

OXFORD preparation course for the TOEIC® test

Student's Chapter 1

Tapescripts

PART 1, Task B

- 6 (A) The interviews were held in the small conference room.
(B) The training room has a capacity of 50 people.
- 7 (A) The expiration for the job notice was yesterday.
(B) The job notice was posted on the board.
- 8 (A) Your phone messages are at the reception desk.
(B) He called while you were out to lunch.
- 9 (A) Please wear your identification badge around your neck.
(B) They were concentrating so hard that they didn't hear the phone ringing at all.
- 10 (A) You should finish making the copies by 10:00 a.m.
(B) Your desk is behind the water fountain, next to the copier.

PART 1, Review

- 11 (A) They're shaking hands.
(B) They're leaving the office.
(C) They're holding a bucket of ice.
(D) They're touching the desk.
- 12 (A) She's bending over the box.
(B) She's putting away the documents.
(C) She's filing her nails.
(D) She's opening the closet.
- 13 (A) He's writing on the board.
(B) He's riding on the train.
(C) He's sitting at the table.
(D) He's pointing to the chart.
- 14 (A) The receptionist is at the counter.
(B) The electrician is on a ladder.
(C) The conductor is on the bus.
(D) The technician is in the lab.

PART 2, Review

- 16 Do you have a cup of coffee every morning?
(A) No, thank you.
(B) It's tomorrow, not today.
(C) Yes, sometimes I have two.
- 17 What is your new secretary like?
(A) He's very efficient.
(B) I put it on the table.
(C) They can't keep a secret.
- 18 How's the temperature in your office?
(A) She's a temporary employee.
(B) It was cold this morning, but now it's OK.
(C) The officer was temperamental.
- 19 You've been late every morning this week.
(A) I've been very weak lately.
(B) My alarm clock is broken.
(C) I'll go next week.
- 20 What kind of applicant are you looking for?
(A) One who is creative.
(B) I applied the paper to the wall.
(C) We looked everywhere.
- 21 What made his speech so good?
(A) It's made of wood.
(B) This peach is really good.
(C) It was interesting and it was short.
- 22 How often do you file your paperwork?
(A) We're out of paper.
(B) Twice a week at the end of the day.
(C) The paper is on the file cabinet.
- 23 What do you think of the latest survey?
(A) We took the test later.
(B) I don't think I'll be late.
(C) I didn't have time to read it.
- 24 How often do you meet?
(A) I don't eat meat.
(B) Once a week at least.
(C) At six o'clock.
- 25 What are the characteristics of a good employee?
(A) Dependable and loyal
(B) Lazy and dishonest
(C) Tired and bored

PART 3, Review

Questions 10 through 12 refer to the following conversation.

- Man I get too many emails. Every day it takes me a hour to read them, and most of them are junk. I get ten junk emails for every good email. I get spam advertisements for things I don't want, even for things I can't use.
- Woman Don't open your junk mail. Your email program should sort out spam from legitimate email. Mine puts all spam mail in a separate folder. I look at it once a week to make sure good emails don't get put in by mistake.
- Man That's a good idea. It's frustrating to sort through the mailbox and delete the spam.
- Woman So don't get upset. Let technology do the work for you.

Questions 13 through 15 refer to the following conversation.

- Man I can't find any of the faxes that I sent yesterday. I need to resend them.
- Woman Where do you usually put sent faxes?
- Man I always put them in a folder marked "Sent Faxes."
- Woman And they aren't there now?
- Man No, I checked. I also checked the waste basket and the folders near the Sent Faxes folder. I don't know where else to look.
- Woman Stay calm. Don't panic. You can always reprint them.
- Man I can't. They were handwritten.

PART 4, Task B

Questions 7 and 8 refer to the following announcement.

We have a lot of material to cover today, but before handing you over to Mark Johnson, I want to talk about the new sick-leave policy. If you are absent because of illness, you must call your supervisor. Your supervisor must be notified before the start of business. Your supervisor will report your absence to the human resource manager. Each employee must also keep track of the number of days missed and provide documentation from his or her private physician. If you have any questions, call me or my assistant, Giovanni.

Questions 9 and 10 refer to the following announcement.

Good morning. Everyone should have received an agenda for today's meeting. You should also have received the revenue numbers for the quarter. We're going to start the meeting with reports from the regional managers. Each manager is responsible for reporting on the region's performance. Please be sure to include the following information: sales figures to date, reasons for increases and or decreases, and your action plans for the next two quarters. I'll start by turning the meeting over to Satoshi Tanaka, who will update us on the Japanese market. Satoshi will be followed by Natalya Kourtchev, Adriana Parodi, and finally Mary O'Brien. Mary will be presenting for the four regions in the United States.

PART 4, Review

Questions 11 through 13 refer to the following announcement.

In an effort to prepare for the move this Friday, we are asking for the assistance of all employees. Starting on Tuesday afternoon, we will be packing all non-essential materials. Boxes can be found in the storage area on the fifth floor. Suzanne Green is in charge of coordinating the move. You should let her know how many boxes you have. Please make sure that they are properly labeled. All non-essential boxes should be left with Mark Chow on the storage dock by Wednesday at noon.

Questions 14 through 16 refer to the following announcement.

This Friday, from 10:00 a.m. to 1:00 p.m., we will be conducting our induction training for new employees. Diana Sanchez will be directing the program. She's divided the employees into teams and she will have the team lists on Friday. Before Friday, each of you should read through the packet of materials that were placed in your mailboxes today. The first session will last for three hours and will then be followed up with two sessions on the subsequent Fridays.