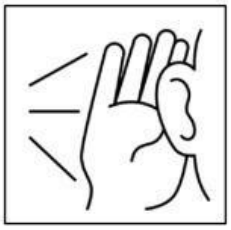
TOEIC Listening Self-Study

Let's try dictation!

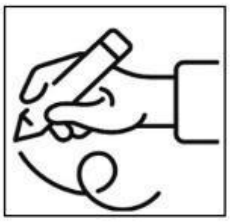
What is dictation?

Dictation is the process of writing down what someone else has said.

Listen



Write



Dictation helps you improve your listening skills, your ability to understand different accents, your writing skills, your spelling skills, and your vocabulary!

Conversation 1	**A:** Good morning, Jack. Can you do me a _____ and _____ these _____ for me, please? I need them for the _____ _____ tomorrow morning. There will be fifteen _____. **B:** Hi, Grace. Unfortunately, the copy _____ is out of _____. The _____ is supposed to be coming this afternoon to have a look after it, but this is the second time it has _____ down in the past two weeks, so it may not be _____. **A:** Oh, man. I need the copies by 7.30 am to _____ the folders for the _____. Would you be able to run to our _____ in Marple? It is only a ten-minute drive. I just need to make sure I am prepared for this _____. **B:** Yeah, I can do that. I actually did my _____ at the Marple _____, so I am _____ with it. I can leave right now. Are these all the _____ you need?
Conversation 2	**A:** Have you checked your _____? It looks like Antonio Garks is going to _____ _____ as _____ _____ at our _____ in

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	Vietnam while Susan Carter is out on maternity _____. The post lasts six months. **B:** Wow, I haven't seen that email yet. Did the _____ say when he was _____ out? **A:** Not for a few months, at the beginning of January. **C:** Well, the _____ in Southampton won't be _____ by January. I wonder who will _____ his _____ there. **A:** The _____ didn't say, so I'm _____ they haven't made that _____. **C:** I personally think that Jesse Key would _____ in that _____. **B:** I agree. She is very good at jumping in a _____ and making it her own. It would be a great _____, as she hasn't worked on a _____ of this size before. **A:** She has done a great job, but I am not sure if she is quite ready for this _____. I guess we will see how things _____. The email also said upper _____ will be holding a _____ about this _____ tomorrow, and they ask you to RSVP, so be sure to _____.
Conversation 3	**A:** Good morning, this is Demi Geard. Is Mrs. Hayley in? I am a _____ of hers. **B:** Well. Mrs. Hayley is actually traveling _____ until the end of next week. Is this an _____? I can _____ to _____ her at the resort. **A:** No, that is not _____. I was just _____ by to give her these _____. She had asked me to

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	_____ them. Is it okay to _____ them with you? **B:** That is no problem! I'll make sure Mrs. Hayley is _____ you _____ them off and will give them to her as soon as she gets back. Here is a post-it note, can you please make _____ of what this is _____, so Mrs. Hayley has a _____ _____ when she returns? **A:** Sure! I will do that
Conversation 4	**A:** Hello, I am _____ you to get an _____ on a _____ I filed with you. It is _____ an emergency dental surgery I had while I was on vacation. **B:** Sure, I'd be happy to _____ on that for you. Do you remember what day you _____ the _____? **A:** Umm… give me a minute. Found it! I _____ the _____ on December 27th, so, _____ one month ago. **A:** I see. Typically, a _____ is _____ in six weeks, but since it falls within a holiday _____, it can take up to eight weeks. Can you provide me with the 8-digit _____ _____ and I'll _____ you within 72 hours with an _____ on where the team is with the _____.
Conversation 5	**A:** Good afternoon, this is Harry Stills. I'm calling _____ a _____ I was _____. I placed an _____ for a computer yesterday and _____ for the _____ _____. It was _____ to be here by noon, but here we are, two hours later, and I am still waiting. **B:** I'm sorry about that. The _____ _____ actually just called us to let us know he had a flat tire and was running

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	_____ on his deliveries. He is _____ on the _____ and should _____ in the next thirty minutes. **A:** Are you sure? I have to leave in forty minutes for an _____, so I need to make _____ I have it before then. **B:** I understand. I will call him right now and ask him to make sure you are the first stop he makes in the _____. I want to _____ for the _____.

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