 4:00 P.M.
- At 7:00 P.M.

Now listen to the first part of the talk:



The baseball game scheduled for 7:00 tonight has been postponed due to rain.

■ Now, STOP the recording.

If you listen no further, you may think that (C), 7:00 P.M., is the answer. Now listen to the whole talk:



The baseball game scheduled for 7:00 tonight has been postponed due to rain. The game will be played on Saturday at 4:00 P.M. instead.

■ Now, STOP the recording.

You can see that two times are mentioned, but the information you need to answer the question is in the last sentence of the talk.

EXERCISE C: LISTENING TO THE WHOLE TALK BEFORE ANSWERING THE QUESTIONS

Listen to the following excerpts from short talks. Then answer the question that follows each talk. Notice that you must listen to all of the excerpt in order to get the information you need to answer the question. The scripts for the talks are printed at the end of this section.



1. What does the speaker say about making candles?

Answer: _____

2. What is the new completion date of the project?

Answer: _____

3. When was Compton founded?

Answer: _____

■ Now, STOP the recording.

To the teacher: You may want to play only the first part of each excerpt aloud, and then have students answer the question. Then play the rest of the excerpt and ask the question again, so students can see that they may get a different answer after hearing everything. You can also have students underline the word in each talk that signals a contrast between the information presented in the first part of the talk and the second.

EXERCISE D: PRACTICING ALL OF TODAY'S TIPS

Listen to the following short talk to practice using the tips on the previous pages. Read the questions first, look for main ideas and details, make inferences, listen for stressed words, and consider all the information before answering. Check your answers against the answer key at the end of this section.



Questions 1 and 2 refer to the following report.

The Eastern Gas Company has been given permission to increase the charges for natural gas service. The revised rate for natural gas service will not be effective until March first of next year. The overall increase will amount to 20 cents per cubic meter. Details of this change are available at the gas company billing office.

■ Now, STOP the recording.

1. What will increase, according to the report?

- (A) The area serviced by the company.
- (B) The number of company offices.
- (C) The length of the billing cycles.
- (D) The price of natural gas service.

2. When will the increase go into effect?
- (A) March 1.
 - (B) March 8.
 - (C) March 20.
 - (D) March 30.

SCRIPT FOR DAY 11

Exercise B

1. Many people believe that making your own candles is difficult. We're here today to show you that it's not so hard. Just watch this quick and simple technique.
2. The Crosstown Bridge project was originally scheduled for completion by the end of this August. However, work has been slowed down by the recent storms, delaying the proposed completion date until early October.
3. History books have long reported that the town of Compton was founded 300 years ago. But surprising new evidence shows that it was probably really founded closer to 500 years ago.

ANSWER KEY FOR DAY 11

Exercise A

1. C
2. C

Exercise C

Possible answers:

1. It is easy to do.
2. In early October.
3. 500 years ago.

Exercise D

Answers and explanations:

1. The answer is choice (D). Lines 1 and 2 of the talk contain the phrase "increase the charges for natural gas service." If you miss hearing this detail, you might hear "the revised rate" and "overall increase...to 20 cents." All of these details will help you understand that the main idea is about an increase in the price of natural gas service.
2. The answer is choice (A). The third line of the talk contains the phrase "March first of next year." Do not be confused by other numbers you may hear in the report.

FOR ADDITIONAL PRACTICE

Listen to a radio or TV program in English in which speakers give brief talks, such as a news report, weather report, advertisement, or interview. If you can, record them. After the short piece is finished, consider the following questions:

Who is the speaker?


Where does the talk take place?

What is the main idea of the talk?

Who is the intended audience?

Take notes while you are listening to the talk and write your own questions about the main ideas and details of the talk.

Exchange your taped talks and questions with a friend or colleague. Practice listening and answering each other's questions.



Day 12

Further Exercises for Part IV: Short Talks

Today you will continue to become familiar with the Short Talks section of the test.

TIP Pay special attention to the introduction and the first part of the talk.

Before each short talk begins, you will hear the speaker say something like:

Questions 81 and 82 refer to the following announcement... (or talk, advertisement, speech, etc.)

Paying special attention to the introduction can be helpful. If you know that the short talk is a speech, that fact narrows down the contexts where it could have taken place. A speech might be heard at a retirement banquet or political gathering, for example. Likewise, if the talk is a news report, it might have been given on the radio or television.

After you hear the introduction about the type of talk you will be hearing, listen very carefully to the first one or two sentences of the talk. These sentences can often help you understand who the speaker is and where the talk takes place. Understanding the setting can help you prepare for and understand the rest of the talk.

For instance, you might hear the following:



Example

Questions 1 and 2 refer to the following announcement.

I'd like to take this opportunity to welcome you all to our seventh annual electronics sales convention. This year we are proud to announce...

■ Now, STOP the recording.

After hearing only this information, you will be able to answer questions such as the following:

Questions

Where is this talk probably being given? (a sales convention)
What is the speaker's job? (an electronics salesperson or conference organizer)

How often are the conventions held? (annually, or once a year)
What type of products might be presented at this convention? (cameras, VCRs, electronic parts, etc.)

Answers

EXERCISE A: PAYING ATTENTION TO THE BEGINNINGS OF TALKS

Here are some examples of introductions and beginnings of talks. Listen carefully and see how much information you can get just by listening to this part of the talk. The scripts for these talks are printed at the end of this section.



Talk 1:

1. Where would this talk probably be heard?

Answer: _____

2. How can Super Wax be used?

Answer: _____

3. What is one advantage of Super Wax?

Answer: _____

Talk 2:

4. What can visitors take a tour of?

Answer: _____

5. What time do the tours begin?

Answer: _____

6. How often are tours given?

Answer: _____

7. Where can visitors go to buy tickets?

Answer: _____

Talk 3:

8. What is the main subject of this news report?

Answer: _____

9. Where is the park located?

Answer: _____

10. Who attended the ceremony?

Answer: _____

11. What can be found in the park?

Answer: _____

■ Now, STOP the recording.

To the teacher: You can expand this exercise by assigning various categories of talks (news report, advertisement, announcement, etc.) to students and asking them to make up a few lines of a talk. Other students can then try to guess what kind of talk they are hearing, where it takes place, who is speaking, and other information.

EXERCISE B

Cover up the following talk with a piece of paper. While you listen to the recording, try to match the questions printed in the book with the appropriate answers.



Welcome to Hoffberg Fine Instrument Company. I'm Paul York and I'll be conducting the tour today. Our facility here, one of the five operated by Hoffberg, is where the company's famous violins are manufactured. To start, we'll tour the production area, where we'll observe skilled craftsmen completing the assembly process. Then we'll visit the audiovisual room, where we'll see a short film on the history of Hoffberg Fine Instruments. Before we begin, are there any questions?

■ Now, STOP the recording.

- Who is probably speaking?
- What will the visitors do first?
- How is the history of the company presented?
- What does Hoffberg Company produce?

- A. Medical instruments
- B. A tourist
- C. With a videotaped film
- D. Take a tour of production
- E. With a slide presentation
- F. A company employee
- G. Violins
- H. Go to the audiovisual room

EXERCISE C

Cover up the short talk below with a piece of paper. Then, listen to the recording and try to decide which vacation package would be most appropriate for the following people:

1. A family with two young children

Pick one: Vacation Package 1
 Vacation Package 2
 Vacation Package 3

Why is this the best vacation package for these people? _____

2. A couple who enjoy sporting adventures

Pick one: Vacation Package 1
 Vacation Package 2
 Vacation Package 3

Why is this the best vacation package for these people? _____

3. A university student with limited finances

Pick one: Vacation Package 1
 Vacation Package 2
 Vacation Package 3

Why is this the best vacation package for this person? _____



Happy Travel is pleased to announce three new vacation packages. The first is a grape-picking holiday in Southern Italy. We offer reasonably priced room and board and a discounted round-trip airline ticket. Make friends and enjoy the beautiful scenery. Our second package is a fun-for-all beach-resort vacation. Shopping, snorkeling, and bike rentals are all available, and there are supervised activities for the young. Thrill seekers will want to try our luxury scuba diving package off the coast of Greece. Our top-class diving instructors will make sure you have an underwater experience that's out of this world! Call now for details on all three packages.

■ Now, STOP the recording.

EXERCISE D

Listen to the following talk and complete the questions. There is more than one way to fill in each blank.

Where _____?

Who _____?

What _____?

Why _____?

When _____?



Questions 1 through 4 refer to the following short talk.

Our next topic today is the schedule change for the new office building on Center Street. We're starting construction in November of this year—not in March of next year, as we had originally planned. As a result of this change, we'll need all preliminary drawings, site plans, and renderings ready for the client in two weeks. I realize this new schedule may present a challenge to many of you, so we will adjust your workload to accommodate the extra work.

■ Now, STOP the recording.

To the teacher: Have students work together to compare and check their completed questions. You can then write several completed questions from different students on the board and have students check the talk to see whether or not they are plausible.

SCRIPT FOR DAY 12

Exercise A

Talk 1

Questions 1 through 3 refer to the following radio advertisement.

Are you tired of spending hours waxing your car? Now you can get the shine without the work! Introducing new Super Wax. Cheaper than most waxes...

Talk 2

Questions 4 through 7 refer to the following tour information.

Welcome to Franklin Dairy. Tours of the cheese factory are given every hour beginning at two o'clock. If you'd like to join a tour, please go to the ticket window...

Talk 3

Questions 8 through 11 refer to the following news report.

In local news, the new park was dedicated this morning in a ceremony attended by the mayor. The park, called Gordon Park because it is located on Gordon Avenue, has a playground, tennis courts...

ANSWER KEY FOR DAY 12

Exercise A

1. On the radio
2. To wax cars
3. It is cheaper than other waxes
4. A cheese factory
5. At 2:00
6. Every hour
7. At the ticket window
8. A park dedication
9. On Gordon Avenue
10. The mayor
11. A playground and tennis courts

Exercise B

1. F
2. D
3. C
4. G

Exercise C

Suggested answers:

1. Package 2: the beach-resort vacation...because there are activities for children
2. Package 3: the scuba-diving vacation...because it's an adventurous sport, it's expensive, and it cannot be done with children
3. Package 1: the grape-picking holiday...because it's inexpensive

Exercise D


Possible questions:

Where is this talk probably taking place?

Who is probably speaking?

What is going to change?


Why must work begin as soon as possible?



Day 13

Short Talks: Practice Questions and Follow-up Exercises

In this lesson, you will have the opportunity to practice Part IV of the TOEIC test. Before you do this, remind yourself of the tips given on Days 11 and 12:

- Read the questions first.
 - Don't worry if you don't understand every word of the talk.
 - Listen to the whole talk before trying to answer the questions.
 - Pay special attention to the introduction and the first part of the talk.
- 

PRACTICE QUESTIONS

Now try this practice Part IV, working as if you were taking a real TOEIC test. On the recording, you will first hear the directions for Part IV. Be sure to listen to each talk all the way through. The questions and four choices are not on the recording; they are printed in the book. There is a pause of 8 seconds between each talk to give you time to mark your choices and prepare yourself for the next question.

Before you start, write the numbers 81–100 on a piece of paper so that you can mark your answers. Work straight through the section. Do not stop the recording. If you are not sure which is the correct answer, choose the one you think is closest. Do not leave any questions blank.



Part IV

Directions: In this part of the test, you will hear several short talks. Each will be spoken just one time. They will not be printed in your test book, so you must listen carefully to understand and remember what is said.

In your book, you will read two or more questions about each short talk. The questions will be followed by four answers. You are to choose the best answer to each question. The answers are printed at the end of this section.

81. For whom is this message most likely intended?
- (A) A nursing assistant.
 - (B) A receptionist.
 - (C) A patient.
 - (D) A teacher.

82. By when should Ms. Giovanni arrive?
- (A) By 10:00.
 - (B) By 10:30.
 - (C) By 11:00.
 - (D) By 11:30.
83. Where is this announcement being made?
- (A) In a factory.
 - (B) In a computer store.
 - (C) In a shopping center.
 - (D) In a school.
84. Why is the building closing early?
- (A) The staff are having a meeting.
 - (B) Workers have become ill.
 - (C) There are problems with the computers.
 - (D) The equipment is being replaced.
85. What is the topic of this talk?
- (A) A new employee.
 - (B) A recent election.
 - (C) A work schedule.
 - (D) A branch office.
86. Who most likely is Patricia Wright?
- (A) An interviewer.
 - (B) A publisher.
 - (C) A politician.
 - (D) An editor.
87. For about how long was Patricia Wright overseas?
- (A) A few weeks.
 - (B) A few months.
 - (C) A year.
 - (D) Two years.
88. Why was Flight 109 delayed?
- (A) The flight crew was stuck in traffic.
 - (B) The plane had mechanical trouble.
 - (C) The weather was bad.
 - (D) The connecting flight was canceled.
89. What is the new departure time?
- (A) 7:30.
 - (B) 8:00.
 - (C) 8:30.
 - (D) 9:00.
90. What problem is the speaker addressing?
- (A) Conference meeting schedules have changed.
 - (B) The demand for programs is greater than the supply.
 - (C) Some items have been removed from the information desk.
 - (D) The guest speaker for the conference has not arrived.
91. What will happen in the afternoon?
- (A) Guests will be able to register.
 - (B) New meeting times will be announced.
 - (C) The opening session will begin.
 - (D) More programs will be available.
92. Where does this talk probably take place?
- (A) In a restaurant kitchen.
 - (B) At an appliance repair company.
 - (C) On a factory floor.
 - (D) At a dry cleaner's.
93. What should the user do if the items do not come out clean?
- (A) Stack them on the cart.
 - (B) Wash them by hand.
 - (C) Put them through the machine again.
 - (D) Contact customer service.
94. Who is making this announcement?
- (A) A sports team physician.
 - (B) A travel agent.
 - (C) A company administrator.
 - (D) A radio announcer.

95. What will begin on Thursday?
- (A) Physical examinations.
 - (B) Training sessions.
 - (C) Film screenings.
 - (D) Sales presentations.
96. Who is the speaker most likely addressing?
- (A) A potential buyer.
 - (B) A construction crew.
 - (C) A house cleaner.
 - (D) A group of tourists.
97. Which part of the house has been renovated recently?
- (A) The kitchen.
 - (B) The bedroom.
 - (C) The garage.
 - (D) The stairways.
98. What is mentioned as a possible disadvantage of the house?
- (A) The distance from the house to town.
 - (B) The size of the building.
 - (C) The price of making improvements.
 - (D) The condition of the structure.
99. Who most likely is the speaker?
- (A) A bank manager.
 - (B) A store supervisor.
 - (C) A machine operator.
 - (D) A security consultant.
100. What is the topic of the talk?
- (A) Salary increases.
 - (B) Staff absences.
 - (C) A rise in profits.
 - (D) Stolen merchandise.

■ Now, STOP the recording.

EXERCISE A: MAKING SURE YOU UNDERSTAND THE QUESTIONS

It is important that you fully understand the questions. Have another look at the written questions for the practice questions. At this point, do not study the choices. Find the following words in the questions and write down their meanings:

Words

Meanings

1. overseas _____
2. topic _____
3. renovated _____
4. intended _____
5. addressing _____
6. likely _____
7. items _____
8. delayed _____
9. departure _____

Underline any other words in the questions that you do not know and look them up in a dictionary.

Now read both the questions and the choices. You may find that you don't understand every word in the choices. If you like, look up the words you don't know in the dictionary. When you are taking the test, try not to worry if you don't understand all of the words in the choices: you may not need to understand every word in all of the choices in order to answer the questions correctly.

Now try the practice questions again, playing the recording straight through without stopping. When you have finished, check your answers again. How did you do the second time?

EXERCISE B: UNDERSTANDING THE MAIN IDEAS OF THE TALK

As mentioned in Day 11, some of the questions about the short talks are general information questions. To answer them, you need to understand the main ideas of the talk. To do this, you often need to gather information from different parts of the talk. You may then need to draw a conclusion based on those various pieces of information.

Below are the scripts for the first two talks from the practice section together with the questions that are asking about the main ideas. Read the question, then start the Day 13 recording again so you can listen to the talks. On the script, underline the words and phrases that help you to choose the correct answer.



Questions 81 and 82 refer to the following message.

Ms. Giovanni, this is Janet from Dr. Rossi's office calling to remind you of your annual physical exam tomorrow at 10:30. Please be on time. The appointment should take about an hour.

81. For whom is this message most likely intended?
- (A) A nursing assistant.
 - (B) A receptionist.
 - (C) A patient.
 - (D) A teacher.

Questions 83 and 84 refer to the following announcement.

Attention all employees. The power outage in plant number two has been resolved. However, our main computers are still down. We will be closing the production line early today so that technical services can correct the problem. Plan to leave by 2:30 P.M. unless told otherwise by your supervisor. Please make sure all manufacturing equipment is turned off before you leave. Thank you.

83. Where is this announcement being made?

- (A) In a factory.
- (B) In a computer store.
- (C) In a shopping center.
- (D) In a school.

■ Now, STOP the recording.

In the first short talk, you might have underlined "message," "This is Janet from Dr. Rossi's office," "your annual physical exam," and "appointment." From these, you can conclude that the person leaving the message for Ms. Giovanni is a doctor's receptionist and that Ms. Giovanni, for whom the message is intended, is a patient.

In the second short talk, you might have underlined "employees," "supervisor," "plant number two," "production line," and "manufacturing equipment." All of these help you to understand that the announcement is being made at a factory.

EXERCISE C: LISTENING FOR SPECIFIC DETAILS

Some of the questions about the short talks ask about specific details. This exercise will help you focus on the details in the talks. Below, you will see the script for the next two talks in the section and the questions that are asking about specific details. The words or phrases that you need to understand in order to make the correct choice have been omitted. Look at the question and choices first, then listen to the recording for each talk and fill in the missing words. Stop and start the recording as often as you wish.



1. Questions 85 through 87 refer to the following short talk.

Good morning everyone. As you know, we have been holding interviews for a new editor to join our team. Ms. Patricia Wright has been chosen for the position. She will begin her orientation program this week and will be on staff by the end of

the month. Ms. Wright has a good deal of experience in our field, both here and abroad. She worked for a major publication in _____ for _____ before returning to this country.

■ Now, STOP the recording.

87. For about how long was Patricia Wright overseas?

- (A) A few weeks.
- (B) A few months.
- (C) A year.
- (D) Two years.

2. Questions 88 and 89 refer to the following announcement.

This is to announce the new departure time for Flight 109 to Jakarta. Severe thunderstorms delayed the connecting flight from Tokyo. The plane is on the ground and is being serviced. _____ is now scheduled for _____.

Meal vouchers will be available for passengers scheduled on this flight. Passengers are asked to please be back to the gate by 8:00 for boarding.

88. What is the new departure time?

- (A) 7:30.
- (B) 8:00.
- (C) 8:30.
- (D) 9:00.

EXERCISE D: LISTENING WITH THE SCRIPT

Go through all the practice questions again, talk by talk. Look at the script while you are listening to the recording. Make sure you understand why the correct answer is correct for each question. Consider whether each question is asking about a main idea or a detail. Then cover the script and listen to the talk again. Think about these questions:

- Do you have trouble understanding some words because of phonetic linking or elisions? If so, you may want to look back at Day 6.
- Are you paying attention to the stressed words, which usually contain the main ideas? Look back at Day 2 to remind yourself about stress. Remember, you don't always need to understand every word. Even when you are listening to somebody speaking in your own language you may not hear every single word, but you can still understand the meaning of what they are saying.
- Do you feel the people on the recording are speaking quickly? If so, practice listening to authentic spoken English as much as possible so that you can get used to the speed at which people speak. Watch English television, listen to English radio or books on tape and talk to native English speakers as much as possible.

PRACTICE QUESTIONS SCRIPT

Questions 81 and 82 refer to the following message.

Ms. Giovanni, this is Janet from Dr. Rossi's office calling to remind you of your annual physical exam tomorrow at 10:30. Please be on time. The appointment should take about an hour.

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Questions 85 through 87 refer to the following short talk.

Good morning everyone. As you know, we have been holding interviews for a new editor to join our team. Ms. Patricia Wright has been chosen for the position. She will begin her orientation program this week and will be on staff by the end of the month. Ms. Wright has a good deal of experience in our field, both here and abroad. She worked for a major publication in Hong Kong for over two years before returning to this country.

Questions 88 and 89 refer to the following announcement.

This is to announce the new departure time for Flight 109 to Jakarta. Severe thunderstorms delayed the connecting flight from Tokyo. The plane is on the ground and is being serviced. Departure time is now scheduled for 8:30. Meal vouchers will be available for passengers scheduled on this flight. Passengers are asked to please be back to the gate by 8:00 for boarding.

Questions 90 and 91 refer to the following conference announcement.

Ladies and gentlemen, some of you have been asking for additional conference programs. Unfortunately, we can't give anyone an extra program until we're sure that we have enough for the conference guests who haven't arrived yet. If you've lost yours and need to check your meeting schedules, you can use the copies that we have at the information desk. Those of you who still need an extra program can check with us this afternoon. By then, we will have additional copies.

Questions 92 and 93 refer to the following short talk.

This dishwasher might look intimidating, but it's really quite easy to use. Start by taking an empty dish rack and load the dishes so that none of them are touching each other. Place the rack at the opening of the machine and hit the power switch so that the rack automatically feeds through the machine. Check the dishes when they come out on the other side and if they aren't completely clean,

run the rack through the machine again. When they're done, take the dishes out and stack them on the dish cart.

Questions 94 and 95 refer to the following announcement.

Though we have no official dress code for traveling while on business, employees should remember that their physical appearance affects customers' impressions of our company. Beginning this Thursday, I will offer the first in a series of three workshops on business dress and conduct for travel in foreign countries. I hope the sessions will be informative and thought provoking.

Questions 96 through 98 refer to the following talk.

As you can see, the house is in excellent condition. It's worth far more than the asking price. The present owners carried out some renovation work recently and put in a whole new bathroom and kitchen. They were careful to retain the charming character of the house, as I'm sure you'll appreciate. When you go upstairs, you'll see how cozy the bedroom is. The house is a bit small, but you could easily build an extension over the old garage. The property is in a very desirable location—just minutes away from the train station, a supermarket, and some restaurants.

Questions 99 and 100 refer to the following talk.

I've called this meeting because, since the beginning of the year, our store has been losing over 1500 Euros a month due to theft. Last month, this figure rose to nearly 2000 Euros. We believe that a group of shoplifters has been operating in the building for the last few weeks and that this may account for the losses that occurred in September. We've been in touch with our security consultants, who will be investigating the matter and drawing up a report on their findings.


ANSWER KEY FOR DAY 13

Practice Questions

81. C
82. B
83. A
84. C
85. A
86. D
87. D
88. C
89. C
90. B
91. D
92. A
93. C
94. C
95. B
96. A
97. A
98. B
99. B
100. D

Exercise C

1. Hong Kong; over two years
2. Departure time; 8:30



Day 14

Listening Comprehension Section: Sample Questions from Parts I to IV, with Explanations of the Answers

In today's lesson, you will answer sample questions from all four parts of the Listening Comprehension section of the TOEIC test and read detailed explanations for correct and incorrect answers.



Play the recording for Day 14. Cover the explanation. Then, as you listen to the recording, fill in the circles for the correct answers on your answer sheet. Use the TOEIC Sample Questions Answer Sheet on page 115 as you answer the questions. You may choose either to play all the listening samples at once or to stop the recording after each question. Uncover the script and explanation for each sample question to check your answers. Read the explanations carefully to find out why your answers are either correct or incorrect.

Example Question 1

- (A) *They're leaving the office.*
- (B) *They're working with the projector.*
- (C) *They're moving the files.*
- (D) *They're looking through a microscope.*

Question 1 Explanation

- (A) One woman is seated over her work. The other is standing behind a table and working with her hands. Thus, neither is leaving the room.
- (B) A projector is a piece of equipment that is used to show pictures.
- (C) While offices frequently contain files, no files are visible in this photo.
- (D) The equipment is used for viewing but is not a microscope. The standing woman is looking at, but not through, the projector.

AUTHENTIC TOEIC LISTENING COMPREHENSION QUESTIONS WITH EXPLANATIONS

Part I Photographs



Sample Question 1

On the recording, you will hear:

- (A) The people are waiting outside a hotel.
- (B) All the people have left the room.
- (C) Several people are gathered near a table.
- (D) Two women are drinking coffee.

Question 1 Explanation

- (A) People seem to be *waiting*, but they are *inside* a hotel.
- (B) People are still *in the room*.
- (C) **Four men are standing in front of the table. They seem to be waiting in line for their turn.**
- (D) A coffee cup is on the table, but the women are not *drinking* coffee.



Sample Question 2

On the recording, you will hear:

- (A) She's talking on the telephone.
- (B) She's reading a newspaper.
- (C) She's copying a document.
- (D) She's standing in a telephone booth.

Question 2 Explanation

- (A) **The woman is holding the telephone to her ear and appears to be having a conversation.**
- (B) The woman is looking at a *paper*, but it is not a *newspaper*.
- (C) The woman is holding a *document* (something written), but she is not *copying* it.
- (D) The woman is at a work area in an office and is seated, not *standing*.



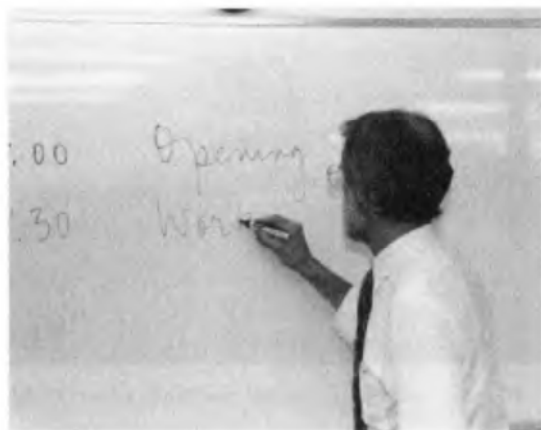
Sample Question 3

On the recording, you will hear:

- (A) *The drivers are leaning against the trucks.*
- (B) *The trucks are lined up along the road.*
- (C) *The engines are being repaired.*
- (D) *The workers are unloading the trucks.*

Question 3 Explanation

- (A) There are trucks in the photo, but no *people* are visible.
- (B) **Four trucks are parked in a *line* alongside the road.**
- (C) There is nothing to show that the trucks are being *repaired*.
- (D) As in (A), there are no people in the picture.



Sample Question 4

On the recording, you will hear:

- (A) *He's filling in a form.*
- (B) *He's using a keyboard.*
- (C) *He's signing a contract.*
- (D) *He's writing on a board.*

Question 4 Explanation

- (A) The man is writing but he is not filling out a *form*, which would be a *printed paper*.
- (B) The man is writing on a *board* on the wall. He is not typing on a computer *keyboard*.
- (C) A *contract* would be printed on paper. The man is writing, but he is not *signing* his name to a legal document.
- (D) **The man is *writing* words on a large *board* so others can read them.**



Sample Question 5

On the recording, you will hear:

- (A) A crane is moving material to the top of a building.
- (B) The frame of a building is exposed.
- (C) The construction of a building is completed.
- (D) People are attending a groundbreaking ceremony.

Question 5 Explanation

- (A) The photo shows a construction site, but no crane. A crane is a big piece of equipment used for raising and lowering large objects.
- (B) The building is being constructed. So far only the supporting structure, or frame, is in place.
- (C) The building is not finished, since the walls and roof have not been added yet.
- (D) A groundbreaking ceremony takes place at the start of a construction project; this project is already underway. A bulldozer is moving earth, but no people can be seen at a ceremony.

Part II Question-Response

Sample Question 6

On the recording, you will hear:

- (Man) *Would you mind changing seats with me?*
- (Woman) (A) No, I don't mind at all.
- (B) Sorry, I don't have change.
- (C) There are no more seats available.

Question 6 Explanation

- (A) The woman does *not* mind changing seats; in other words, she will do so willingly.
- (B) The question uses *change* as a verb meaning to make a switch, not as a noun meaning coins or money.
- (C) Both the man and the woman already have seats. The man does not ask if there are other seats, but rather if he can have the woman's seat.

Sample Question 7

On the recording, you will hear:

- (Woman 1) *Why don't you let me leave the tip?*
- (Woman 2) (A) Because I need you here.
- (B) It's not too far.
- (C) I've already taken care of it.

Question 7 Explanation

- (A) The first woman wants to leave the tip, or gratuity. She does not say leave on a trip.
- (B) Again, leave the tip means to give money. The conversation is not about how far or near something is.
- (C) The second woman has already taken care of the tip, meaning she has already left it.

Sample Question 8

On the recording, you will hear:

- (Man 1) *Haven't you worked here longer than Mrs. Kim?*
(Man 2) (A) No, it's very close to the office.
(B) No, we were hired at the same time.
(C) No, she won't have to wait much longer.

Question 8 Explanation

- (A) The word *longer* here refers to time, not distance.
(B) The second man has worked here for the same length of time as Mrs. Kim, since they were hired at the same time.
(C) The conversation is about how long Mrs. Kim has worked, not how long she must wait.

Sample Question 9

On the recording, you will hear:

- (Woman) *The leadership training with Mr. Garcia begins at ten o'clock, doesn't it?*
(Man) (A) No, it leaves at eleven.
(B) It's not raining now.
(C) I thought it was at nine.

Question 9 Explanation

- (A) The woman says *training*. This response would refer to a train.
(B) This response would refer to the weather (*raining*).
(C) The woman asks when the training will start. She gives a time, 10:00, followed by a tag question, which is a way to check if she is right. The man gives her the correct starting time, which is 9:00.

Sample Question 10

On the recording, you will hear:

- (Man 1) *Should I turn off these lights?*
(Man 2) (A) Just keep driving straight along this road.
(B) No, only the ones in your office.
(C) Yes, it's too heavy for me.

Question 10 Explanation

- (A) The first man is not asking for directions on *where* to turn.
(B) He asks about turning out the electric lights. The answer is to turn out just those in his own office.
(C) The word *lights* is used as a noun, not as an adjective.

Sample Question 11

On the recording, you will hear:

- (Woman 1) *Do you like this hot weather, or do you prefer the cold?*
(Woman 2) (A) I have trouble with the heat.
(B) It's just an allergy.
(C) Yes, I'm feeling much better, thanks.

Question 11 Explanation

- (A) *Cold* refers to the temperature of the weather.
(B) *Cold* here does not mean a sickness. They are not discussing whether the woman has a cold or an allergy.
(C) They are not discussing the woman's health.

Part III Short Conversations

Sample Question 12

In the test book, you will read:

12. What is the man's problem?

- (A) His folder is missing.
- (B) The woman gave him the wrong paper.
- (C) He forgot to hand in the folder.
- (D) He is late for a meeting.

On the recording, you will hear:

(Woman) *Here's the schedule. Do you have everything you need?*

(Man) *I can't find my folder with the guidelines in it.*

(Woman) *You just had it in your hand a minute ago!*

Question 12 Explanation

- (A) **The man says he can't find his folder; therefore, the folder is missing.**
- (B) The woman is not giving him the wrong paper; she is giving him the *schedule*.
- (C) The man cannot find his folder, but he did not forget to *hand it in*, or *submit*, it.
- (D) There is no mention of a *meeting*.

Sample Question 13

In the test book, you will read:

13. When should the patient return to the doctor's office?

- (A) Today.
- (B) Tomorrow.
- (C) After one week.
- (D) After two weeks.

On the recording, you will hear:

(Man) *Before I leave, is there anything else I need to know, doctor?*

(Woman) *Well, you should start your medication this evening, and take it for two weeks. I'll need to see you here again after that.*

(Man) *OK. I'll make an appointment on my way out.*

Question 13 Explanation

- (A) The man should start his *medication* later today.
- (B) The man says *to know*, not *tomorrow*. The doctor wants to see the man again, but not so soon.
- (C) There is no mention of *one week*.
- (D) **The medicine should be taken for two weeks. The doctor wants to see the man again when it is finished.**

Sample Question 14

In the test book, you will read:

14. Where does this conversation probably take place?

- (A) At the man's house.
- (B) At the man's office.
- (C) At a jewelry store.
- (D) At a clothing store.

On the recording, you will hear:

(Man) *Excuse me, I think I dropped my watch in the fitting room when I was trying on a suit here this morning. Has anyone found it?*

(Woman) *I don't see it here, but if you leave your name and phone number, I'll call you if it turns up.*

(Man) *Thanks. I'll give you my office number and my home number.*

Question 14 Explanation

- (A) The man says he will leave his *home telephone number*. A fitting room is not found in one's home, or house.
- (B) He will also give his *office number*, but he is not at his office.
- (C) A watch is *jewelry*, but the man says that he *dropped* his watch. He is not shopping for one.
- (D) **The man mentions a fitting room and trying on a suit. He must be in a clothing store.**

Sample Question 15

In the test book, you will read:

15. What will happen three months from now?
- (A) Road repairs will begin.
 - (B) The trip downtown will take over an hour.
 - (C) The trip downtown will become shorter.
 - (D) Main Street will be closed.

On the recording, you will hear:

- (Woman) *They've started the road repairs on Main Street.*
- (Man) *I know. For the next three months, it'll take over an hour to get downtown.*
- (Woman) *Yes, but after that we'll be able to get there much faster.*

Question 15 Explanation

- (A) The road repairs *have started* already.
- (B) The trip will take an hour only while repairs are going on.
- (C) **After three months, the road repairs will be finished and the trip will be faster, or shorter.**
- (D) The man says, "For the next three months ..., " implying that the road repairs will take that long. Three months from now, Main Street should be back to normal.

Sample Question 16

In the test book, you will read:

16. Who is the woman talking to?
- (A) A hotel clerk.
 - (B) A flight attendant.
 - (C) A taxi driver.
 - (D) A long-distance operator.

On the recording, you will hear:

- (Man) *Good evening, front desk. May I help you?*
- (Woman) *Yes, I have a 7:45 flight tomorrow morning, so I'll need a wake-up call. How long does it take to get to the airport?*
- (Man) *If you get a cab from here by 6:30, it should only take 15 minutes. Should I call you at 5:45?*

Question 16 Explanation

- (A) **She has reached the front desk to ask for a wake-up call, so she must be talking to a hotel clerk.**
- (B) She will be going to the *airport* in the morning, but she is not talking to a flight attendant.
- (C) She will take a *cab* in the morning, but is not now talking to the driver.
- (D) She is requesting a wake-up call, not a *long-distance* call.

Sample Question 17

In the test book, you will read:

17. Why doesn't the man move to an apartment near the university?
- (A) The rent is too high.
 - (B) He doesn't want to live there.
 - (C) The apartments are all currently occupied.
 - (D) There are no nice apartments in that area.

On the recording, you will hear:

- (Man) *It's so hard to find an apartment in this city. They're either too small or too expensive.*
- (Woman) *Have you looked over by the university?*
Rents are low around there, and some of the apartments are really nice.
- (Man) *I tried that area, but there's nothing available until summer.*

Question 17 Explanation

- (A) Although rents in the city are expensive, they are *lower* near the university.
- (B) He already tried to find an apartment there, but none were *available*.
- (C) **The apartments near the university are all rented until the summer.**
- (D) The woman says that the apartments in that area are nice.

Part IV Short Talks**Sample Questions 18 and 19**

On the recording, you will hear:

Questions 18 and 19 refer to the following announcement:

Attention health-club members. Back by popular demand, our expert instructor, Elena Pappas, will again offer her International Folk Dancing sessions beginning January 15. Enjoy the fun of moving to music, gain the benefits of physical conditioning, and meet new people while you learn the basics of folk dances from around the world. Enrollment is limited to sixteen. See Maria Sandor at the front desk for details.

In the test book, you will read:

18. Who is Elena Pappas?
- (A) A front desk clerk.
 - (B) A physician.
 - (C) A tour guide.
 - (D) A dance teacher.

Question 18 Explanation

- (A) Maria Sandor is the front desk clerk.
- (B) *Physical conditioning* is mentioned, not *physician*.
- (C) *International* and *around the world* refer to the folk dances, not to tourism.
- (D) **Elena Pappas is an instructor who will offer dancing sessions.**

19. Where is the announcement being made?
- (A) At a trade fair.
 - (B) At a health club.
 - (C) At a language school.
 - (D) At a folk festival.

Question 19 Explanation

- (A) There is no mention of a *trade fair*.
- (B) The talk addresses *health-club members*.
- (C) Although the word *international* is mentioned, there is no mention of a *language school*.
- (D) The announcement is about folk *dancing*, not a folk *festival*.

On the recording, you will hear:

Sample Questions 20 through 22

On the recording, you will hear:

Questions 20 through 22 refer to the following announcement:

The anniversary committee is finalizing plans for the celebration of our twenty-fifth anniversary on Saturday, June second. In the event of rain, the celebration will be held on June ninth. The official ceremonies are scheduled to begin at five o'clock in Oak Park and will include speeches by visiting dignitaries and the dedication of two cherry trees as a salute to past presidents of the association. Special events for children are also being planned. Anyone who would like to assist the anniversary committee should contact Tom Suzuki before April twenty-ninth.

In the test book, you will read:

20. What is the celebration for?
- (A) To officially open Oak Park.
- (B) To welcome a new president.
- (C) To mark an anniversary.
- (D) To salute future association leaders.

Question 20 Explanation

- (A) Oak Park, where the celebration will be held, is mentioned only as the location for the celebration, not the reason for it. There is no mention of opening Oak Park.
- (B) Past presidents of the association will be *saluted*, or *honored*. No mention is made of a new president.
- (C) *Anniversary* is a key word. The celebration is in honor of the twenty-fifth anniversary of the association.
- (D) Mention is made of *past* leaders, but not of *future* leaders.

21. If it rains, when will the celebration take place?
- (A) April 25.
- (B) April 29.
- (C) June 2.
- (D) June 9.

Question 21 Explanation

- (A) April 25 is not referred to in this text. The association is 25 years old.
- (B) April 29 is the last date for people to contact Tom Suzuki if they want to help the committee.
- (C) Saturday, June 2, is the planned date for the celebration to take place if the weather is good.
- (D) If it rains on June 2, the celebration will be held on June 9 instead.
22. Which activity will be included in the celebration?
- (A) Reports on the year's achievements.
- (B) Speeches by new association officers.
- (C) Planning for future children's activities.
- (D) Dedication of commemorative trees.

Question 22 Explanation

- (A) No mention is made of the achievements of the association.
- (B) Speeches will be made by *visiting dignitaries*, visitors who are persons of high standing, not by members of the association.
- (C) Children's activities are being planned for *this* celebration, not *future* celebrations.
- (D) **Two cherry trees will be dedicated to salute, or honor, the past presidents of the association.**

On the recording, you will hear:

Sample Questions 23 and 24

On the recording, you will hear:

Questions 23 and 24 refer to the following report:

Union workers at Gemini Industries are in their fifth day of a strike in protest of the growing use of temporary workers. More and more workers are seeing their full-time jobs replaced by non-salaried, short-term positions without benefits or job security. Gemini President Raymond Singh insists that the company reduce payroll costs to remain competitive.

In the test book, you will read:

23. What are the workers concerned about?
- (A) Payroll costs.
- (B) Job security.
- (C) Salary cuts.
- (D) Factory security.

Question 23 Explanation

- (A) Only *Mr. Singh*, the company's president, is concerned about the payroll.
- (B) **The workers are worried because full-time jobs are being replaced by short-term, temporary jobs without benefits or job security.**
- (C) *Salary cuts* means *reductions in pay*. The word *non-salaried* is used, but it refers to jobs, not to reductions in pay.
- (D) Gemini Industries sounds like the name of a factory. However, the workers are worried about their *jobs*, not the security of the factory.
24. What is Mr. Singh's attitude toward the workers' complaints?
- (A) He insists on hiring only full-time workers.
- (B) He supports the workers' strike.
- (C) He rejects the company policy.
- (D) He maintains that expenses must be cut.

Question 24 Explanation

- (A) The company is hiring more temporary workers *instead* of full-time workers.
- (B) The workers are striking against the company. Mr. Singh, the president of the company, agrees with the *company*, not the workers.
- (C) Mr. Singh *defends* the company policy.
- (D) **He insists that the company must reduce expenses by cutting payroll costs (the amount spent on workers' pay).**
- Now, STOP the recording.