

TACTICS FOR TOEIC

Unit 3

Listening Test Part 3 – Conversations

Tactics for TOEIC – Conversations

Listening Test
Part 3

Conversations

Unit 3

FOCUS: Skimming to predict the context before listening.

The questions and answer choices in this part of the test can help you predict what you are going to hear. Using the time available to skim them before listening will help you to identify the key parts of the conversations.

Test Tip

Predicting the context of the conversation can make the listening easier.

Use the key information in the answer choices to make a rough guess about what you are going to hear.

1 Language building: Paraphrasing

Match the statements 1-4 with those with a similar meaning a-d.

- | | |
|--------------------------------------|----------------------------------|
| 1. You can run it with an AC adapter | a. The adapter is missing. |
| 2. Look to see if they have the item | b. Buy the part |
| 3. The part wasn't included | c. Check the parts stock. |
| 4. Purchase an adapter | d. You can plug it into a socket |
| 5. | e. Provide a replacement |
| 6. | f. The label is incorrect |
| 7. | g. It's an expensive model. |

Listening 1.9



Follow up: Now listen to three more statements. 5-7, and match them with the remaining three phrases with a similar meaning in e-g.

Tactics for TOEIC – Conversations

2 Test Tactic: Pick out key words to predict the context.

A. Skim the key words and answer choices and underline keywords (10-15 seconds per item). Compare with a partner and discuss what the conversation may be about. Try to predict who and where the speakers are.

1. What does the woman want to do?

- (A) Buy batteries for her CD player
- (B) Purchase an adapter
- (C) Have a missing part replaced
- (D) Check the part is in stock.

2. What does the man tell her?

- (A) It doesn't run on batteries.
- (B) The label is incorrect.
- (C) The adapter isn't included.
- (D) She should buy another model.

3. What does the man offer to do?

- (A) Order the item.
- (B) Check the box label.
- (C) Give her a new model.
- (D) Include the adapter.

| | | | | |
|---|-----|-----|-----|-----|
| 1 | (A) | (B) | (C) | (D) |
| 2 | (A) | (B) | (C) | (D) |
| 3 | (A) | (B) | (C) | (D) |



Listening 1.10

B. Focus on the answer choices as you listen. Mark the best answer. Guess if you aren't sure, and then move on to the next question.

Tactics for TOEIC – Conversations

Tactics Checklist

- ✓ Use the time before the listening to predict the context.
- ✓ Think of other ways to say the answer choices.
- ✓ Answer quickly.

3 Tactic Practice *Listening 1.11*

Now listen to two more conversations. Before each conversation begins, use the time to predict the context with your partner, and think of other ways to say the answer choices.

1. What are the speakers discussing?

- (A) The weather in Taylorville
- (B) A meeting with clients.
- (C) The fee for some repairs.
- (D) A visit to a branch office.

2. What is the problem?

- (A) The head office air conditioner is broken.
- (B) Bill cannot do the job.
- (C) Karl is busy all next week.
- (D) The Taylorville office is closed.

3. What does the man suggest?

- (A) Going to the head office on Tuesday.
- (B) Changing the air-conditioning unit.
- (C) Asking someone else to do the job.
- (D) Delaying the trip to Taylorville.

4. How does the man feel about their new training program?

- (A) It is not as good as the old one.
- (B) It is an improvement on their previous one.
- (C) It does not have any practical value.
- (D) It is full of useful ideas.

Tactics for TOEIC – Conversations

5. What did the woman ask the man about?
- (A) How many trainees attended.
 - (B) A package she needs.
 - (C) The trainees practical skills.
 - (D) Comments from the participants.

| | | | | | | | | | |
|---|-----|-----|-----|-----|---|-----|-----|-----|-----|
| 1 | (A) | (B) | (C) | (D) | 4 | (A) | (B) | (C) | (D) |
| 2 | (A) | (B) | (C) | (D) | 5 | (A) | (B) | (C) | (D) |
| 3 | (A) | (B) | (C) | (D) | 6 | (A) | (B) | (C) | (D) |

6. What did some trainees criticize?
- (A) There were too many ideas.
 - (B) There were no opportunity for feedback.
 - (C) The training was too theoretical.
 - (D) It was hard to say anything in the session.



Listening 1.12

Understanding Natural English

In natural spoken English, sounds are sometimes changed, combined and dropped, listen to these three sentences spoken naturally and write in the missing words.

..... visit the Taylorville branch?

..... send these packages.

B Mini Test Listening 1.13

Now practice what you have learnt at the actual test speed with questions 1-12.



Use any time available to skim the questions and answer choices before the first listening starts. When you finish answering the questions about one conversation, immediately start previewing the questions for the next conversation.

Tactics for TOEIC – Conversations

1. What the man want the woman to do?
 - (A) Visit some customers.
 - (B) Send some packages.
 - (C) Attend a meeting.
 - (D) Give him some names.
2. What is the man's problem?
 - (A) He cannot find the post office.
 - (B) He has to buy a present.
 - (C) He does not know the woman's address.
 - (D) He is late for a meeting.
3. What does the woman request?
 - (A) A list of addresses
 - (B) The time of a delivery
 - (C) The location of a meeting
 - (D) A map of the city
4. What does the woman want?
 - (A) To share a ride
 - (B) To go shopping
 - (C) To borrow Eric's car
 - (D) To look at new cars
5. What is the woman's problem?
 - (A) She has missed the bus.
 - (B) Her car is broken.
 - (C) She is late for work.
 - (D) She does not know the area well.
6. What will the man do?
 - (A) Visit the woman's company
 - (B) Show the woman to the bus stop
 - (C) Repair the woman's car
 - (D) Drive the woman to the central office

Tactics for TOEIC – Conversations

7. What does the man suggest the woman should do?

- (A) Visit the theater
- (B) Move her vehicle
- (C) Lock her car
- (D) Enter the building

8. What does the woman ask?

- (A) Directions to the city park
- (B) Assistance reading a sign
- (C) Information about a theater
- (D) The location of available parking

9. Why was the sign not visible?

- (A) It was around a corner
- (B) It had fallen over
- (C) It was hidden by a tree
- (D) It was behind a van

10. What is the problem with the man's watch?

- (A) It needs a new battery
- (B) The glass is broken
- (C) It does keep time correctly
- (D) It is expensive to repair

11. What will cause a delay?

- (A) There is a problem with the battery.
- (B) A strap must be ordered.
- (C) New watches have not yet arrived.
- (D) The watch must be sent out of town.

12. When will the watch finally be ready?

- (A) On Monday
- (B) On Tuesday
- (C) On Wednesday
- (D) On Thursday

| | | | | | | | | | |
|---|-----|-----|-----|-----|----|-----|-----|-----|-----|
| 1 | (A) | (B) | (C) | (D) | 7 | (A) | (B) | (C) | (D) |
| 2 | (A) | (B) | (C) | (D) | 8 | (A) | (B) | (C) | (D) |
| 3 | (A) | (B) | (C) | (D) | 9 | (A) | (B) | (C) | (D) |
| 4 | (A) | (B) | (C) | (D) | 10 | (A) | (B) | (C) | (D) |
| 5 | (A) | (B) | (C) | (D) | 11 | (A) | (B) | (C) | (D) |
| 6 | (A) | (B) | (C) | (D) | 12 | (A) | (B) | (C) | (D) |

Tactics for TOEIC – Conversations

C Learn by doing: Requests

A. Complete the two conversations using the words in the box.

I'll do it

Sure

Would you mind

Anytime

Do you think I could

Sure, no problem

Would that be alright

A: mailing these packages for me?

B: When do they have to arrive?

A: They need to be delivered by Tuesday at the latest.

B: OK, this afternoon.

C: Borrow your camera? Mine is broken.

D: When do you want it?

C: How about Saturday afternoon?? .

B: OK, this afternoon.

D: Yeah, of course.

Follow up: Practice the conversations.

Tactics for TOEIC – Conversations

B. Make similar conversations with your partner using situations 1-4 below. First, look at the useful expressions in the box and read the *Culture Code*.

Most common request phrases

Would you mind (helping me with these files)?

Are you by any chance (driving down to the central office)?

I wonder if you would mind (moving your car)?

Response Phrases

Of Course.

Certainly.

Sorry, (I'm using it on the weekend).

I'm afraid I can't (right now).

Sorry, I'm really busy. Maybe (Bob) could give you a hand.

1. Ask your partner to help you make some copies (you need them for a meeting in our hour).
2. Ask to borrow your partners calculator (yours is at home).
3. Ask your partner for some help moving some boxes (the courier is going to pick them up in 15 minutes).
4. Ask your partner for a ride home (your car is in the shop).

Culture note

If you don't know the person well, start your request with:

Excuse me ... or

I'm sorry to bother you, but ...

Tactics for TOEIC – Conversations

Follow up: With your partner write down one of the conversations you had. Then write three Part 3 type questions (no answer choices) for your conversation. Join up with another pair. Read out the conversation as naturally as possible, and ask them the questions you wrote.

D Further study.

Think of an actual request you made recently, or imagine one you might make, and write the conversation in English. Write three questions (you need to make answer choices) to test your classmates on the next lesson.

Tactics for TOEIC – Conversations

Quiz 3

1. Complete the sentences with the following words.



Clues

1. a note attached to something explaining it's contents.
2. to connect an electrical item to a socket.
3. to buy something
4. a person who is paid to take letters and packages.
5. something that is better than it was before.
6. one of several offices and shops
7. the amount of goods available
8. something you use instead of something else
9. to feel thankful to someone
10. a person who takes part in an event
11. has a real and clear use.

Tactics for TOEIC – Conversations

Quiz 3

1. Complete the sentences with the following words.

adapter

assistance

block

company

criticized

feedback

included

requesting

socket

theoretical

1. The cost of post and packing isn't in the price.
2. If your computer isn't working, check the Sometimes people forget to switch it on.
3. Please don't the entrance to the hospital.
4. I didn't get the job, but they didn't tell me why. I'm going to ask for some
5. I'd like some When I go to Singapore. I don't want to travel alone.
6. Don't forget to take your international to Japan. You'll need it for your laptop.
7. She asked for some in moving the boxes.
8. A lot of people have plans for a new supermarket in the area. They don't think it's needed.
9. The part of the exam requires good knowledge of the highway code.
10. She received a wedding invitation her to attend.

Next:

Tactics for TOEIC

**Listening Test
Part 4**

Talks

Unit 4