

# **TACTICS FOR TOEIC**

## **Unit 4**

### **Listening Test Part 3 – Talks**

# Tactics for TOEIC – Talks

Listening Test  
Part 4

Talks

Unit 4

**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. Use the time available to skim through them before listening to help you to identify the key parts of the talk.

## Test Tip

The TOEIC test often uses different words in the answer choices and the recording.

Before you listen try to imagine other ways the answer choice might be said.

## 1 Language building: Paraphrasing

Match each of the underlined words and phrases in the announcements below with the word or phrase with the closest meaning from the list a-e. The first one has been done for you.

May I have your attention

I'm sorry to announce that the ferry service to the Fairport Islands will be interrupted (1) ..... Due to engine problems. Ticket holders may get a refund (2) ..... immediately (3) ..... . The shuttle bus back to the train station should be here in about 20 minutes and in the meantime, we will be serving complimentary (4) ..... beverages (5) .....

- a. without delay
- b. money returned
- c. drinks
- d. ~~stopped~~
- e. free

# Tactics for TOEIC – Talks

## Test Tip

### Note key words

Picking out the key words from the answer choices will help you predict what you will hear, and focuses you on what you have to listen for.

## 2 Test Tactic: Pick key words and predict the context.

**A.** Skim the questions and answer choices 1-3 and underline the key words (10-15 seconds per item). Then compare with a partner and discuss which of the situations A-C you think the talk will be about.

1. Where is the announcement being made?

- (A) At a train station
- (B) At an airport
- (C) At a bus station
- (D) At a coffee shop

2. What is the problem?

- (A) A ticket counter has closed.
- (B) Some construction work has been canceled.
- (C) A bus service has been interrupted.
- (D) Passengers have been refused a refund.

3. What may people wishing to go to Darby do?

- (A) Go directly to Darby bus
- (B) Cross the Evanston bridge
- (C) Take the 3:55 bus
- (D) Take a bus to another station and then train

**A.** A TV news report about a road construction

**B.** A tourist information report on new travel routes

**C.** An announcement about a change in transportation services

# Tactics for TOEIC – Talks

## Test Tip

The TOEIC test often uses different words in the answer choices and the recording.

Before you listen try to imagine other ways the answer choice might be said.

## Tactics Checklist

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



### Listening 1.14

B. Focus on the answer choices in A 1-3 as you listen. Mark the best answer. Guess if you aren't sure, and move on to the next question.

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

## 3 Tactic Practice Listening 1.15

Listen to two more talks. Before each talk begins, with a partner, take one minute to predict the context and think of other ways to say the answer choices.

1. What is the main purpose of this assignment?  
(A) To discuss the history of Arabella  
(B) To outline ways to get to Arabella  
(C) To make Arabella sound attractive to visitors  
(D) To describe Arabella's local music.
2. What was Arabella originally?  
(A) A cultural center  
(B) A center for sailing events  
(C) A resort island  
(D) A trading center

# Tactics for TOEIC – Talks

## Test Tip

**Answer the questions as soon as you hear the answer**

Do not wait for the voice to tell you.

Answer quickly, then use the 35-40 seconds between conversations to skim to the next questions.

## 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.

We ..... for the inconvenience.

Check the documents ..... typos.

3. When is the Caribbean Carnival festival held?

- (A) In mid-October
- (B) During the winter holidays
- (C) During the March break
- (D) At the end of April

4. Why was the meeting called?

- (A) To announce a schedule change
- (B) To move the deadline
- (C) To discuss the image files
- (D) To answer any questions



## Understanding natural English

### Listening 1.16

5. When does the project have to be finished?

- (A) By tomorrow
- (B) By Thursday
- (C) In five days
- (D) In a week

6. What are Beth and Howard asked to do?

- (A) Finalize the image files
- (B) Check for typos
- (C) Ask questions
- (D) Write the address labels

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)

# Tactics for TOEIC – Talks

## **B** Mini Test *Listening 1.17*

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 talk, immediately start previewing the questions for the next talk.

1. Where is the announcement taking place?
  - (A) In a college classroom
  - (B) At a company board meeting
  - (C) At a computer conference
  - (D) In a department store
2. What is the main purpose of the announcement?
  - (A) To summarize sales volume
  - (B) To suggest areas for research
  - (C) To advertise a product
  - (D) To outline a business plan
3. What is suggested about the EL401 standard desktop computer?
  - (A) It has become less popular.
  - (B) It has risen in price.
  - (C) It is popular with college students.
  - (D) It is exceptionally reliable.

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4. According to the announcement, why should discarded items be put in bags?
  - (A) To keep city streets clean
  - (B) To reduce waste collection costs
  - (C) To make materials safe to handle
  - (D) To avoid attracting hungry animals

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5. On what day are leaves and grass collected?

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

6. By what time should bags be placed outside?

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

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7. Who most likely is making this announcement?

- (A) An automobile salesperson
- (B) A police officer
- (C) A weather reporter
- (D) An insurance company representative

8. According to the announcement, what should drivers do in poor weather conditions?

- (A) Adjust their driving to road conditions
- (B) Listen to the weather report
- (C) Plan the shortest possible route
- (D) Pull into the side of the road

9. When are listeners invited to contact an Auto and Marine agent?

- (A) When roads are blocked
- (B) When safety tips are unclear
- (C) When a vehicle needs maintenance
- (D) When a mobile telephone is not working

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10. What is the purpose of this announcement?

- (A) To announce some important computer improvements
- (B) To apologize for some incorrect information
- (C) To explain the cause of a computer system failure
- (D) To describe how to send company e-mails

# Tactics for TOEIC – Talks

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11. What has caused the problem?

- (A) The installation of computer games
- (B) The opening of an infected file
- (C) The failure to install company software
- (D) The sharing of computer passwords

12. What are computer users reminded to do?

- (A) Keep a record of all passwords
- (B) Open attachments only from familiar senders
- (C) Install a better security system
- (D) Purchase new computers

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 – Part 4



## Learn by doing: Announcements

A. Match the beginnings of the sentences 1-4 with the appropriate endings a-d to complete the announcement.

- |  |   |
|--|---|
| 1. Excuse me everyone, .....                       | a. .... because Mr. Phillips is off with the flu today.       |
| 2. I'm afraid that today's class is canceled ..... | b. .... please speak to Mr. Phillips in his office on Monday. |
| 3. The class will be rescheduled .....             | Thank you.  |
| 4. If you are unable to attend on that day .....   | c. .... could I have your attention, please.                  |
|  | d. .... for next Wednesday at 2:00.                           |

B. Now practice reading this announcement to your partner.

*Follow up:* With a partner, take turns to make announcements using notes below.

### **Change to meeting room**

The room for the sales meeting has been changed

The new meeting space is room 401.

The meeting start time is 3:15.

### **Collecting gift money**

We are collecting money for Shelley's wedding gift.

Give money to Sam or Helen by Friday.

Also, we would like gift suggestions.

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## Farewell Party

After work there will be a farewell party for Tom.

It will be held at the Nightshift Café.

If you need directions, please get a map for Jim.

### Culture note

When giving news to groups of customers it is common to start with:

*May I have your attention, please.*

If the news is unpleasant, say:

*I am sorry to tell you ... or I am afraid I have to announce that ... .*

If you are requesting something, say *please*.

Thank the customers at the end.

*Thank you for your attention.*

# Tactics for TOEIC – Talks

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## **D** Further study.

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Think of an announcement you have made or an event that would require a similar announcement. Prepare to make this announcement in the next lesson.

# Tactics for TOEIC – Talks

## Quiz 4

### 1. Choose the correct word.

5. I'm sorry to ..... your conversation, but the director would like to see you.
- (A) apologize
  - (B) interrupt
  - (C) assist
6. The company is trying to ..... Its profits this year.
- (A) boost
  - (B) include
  - (C) refund
7. The new manager has made a ..... effort to be friendly.
- (A) tremendous
  - (B) complimentary
  - (C) secluded

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1. The ..... is Friday. Applications will not be considered after this date.  
(A) getaway  
(B) disposal  
(C) deadline
2. Unfortunately, there has been a(n) ..... in profits over the last few months.  
(A) inconvenience  
(B) reduction  
(C) refund
3. The plane will be delayed by three hours. Thank you for your ..... .  
(A) inconvenience  
(B) patience  
(C) notice
4. The train has been ..... due to an earlier problem on the track.  
(A) interrupted  
(B) canceled  
(C) refused

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## Quiz 4

### 1. Read the definitions and write true or false.

1. **Inconvenience** means having an easy time.
2. If you get a **refund** you get your money back.
3. A **getaway** is a type of airplane.
4. **To apologize** means to be angry at someone.
5. **To assist** means to help.
6. If a beach is **secluded** it is very crowded.
7. If something is **complimentary** it's expensive.
8. If your house is **isolated** you don't live near other people.
9. Your **neighborhood** is where you live.
10. A **company representative** works for the government.
11. **Road conditions** are the state of the road.
12. If you **target** a group of people, you avoid them.
13. **Pleasantly** means horribly.

**Next:**

# **Tactics for TOEIC**

**Reading Test  
Part 5**

**Incomplete Sentences**

**Unit 4**