High School. Colegio Patriarca San Jose.
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Subject: Listening and Speaking

Self-Study Guide.

BOOK. DEVELOPING TOEIC SKILLS.

UNIT 2. JOB SKILLS.

LISTEN TO THE FOLLOWING WORDS.

a. accountant	i. mediate
b. attentive	j. motivate
c. double-check	k. tailor
d. competitive	l. translate
e. salesman	m. activate
f. fashion designer	n. welder
g. electrician	o. cooperate
h. lawyer	p. strategy

Vocabulary: Job Skills

Picture Dictionary Track 10

Listen and write the correct word under each picture.

LIVEWORKSHEETS









1. _____ 2. _____ 3. _____ 4. _____









5. _____ 6. _____ 7. _____ 8. _____









9. _____ 10. _____ 11. _____ 12. _____









13. _____ 14. _____ 15. _____ 16. _____

LIVEWORKSHEETS

Words in Context Track 11

Read the definition and sample sentence for each word. Then think of your own sentence.

ambition *n.*	a desire to be successful *Top students usually have a lot of ambition.*
articulate *adj.*	able to speak or write very clearly *Politicians and teachers must be articulate speakers.*
authorize *v.*	to give permission or approval *The boss authorized me to buy lunch for the special clients.*
consistent *adj.*	always performing in the same way *Your work should be consistent and good.*
delegate *v.*	to give a job or responsibility to someone *The boss delegated the job of photocopying to me.*
demonstrate *v.*	to show or make something clear *Yoon and Yuki demonstrated the features of the new database.*
feedback *n.*	helpful criticism given to help someone improve something *Karl wants to hear our feedback on his suggestions.*
flexibility *n.*	the willingness to change or try different things *Our employees must have the flexibility to work at different times.*
independence *n.*	the ability to work without being watched and told what to do *Karen has the independence to work without supervision.*
multi-task *v.*	to perform several duties at the same time *I have to multi-task a lot in my job: make calls, write emails, and greet clients.*
passion *n.*	a strong feeling of enthusiasm and excitement *Leo has always had a passion for languages.*
previous experience *n.*	skill and knowledge from the past that can help you do well at a job *To get this job, you need some previous experience in sales.*
promote *v.*	to move someone to a higher position or better job *Jasper was just promoted to head technician.*
recommendation *n.*	a suggestion about what to do, or whom to hire for a job *I need two recommendations to apply for this job.*
troubleshoot *v.*	to find problems and then fix them *Brian will help you troubleshoot the problems with your desktop computer.*

Listening Strategy: Analyzing Pictures

LIVEWORKSHEETS

In Part 1 of the TOEIC®, you will answer questions based on a photograph. Some photographs feature people, and some photographs do not. There are different strategies to use for each type.

1. Photographs without People

Some photographs do not have any people in them. Instead, they have objects. The descriptions might focus on the location or condition of the objects. Listen carefully for correct prepositions and adjectives.

- **Prepositions of place** such as *in, on, under, beside, next to, above, between, near, far,* etc. describe the relationship between two objects.
- **Adjectives** such as *neat, messy, dirty, clean, organized, disorganized, new, old, broken,* etc. describe the condition of something.

Note The spoken descriptions may use the correct preposition or adjective with an incorrect object. Listen for the answer choice that accurately uses the items and a correct preposition.



Ex (A) The printer is next to the laptop computer. ✗
(There is no printer in the photograph.)
(B) The hard drive is on the computer. ✗
(*On* is not the correct preposition.)
(C) The laptop computer is near the receptionist. ✗
(There are no people in the photograph.)
(D) The hard drive is beside the computer. ✔
(*Beside* is the correct preposition and both items are in the photograph.)

2. Photographs with People

The descriptions for photographs with people may focus on the actions and appearance of the people. Listen carefully for correct verbs and details.

- **Actions**: Listen for simple verbs (*sit, stand, look at, sleep, walk, ride, work, talk, speak,* etc.). Correct answers accurately describe what is happening in the photograph. Choices that require an inference are usually incorrect.
- **Appearance**: Focus on simple identifiers such as *man/woman, boy/girl, worker, long/short hair, tall/short, with a mustache,* etc. Correct answers rarely have test takers guess at the jobs of the people. Jobs that can clearly be shown in a photograph (*police officer, taxi driver, farmer, doctor*) are sometimes used.

LIVEWORKSHEETS



Ex (A) The man is looking at the computer. ✘
(The man is not looking at the computer.)
(B) The woman is fixing the computer. ✔
(The woman is using tools on the computer. This is the best choice.)
(C) The man is buying a computer. ✘
(This is an inference. There is nothing to show he is buying the computer.)
(D) The woman is talking to the man. ✘
(Their mouths are closed. Neither one is talking.)

Practice

Write keywords to describe each picture. Then listen and circle the letter of the statement that best describes the picture. Track 12



1. (A) (B) (C) (D)

Keywords

Nouns: _____

_____

Prepositions, adjectives, verbs: _____

_____



2. (A) (B) (C) (D)

Keywords

Nouns: _____

_____

Prepositions, adjectives, verbs: _____

_____

LIVEWORKSHEETS



3. (A) (B) (C) (D)

Keywords

Nouns: _____

_____

Prepositions, adjectives, verbs: _____

_____



4. (A) (B) (C) (D)

Keywords

Nouns: _____

_____

Prepositions, adjectives, verbs: _____

_____

Think About

- Correct people and things
- Correct prepositions, adjectives, and verbs

LIVEWORKSHEETS

Mini Test 2.

A Listening: Photographs

Listen and circle the letter of the statement that best describes the photograph. Track 13



1. (A) (B) (C) (D)



2. (A) (B) (C) (D)

LIVEWORKSHEETS



3. (A) (B) (C) (D)

B Listening: Question-Response

Listen to the question or statement and three responses. Circle the letter of the best response. Track 14

1. (A) (B) (C)

2. (A) (B) (C)

3. (A) (B) (C)

4. (A) (B) (C)

5. (A) (B) (C)

6. (A) (B) (C)

LIVEWORKSHEETS

C Listening: Conversations

Listen and choose the best answer. Track 15

Average Annual Salaries in Hi-Tech Industry

Company	Designer	Salesman	Accountant	Lawyer
Amble	67,000	72,000	83,000	115,000
Greenway	71,000	70,000	85,000	103,000
Allsoft	62,000	74,000	84,000	101,000

1. What do the three speakers do?

(A) They are designers.
(B) They are salespeople.
(C) They are accountants.
(D) They are lawyers.

2. Look at the graphic. Why does Anna say, "I wish I had studied law"?

(A) She doesn't like her current job.
(B) Lawyers don't work hard.
(C) She wants to sue her company.
(D) Lawyers earn high salaries.

3. What will the woman probably talk to Ms. Silva about?

(A) Getting a job at Greenway
(B) Becoming an accountant
(C) Increasing her salary
(D) Studying law

D Listening: Talks

Listen and choose the best answer to each question. Track 9

1. Who is most likely listening to the recording?

(A) Someone who wants to buy a computer
(B) Someone who can repair a phone
(C) Someone who wants to get something repaired
(D) Someone who wants to get a job

2. What should the listener do if they want to talk to a phone technician?

(A) Press 0
(B) Press 1
(C) Press 2
(D) Go to the company's office

3. What can the listener do if he or she wants more information?

(A) Check the website's calendar
(B) Check the website's FAQs
(C) Call back again later
(D) Make an appointment online

LIVEWORKSHEETS