SKILL PRACTICE 3 – LISTENING (PART 2) & READING (PART 6)

I. LISTENING - PART 2: QUESTION - RESPONSE

Overview

There are a total of 30 items in Part 2 of the TOEIC test. For each item, you will hear a question or statement followed by three possible responses. You must choose the most appropriate response to the question or statement. You will not read the questions or statements or the responses; you will only hear them. They are not written anywhere on the page, so you must listen carefully.

The questions and statements are things you would hear in **normal business** or **everyday situations**, such as:

- Requests for information (Wh- and yes-no questions)
- Requests for help (polite requests)
- Statements of opinion
- Statements about problems

The questions and statements deal with **topics** such as:

- Personal information
- Office procedures
- Weather
- Everyday objects
- Schedules
- Plans
- Preferences, needs, and wants

Strategy Review

Remember, in the test...

- Listen carefully and pay particular attention to the beginning of each question. The first word or phrase is especially important. The beginning can help you identify the type of question (Wh-, yes/no, choice, etc.). Remember that sometimes you will hear a statement rather than a question.
- Think about the kind of response that might be appropriate. Decide what kind of response you need to listen for.

Questions beginning with ...	May ask about ...
What?	an activity (a meeting)
When?	a date/time, etc. (four o'clock)
Where?	a place (the airport)
Who?	a person / occupation (Mr. Smith / a dentist)

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Why?	a reason (because I was sick)
Which?	an alternative (the red one)
How?	a method (by car)
How long?	duration (three days)
How often?	frequency (once a month)

- Listen carefully to all three answer choices. As you listen, eliminate any responses you are sure are incorrect. To help you eliminate incorrect responses:
  - try to remember details from the question or statement
  - check that the response matches the question type
  - do not be misled by distractors or responses that answer a different question.
- If you are not sure about the answer, don't waste time. Decide quickly! There is only a short pause of a few seconds between each question.

A. Information Questions

How – Why

- Questions with "**How**" ask about **methods** of doing something or directions to go somewhere.
- You must listen to the **adjective** or **adverb** following **how** since each one has a different meaning.
- The question word "**Why**" asks about the **reason** for an event, a condition, a problem, or a change of something. Responses to this question type will use **because**, **because of**, **for + noun**, or a **to-infinitive phrase** to provide a **reason** or **cause**.
- You must pay attention to the question **Why don't you/we/I + verb?** as it does not ask about a reason but is an invitation or a suggestion. You need to listen carefully to the main verb in the question.

Commonly used expressions			
		Question	Answer
How + auxiliary/ modal verb + subject + main verb...?	**Way to go somewhere**	**Q: How** do I get to City Hall?	**A:** Take the subway. A: You can walk there.
	Condition	**Q: How** is your project going?	**A:** It's going well. **A:** I've almost completed it.
	Quantity	**Q: How many chairs** do you need?	**A:** Five will be enough.
	Price	**Q: How much** did the trip cost?	**A:** Approximately 1,000 dollars.

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How + adjective/ adverb	**Frequency**	**Q: How often** do you go to concerts?	**A:** Twice a year.
	Duration	**Q: How long** will it take to get to the airport?	**A:** It will take about an hour.
Why +be+ subject...?	**Reason**	**Q: Why** were you late for the presentation?	**A: Because** traffic was bad. A: Sorry. I overslept.
	Purpose	**Q:** Why is the road closed?	**A: For** road construction. **A: To** fix the traffic lights.
Why don't you/ we + verb...?	**Suggestion**	**Q: Why don't you** look for an apartment?	**A:** I already found one. **A:** That's a good idea.
		Q: Why don't we review the report on Thursday?	**A:** Okay. I'm free that day. A: How about Friday?

Exercise 1: [HOW – WHY] Listen and choose the best response to each question. [🔊01]

1. Mark your answer on your answer sheet. (A) (B) (C)
2. Mark your answer on your answer sheet. (A) (B) (C)
3. Mark your answer on your answer sheet. (A) (B) (C)
4. Mark your answer on your answer sheet. (A) (B) (C)
5. Mark your answer on your answer sheet. (A) (B) (C)
6. Mark your answer on your answer sheet. (A) (B) (C)
7. Mark your answer on your answer sheet. (A) (B) (C)
8. Mark your answer on your answer sheet. (A) (B) (C)
9. Mark your answer on your answer sheet. (A) (B) (C)
10. Mark your answer on your answer sheet. (A) (B) (C)

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B. Yes/No Questions (Auxiliary/Modal Verbs)

• For questions starting with an auxiliary verb like **Do**, **Does** or **Did**, you have to listen to the tense of the auxiliary verb and also the main verb so as to be able to choose the correct response.

• Questions starting with **Have** or **Has** mostly ask about experience or completion.

• Questions starting with **May**/**Can**/**Could I**/**we** are used to ask for **permission**, while those beginning with **Should I**/**we** ask for **advice**.

Commonly used expressions		
	Question	Answer
Questions with Do/Does/Did	**Q: Do you** know where we keep paper boxes?	**A:** They are usually in the storage room. **A:** You can ask Jill.
	Q: Does this train go to the downtown area?	**A:** I think so. **A:** No, this one only goes to the countryside.
Questions with Have/Has	**Q: Have you** finished writing up the quarterly report?	**A:** I am still working on it. **A:** I will be able to finish it by noon.
Questions with May/Can/Should	**Q: May/Can I** leave the office a little early today?	**A:** Yes, of course. A: I am afraid you can't. **A:** Yes, please.
	Q: Should I leave the window open?	**A:** Could you please close it?

Exercise 2: [YES-NO QUESTIONS] Listen and choose the best response to each question. [🔊02]

1. Mark your answer on your answer sheet. (A) (B) (C)
2. Mark your answer on your answer sheet. (A) (B) (C)
3. Mark your answer on your answer sheet. (A) (B) (C)
4. Mark your answer on your answer sheet. (A) (B) (C)
5. Mark your answer on your answer sheet. (A) (B) (C)
6. Mark your answer on your answer sheet. (A) (B) (C)
7. Mark your answer on your answer sheet. (A) (B) (C)
8. Mark your answer on your answer sheet. (A) (B) (C)
9. Mark your answer on your answer sheet. (A) (B) (C)
10. Mark your answer on your answer sheet. (A) (B) (C)

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Exercise 3: [REVIEW TEST]

Directions: Listen to these questions and statements. After each question or statement, you will hear three responses. Select the most appropriate response: (A), (B), or (C). Then mark your answer. You will hear each question or statement, and the responses, only once. [🔊03]

1. Mark your answer on your answer sheet.	(A)	(B)	(C)
2. Mark your answer on your answer sheet.	(A)	(B)	(C)
3. Mark your answer on your answer sheet.	(A)	(B)	(C)
4. Mark your answer on your answer sheet.	(A)	(B)	(C)
5. Mark your answer on your answer sheet.	(A)	(B)	(C)
6. Mark your answer on your answer sheet.	(A)	(B)	(C)
7. Mark your answer on your answer sheet.	(A)	(B)	(C)
8. Mark your answer on your answer sheet.	(A)	(B)	(C)
9. Mark your answer on your answer sheet.	(A)	(B)	(C)
10. Mark your answer on your answer sheet.	(A)	(B)	(C)
11. Mark your answer on your answer sheet.	(A)	(B)	(C)
12. Mark your answer on your answer sheet.	(A)	(B)	(C)
13. Mark your answer on your answer sheet.	(A)	(B)	(C)
14. Mark your answer on your answer sheet.	(A)	(B)	(C)
15. Mark your answer on your answer sheet.	(A)	(B)	(C)
16. Mark your answer on your answer sheet.	(A)	(B)	(C)
17. Mark your answer on your answer sheet.	(A)	(B)	(C)
18. Mark your answer on your answer sheet.	(A)	(B)	(C)
19. Mark your answer on your answer sheet.	(A)	(B)	(C)
20. Mark your answer on your answer sheet.	(A)	(B)	(C)
21. Mark your answer on your answer sheet.	(A)	(B)	(C)
22. Mark your answer on your answer sheet.	(A)	(B)	(C)
23. Mark your answer on your answer sheet.	(A)	(B)	(C)
24. Mark your answer on your answer sheet.	(A)	(B)	(C)
25. Mark your answer on your answer sheet.	(A)	(B)	(C)

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II. READING - PART 6: TEXT COMPLETION

Overview

Part 6 of the Reading Test consists of four reading passages. Four sentences in each passage are incomplete. For each of these incomplete sentences, you will choose among four answer options. There is a total of 16 questions in this part of the test.

The reading passages include a variety of types like those you might see in common business or everyday contexts. They may be of the following types:

- E-mails
- Memos
- Notices
- Advertisements
- Letters
- Instructions
- Articles

The incomplete sentences in Part 6 are similar to the incomplete sentences in Part 5. The difference is that they are presented within the context of a passage, or text. To complete some of the items, you may have to look at the surrounding sentences in order to choose the correct answer option.

Strategy Review

Remember, in the test...

- Begin by previewing the passage. Don't stop when you see a blank. Keep reading. You should read quickly to get a general idea of the content.
- Carefully read each sentence with a blank. Decide if the focus is grammar or vocabulary. Then look more closely and ask yourself what exactly is being tested.
- Look at the words before and after the blank and try to identify the part of speech, and the meaning, of each missing word or phrase.
- Eliminate any answers that you are sure are wrong.
- Do not forget that sometimes you may need to look at other sentences elsewhere in the text to help you identify the correct answer.
- If you are not sure about the answer, don't waste time. Decide quickly and move on to the next item.

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Practice Exercise:

Directions: Read the texts that follow. A word, phrase, or sentence is missing in parts of each text. Four answer choices for each question are given below the text. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 1 – 4 refer to the following email.

To: samsmith@digitallT.com
From: sharronb@email.com
Date: September 24
Subject: Business Contract

Dear Mr. Smith,

I am Sharron Biggs, CEO and founder of BiggsGraphics. I recently came across your advertisement **(1)** _____ the partnership of a graphic design company for a number of your projects. BiggsGraphics has **(2)** _____ experience working with various small businesses and companies in designing advertising campaigns, logos, and websites. **(3)** _____ Our website www.biggs-graphics.com also has some information about our company.

I'm interested in working with your company on your projects and hope we can build a beneficial partnership. I look forward **(4)** _____ your reply.

Sincerely, Sharron Biggs
CEO, BiggsGraphics

1.
(A) seek
(B) to seek
(C) seeking
(D) are seeking

2.
(A) extensive
(B) restricted
(C) generous
(D) limitless

3.
(A) I would really appreciate the opportunity to work with you.
(B) I heard that Digital T is a great company.
(C) In fact, our designs are often copied by other companies.
(D) I have attached a number of our past designs to illustrate what we specialize in.

4.
(A) at
(B) to
(C) with
(D) from

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Questions 5 – 8 refer to the following announcement.

Thank you for shopping at Larson's China. Our products are known for their modern and unique patterns and color combinations, as well as **(5)** _____ and strength. **(6)** _____ Please note, however, that repeated drops and rough handling will **(7)** _____ eventual breakage. We suggest you store them carefully and that you don't use harsh chemicals, steel sponges, or **(8)** _____ scrubbing when cleaning them. Please visit our website at www.larsonchina.com for information about handling and care or call us at 555-1234 if you have any questions or concerns.

5.
(A) durable
(B) durability
(C) durableness
(D) durable

6.
(A) Larson's utensils and silverware go great with the dinnerware.
(B) Our most popular line, the Spring Flower China is sold out at most locations.
(C) Visit our store to check out our other beautiful products.
(D) They are dishwasher- and microwave-safe and we're confident that you'll be using them for years to come.

7.
(A) result in
(B) occur to
(C) ending at
(D) stop with

8.
(A) ambitious
(B) combative
(C) aggressive
(D) complacent

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Questions 9 – 12 refer to the following notice.

Entry Position: Gold & Slide Accounting Firm

We are looking for enthusiastic candidates with an educational background in finance or **(9)** _____. All candidates should have some computer experience. Job experience is not **(10)** _____ but preferred. Candidates with a bilingual language ability **(11)** _____ favored. Positions include jobs in accounting, statistics, and general office assistant. If you are interested, please visit our website at www.G&Saccounting firm.com/employment for more information.

You can send your cover letters and resumes to Karen Hill at khill@G&S.com. We will begin interviewing candidates on Monday, November 5. **(12)** _____

9.
(A) account
(B) accountant
(C) accounting
(D) accounted

10.
(A) basic
(B) decisive
(C) additional
(D) necessary

11.
(A) is being
(B) will be
(C) has been
(D) were being

12.
(A) We sincerely thank you for your interest.
(B) The positions begin the following month.
(C) Please call us for more information.
(D) We apologize for any inconvenience.

LIVEWORKSHEETS

Questions 13 – 16 refer to the following notice.

To: Kitchen staff, office employees

From: Manager, Larry Park

Date: March 23

Subject: Renovations

To all kitchen staff and Harmon employees,

From Sunday, March 23 to Thursday, March 27, the employee cafeteria kitchens will undergo renovations as new appliances and equipment **(13)** _____ in to replace the old ones. **(14)** _____ Instead, the convenience shops will carry more sandwiches, prepared lunch boxes, and snacks for the employees during this time.

The renovations will increase the number of sinks, ovens, and stove tops so that a larger volume of meals can be provided **(15)** _____the lunch and dinner rushes. We apologize for the inconvenience, but we hope that the changes will **(16)** _____the services in the cafeteria.

13.
(A) are bringing
(B) have brought
(C) bring
(D) are brought

14.
(A) This will take a lot of work.
(B) As a result, the convenience shops will be closed.
(C) Because of this, hot meals will not be available for the patrons.
(D) There will be noise and chaos as a result.

15.
(A) before
(B) after
(C) during
(D) within

16.
(A) develop
(B) improve
(C) rectify
(D) recover

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