

(Vocabulary Review)**Part 5 Grammar Items; Verb Forms (d) Parallelism / Determiners****1. PRACTICE QUESTIONS**

1. Not only Jane's traveler's checks but also her credit card last night.
(A) were stolen (B) was stolen (C) had stolen (D) has stolen
2. of the students wanting to attend the special lecture needs to contact Ms. Naoki.
(A) Several (B) Every (C) Each (D) Whole
3. A large number of employees of this company three or more years of experience now.
(A) have (B) has (C) had (D) having
4. The number of employees who were present small.
(A) were (B) was (C) had (D) having

2. PRACTICE TEST

1. The editor of The English World welcomes letters but reserves the right to correct errors in spelling.
(A) much (B) every (C) each (C) any
2. AAA Fire Protection, Inc. follows the clients' immediate needs in fire protection and life safety in detail.
(A) other (B) every (C) either (D) any
3.television set is inspected and tested before it leaves the factory.
(A) Each (B) Both (C) All (D) Some
4.members of the club are voting against the proposal.
(A) Every (B) The whole (C) All of the (D) Each
5. There is a pen that is uniquely suited for almostcircumstance.
(A) both (B) all (C) each (D) every
6. To be a member you need either to fill in and send the necessary documents or in person.
(A) will apply (B) to apply (C) applies (D) applying
7. It is well known that there are more people in the United States than
(A) Britain (B) the Britain (C) the British Isles (D) in Britain
8. The range of computers now available ----- much greater than it was this time last year.
(A) being (B) is (C) am (D) are

9. Mr. Johnson is not available at the moment, and is Ms. Thomas.

- (A) so (B) yet (C) also (D) neither

10. Because of a bad headache, Bill sleep nor eat during his flight over to New York.

- (A) nor (B) neither (C) could neither (D) neither could

11. The chairman as well as other board members against the merger proposal.

- (A) was (B) were (C) has (D) had

12. The CEO did not ask questions at the meeting.

- (A) some (B) none (C) any (D) no

13. This train will stop at station between London and Brighton.

- (A) all (B) each of (C) every (D) whole

14.commuters believe that driving their cars to work in a big city is the best option.

- (A) Most of (B) All of (C) Few (D) Every

15. The number of large earthquakes (magnitude 6.0 and greater) been increasing.

- (A) have (B) has (C) is (D) are

© Part 2 STRATEGY 6: Understand various response types (1)

1. Skill Building Exercise A

Listen and select the best response.

1. - () 2. - () 3. - () 4. - () 5. - () 6. - () 7. - () 8. - ()

- A. She's a salesperson.
- B. Once a week
- C. At a department store.
- D. Tomorrow
- E. Yesterday
- F. To London
- G. It's mine.
- H. Yes, I've met her.

2. Skill Building Exercise B

1. I enjoyed the office party.

Response 1: () ().

Response 2: () was it ()?

Response 3: I () I could () ().

2. I've never been to the opera house.

Response 1: () ().

Response 2: () don't you () with me this Friday?

Response 3: () is it?

3. Could you call a taxi for me?

Response 1: (), in a ().

Response 2: () do you () to be () ()?

Response 3: (), they are () ().

4. Did you lock the door when you left the house?

Response 1: Yes, () ().

Response 2: () do you () I am?

Response 3: I () ().

5. Why isn't Jane at work today?

Response 1: She () () ().

Response 2: She has a () ().

Response 3: She () yesterday.

3. DICTATION

1. Some of the tests have results.
2. Only Congress can the President to declare war.
3. The study a connection between poverty and crime.
4. More information is available on request.
5. Trees are a renewable

4. HOMEWORK (Vocab)

1. Full-time employees are entitled to receive health insurance.
2. Students on a part-time course are not eligible for a loan.
3. The banks were unanimous in welcoming the news.
4. Researchers are collaborating to develop the vaccine.
5. Dr. Green won the prestigious award for advances in medical equipment.

(Vocabulary Review)**Part 5 Grammar Items; Verb Forms (e) Verb Patterns (1)****1. Practice 1**

- When you arrive at the front desk, the receptionist will ask you a personal application form.
(A) completing (B) to complete (C) completed (D) complete
- The manager everyone go home a half-hour early on Christmas Eve.
(A) allowed (B) permitted (C) let (D) got
- Many employees seem more now about how to use the new computer system than they did before they attended the workshop.
(A) confuse (B) confusing (C) confused (D) to confuse
- If savings had been made elsewhere, we to increase our support to local community service organizations last year.
(A) continue (B) continued (C) would have continued (D) had continued
- To save costs, BCD Corporation recommends that every manager who travels for business the amount of luggage they carry.
(A) minimizes (B) minimize (C) to minimize (D) minimizing

2. Practice Test

- The company's new dress code allows employees casual clothing in the workplace.
(A) wear (B) wearing (C) worn (D) to wear
- The museum reduced its entrance fee last summer, which led the number of visitors
(A) double (B) doubling (C) doubled (D) to double
- John's uncle him to study biotechnology in Germany.
(A) proposed (B) offered (C) suggested (D) advised
- The City Theater the cost for parking if visitors bring their receipt to the front desk.
(A) reimbursed (B) has reimbursed (C) should be reimbursed (D) will reimburse
- If you had been unemployed, how much would you for the guarantee of a decent job offer within six months?
(A) pay (B) be paying (C) have paid (D) be able to pay
- According to the financial report, if the company overheads efficiently, profits would have been much greater last fiscal year.
(A) had been managed (B) had managed (C) was managing (D) had been managing

7. For the future well-being of the company, it is imperative that the chairman now.

- (A) resign (B) resigns (C) will resign (D) to resign

8. The doctors have recommended that Mr. Johnson in hospital for a further three weeks.

- (A) remains (B) remain (C) will remain (D) is remaining

9. The government tried to insist that all firearms banned in without delay.

- (A) are (B) were (C) be (D) had been

10. The health department requires that the operators of restaurants sanitary conditions.

- (A) maintenance (B) maintaining (C) to maintain (D) maintain

11. Mr. Johnson had his assistant the merger proposal.

- (A) edit (B) to edit (C) editing (D) edited

12. Mr. Johnson is getting his mechanic his brakes.

- (A) fix (B) to fix (C) fixing (D) fixed

◎ Part 2 STRATEGY 6: Understand various response types (2)

1. Part 2 Response Types

“Who will be making the presentation at the conference?”

◎ **Direct Response:** “Our boss.”

◎ **Indirect Response:** “It’s not been decided yet.”

◎ **Twisted Response:** “I wish I could shirk away from it!”

“Does this book belong to Chelsea or Martha?”

◎ **Direct Response:** “It’s Martha’s.”

◎ **Indirect Response:** “I have no idea.”

◎ **Twisted Response:** “Actually, I think it’s John’s.”

“How about going out for dinner tonight?”

◎ **Direct Response:** “Good idea!”

◎ **Indirect Response:** “Let me think about it.”

◎ **Counter Attack Response:** “What restaurant do you have in mind?”

“Would you mind helping me look for my camera?”

◎ **Direct Response:** “Not at all.”

◎ **Indirect Response:** “Sorry. The manager just called me.”

◎ **Counter Attack Response:** “What kind is it?”

2. Examples of some Twisted Responses

1. What time does your store close?

I don’t work here.

2. Can you tell me if a Ms. Noriko Yamada works here?

I am Ms. Noriko Yamada.

3. Does this elevator go up as far as the fifty-second floor?

This elevator is going down.

4. How long have you worked here at ABC?

I’m here to apply for a job.

5. How much do you pay in rent for this apartment?

I’m the owner of this unit.

3. PRACTICE

Try to think of some witty twisted responses to the following questions.

1. Where do you live on Clark Street?
2. Did you enjoy the dinner after the meeting?
3. Will the next bus go downtown?
4. Is there a cafeteria in this office building?
5. Shall I open a window and let in some fresh air?

4. DICTATION

1. Could you me a with those bags?
2. Why did the company so many employees?
3. The new travel agent gives us a better
4. Can I you a to the station?
5. I need to change my from Paris to London.

5. HOMEWORK (Vocab)

1. FCX Police have arrested ten people after protesters camping outside Council defied an eviction deadline.
2. DPU or Defects Per Unit is a ratio of the number of defects over the number of units tested.
3. If the insurer's financial position deteriorates, the insurance company can require the submission of a financial recovery plan.
4. Congress is continuing to oppose the President's healthcare budget.
5. He's very protective towards his sister.

(Vocabulary Review)**Part 5 Grammar Items; Verb Patterns (2) + Comparatives****1. PRACTICE QUESTIONS**

Practice 1

- The new computer is fast as the old one.
(A) as twice (B) twice as (C) as double (D) double as
- The manager who was facing financial difficulties seriously considered careers.
(A) to change (B) changes (C) changed (D) changing
- The chairman is confident that the industry will manage the tough times.
(A) surviving (B) to survive (C) having survived (D) survived

2. PRACTICE TEST

- Researchers at BBB Rubbers are working on a new material that will be twice asas ordinary rubber.
(A) durably (B) durable (C) durability (D) durableness
- The departmental head has reported that the new mobile phones are the smallestto be purchased by the department.
(A) ever (B) before (C) far (D) so
- Cebu Electric Power has been the area's most energy supplier for more than thirty years.
(A) relying (B) reliable (C) reliability (D) reliably
- Despite heavy competition from established retailers, Rosas Stores has managed to do more than justin the narrow luxury niche.
(A) survived (B) survives (C) survive (D) will survive
- Traveling by train to London takes approximately one hour less traveling by car.
(A) for (B) with (C) as (D) than
- The results of the survey show that the signposts are not as easy to find people think they should be.
(A) for (B) that (C) as (D) than
- Mr. Hughes is planning out to dinner tonight.
(A) taking his clients (B) his clients going (C) his clients will go (D) to take his clients
- Ms. Greene enjoys a walk in the park after lunch whenever she has time.
(A) taking (B) to go for (C) take (D) to have

9. The president of ANC decided new cost-control measures.

- (A) implement (B) implementing (C) to implement (D) implementation

10. The sales clerk denied the money, but he could not convince the store manager.

- (A) take (B) to take (C) taking (D) took

11. Critics of the new corporate tax argue that it will make it than ever for small businesses to succeed.

- (A) hard (B) harden (C) harder (D) hardly

12. The car is so expensive that the manager cannot afford

- (A) to buy (B) to buy it (C) buying (D) buying it

1. Skill Building Exercise

Similar-sounding words

This exercise practices similar-sounding words.

Listen to your teacher.

Choose the correct sentence

1. a. They're selling a boat.
b. They're sailing a boat.
2. a. They're eating some food.
b. They're heating some food.
3. a. The waiter is laying the table.
b. The waiter is lying on the table.
4. a. How's it coming?
b. Who's coming?
5. a. Why did you do it?
b. What did you do?

2. Part 2 Practice Test

1. When did you change careers?

(A) The weather changed today.
(B) Almost 3 years ago.
(C) Just twice.

2. May I ask who's calling?

(A) Yes, thank you.
(B) It's my calling card.
(C) It's Mr. Smith's secretary.

3. Where is your boss going?

(A) By plane
(B) To Hong Kong
(C) I'll go too.

4. What usually happens in the meetings?

(A) The boardroom is clean.
(B) The manager often goes to Japan.
(C) The weekly sales are presented.

5. I need this printed by 5 o'clock.

(A) OK, I'll do it first.
(B) But he bought 6 clocks.
(C) The new machine prints in color.

6. Would you mind calling Dr. Rogers?

(A) The hospital is near.
(B) Why, what's wrong?
(C) That's interesting.

7. Where's the nearest subway station?
- (A) It closes at 6.
 - (B) He's at the police station.
 - (C) There's one on 7th Street.
8. Shall we have the meeting here, or is somewhere else more convenient?
- (A) There's a convenience store on the corner.
 - (B) It's OK here.
 - (C) That's very interesting!
9. I can't remember who he is.
- (A) John forgot to lock the door.
 - (B) He's the one on the left.
 - (C) He's the manager's brother.
10. Why don't we hire another secretary?
- (A) That's a good idea.
 - (B) Because that building is higher.
 - (C) The secretary is absent today.
11. Hasn't Mary completed the report yet?
- (A) No, it was last week.
 - (B) No, we're still waiting.
 - (C) He's already complimented Mary.
12. Are these figures correct?
- (A) She has a slim figure.
 - (B) Yes, I checked them thoroughly.
 - (C) He knows already.
13. I hope they hire the last interviewee.
- (A) Yes, she was very good.
 - (B) The interviews are tomorrow.
 - (C) She was last.
14. Why'd they leave early?
- (A) They are on leave.
 - (B) By taxi
 - (C) They have a plane to catch.
15. Who was voted onto the board?
- (A) He looks bored.
 - (B) It's a new project.
 - (C) It hasn't been announced yet.
16. Does this shirt look too large for me?
- (A) No, he's looking for a small one.
 - (B) Yes, it's a nice product.
 - (C) I think it fits well.
17. Is this the most recent report?
- (A) I think so.
 - (B) No, he isn't.
 - (C) Maybe later.
18. When will the office stationery arrive?
- (A) I'll check with Helen.
 - (B) It's in winter.
 - (C) The office is opposite the station.
19. Do you stock electrical goods?
- (A) Yes, tomorrow should be fine.
 - (B) He's a good electrician.
 - (C) No, but the shop opposite does.
20. You've already written a resume, haven't you?
- (A) I'll resume tomorrow.
 - (B) Yes, it will be finished tomorrow.
 - (C) Yes, it's all done.

21. You should probably get some rest tonight.

- (A) It's probably resting.
- (B) Yes, tomorrow will be busy.
- (C) I'll go to the restaurant tonight.

22. How long has it been since we last met?

- (A) It was a long meeting.
- (B) About 6 months, I think.
- (C) We first met in Spain.

23. You haven't seen my cellphone, have you?

- (A) Anywhere is convenient.
- (B) It's there on the table.
- (C) We haven't been yet.

24. Will John be arriving this afternoon or tomorrow?

- (A) Yes. He arrived on time.
- (B) He will go to the arrivals gate.
- (C) Tonight, according to his secretary.

25. You read the final report, didn't you?

- (A) I have to report to work on Monday.
- (B) I just glanced at it.
- (C) He's the final candidate.

26. The new branch is opening on May 1, isn't it?

- (A) It closes every day at five.
- (B) I doubt it because there have been some delays.
- (C) We already have three offices in the area.

3. DICTATION

1. The products are in the last aisle.
2. It's hot and
3. Who will Mike Holmes as regional manager?
4. His speech was very
5. Lightwill be served at the meeting.

4. HOMEWORK (Vocab)

1. The riot police used tear gas to disperse the crowd.
2. Please state your name, address and occupation.
3. He had to forfeit his driving license.
4. The driver was clearly intoxicated.
5. The spacecraft disintegrated as it entered the Earth's atmosphere.

(Vocabulary Review)**Part 5 Vocabulary Items → Max. 30 seconds****1. PRACTICE QUESTIONS****Practice 1**

ABC Manufacturing its customers complete satisfaction with all its products.

- (A) requests (B) admits (C) agrees (D) guarantees

Practice 2

He isas an expert in the field of biotechnology.

- (A) regarded (B) considered (C) thought (D) looked

2. PRACTICE TEST

1. We recognize that many of you have had towith occasional disruptions in the workplace during our recent renovations.

- (A) tolerate (B) bear on (C) put up (D) get

2. The local government is ABC Corporation a \$10-million incentive package to build new office buildings.

- (A) considering (B) offering (C) thinking (D) regarding

3. most professionals, doctors work long hours.

- (A) Alike (B) Like (C) Similar (D) The same

4. The First Hotel has very reasonable for single rooms.

- (A) rates (B) fees (C) fares (D) bills

5. Ice cream and other frozen foods are located in the next

- (A) line (B) row (C) lane (D) aisle

6. The doctor the emergency surgery under adverse conditions.

- (A) acted (B) performed (C) accomplished (D) achieved

7. When a ladder was stolen from a store, the manager that further steps would be taken.

- (A) told (B) said (C) talked (D) spoke

8. The are stored in the warehouse.

- (A) shipment (B) merchandise (C) goods (D) equipment

9. John for his computer with a check.

- (A) purchased (B) bought (C) paid (D) acquired

10. In order to start the machine,this key to the right.

- (A) press (B) spin (C) cross (D) turn

11. BCB's headquarters leaves its management teams tothe day-to-day running of each business.
(A) get on with (B) get over (C) put off (D) put in for
12. Investments in petrochemical firms down slightly last year.
(A) declined (B) reduced (C) jumped (D) went
13. Mr. Johnson was that Ms. Lee was the best person for the job.
(A) competent (B) consequent (C) confident (D) compliant
14. The executive department's plans to move the offices from downtown to a suburban area met with little resistance; indeed, most employees look forward to
(A) move (B) moving (C) having moved (D) moved
15. The company's products are carefully before they are shipped to wholesalers.
(A) projected (B) detected (C) inflected (D) inspected
16. Smoking is permitted only in specially areas.
(A) defined (B) described (C) denied (D) designated
17. Business readers will be informed of this problem in anedition of the magazine.
(A) uprising (B) outgoing (C) outfitting (D) upcoming
18. The minimum term of your contract will be a period of one year, with the option to renew.
(A) at (B) to (C) for (D) on
19. all the candidates applying for the job, Ms. Lee appears to be the most promising.
(A) Between (B) In (C) On (D) Of
20. The ID badge needs to be activated the end of the week.
(A) until (B) before (C) as (D) still

Part 3: Short Conversations with and without a visual image

Directions: You will hear a series of 13 short conversations between two people. You will be asked to answer three questions about what the speakers say in each conversation. Select the best response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. The conversation will not be printed in your test book and will be spoken only one time.

Part 3 Strategies

A. Now that you know the directions for Part 3, you will not need to spend time listening to it when taking the test. Instead, use this time to read and understand the first three questions in the test book.

You may not have enough time to look at the four answer choices, but it does not matter. By just reading the questions, you will:

- get a general idea of the topic and context of the conversation
- identify the type of information you need to listen for.

B. As you listen to the conversation, ask yourself the following questions.

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

C. Between each question, there is an eight-second pause, i.e. a total of twenty-four seconds per conversation. If you read the questions before in advance, you should be able to answer them immediately, mark your responses on the answer sheet and start focusing your attention on the next three questions.

3. Part 3 Example

1. Where does the conversation most likely take place?
 - (A) In a furniture shop
 - (B) In an airport
 - (C) At a party venue
 - (D) In a restaurant
2. How long will they have to wait for seats?
 - (A) Four minutes
 - (B) Five minutes
 - (C) Less than fifteen minutes
 - (D) More than fifteen minutes
3. Why was Jack worried?
 - (A) The hotel was fully booked.
 - (B) He didn't have any reservations.
 - (C) He reserved the seats too late.
 - (D) He was late for the party.

4. DICTATION

1. I'll buy a lot more if you them a bit.
2. I couldn't what I had done to my boss.
3. The policeman signaled to him to
4. I just my hair dryer and all the lights went out.
5. If you would like to our frequent flyer program, please press 4.

5. HOMEWORK (Vocab)

1. Since he owns the strip of land, he has a vested interest in the project being approved.
2. Guests should leave their valuables in the hotel safe.
3. The committee largely concurred with these views.
4. He works as a custodian at the stadium.
5. Simon Coulter's lawyer persuaded him to drop all charges against the investment firm.

(Vocabulary Review)

(Your teacher will send you PDF files for this part of the lesson.)

1. Part 3 Question Types

Part 3 questions can be divided into three basic categories.

A. Gist

These questions require you to have an overall understanding of the conversation.

1. Topic Questions ask what the main topic is. E.g. What are the speakers mainly discussing?
2. Location Questions ask where the conversation occurs. E.g. Where most likely are the speakers?
3. Occupation Questions ask about the profession of one or both of the speakers. E.g. Who is the woman?

B. Detail

These questions ask about specific points mentioned in the conversation, such as about time (When should the project be completed?), about reasons (Why does the woman call the man?), about plans (What does Beth plan to do?), about problems (What is the problem? What is wrong with the man's purchase?), about suggestions (What is suggested about the new floor tiles?), about actions (What does the woman say she has done? What will Marie do first?), about opinions (What is an aspect of the company that the man thinks is important?), etc.

C. Inference

These questions ask about things that are not stated directly by either of the speakers. Although some Gist questions require you to make an inference (such as the one that asks about where the conversation takes place). Gist questions focus on the larger picture. Inference questions deal with details about the speakers or the situation. E.g. Why is the man disappointed?

What will the woman probably do next?

2. PRACTICE QUESTIONS

1. What are the man and woman talking about?

- (A) A business plan
- (B) A doctor's report
- (C) A business lunch
- (D) An appointment

2. What is Mr. Gecko currently doing?

- (A) Writing a report
- (B) Talking on the telephone
- (C) Expecting a call
- (D) Eating some food

3. Who most likely is the woman?

- (A) An office receptionist
- (B) A saleswoman
- (C) Mr. Gecko's wife
- (D) A nurse

3. DICTATION

1. It may not be worth getting insurance for an old car.
2. The building's electrical system was completely
3. The company a chain of restaurants nationwide.
4. There is a fatal in the security system.
5. Did you have any finding our office?

4. HOMEWORK (Vocab)

1. A piece of glass was embedded in her hand.
2. Those are the most prevalent mistakes made by individual investors.
3. The environment minister agreed to tighten controls on the production, transport and disposal of waste.
4. Prices for the above itineraries are based on charter flights from London to Rome.
5. The company initiated a management training program for small businesses.

(Vocabulary Review)**Part 6****1. Part 6 Directions**

Directions: Read the texts that follow. A word or phrase is missing in some of the sentences. Four answer choices are given below each of the sentences. Select the best answer to complete the text. Four answer choices for each question are given below the text. Select the best answer to complete the text.

2. Part 6 Format

- This part of the TOEIC® test consists of four short passages. Each passage has 4 sentences with a blank. Below this blank are four answer choices. You must select the answer choice that best completes the sentence.
- Basically, the testing points in Part 6 are the same as those in Part 5 (i.e. ‘vocabulary items’ or ‘grammar items’), but with paragraphs instead of individual sentences. The major difference between Part 5 and Part 6 items is that some Part 6 items (about 4 - 5 out of a total of 16) refer to information presented in other sentences. We will call these ‘Context Items’. Usually, you will need to look in the previous or following sentence for the clues that you need. But sometimes you will find the clue at the beginning or towards the end of the passage.

3. Part 6 Example

Questions 131 – 134 refer to the following letter.

Mr. Jack Johnson
81 Orchard Drive
Working,
Surrey GU21 6YL

March 10

Dear Mr. Johnson,

Thank you for.....(131).....Kent Travel. We are delighted that you have decided to join one of our most popular Canterbury tours.(132)..... Your tour of Canterbury Cathedral will(133)... at 11 A.M.

To avoid conflicts with other groups, the tour will commence at that time, even if all of the participants have not yet arrived.

This tour includes not only a trip to the cathedral, an 11th century masterpiece recognized today as a UNESCO World Heritage Site,(134)..... also a guided stroll through the medieval and modern charms of this historic town.

Enjoy exploring the delightful narrow streets and alleyways that surround the cathedral. We have arranged a pub lunch in one of Canterbury's many atmospheric ale-houses, where you can sample the fine local brew. The entire tour will finish around 4 P.M.

We are certain that this tour will reflect your unique travel interests in this lively town.

Sincerely,

Thomas Becket

131.

- (A) choice
- (B) choose
- (C) choosing
- (D) chose

132.

- (A) We will also complete your tour.
- (B) For example, we will publish your project.
- (C) This is to confirm your schedule.
- (D) As a result, we will send you one of these.

133.
(A) terminate
(B) end
(C) resume
(D) begin

134.
(A) and
(B) but
(C) or
(D) nor

4. Part 6 Strategies

The strategies for Part 6 are basically the same as those for Part 5, except for context items.

Strategy 1: Check the passage type by reading the first introduction sentence: e.g. Questions 141 – 143 refer to the following letter/ e-mail/ article/ memo/ advertisement, etc.

Strategy 2: Time management is vital in the Reading Section. You have 75 minutes to complete Parts 5, 6, and 7. Generally speaking, you need 50 minutes to finish Part 7. So, go through Part 6 as quickly as possible. Allow 10 – 20 seconds for grammar items, 30 seconds for vocabulary items and 40 seconds for context items.

Part 3 Question Types

Skill Building Exercise

1. Quick Reading Practice

- a. What is the man's problem?
- b. What does the woman tell the man to do?
- c. What are the speakers mainly talking about?
- d. What is the man planning to do next week?
- e. What does the woman give the man?
- f. Why does the man have to go to work early this morning?
- g. Where did the man plan to go on Saturday?
- h. How did Beth spend her lunch hour?
- i. When should the project be completed?
- j. Who most likely is the woman?
- k. Why is the woman disappointed?
- l. What does the man suggest the man do?
- m. When will the man probably be contacted?
- n. How many times each day should the man take the medication?
- o. What did Mr. Peterson most likely forget to do?

2. Matching exercise

(Listen to the teacher's instructions.)

1. Gist
2. Detail
3. Inference

3. PRACTICE QUESTIONS

1. Where most likely are the speakers?
 - (A) In a restaurant
 - (B) In a gas station
 - (C) In an office
 - (D) In a shop
2. Why can't the woman check the safe?
 - (A) It is broken
 - (B) She is too tired
 - (C) She can't open it
 - (D) She forgot the combination
3. What will the man do later?
 - (A) Go to the police station
 - (B) Phone the manager
 - (C) Take a shower
 - (D) Return to the restaurant

4. DICTATION

1. Are there any tickets for tonight's concert?
2. What's the of your visit to London?
3. What's the most outcome of the election?
4. Congratulations on your to branch manager!
5. She was to talk about it.

5. HOMEWORK (Vocab)

1. The terms of the contract are under review.
2. The lizards are classed as an endangered species.
3. 'Information Technology' is usually abbreviated to 'IT'.
4. Funds were designated for projects in low-income areas.
5. Fat tends to accumulate around the hips and thighs.

(Vocabulary Review)**Part 6****PRACTICE QUESTIONS****1. Questions 141 – 143 refer to the following memo.**

To: All Art Gallery Employees

From: Kirsten Pearl

The renowned painter John Lily will present a five-lecture series on his recent work inspired by the islands of Thailand. Mr. Lily is well known for his expressive use of color and landscape paintings.

I am pleased to announce that all employees are eligible to(141).... the series, which will commence on 25th January.

Although there is no charge, participants must register beforehand as there is(142).... space in the lecture hall. An attendance sheet will be posted on the wall outside my office, so please sign up there so you don't miss this(143)..... opportunity.

141.

- (A) attend
- (B) offer
- (C) apply
- (D) lead

142.

- (A) to limit
- (B) limits
- (C) limited
- (D) limit

143.

- (A) expensive
- (B) compulsory
- (C) fantastic
- (D) eager

2. Questions 144 – 146 refer to the following letter.

Jeff Truman
45 Byron Bay
Toronto, Ontario M3B 1V6
June 14

Dear Mr. Truman:

We are writing to inform you that your recent application for a discount card at our store has been approved. The card(144).... to you early next week, so please expect it then. You can check our website for details about the many.(145)..... which the card entitles you to. The website is updated regularly with new promotions and contains other information which will help you make the most of your card. In order for us to be able to contact you more easily, please make sure that we have(146)..... e-mail address.

Sincerely,

Angel Rodriguez
Marketing Assistant, Lilac Shopping

144.

- (A) mailing
- (B) mails
- (C) will be mailed
- (D) were mailed

145.

- (A) benefits
- (B) gains
- (C) receipts
- (D) accounts

146.

- (A) yours
- (B) you
- (C) yourself
- (D) your

3. Questions 147 – 150 refer to the following notice.

Green & Milbank(147).... an associate lawyer for the commercial law section. This full-time position requires an enthusiastic individual who is capable of ...(148)... strict deadlines. A university degree in law and at least 2 years of legal experience are required. ...(149).... superb communication and writing skills, the qualified candidate should be computer literate. ...(150)....

147.

- (A) hiring
- (B) is hiring
- (C) hired
- (D) has hired

148.

- (A) happening
- (B) joining
- (C) taking
- (D) meeting

149.

- (A) Ever since
- (B) In spite of
- (C) As well as
- (D) Compared to

150.

- (A) The position has already been filled.
- (B) Fresh graduates are welcome to apply.
- (C) Please send a cover letter and resume to Henry Wield at admin@greenmilbank.org.
- (D) Thank you once again for your participation in the event.

Part 3 Distractors

1. PRACTICE QUESTIONS

1. What are the speakers discussing?
 - (A) A business plan
 - (B) Completing a report
 - (C) Taking a stock inventory
 - (D) A memo
2. What does the woman suggest?
 - (A) Postponing the report
 - (B) Rewriting the memo
 - (C) Asking Jane to assist
 - (D) Going out for lunch
3. When will Jane arrive?
 - (A) The man has no idea
 - (B) In an hour
 - (C) Soon
 - (D) Much later

2. DICTATION

1. This restaurant is to be the best in town.
2. You should accessing our online banking services through shared computers.
3. Eastbound traffic is being due to an accident.
4. Ms. Lee is by far the best for the job.
5. The boss was thankful to hear that his results were all fine.

3. HOMEWORK (Vocab)

1. We apologize for any inconvenience caused by the error.
2. Jack was assigned the task of creating a new website.
3. Dr. Lee signed a confidentiality agreement with the chemical company.
4. I'll put up a notice about the training workshop on the bulletin board.
5. Vic lives within commuting distance of London.

(Vocabulary Review)**Part 6****PRACTICE QUESTIONS****1. Questions 141 – 147 refer to the following e-mail.**

To: All Employees <all_employees@sunspace.org>
From: Computing <computing@sunspace.org>
Subject: Installation of new computer terminals

Twenty-five new computer terminals will be installed on Monday 6th June in room 23 on the second floor. We ...(141)... some disturbance that day, so please be patient ...(142)... the technicians complete their task.

In particular, the head technician has ...(143)... us that the lights in room 23 may be ...(144)... unusable for a few hours in the afternoon on that day ...(145)... also informed us that, although the technicians will try to install all software ...(146)... the computers on the same day, they may not be able to finish the task. In that ...(147)..., they will complete the software installation the following day.

Thank you for your co-operation, Jim Kelly

141.

- (A) believe
- (B) anticipate
- (C) prepare
- (D) suggest

142.

- (A) for
- (B) whereas
- (C) during
- (D) while

143.

- (A) advised
- (B) taught
- (C) guided
- (D) addressed

144.

- (A) immediately
- (B) temporarily
- (C) permanently
- (D) unexpected

145.

- (A) They
- (B) It
- (C) He
- (D) I

146.

- (A) onto
- (B) into
- (C) to
- (D) with

147.

- (A) point
- (B) occasion
- (C) event
- (D) state

2. Questions 148 – 155 refer to the following article.

Recent ...(148)... in Information Technology have led to a sharp decline in prices for consumers. ... (149) ..., the cost of communication software is almost a ...(150)... of the price compared to last year.

...(151)... experts consequently predict growth in sales next year, but some expect a 2 year delay before a change in sales is evident. This analysis is largely ...(152)... the current, poor economic ...(153)....

In next week's article, our own IT analysts ...(154)... 3 of the newest technologies and offer advice about which are the best purchases to make. ...(155)...

148.

- (A) advancements
- (B) increases
- (C) multiplication
- (D) rises

149.

- (A) However
- (B) In addition
- (C) On the other hand
- (D) In particular

150.

- (A) three
- (B) third
- (C) thirty
- (D) thrice

151.

- (A) All
- (B) Most
- (C) Very
- (D) No

152.

- (A) less than
- (B) since
- (C) due to
- (D) because

153.

- (A) arena
- (B) atmosphere
- (C) environment
- (D) climate



154.

- (A) have reviewed
- (B) reviewed
- (C) will review
- (D) are reviewing

155.

- (A) Make sure to have your questions ready.
- (B) You can log in our website in order to watch the interview.
- (C) Type your comments below.
- (D) Be sure to catch the next issue in order to learn more.

● Part 3: Skill Building Exercises

1. Listen to the conversation. Then, match the following questions with the appropriate responses.

- | | |
|--|---------------------------------|
| 1. What does the man want to do? | A. read a magazine |
| 2. When is the deadline for advertisements? | B. next week |
| 3. What is shown on the business card? | C. the man's address |
| 4. Where can the woman's email address be found? | D. printed on her business card |
| 5. When will they print next week's magazine? | E. the next day |
| | F. the woman's email address |
| | G. today |
| | H. place an advert |

2. Read the following in 30 seconds.

1. What does the man want to do?
 - (A) Buy next week's magazine
 - (B) Put an advertisement in the magazine
 - (C) Amend an advertisement
 - (D) Add half a page to his order

2. When does the woman require the advertisement?
 - (A) Tomorrow
 - (B) Immediately
 - (C) Today
 - (D) As soon as possible

3. What will the man probably do next?
 - (A) Find a different magazine company
 - (B) Contact his colleague
 - (C) Print a business card
 - (D) Email someone

3. PRACTICE QUESTIONS

Read the following in 30 seconds.

4. What's the problem?

- (A) The printer is broken
- (B) There is no color ink
- (C) The cupboards aren't behind the plants
- (D) There are no ink cartridges

5. Where does the conversation take place?

- (A) In an office
- (B) In a warehouse
- (C) In a café
- (D) Outside

6. What does the man suggest?

- (A) Buying some more ink
- (B) Going to the gym
- (C) Contacting the IT Department
- (D) Getting a spare cartridge

4. DICTATION

1. A is something given freely or distributed free.
2. We have an average of 40,000 fans per game.
3. I'd like to \$500 from my savings account to my checking account.
4. The country has been into a major industrial nation in the last decade.
5. from the concert will be donated to charity.

5. HOMEWORK (Vocab)

1. If you have any questions about this insurance policy, please don't hesitate to contact me.
2. The chief financial officer denied forging financial statements.
3. We are offering you complimentary personal accident insurance.
4. The company was liable for violation of copyright laws.
5. The remainder will be paid on the completion of the project.

(Vocabulary Review)

Part 6

PRACTICE QUESTIONS

1. Questions 141 – 147 refer to the following e-mail.

To: sharonkerry34@dmil.com

From: hr@welseytrading.org

Subject: Interview

Dear Ms. Kerry,

Thank you very much for your interest in our company and(141)..... applying for one of our vacant positions. We would like(142)..... you next week when it is(143) ... for you.

Please would you kindly reply (144)..... next Friday and also attach (145)..... résumé. (146) We look forward to your reply and to meeting you(147)

Yours sincerely,
Fiona Grey

Human Resources, Welsey Trading

141.

- (A) in
- (B) to
- (C) for
- (D) at

142.

- (A) interviewing
- (B) interviewed
- (C) to interview
- (D) interview

143.

- (A) appropriate
- (B) convenient
- (C) suited
- (D) free

144.

- (A) by
- (B) on
- (C) until
- (D) in

145.

- (A) a modern
- (B) an up-to-date
- (C) a renewed
- (D) a present

146.

- (A) We congratulate you for passing the final interview.
- (B) There will be a job fair next week.
- (C) You can also apply through our website.
- (D) If you have any other questions, do not hesitate to ask us.

147.

- (A) soon
- (B) last week
- (C) recently
- (D) later today

2. Questions 148 – 154 refer to the following article.

New Training Course

This month, the Accounting Department is (148) a new training course for the software package Pegasus. The course is open to (149) company employees, but (150) in managerial roles are required (151) (152) This course is expected to be popular, so the accounting department (153) people to reserve a place early to avoid (154)

148.

- (A) standing
- (B) running
- (C) revising
- (D) addressing

154.

- (A) pain
- (B) disappointment
- (C) dismay
- (D) failure

149.

- (A) every
- (B) each
- (C) all
- (D) entire

150.

- (A) them
- (B) they
- (C) these
- (D) those

151.

- (A) attending
- (B) attends
- (C) to attend
- (D) attended

152.

- (A) Mr. Tom Parker will conduct the course and sessions will take place every morning from 9-12.
- (B) A new employee will transfer to the accounting department.
- (C) Attendance is a must for all employees.
- (D) The new training course will be postponed.

153.

- (A) have advised
- (B) has advised
- (C) having advised
- (D) had advised

Part 3: PRACTICE QUESTIONS**1. Read the following in 30 seconds.**

41. What problem are the speakers discussing?
- (A) The company's working hours.
 - (B) The lack of advertising.
 - (C) The length of time needed to finish the project.
 - (D) There are not enough managerial staff.
42. What will the woman do tomorrow?
- (A) Interview some employees.
 - (B) Place an advertisement in the paper.
 - (C) Recruit more staff.
 - (D) Complain about the number of staff.
43. What does the man suggest as an additional way to solve the problem?
- (A) Asking to work extra hours.
 - (B) Checking the length of the project again.
 - (C) Giving the project to the head of department.
 - (D) Shortening the project.

2. Read the following in 30 seconds.

44. Who most likely are the speakers?
- (A) Plumbers
 - (B) Electricians
 - (C) Restaurant workers
 - (D) Office employees
45. What problem are the speakers discussing?
- (A) The work of the electricians
 - (B) Broken lights
 - (C) Tomorrow's schedule
 - (D) Kitchen equipment
46. What is the man planning to do if the problem is not solved?
- (A) Fix the lights himself
 - (B) Call the electricians
 - (C) Go to the electrical store
 - (D) Borrow some portable lights

3. Read the following in 30 seconds.

47. Where most likely are the speakers?
(A) In a restaurant
(B) In an airport
(C) In a supermarket
(D) In a hotel
48. What does the man ask the woman to do?
(A) Check in a bag
(B) Eat a vegetarian meal
(C) Give something to the air steward
(D) Record some information
49. When did the woman book her vegetarian meal?
(A) On Monday
(B) On Friday
(C) On Thursday
(D) On Saturday

4. Read the following in 30 seconds.

50. What is the man doing?
(A) Meeting Miss Fletcher
(B) Taking an order
(C) Signing for a package
(D) Making a delivery
51. Where is Miss Fletcher?
(A) At a birthday party
(B) In a meeting
(C) Signing for a package
(D) Absent
52. What will the woman probably do next?
(A) Call Miss Fletcher
(B) Open the gift
(C) Sign the delivery form
(D) Find a pen

5. DICTATION

1. Three in five break the speed limit on highways.
2. Over 50,000 turned out for the final.
3. An majority voted in favor of the proposal.
4. They are hand in hand.
5. She more food onto my plate.

6. HOMEWORK (Vocab)

1. To take full advantage of this special offer, please visit our website.
2. Monthly bank statements help you keep track of your expenses.
3. We are pleased to inform you that your application has been approved.
4. It is my great pleasure to introduce our keynote speaker, Mr. Simon Coulter.
5. The use of cameras or recording devices is strictly prohibited inside the theater.

(Vocabulary Review)**Part 6****PRACTICE TEST (1)**

Questions 141 – 143 refer to the following advertisement.

If you are ready for a better executive position, then you should give Woodford Associates a call.(141)..... fifteen years' experience and the nation's largest professional staff, we have helped transfer thousands of people into attractive new positions with salaries ranging from \$100,000 to \$500,000. Our specialty is in(142)..... people up in the job market with great speed. For those who qualify, we can write all materials, do the marketing, and handle most details.(143)..... Better still, call us today for a confidential appraisal interview. There is no cost or obligation.

141.

- (A) On
- (B) With
- (C) In
- (D) To

142.

- (A) move
- (B) to move
- (C) moved
- (D) moving

143.

- (A) If you want moving out to be hassle-free, give us a call.
- (B) We wish you success in all your future endeavors.
- (C) To see if you qualify, send us a résumé for evaluation.
- (D) Walk-in applicants must wear business casual attire.

Questions 144 – 146 refer to the following article.

Honma Manufacturing(144)..... rumors circulating around its possible decision to pursue a partnership with another toy manufacturing company today. Honma's financial condition has continued a downward slide over the past four years as a result of losing domestic market share to cheaper imports(145)..... , many of the company's longtime shareholders bearish about the future of the company have sold their shares and Honma's share prices are now at historically low levels. If these rumors prove true, the company's share prices will certainly be affected. The truth will be revealed soon.(146)..... .

144.

- (A) address
- (B) has addressed
- (C) will address
- (D) addressed

145.

- (A) Instead
- (B) Therefore
- (C) Conversely
- (D) Otherwise

146.

- (A) All employees must attend the seminar.
- (B) Surprisingly, the company has merged with its rival.
- (C) The announcement is expected to be made at Honma's headquarters at 4 P.M.
- (D) Honma Manufacturing has new investors.

Questions 147 – 149 refer to the following article.

The City Council of Sunville would like to thank all participants of the 8th Sunville half-marathon. It was a great success, and we would like to congratulate Ben Grill, who broke the course record. A big thank you is(147)..... to BLR Burgers and Thurstons, who sponsored the event.(148)..... . We would also like to thank the band Public Cloud for performing live after the marathon and entertaining the crowd. Every year, this event(149).....with the help of many volunteers, without whom it would not be possible, so a very big thank you to all of you too.

147.

- (A) apt
- (B) proper
- (C) ready
- (D) due

148.

- (A) They also donated the prizes for the children's fun run.
- (B) The half-marathon will be held next month.
- (C) Medals and certificates will be given to the winners.
- (D) We are looking forward to another successful party.

149.

- (A) throws away
- (B) takes place
- (C) goes into
- (D) finds out

Questions 150 – 153 refer to the following e-mail.

To: All Managers <managers@sunfinance.org>
From: Main entrance reception <reception@sunfinance.org>
Subject: Fire Drill

Please pass the following memo on to.....(150)..... in your department to remind them of the upcoming fire drill.

In.....(151)..... for the drill, all employees are asked to be at their desks 5 minutes before the alarm is due to go off at 11:00 AM.

During the fire drill, all employees are asked to proceed quickly but calmly to the stairwells and descend to the first floor. DO NOT use the elevators. Everyone should meet in the square opposite the main office building. Please remember that there are.....(152)..... traffic signs in place which may slow down crossing the road to the square.

If you have any questions, please contact the main reception desk. (153)

150.

- (A) each
- (B) him
- (C) others
- (D) other

151.

- (A) preparation
- (B) accordance
- (C) anticipation
- (D) helping

152.

- (A) urban
- (B) temporary
- (C) immediate
- (D) electronic

153.

- (A) Thank you for your letter of March 18.
- (B) Thank you for the brochures.
- (C) Thank you for your co-operation.
- (D) Thank you for sending me the order form.

Part 3: PRACTICE QUESTIONS

Directions: You will hear some conversations between two people. You will be asked to answer three questions about what the speakers say in each conversation. Select the best response to each question.

1. Read the following in 30 seconds.

41. Why is it necessary to reduce the company's overheads?
- (A) The price of gas has increased.
 - (B) The accounting department has been reduced.
 - (C) Staff wages are too high.
 - (D) Too many employees are taking holidays.
42. What specifically does the head of accounting suggest?
- (A) Not to pay the rent.
 - (B) Lower the use of electricity.
 - (C) Decrease money spent on travel.
 - (D) Switch gas companies.
43. When will the woman talk to the man again?
- (A) When she has the report.
 - (B) By the end of the day.
 - (C) Tomorrow
 - (D) Towards the end of the week.

2. Read the following in 30 seconds.

44. Why is the man concerned?
- (A) His delivery is late.
 - (B) Julie is at a different company.
 - (C) The delivery price is now two times higher.
 - (D) He needs to deliver some paper.
45. What does the man want to do?
- (A) Change both the paper supplier and the delivery company.
 - (B) Change the delivery company but not the paper supplier.
 - (C) Change the paper supplier but not the delivery company.
 - (D) Change neither the paper supplier nor the delivery company.
46. What will the woman probably do next?
- (A) Search the internet
 - (B) Go outside for lunch
 - (C) Wait in line for the paper delivery
 - (D) Think about possible companies

3. Read the following in 30 seconds.

47. Who is looking for Jill?
(A) The accountant
(B) Mr. Summers
(C) The receptionist
(D) The photographer
48. What did the woman prepare for the meeting?
(A) An answerphone message
(B) The schedule
(C) Some photocopies
(D) Mr. Summers' appointments
49. What did Mr. Summers most likely forget to do?
(A) Change his schedule
(B) Look for Jill
(C) Review his messages
(D) Talk to the man

4. Read the following in 30 seconds.

50. When will the man return?
(A) On Saturday
(B) On Sunday
(C) On Monday
(D) On Tuesday
51. Why does the woman know Boston?
(A) She went to college there.
(B) She has friends there.
(C) She visits there often.
(D) She worked there for many years.
52. Why is the man going to Boston?
(A) For work
(B) To attend college
(C) To live there
(D) To see some friends

5. DICTATION

1. Please from smoking in this area.
2. is an unavoidable of human activity.
3. The traffic gets worse during the summer.
4. Vehicles without permits will be at the owner's expense.
5. When the manager is on vacation, his assistant will him.

6. HOMEWORK (Vocab)

1. Effective the first of the month following their hire date, all regular employees are eligible for medical benefits.
2. Timely decisions are essential for maximizing revenues.
3. The new CEO turned the ailing company around in one year.
4. Several security cameras have been installed in the parking lot.
5. Copies of the report were distributed this morning.

(Vocabulary Review)**Part 6****PRACTICE TEST (2)**

Questions 141 – 143 refer to the following article.

New Talent at the IOD

The Institute of Directors (IOD) is promoting the talents of some of its newest members at this month's meeting. Recently, management styles have been.....(141)..... by a few ideas which are now old and in need of revision(142)....., a new group of managers, all members of the IOD, are eager to introduce new methods for managers.(143)..... . A special guest lecture will be given by Professor Gary Oldroyd on spreadsheet techniques and color graphs.

141.

- (A) attracted
- (B) invited
- (C) dominated
- (D) allowed

142.

- (A) Consequently
- (B) Furthermore
- (C) Therefore
- (D) However

143.

- (A) This month's meeting will be an opportunity for these new IOD members to exhibit their talents.
- (B) One of the agenda of this meeting is the replacement of all old managers.
- (C) Unfortunately, the company has decreased its sales due to old management styles.
- (D) The meeting was attended by many employees interested in learning about management styles.

Questions 144 – 146 refer to the following e-mail.

To: all-sales@opolentisimatrading.org
From: angel.wela@opolentisimatrading.org
Subject: Salesman of the Quarter

Dear all,

We are approaching the end of another successful quarter and so are looking to award a prize of \$250 to the top salesman of the quarter again. As before, each employee can cast one vote for the salesman who they think has done the best job this quarter,.....(144).....employees cannot vote for themselves!

When casting their vote, employees are asked to consider an individual's contribution to the team, their commitment to the company, and.....(145).....of a good sales record this quarter.

..... (146)

144.

- (A) until
- (B) although
- (C) instead
- (D) also

145.

- (A) evidence
- (B) evidently
- (C) evidential
- (D) evident

146.

- (A) The voting period for the top salesman of the year will begin next week.
- (B) All votes will be counted and the assessment committee, which consists of all department heads and senior supervisors, will evaluate the top 3.
- (C) All employees are encouraged to vote for themselves to increase their chances of being part of the top 3.
- (D) Due to their diligence and huge contribution to the company, the President awarded the top 3 \$250.

Questions 147– 150 refer to the following letter.

November 12
Patrick Stanley
4 Orchard Drive,
Dublin 2, Ireland

Dear Mr. Melvin:

We are writing to inform you that your subscription to Business Daily is due for renewal next month on December 15. You can renew at any time, but if you(147)..... before the end of this month you will receive a free calendar for next year.(148)..... .

You do not need to include your(149)..... at this time as we will send you an invoice and you can make your payment then. So, send the order card today – you will not miss a(150)..... copy of Business News and will also receive our free calendar!

Sincerely,

Jane Smith
Membership Manager

147.

- (A) renewing
- (B) renew
- (C) had renewed
- (D) will be renewed

148.

- (A) Thank you for returning it.
- (B) Your presentation is scheduled for next month.
- (C) We could send you one.
- (D) To renew your subscription, simply complete the order card enclosed and return it to our address.

149.

- (A) résumé
- (B) bill
- (C) check
- (D) rent

150.

- (A) single
- (B) treatable
- (C) recognized
- (D) lonely

Part 4

1. Part 4: Short Talks with and without a visual image

Directions: You will hear some talks given by a single speaker. You will be asked to answer three questions about what the speaker says in each talk. Select the best response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. The talks will not be printed in your test book and will be spoken only one time.

2. Part 4 Format

In Part 4, there are ten talks. Before each of the talks, there is an introductory statement. It will tell you what kind of talk you are going to hear (e.g. Questions 71 through 73 refer to the following telephone message). So listen carefully. Then you will hear the talk, followed by the three questions without the answer choices, with eight-second pauses between each question. You do not have to wait to hear the questions to answer them. Begin answering as soon as the talk is over and use the spare time to preview the next three questions in your test book.

3. Part 4 Strategies

A. Now that you know the directions for Part 4, you will not need to spend time listening to it when taking the test. Instead, use this time to read and understand the first three questions in the test book.

You may not have enough time to look at the four answer choices, but it does not matter. By just reading the questions (and sometimes visual images, if any), you will:

- get a general idea of the topic and context of the talk.
- identify the type of information you need to listen for.

B. As you listen to the conversation, ask yourself the following questions.

- Who is the speaker?
- What is the purpose of the talk?

C. Between each question, there is an eight-second pause, i.e. a total of twenty-four seconds per talk. If you read the questions before in advance, you should be able to answer them immediately, mark your responses on the answer sheet and start focusing your attention on the next three questions.

D. The talks are a little longer than the short conversations (Part 3) and you have to process a large number of facts in a short period of time. Therefore, a lot more concentration is required.

4. Part 4 Example

In-flight Meals

8:00 A.M. Breakfast

1:00 P.M. Lunch

4:00 P.M. Afternoon Tea

6:00 P.M. Dinner

1. Who most likely is the speaker?
(A) A London tour guide
(B) The captain of Flight 007
(C) An airline officer
(D) The captain of the ocean liner
2. What is the weather like in London now?
(A) Windy
(B) Cloudy
(C) Stormy
(D) Fine
3. What will probably be served after the announcement?
(A) Breakfast
(B) Lunch
(C) Afternoon tea
(D) Dinner

5. DICTATION

1. The shop a wide range of electrical appliances.
2. The has already been filled.
3. The hotels are listed in order of price.
4. The Central Bank decided to interest rates.
5. Please remain during takeoff.

6. HOMEWORK (Vocab)

1. These safety rules were created in response to last month's unfortunate occurrence.
2. Please note that parking spaces are reserved for authorized personnel.
3. If you would like to renew your membership, please visit the front desk.
4. Bennett Inc. recorded unprecedented revenues in the last quarter.
5. Our overseas branches remit a small proportion of their profits to the parent company.

(Vocabulary Review)

Part 7

1. Directions: In this part you will read a selection of texts, such as magazine and newspaper articles, e-mails, and instant messages. Each text or set of texts is followed by several questions. Select the best answer for each question.

2. Part 7 Format

- This part of the TOEIC® test consists of two kinds of reading passages.
- Single Passage: one reading passage, followed by 2 to 4 questions. There are usually 10 single reading passages with a total of 29 questions.
- Multiple Passage: a set of two to three related readings, always followed by 5 questions. There are 2 sets of double passages and 3 sets of triple passages with a total of 25 questions.
- There are four answer choices for each question.

3. Part 7 Question Types

The questions can be divided into five main groups:

A. Gist

A gist question is about the main topic or purpose of a passage. It is often the first question asked. Its purpose is to test your overall understanding of the passage.

Here are a few examples:

- What is the main purpose of the notice?
- Why did Ms. Greene send the e-mail?

B. Detail

Detail questions ask about specific information mentioned in the passage. They are the most common Part 7 questions.

- By what date should the bill be paid?
- What advantage of the product is mentioned?
- What is stated about the First Hotel?
- Where will the meeting be held?

C. NOT questions

They are detail questions in the negative form. They ask about elements which are not mentioned in the passage(s). For these questions you must read all the four answer choices carefully, which is time consuming!

- What information is NOT included on the website?
- What is NOT mentioned about Ms. Greene?

D. Inference

These questions ask about things that are not directly stated in the passage(s). In order to find the right answer, you need to make inferences, i.e. draw conclusions from the details provided. These questions usually ask about consequences, hypothetical results, possibilities, future actions or reactions. They can refer to people's emotions or feelings. They often contain the adverbs 'probably', 'likely' or the verbs 'imply', 'infer', 'suggest'.

- What is implied about the First Hotel?
- What is suggested about Ms. Greene?
- What can be inferred about Dr. Simpson?
- Why was the director surprised?

E. Vocabulary

These questions ask you to determine the meaning of a word or phrase in the context of a passage. Their goal is to measure the extent of your vocabulary.

- In the notice, the word "run" in paragraph 2, line 3, is closest in meaning to . . .

4. Part 7 Strategies

Part 7 is the longest part of the TOEIC® test. It's also the last part, so you may be getting tired. But stay focused! Try to allot one minute per question on average in order to finish this part completely within the time frame. This part requires not only a solid knowledge of grammar and vocabulary but also good time management skills.

1. First, read the short introductory sentence that precedes each passage.
2. Skim the passage (allow yourself 15 seconds to do this). Read the passage quickly to identify its main idea, context and organization. This will help you to answer any gist questions.
3. Next, read the questions about the passage. No need to read the answer choices at this time.
By going straight to the questions, you will be able to get a general idea of the passage(s) and identify the type of information required.
4. Then you need to scan the passage to look for specific details or key words. Your goal is not to read the entire passage. Focus on the information needed to answer the questions only.
5. Answer all the questions. If you are unsure of the answer, eliminate answer choices that are clearly wrong, and then guess. If you find yourself running out of time, mark your answer sheet with your "wild guess" letter. Do not leave any questions unanswered.

5. Part 7 Example

Questions 153 - 154 refer to the following advertisement.

Mervin's Plaice

45 Marine Parade
Eastbourne, England
Telephone: 01323-444-7209

Website: www.mervinsplaiceeastbourne.co.uk

Eastbourne's tastiest fish 'n' chips!

- Traditional English fish 'n' chips
- Wide range of pies
- Vegetarian food available
- Kids' menu
- Chilled soft drinks
- Eat-in or take-out

Opening hours: 10:00 AM – 11:00 PM Monday to Friday; 11:00 AM – 11:00 PM on weekends

153. What type of business is Mervin's Plaice?

- (A) A café
- (B) A delivery service
- (C) A restaurant
- (D) A disco

154. What information is NOT given in the advertisement?

- (A) The opening hours of the business
- (B) What kinds of food are available
- (C) Where the business is located
- (D) The prices of the dishes

1. Part 4 Question Types

Part 4 questions usually ask for information in the same order as it is presented in the talk. They can be divided into three basic categories. (These are essentially the same categories as in Part 3).

A. Gist

These questions require you to have an overall understanding of the talk. E.g. Who most likely is the speaker? Where does this talk probably take place? Who is the intended audience? What is the speaker mainly discussing? What is the purpose of the announcement?

B. Detail

These questions ask about specific points mentioned in the talk. E.g. What does the speaker say about the weather in London? What service does the company provide? What problem does the speaker mention? What are the listeners asked to do?

C. Inference

These questions ask about things that are not stated directly by the speaker. Although some Gist questions require you to make an inference (such as the one that asks about where the talk takes place), Gist questions focus on the larger picture. Inference questions deal with details about the speaker or the situation. E.g. What will probably be served after the announcement? Why is the speaker pleased? What will the speaker probably do next?

2. PRACTICE QUESTIONS

1. What type of business is SHS?
 - (A) A telephone-answering service
 - (B) A supermarket
 - (C) A home shopping retailer
 - (D) A shipping company
2. What award has the company won for the last ten years?
 - (A) The National Shipping Award
 - (B) The Australian Home Shopping Award
 - (C) The Home Shopping Retailer Award
 - (D) The National Home Shopping Award
3. Why would a caller hear the message?
 - (A) All lines are currently busy.
 - (B) The company is currently closed.
 - (C) The telephone number has changed.
 - (D) The business has moved to a new location.

3. DICTATION

1. Please print your name in capitals.
2. Always read the before signing any contract.
3. We must proceed
4. Mr. Chang a trading company in Hong Kong.
5. We are fully to Equal Opportunity policies.

4. HOMEWORK (Vocab)

1. The magazine relies heavily on advertising revenue.
2. We have received a number of complaints regarding noise from the construction site.
3. The unemployment rate is predicted to fall to 4 % by the end of the year.
4. The software is designed to prevent outsiders from accessing your network.
5. The company initiated a management training program for small businesses.

(Vocabulary Review)

Part 7

1. PRACTICE QUESTIONS

Questions 153 – 155 refer to the following form.

Holiday Lodge Customer Feedback Form

Thank you for staying at Holiday Lodge! Our customers are our priority, and we value your feedback immensely. Please complete this form so we can continue to improve our service. Please circle a number from 1 – 5.

	Poor				Excellent
Price	1	2	3	4	5
Room	1	2	3	4	5
Restaurant	1	2	3	4	5
Hotel Reception	1	2	3	4	5
Overall	1	2	3	4	5

Please answer yes or no to the following. Did our staff:

Treat you courteously? Yes ☒ No ☐

Provide any information you requested? Yes ☐ No ☒

Inform you of any extra charges? Yes ☒ No ☐

Offer you a membership card? Yes ☒ No ☐

Comments

My stay overall at Holiday Lodge was very pleasant, but I did have a poor experience in the restaurant. Firstly, I am a vegetarian and I asked your staff if there was a vegetarian appetizer available. They said there was, but when I went to dine, there was none available on the menu. Secondly, my main course was slightly cold and I had to ask the waitress to heat it up a little more. I would like to stay here again, so please address these issues. Thanks.

153. What was the customer least satisfied with?

- (A) The bathroom
- (B) The dining experience
- (C) The attitude of the staff
- (D) The price

154. What did the hotel staff NOT do?

- (A) Offer the customer a membership card
- (B) Inform the customer that a vegetarian appetizer was available
- (C) Heat the customer's main meal
- (D) Serve the customer dessert

155. What can be inferred about the customer?

- (A) The customer is a culinary specialist.
- (B) The customer is disappointed with the hotel staff's attitude.
- (C) The customer might not return if the restaurant doesn't improve.
- (D) The customer likes to complain.

Questions 156 – 159 refer to the following schedule.

Neighborhood Events in May

May 7: Festival of St Michael

Chapel, 7:00 PM till late

The local band will lead the procession from the chapel at 7 PM. Food will be served next to Mary's Bakery from 8:00 PM until 10:00 PM. The disco will begin in front of the chapel from 8:30 PM. - [1] -.

May 12: Children's Painting Exhibition

Mabolo Town Hall, 5:30 PM to 8:00 PM

- [2] -. The children have been busy in their art classes at school for the past month and have created some very colorful paintings! Please come and see for yourselves. Admission free.

May 20: Blue Coral Band

Banilad Town Centre, 9:30 PM to 11:00 PM

The rock group Blue Coral Band will play live at Banilad Town Centre. - [3] -. Their performances are always exciting and always attract a big crowd. Hamburgers and hotdogs will be on sale at the venue from 9:00 PM to 10:30 PM. Tickets are available from Jan's vegetable store.

May 29: Karaoke Competition

Rick's Bar, 7:00 PM till close

A free-to-enter karaoke competition will be held at Rick's Bar – cash prizes available! Adults and children welcome to attend and enter the competition, so please come and sing your favorite songs. - [4] -. Snacks will be available all night.

156. Where will there be a big crowd?

- (A) The chapel
- (B) Mabolo Town Hall
- (C) Banilad Town Centre
- (D) Rick's Bar

157. What time does the entertainment begin at Banilad Town Centre?

- (A) 9:00 PM
- (B) 9:30 PM
- (C) 10:00 PM
- (D) 10:30 PM

158. At which event will food NOT be available?

- (A) The festival
- (B) The painting exhibition
- (C) The rock concert
- (D) The karaoke competition

159. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?

“The local children’s artwork will be on display for everyone to see.”

- (A) [1]
- (B) [2]
- (C) [3]
- (D) [4]

1. Part 4 Context Types

The contexts for the talks are common situations in general or workplace settings.

1. Announcements: commonly heard in such public places as train stations, airports, stores, airplanes, libraries, museums.
2. Business talks: presentation, speeches, lectures, guided tours, etc.
3. Radio broadcasts: news, weather forecasts, road traffic reports, etc.
4. Advertisements promoting products or services commonly heard on the radio, television.
5. Telephone messages: recorded voice-mail messages, telephone menus, etc.
6. Introductions

2. PRACTICE QUESTIONS

Practice 1.

1. What is the main purpose of the talk?

(A) To discuss new car models
(B) To plan a retirement party
(C) To welcome a company executive
(D) To select a tour company
2. Where did Mr. McNab's career begin?

(A) In London
(B) In Tokyo
(C) In Edinburgh
(D) In the Far East
3. What will happen next month?

(A) Mr. McNab will go back to London.
(B) Mr. Jackson will be the replacement for Mr. McNab.
(C) Mr. McNab will replace Mr. Jackson.
(D) Mr. McNab will retire.

Practice 2.

4. What type of business has been reached?
 - (A) A florist
 - (B) A bakery
 - (C) A supermarket
 - (D) A convenience store

5. On which day does the business open late?
 - (A) On Monday
 - (B) On Friday
 - (C) On Saturday
 - (D) On Sunday

6. What will happen if the customer leaves a message?
 - (A) An employee will phone the customer back.
 - (B) A baker will prepare their order.
 - (C) An employee will email the customer.
 - (D) An employee will provide more information.

3. DICTATION

1. The first item on the was the new evaluation system.
2. How much did the company spend on the of the headquarters?
3. The flight was due to mechanical failure.
4. I called the to fix the sink.
5. The told me my car should be ready by five.

4. HOMEWORK (Vocab)

1. Recent pressure at work may account for his behavior.
2. Ms. Lee took the minutes of the meeting.
3. We conduct our business in accordance with local laws and regulations.
4. Our facilities are operating in compliance with environmental laws.
5. Your pension will be increased in line with inflation each year.

(Vocabulary Review)**Part 7****PRACTICE QUESTIONS**

Questions 186 – 190 refer to the following advertisement and email.

Foreign Imports International, Inc.**3 Summer Internships available for university undergraduates or fresh graduates.**

Foreign Imports International, Inc. is looking for 3 university undergraduates with a good school record or fresh graduates with a good degree for 2-month-long internships this summer. In addition to a good school record or degree, applicants should be studying or have studied accounting, business, economics or management. Some familiarity with the software package SPSS is essential as the successful applicants will be required to use it throughout the internship. Knowledge of East Asia or an East Asian language is also a plus.

Foreign Imports International, Inc. is an international company with offices in Australia, Singapore, South Korea, China and Japan, and over 1,000 employees. The headquarters is located in Melbourne and a large percentage of the business conducted involves importing goods into Australia from East Asian countries. However, the company is also now involved in exporting goods out of Australia. Foreign Imports International, Inc. has been trading for 12 years and is a competitive company.

Applicants for the internships should submit a resume and a brief outline of their reasons for applying in an email to Mr. Kevin Merchand at kevin.merchand@fil.org or in writing to: Mr. Kevin Merchand, Foreign Imports International, Inc., Floor 6, QZ Building, Business Park, Melbourne 3000.

To: kevin.merchand@fil.org
From: susangreene@homenet.com
Date: 12 Dec 2011
Subject: Application for Internship
Attachments: None

Dear Mr. Merchand,

My name is Susan Greene and I am a 2nd year student at Melbourne University reading for a BSc in Economics and Managements. I am very interested in your internship this summer because I have taken courses this year on trading in East Asia and think it is fascinating.

I am a good time-keeper and very motivated. I am also computer literate and keen to learn new skills. I note that you require knowledge of SPSS for statistical analysis and I can inform you that I completed two courses using SPSS last semester.

I believe I am a suitable candidate for your internship this summer and I would give it my very best if I was selected. If you wish to contact me, I can be reached at the email address above or by phone at 0483-872-8346. I have attached my resume to this email. I hope to hear from you soon.

Yours sincerely,
Susan Greene

186. What kind of applicants is Foreign Imports International, Inc. looking for?

- (A) Managers with 5 years or more experience
- (B) Economics postgrads
- (C) Statisticians
- (D) Undergraduates

187. What is NOT a requirement for applicants?

- (A) Knowledge of an East Asian language
- (B) Knowledge of SPSS
- (C) Studying a business-related degree
- (D) Being a current or recently graduated university student

188. Which answer best fits Ms. Greene's description of herself?

- (A) Confident and assertive
- (B) Organized and driven
- (C) Technologically minded
- (D) Nervous and inexperienced

189. In the advertisement, the word "plus" in paragraph 1, line 6, is closest in meaning to

- (A) requirement
- (B) reward
- (C) multiply
- (D) benefit

190. Why might Ms. Greene not be offered an interview?

- (A) She isn't a university graduate.
- (B) She has emailed the wrong person.
- (C) She has forgotten to attach her resume.
- (D) She hasn't sent Mr. Merchand a photograph of herself

- **Part 4: PRACTICE QUESTIONS**

Practice 1

1. What special event is being announced?
(A) A chess match
(B) A festival
(C) A presentation
(D) A meeting
2. What will the attendees learn about?
(A) Chess tactics and strategies
(B) Chess games
(C) George Mason's greatest game
(D) The chess community
3. What is the cost?
(A) It's free
(B) \$3
(C) \$2
(D) \$5

Practice 2

4. Who is the speaker?
(A) A sales clerk
(B) A product manager
(C) A sales manager
(D) A shipping company executive
5. Which of the following points is the speaker going to deal with?
(A) Production facilities
(B) The decrease in sales
(C) Foreign sales
(D) The number of products sold until now
6. What will happen last?
(A) The speaker will introduce some new products.
(B) Audience members will ask some questions.
(C) The speaker will introduce her assistant.
(D) Audience members will order some products.

3. DICTATION

1. Could you Mr. Greene's room, please?
2. We need to the proposal by the end of the week.
3. The laptop computer you ordered is currently
4. We need a answer by tomorrow.
5. Please make sure your seatbelt is fastened.

4. HOMEWORK (Vocab)

1. The firm recently secured a \$30 million contract with the government.
2. The accident serves as a reminder of the importance of seatbelt use.
3. His assessment of the situation was accurate.
4. The test is designed to assess the students' progress.
5. Research indicates that extensive reading is an effective way to learn a language.

(Vocabulary Review)

Speed Reading Training

(Your teacher will send you PDF files for this part of the lesson).

- **Part 4: PRACTICE QUESTIONS**

Practice 1.

1. Who is being addressed?
(A) Office managers
(B) Printing technicians
(C) New employees
(D) Ink suppliers
2. What is true about the printing card?
(A) It keeps a printing record.
(B) It permits only color printing.
(C) It has a printing allowance.
(D) It is available from an IT technician.
3. What will the group of people probably do next?
(A) Print some documents
(B) Get a snack and a drink
(C) Talk to an IT technician
(D) Go home

Practice 2.

4. When will the program be broadcast?
(A) Tomorrow afternoon
(B) Tomorrow morning
(C) This morning
(D) This afternoon
5. What is the purpose of the radio show Chatting about Cash?
(A) To give away free prizes
(B) To discuss international economics
(C) To give advice about spending money
(D) To inform listeners of the latest fashions
6. Who will provide advice on buying home decorations?
(A) John Evans
(B) Jill White
(C) Jason Hubb
(D) Fiona Spelling

3. DICTATION

1. It concerns me that employee is rising.
2. I'm here to for the conference.
3. Germany the 2006 World Cup.
4. I have to buying a car until next year.
5. Could you this booking form, please?

4. HOMEWORK (Vocab)

1. This offer is subject to change without advance notice.
2. Vegetarian meals are provided by prior arrangement.
3. The agenda will be available one week prior to the meeting.
4. Management is looking into the possibilities of wind-generated electricity.
5. Try not to use an ATM at night or on a deserted street.

(Vocabulary Review)**● Part 7 PRACTICE QUESTIONS**

Questions 186 – 190 refer to the following newspaper article and letter.

The Toronto Post

A Toronto-based restaurant has been selected as a finalist in this year's Best Restaurant in Canada Competition. La Belle Dame sans Merci, run by Toronto-born Jean-Pierre LeMoine, specializes in modern European cuisine and is particularly known for its excellent French dishes and extensive range of wine. La Belle Dame sans Merci is only 5 years old, and it is rare for such a young restaurant to reach the finals. But this fact highlights the excellent food and service Mr. LeMoine is providing.

Restaurant expert Elizabeth Murray believes La Belle Dame sans Merci has a real chance of winning this year's competition. "What Mr. LeMoine is doing at his restaurant is really quite exceptional," she comments on her weblog. "La Belle Dame sans Merci uses fresh and seasonal vegetables and offers some unusual wines and beers; but it is really the precision in cooking that makes the food something special – everything is cooked to perfection."

If Mr. LeMoine wins Canada's top restaurant award he is thinking of offering discounts for the month of November as a way of thanking the residents of Toronto for their continuous support. Two years ago, Toronto's A Mexican Bean was a finalist in the same competition and finished second.

Vancouver, Canada, July 16th

Dear Mr. LeMoine,

We are delighted to invite you to be a finalist in this year's Best Restaurant in Canada competition. Our judges were thoroughly impressed with La Belle Dame sans Merci when they visited last month and had no difficulty in selecting your restaurant as a finalist.

The judges will visit your restaurant again before the finalist's day on 28th August, 2011. Three other awards will also be given: Best Appetizers, Best Main Courses, and Best Wine List, for which we note Le Belle Dame sans Merci was shortlisted last year.

Please confirm in writing by July 30th whether you will be able to attend the ceremony. You may bring up to 4 guests with you and will be seated in the main hall. Unfortunately, children are not allowed at the venue.

I look forward to hearing from you, and congratulations once again!

Yours sincerely,
Tom Moore

186. What is highly commended about Mr. LeMoine's restaurant?

- (A) The French and Spanish food
- (B) The modern quality of the cuisine
- (C) The age of the restaurant
- (D) The superb French food and vast wine list

187. What is Ms. Murray's favorite aspect of *Le Belle Dame sans Merci*?

- (A) The wine list
- (B) The fresh vegetables
- (C) The quality of the cooking
- (D) Mr. LeMoine's personality

188. What will Mr. LeMoine do if he wins the award?

- (A) Show his gratitude to the Torontonians
- (B) Offer free meals to customers
- (C) Support the local residents more
- (D) Hold a thank you party at his restaurant

189. For which award did *Le Belle Dame sans Merci* compete last year?

- (A) Best Restaurant
- (B) Best Appetizer
- (C) Best Main Course
- (D) Best Wine List

190. Who could Mr. LeMoine take to the awards ceremony with him?

- (A) His 10 kitchen staff
- (B) His wife and 2 children
- (C) His head chef and head waitress
- (D) All his previous customers

- **Part 4: PRACTICE QUESTIONS**

Practice 1

1. In which area is Joan a specialist?
 - (A) Finance
 - (B) Computing
 - (C) Management
 - (D) Human Resources
2. How many years has the speaker worked with Joan?
 - (A) 4
 - (B) 6
 - (C) 8
 - (D) 10
3. How is Joan awarded for her promotion?
 - (A) With a holiday
 - (B) With a present
 - (C) With a photo frame
 - (D) With a computer

Practice 2

4. What is the purpose of the message?
 - (A) To schedule a meeting
 - (B) To leave a message
 - (C) To request a phone number
 - (D) To confirm an appointment
5. What time should Mary Hall arrive?
 - (A) At 8 P.M.
 - (B) At 1.30 P.M.
 - (C) At 1.15 P.M.
 - (D) At 2 P.M.
6. What is Mary Hall asked to do?
 - (A) Bring her previous record
 - (B) Return the call
 - (C) Register before the appointment
 - (D) Provide contact information

3. DICTATION

1. Ms. Robinson received for unfair dismissal.
2. We are sorry for the and thank you for your patience.
3. Southbound traffic on M1 Motorway is due to an accident.
4. Students on a part-time course are not for a loan.
5. The will be used to the course for next year.

4. HOMEWORK (Vocab)

1. Afro-Americans account for 12% of the US population.
2. The package was marked “Fragile – Handle with care.”
3. My computer is compatible with Windows Vista.
4. The harbor is exposed to wind and waves.
5. We will reimburse you for any expenses incurred.

(Vocabulary Review)**Part 7 Practice Test (1)**

Questions 196 – 200 refer to the following advertisement, letter and email.

We seek a junior solicitor at our London-based office.

Position requires proven ability to deal effectively within the field of commercial law.
At least three years' experience in a law firm preferred.

Send your résumé, salary requirements and a list of referees
to Jonathan Gill, HR Manager,
Rose, Guy & Archibald Solicitors,
45 Camomile Street,
London EC1 5RT

**Rose, Guy & Archibald Solicitors
45 Camomile Street
London
EC1 5RT**

28th September, 2011

Dear Mr. E. Longley,

Re: Reference Request for Mr. Terry Unwin

Our company recently interviewed Mr. Terry Unwin for the position of junior solicitor at our London-based office. We are very interested in offering Mr. Unwin the position, and it is company policy to request references for all prospective employees. Mr. Unwin listed you as one of his referees, and we would greatly appreciate a reference from you. In particular, it would be very helpful if you could address the following.

Mr. Unwin stated he worked at your firm for 3 years, first in the position of assistant clerk, and then as legal executive and finally as junior solicitor. He also said that he had some limited experience during this time of assisting senior solicitors at court. Could you kindly verify these statements and add any comments you have?

In addition, we would like to have your opinion of Mr. Unwin's aptitude for law and also his professionalism and commitment to the career. In particular, if you could comment on his time-keeping, written skills and ability to work with others, it would be most appreciated.

You can reply to me in writing at the above address or by email to jonathon.gill@roseguy.co.uk. I look forward to hearing from you.

Yours sincerely,

J Gill

Jonathon Gill
HR Manager, Rose, Guy & Archibald Solicitors

To: jonathon.gill@roseguy.co.uk
From: edward-longley@crowneandking.com
Date: 3 October 2011
Subject: Reference for Mr. Terry Unwin

Dear Mr. Gill,

Thank you for your letter dated 28th September, 2011 concerning a reference for Mr. Terry Unwin. First, I can confirm that Mr. Unwin worked at Crowne and King for 3 years, first as an assistant clerk, and later as a junior solicitor, although in between these two posts, he also worked in our archive department for a few months.

It took Mr. Unwin a little time to find his feet, but once settled he excelled as an assistant clerk. He worked very diligently in the archive department and updated part of our filing system.

When promoted to junior solicitor, Mr. Unwin's exemplary record continued and he became a valuable member of our legal team, working well with others. He displayed an acute skill for legal practice, and showed a particular interest in commercial law. At all times he was professional and punctual. Mr. Unwin did not write many reports for me personally, so I do not feel I can comment on his written work. However, I do not think he would be inadequate in this area.

If you have any further questions, do not hesitate to contact me again.

Yours sincerely,
Ed Longley

196. Who is Mr. E. Longley?

- (A) A work colleague of Jonathon Gill
- (B) A friend of Terry Unwin
- (C) Terry Unwin's former boss
- (D) A co-worker of Terry Unwin

197. Which role did Mr. Unwin undertake for the least time at Crowne and King?

- (A) Assisting in court
- (B) Junior solicitor
- (C) Working in the archives
- (D) Assistant clerk

198. In the email, the word “updated” in paragraph 2, line 2, is closest in meaning to

- (A) rescheduled
- (B) refreshed
- (C) improved
- (D) modernized

199. Why does Mr. Longley not commend Mr. Unwin’s written skills?

- (A) His written skills are poor
- (B) His written work was private
- (C) Mr. Longley did not see enough of his reports
- (D) He never wrote any reports

200. What will Jonathon Gill probably do now?

- (A) Ask Mr. Longley many more questions
- (B) Offer Mr. Unwin a job
- (C) Enroll Mr. Unwin on a writing course
- (D) Not contact Mr. Unwin further

• Part 4: PRACTICE QUESTIONS**Practice 1**

1. What is the purpose of the announcement?
(A) To introduce a speaker
(B) To report changes to the schedule
(C) To welcome Professor Newt
(D) To summarize the conference objectives
2. When will Professor Newt speak?
(A) At 11 A.M.
(B) At 11 P.M.
(C) At 3 A.M.
(D) At 3 P.M.
3. What does the speaker suggest listeners do?
(A) Go to conference hall B
(B) Meet Professor Newt later today
(C) Check a noticeboard for information
(D) Talk to Dr. Bryant

Practice 2

4. Who is the advertisement most likely for?
(A) Automobile Repair companies
(B) Vehicle drivers
(C) Machine operators
(D) Businessmen
5. What does the speaker say about the company's team?
(A) It is larger than other teams
(B) It has more experience than other teams
(C) It is cheaper than other teams
(D) The team is trained by specialists
6. How are listeners invited to respond to the advertisement?
(A) By emailing the company
(B) By telephoning someone
(C) By visiting a store
(D) By completing a questionnaire

3. DICTATION

1. The company is an experienced accountant.
2. I'm afraid the problems you mention are in the system.
3. If persist, seek medical advice.
4. There are views about what caused the accident.
5. The exhibition paintings by important local artists.

4. HOMEWORK (Vocab)

1. A design flaw caused the engine to explode.
2. The sales assistants are trained to deal with customer complaints in a friendly manner.
3. His performance exceeded our expectations.
4. The printer is jammed again.
5. The business moved to premises in Orchard Road.

(Vocabulary Review)**Part 7 Practice Test (2)**

Questions 186-190 refer to the following article, excerpt from a guide, and e-mail.

Drumlee, July 20 ---- Director Jonnie Seron talked to reporters about his latest project at a press conference held yesterday. Following his films on Antarctica (*The Frozen World*) and the South Pacific nation of Yap (*The Forgotten Island*), Seron has continued his Exploration of unique living environments with a documentary entitled *The Blooming Desert*. This time he turned his camera on Dubai, the mega-rich city that has appeared like a mirage in the Arabian Desert. Seron examines the impact of the city on traditional Arab culture and considers its long-term prospects. Narration is provided by Janice Devon who recently won a Golden Ellipse award for her role in *Good Afternoon Derek*. *The Blooming Desert* will premiere this autumn at the Drumlee Film Festival.

Drumlee International Film Festival Program***The Blooming Desert*****Film Details:**

113 minutes (In French and Arabic, with English subtitles)
Executive producer: Rudolph Timber
Director: Jonnie Seron
Photography: Jelena Johnson

Screening Dates:

Thursday November 14, 3:00 P.M., 7:00 P.M.
Saturday November 16, 1:00 P.M.
Sunday November 17, 9:00 P.M.

See page 33 of this program for a full list of cast and crew. An interview with Janice Devon is featured on page 48.

E-mail Message	
From:	Jonnie Seron <seronjon@goodfilms.com>
To:	Janica Howard <janicahoward@ciff.org>
Date:	October 21
Subject:	Festival Program
<p>Hi Janica,</p> <p>Thanks for e-mailing me the description of The Blooming Desert that will be used in the festival program. It's mostly fine, but there is a change that needs to be made before the guide is printed at the end of the week. Due to some last-minute rewrites, we had to completely re-record the narration with a different actor. Credit for the narration should therefore go to Romeo Kerr, whose voice will be featured in the official release.</p> <p>I also need to extend an apology. While I will be at the festival for the first screening of the film, I have a flight scheduled later the same day, so unfortunately I won't be able to attend the second screening.</p> <p>Thanks again. I'm really looking forward to the festival.</p> <p>Best regards, Jonnie Seron</p>	

186. What is implied about Mr. Seron?


- (A) He is a resident of Dubai.
- (B) He has won an award for his work.
- (C) He has organized a film festival.
- (D) He is interested in unusual environments.

187. According to the e-mail, what is true about the festival program?

- (A) It has not been printed yet.
- (B) It will be sold online.
- (C) It was written by a professional journalist.
- (D) It has been translated into several languages.

188. In the e-mail, the word "credit" in paragraph 1, line 5, is closest in meaning to

- (A) obligation
- (B) support
- (C) recognition
- (D) payment



189. Whose contribution was most likely removed from the final version of the film?

- (A) Jonnie Seron
- (B) Jelena Johnson
- (C) Janice Devon
- (D) Romeo Kerr

190. What time is the screening that Mr. Seron will attend?

- (A) 1:00 P.M.
- (B) 3:00 P.M.
- (C) 7:00 P.M.
- (D) 9:00 P.M.

- **Part 4: PRACTICE QUESTIONS**

Practice 1

1. What is the speaker calling about?
(A) A statistical problem
(B) A journal article
(C) Gambling
(D) An invoice
2. What is the deadline that the speaker mentions?
(A) March 5
(B) March 3
(C) March 24
(D) March 25
3. What does the speaker need to know?
(A) A telephone number
(B) The form of payment
(C) Dr. Andrews' location
(D) The status of some work

Practice 2

4. What is the approximate temperature for the weekend?
(A) About 60 degrees
(B) About 64 degrees
(C) About 68 degrees
(D) About 70 degrees
5. What will the weather be like next week?
(A) Changeable conditions
(B) Stormy
(C) Sunny but windy
(D) Wet and colder
6. What does the forecaster suggest that people do this weekend?
(A) Wear sunblock
(B) Go outside
(C) Stay inside
(D) Check the forecast

3. DICTATION

1. All staff were asked to fill in a about their jobs.
2. Passengers on this flight, please immediately to Gate 39.
3. Our included stops at several famous cathedrals.
4. Our products are to be as beautiful as they are
5. Our products are popular with the most customers.

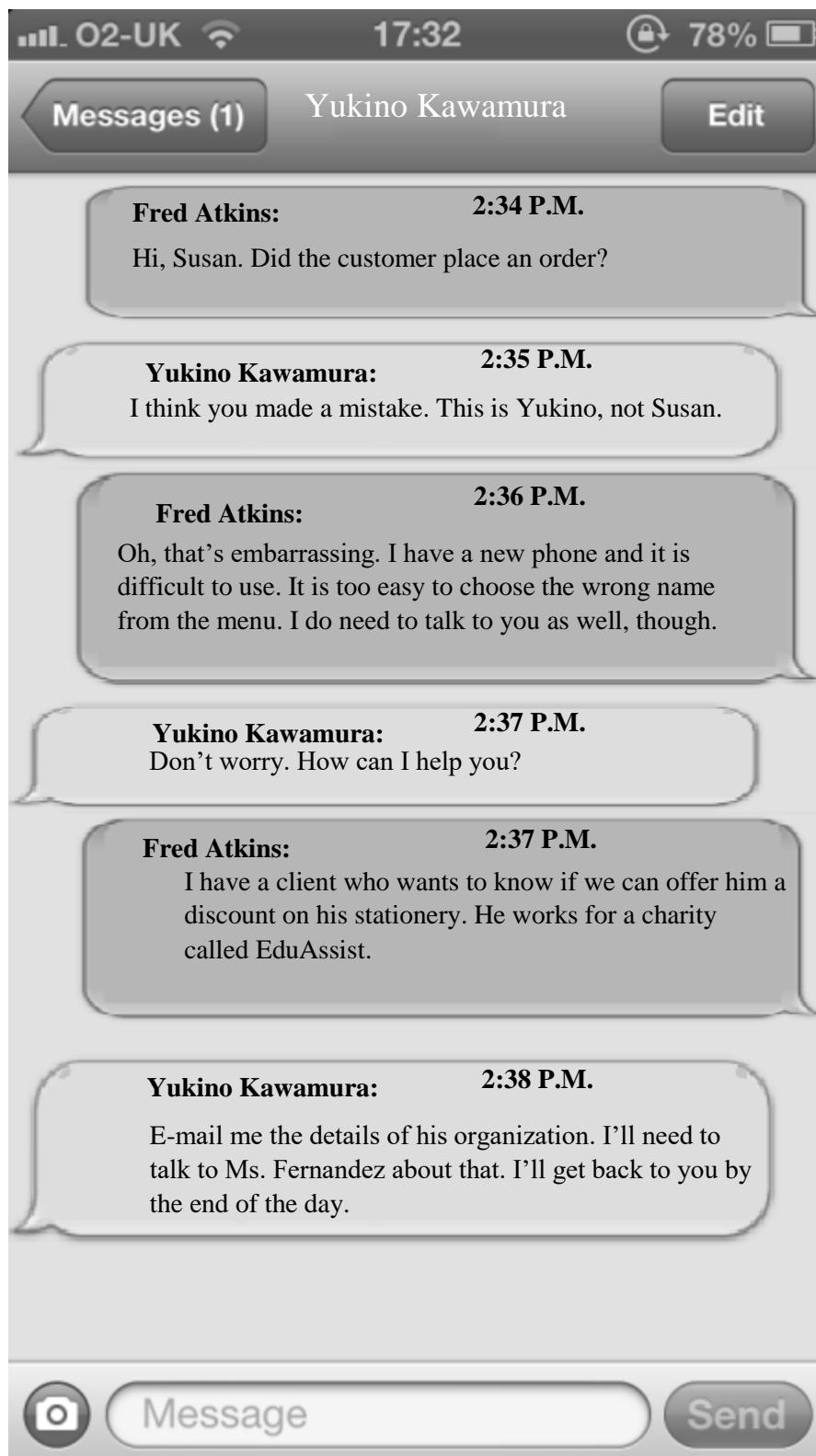
4. HOMEWORK (Vocab)

1. Thank you for your recent inquiry regarding our filing services.
2. The cut in interest rates is effective from Monday.
3. The premises were previously used for the storage of bank records.
4. Your phone can be plugged into the cigarette lighter socket in your car.
5. The article gives us a real insight into the causes of the present economic crisis.

(Vocabulary Review)

Part 7 Practice Test (3)

Questions 149-150 refer to the following text-message chain.



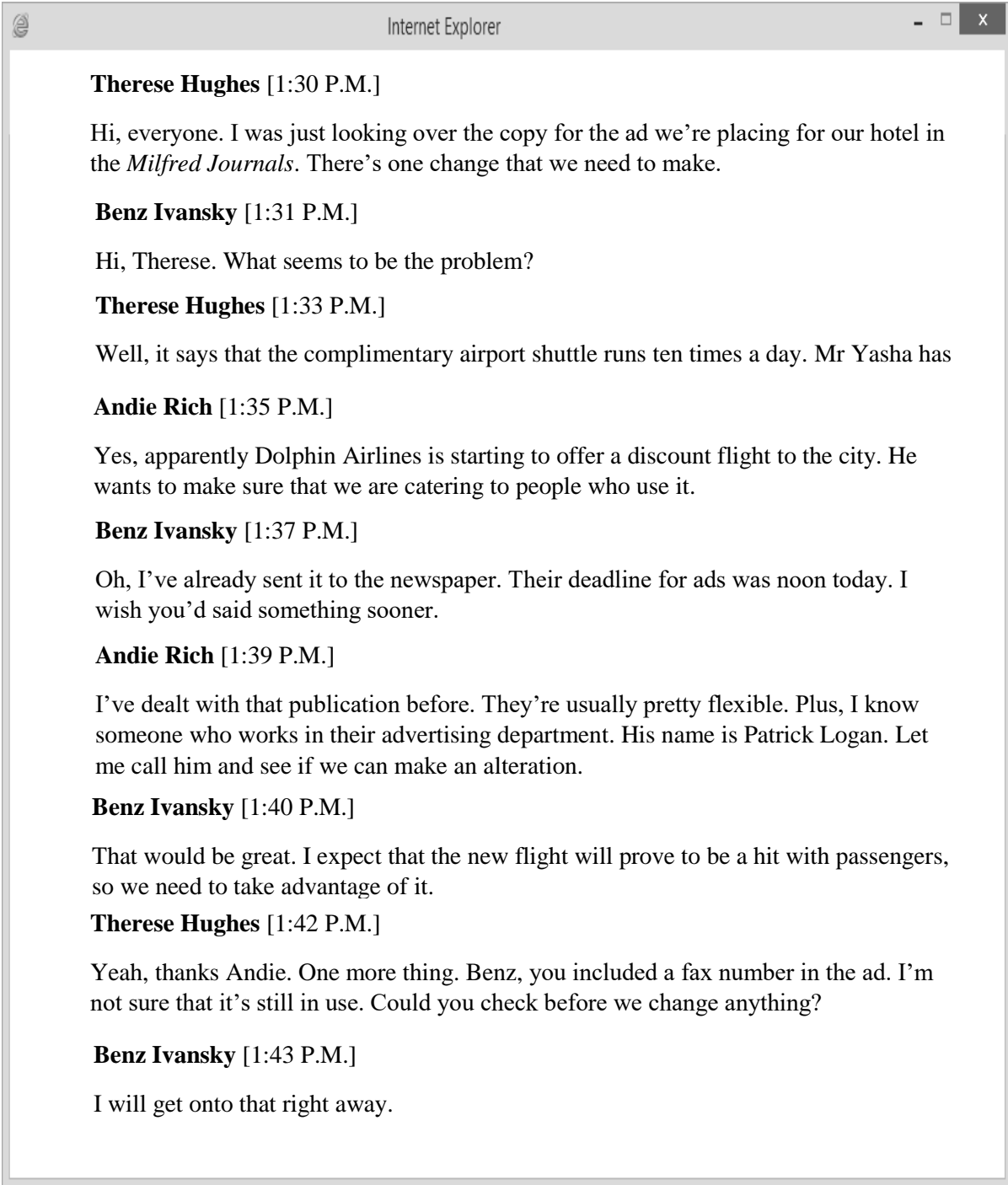
149. At 2:36 P.M. what does Mr. Atkins mean when he writes, “that’s embarrassing”?

- (A) He forgot a colleague’s name.
- (B) He selected an incorrect recipient.
- (C) He was unable to sell any products.
- (D) He sent a representative to the wrong location.

150. What will Mr. Atkins most likely do next?

- (A) Speak with Ms. Fernandez
- (B) Review a customer contract
- (C) Send some information about EduAssist
- (D) Accept an order for some stationery

Questions 161-164 refer to the following online chat discussion.



The screenshot shows an Internet Explorer browser window with a single chat message thread. The messages are from three participants: Therese Hughes, Benz Ivansky, and Andie Rich. The chat discusses an advertisement for a hotel, specifically mentioning a complimentary airport shuttle and a discount flight. The messages are timestamped from 1:30 P.M. to 1:43 P.M.

Therese Hughes [1:30 P.M.]

Hi, everyone. I was just looking over the copy for the ad we're placing for our hotel in the *Milfred Journals*. There's one change that we need to make.

Benz Ivansky [1:31 P.M.]

Hi, Therese. What seems to be the problem?

Therese Hughes [1:33 P.M.]

Well, it says that the complimentary airport shuttle runs ten times a day. Mr Yasha has

Andie Rich [1:35 P.M.]

Yes, apparently Dolphin Airlines is starting to offer a discount flight to the city. He wants to make sure that we are catering to people who use it.

Benz Ivansky [1:37 P.M.]

Oh, I've already sent it to the newspaper. Their deadline for ads was noon today. I wish you'd said something sooner.

Andie Rich [1:39 P.M.]

I've dealt with that publication before. They're usually pretty flexible. Plus, I know someone who works in their advertising department. His name is Patrick Logan. Let me call him and see if we can make an alteration.

Benz Ivansky [1:40 P.M.]

That would be great. I expect that the new flight will prove to be a hit with passengers, so we need to take advantage of it.

Therese Hughes [1:42 P.M.]

Yeah, thanks Andie. One more thing. Benz, you included a fax number in the ad. I'm not sure that it's still in use. Could you check before we change anything?

Benz Ivansky [1:43 P.M.]

I will get onto that right away.

161. What will the chat participants' hotel do?

- (A) Replace some of its vehicles
- (B) Establish a new catering service
- (C) Advertise its room more regularly
- (D) Increase the frequency of transportation

162. Who most likely is Mr. Logan?

- (A) A staff member for a newspaper
- (B) An employee at an advertising agency
- (C) A representative of an airline
- (D) A worker at local hotel

163. What does Mr. Ivansky imply about Dolphin Airlines' new service?

- (A) It will attract businesses to the area.
- (B) Its flight times will be added to the advertisement.
- (C) It could be beneficial for his company.
- (D) It is already the most popular flight to the city.

164. At 1:43 P.M., what does Mr. Ivansky mean when he writes, "I will get onto that right away?"

- (A) He will contact Mr. Yasha about the problem.
- (B) He will make a reservation for some of the guests.
- (C) He will board a plane immediately.
- (D) He will determine whether some information is necessary.

• Part 4: PRACTICE QUESTIONS**Practice 1**

1. Which is a good summary of the weather forecast for today?
(A) Very high temperatures
(B) Lots of rain
(C) Sunny and windy
(D) Warm and cloudy
2. How long will the rain last?
(A) All day
(B) Until tomorrow morning
(C) Until this evening
(D) All week
3. What will the weather be like for the rest of the week?
(A) Fine
(B) Stormy
(C) Cold
(D) Bad

Practice 2

4. What does the speaker say about the bus to York?
(A) All tickets have been sold.
(B) It has been delayed.
(C) Passengers should board the bus.
(D) It has departed.
5. When will the next bus to York depart?
(A) 4.00 P.M.
(B) 7.00 P.M.
(C) 11.00 A.M.
(D) 12.00 A.M.
6. Where should listeners go if they want to buy refreshments?
(A) To the bus parking area
(B) To the station store
(C) Outside the main entrance
(D) To counter A1

Practice 3

7. Who is the speaker?
 - (A) A wine specialist
 - (B) A speaker at the Wine Trade Show
 - (C) A reporter
 - (D) An event organizer
8. According to the speaker, what makes this a special event for Mr. Opal?
 - (A) He is selling his wine there.
 - (B) It is his first competition.
 - (C) He has won a trophy.
 - (D) His company is a sponsor.
9. What will listeners hear about next?
 - (A) The competition winner
 - (B) The organization of the event
 - (C) Competition rules and regulations
 - (D) The history of Californian wine

4. DICTATION

1. We'd like you to give us a on the project.
2. Police are trying to a young woman seen near the accident.
3. Can you give me a of everything you discussed in the meeting?
4. He recently paid off his
5. In your employee pack you'll find a café card.

5. HOMEWORK (Vocab)

1. Meters do occasionally malfunction, making an accurate reading impossible.
2. Shareholders will receive an interim dividend.
3. Our company has a commitment to quality and customer service.
4. Each machine is built to the highest specifications.
5. We shall be grateful if you will kindly acknowledge receipt of this letter.

(Vocabulary Review)**Part 7**

Questions 149 – 150 refer to the following text-message chain.












149. In which department does Mr. Cooper probably work?

- (A) Maintenance
- (B) Sales
- (C) Marketing
- (D) Accounting

150. At 9:22 A.M., what does Mr. Cooper mean when he writes, “Ally just said that she’s already taken care of it”?

- (A) A company has hired a new cleaning service.
- (B) An employee has met with some customers.
- (C) A staff member has ordered replacement furniture.
- (D) A coworker has dealt with a problem in the lobby.

Questions 168-171 refer to the following online chat discussion.

 Andrew Ford (3:04 P.M.)	Hi. I'm at the head office right now. I forgot that we have a delivery of components for shoe display units arriving at around 8:00 P.M. I need someone to open the loading bay doors for the driver. No one in my department can do it. Could either of you stay later than usual tonight?
 Greg Anderson (3:05 P.M.)	I'm sorry Andrew. I'm afraid I can't do that. I am about to leave for the day. There are some errands that I need to run before my vacation.
 Andrew Ford (3:06 P.M.)	Oh, that's right. When is your flight?
 Greg Anderson (3:07 P.M.)	Not until Monday, but I need to change some money and pay my electricity bill. I'd hate to get disconnected while I'm away.
 Andrew Ford (3:08 P.M.)	Of course. Have a great trip. Katie, how about you?
 Katie Shoemaker (3:09 P.M.)	Well, I was going to the gym after work. I guess I could go tomorrow morning instead. Will it take long to unload?
 Andrew Ford (3:09 P.M.)	It shouldn't. There are only a few boxes of parts. We need them for the Veston order.
 Katie Shoemaker (3:10 P.M.)	Okay. I can do that. I'll need the key for the loading bay though.
 Greg Anderson (3:11 P.M.)	You can have mine. I'll bring it down to your office on my way out.

SEND

168. At 3:06 P.M., what does Mr. Ford mean when he writes, “Oh, that’s right”?

- (A) He believes a calculation is correct.
- (B) He has already been told some information.
- (C) He has confirmed an arrival time.
- (D) He thinks nothing is missing from a shipment.

169. What is implied about Ms. Shoemaker?

- (A) She works in the same department as Mr. Ford.
- (B) She usually finishes work before 8:00 P.M.
- (C) She has recently joined a fitness center.
- (D) She is planning to take a vacation.

170. What is most likely true about Davis?

- (A) It is a shipping firm.
- (B) It has more than one branch.
- (C) It has a footwear retailer.
- (D) It is located downtown.

171. What will Mr. Anderson do next?

- (A) Pay a utility bill
- (B) Exchange some money
- (C) Go to a colleague's office
- (D) Sign for a delivery

- **Part 4: PRACTICE QUESTIONS**

Practice 1

1. What is the main purpose of this report?
 - (A) To discuss road construction works
 - (B) To warn of traffic problems
 - (C) To announce subway timetable changes
 - (D) To inform listeners of international news
2. How long will highway 14 be closed?
 - (A) All day
 - (B) For 11 hours
 - (C) For 3 hours
 - (D) For 30 minutes
3. Who most likely is the speaker?
 - (A) A policeman
 - (B) An accident worker
 - (C) A radio announcer
 - (D) A commuter

Practice 2

1. What is the main purpose of the talk?
 - (A) To introduce Longstar Corporation
 - (B) To discuss the electronics market
 - (C) To present some new products
 - (D) To discuss marketing strategies
2. What will Mr. Green do after the break?
 - (A) Survey marketing strategies
 - (B) Demonstrate some software products
 - (C) Discuss internet shopping
 - (D) Return to his office

3. What will the audience hear about next?

- (A) Software marketing strategies
- (B) Mr. Green's background
- (C) The electronics market
- (D) Internet shopping

3. DICTATION

1. This sale includes our laptops.
2. Attendance is expected to last year's record.
3. Our real estate agents can your search for the ideal house or apartment.
4. The game was postponed due to weather.
5. I think a more approach is needed to solve this problem.

4. HOMEWORK (Vocab)

1. These figures are surprisingly high and they'll have to be verified.
2. The cups and saucers cost \$5 and \$3 respectively.
3. Failure to comply with the regulations will result in prosecution.
4. The hospital was held liable for negligence.
5. The company has consolidated its hold on the European market.