

Building Confidence for False Beginners in TOEIC

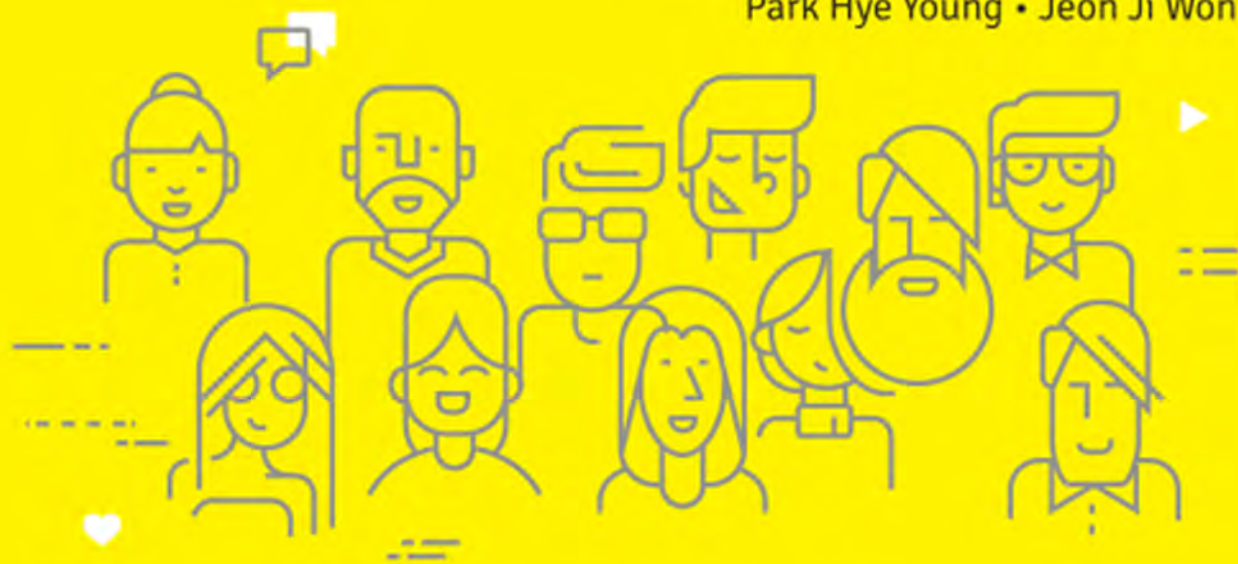


For the revised test format
2019 in Viet Nam

TOEIC Preparation

LC+RC

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- ★ New TOEIC Materials
- ★ Clear and Detailed Explanations
- ★ Varied Passages and Selected Questions

NTV

Công ty TNHH
Nhân Trí Việt



NHÀ XUẤT BẢN TỔNG HỢP
THÀNH PHỐ HỒ CHÍ MINH

Volume
2

PREFACE

TOEIC Preparation LC + RC Volume 1 & Volume 2 are the right books for you – those who are planning to take the TOEIC test in the near future.

It is important to understand that TOEIC is not the kind of general English you have so far been familiar with. You must, therefore, know the structure of the test, especially the new test format, to familiarize yourself with the various kinds of questions and text types. Undoubtedly, **TOEIC Preparation LC + RC** series will meet your demand. Firstly, both listening and reading parts are presented in one book, which is very convenient for users. Each section begins with an introduction to a particular part of the TOEIC test, explaining what it is like and providing an example. Secondly, a wide range of exercises together with actual test practice throughout the book will enhance your test-taking skills, which may result in great success in the coming test. Finally, it is essential that you repeatedly do the practice tests in the book, check your work to draw experience and refer to additional materials in the same series.

TOEIC Preparation LC + RC series can be used in class with the assistance of an instructor or for self-study.

Through the step-by-step approach to learning and using test-taking skills, you not only become comfortable with the TOEIC test but also improve your overall English language ability.

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About the Book

Listening Comprehension - Parts 1 · 2 · 3 · 4

Each unit in the book presents two parts in the Listening Comprehension (LC) test, for example Part 1 and Part 3 or Part 2 and Part 4. You can therefore learn two different parts at the same time in a unit. A typical unit consists of the following sections:

Commonly used expressions

You will look at the lists of words and phrases, listen to the CD and repeat in order to familiarize yourself with a number of expressions that are commonly found on the test.

Practice

For Part 1, the **Practice** section asks you to listen and choose all the correct statements about two photos, then listen again and complete each gapped statement with the missing words. For Part 3 or Part 4, the **Practice** section requires you to listen and fill the conversation or the talk with the missing words. This section helps you get used to the format of the listening test and at the same time gradually improve your listening skill.

Part 1 Photos of One Person

• Daily statement in Part 1 describes a daily activity in the photo. The statement often uses the present continuous form (is + verb-ing).

• Frequently, statements about this type of person are also given in addition to the one, describing the person's activity or condition.

Listening Comprehension Listen and repeat.

Section 1: Describing the person's activity with verbs

- is holding documents - is moving some furniture - is carrying a golf bag - is pointing at a monitor - is pouring oil into a car	- is wearing gloves - is wearing a scarf - is putting on a jacket - is taking off a jacket - is trying on a dress
---	---

Section 2: Describing the person's condition with verbs

- is waiting along the street - is standing on the beach - is lying on the grass - is going up the stairs - is waving on a track - is heading/going on a vehicle	- is looking at the watch - is watching a cricket performance - is checking the food - is making a telephone - is inspecting a machine
---	--

Practice Listen and choose all the correct statements about the photo, then listen again and complete each one with the missing words.

1. (A) The man is sitting on a bench. (B) The man is sitting on a sofa. (C) The man is sitting on a chair. (D) The man is sitting on a bed.

2. (A) He is standing on the beach. (B) He is standing on the grass. (C) He is standing on the sand. (D) He is standing on the water.

Section 1: Listening Comprehension Listen and choose the best descriptive statement for each photo.

1. (A) The man is sitting on a bench. (B) The man is sitting on a sofa. (C) The man is sitting on a chair. (D) The man is sitting on a bed.

2. (A) He is standing on the beach. (B) He is standing on the grass. (C) He is standing on the sand. (D) He is standing on the water.

3. (A) The man is sitting on a bench. (B) The man is sitting on a sofa. (C) The man is sitting on a chair. (D) The man is sitting on a bed.

4. (A) He is standing on the beach. (B) He is standing on the grass. (C) He is standing on the sand. (D) He is standing on the water.

Section 2: Listening Comprehension Listen again and complete each statement with the missing words.

1. (A) The woman is sitting on a bench. (B) The woman is sitting on a sofa. (C) The woman is sitting on a chair. (D) The woman is sitting on a bed.

2. (A) The man is standing on the beach. (B) The man is standing on the grass. (C) The man is standing on the sand. (D) The man is standing on the water.

3. (A) The woman is sitting on a bench. (B) The woman is sitting on a sofa. (C) The woman is sitting on a chair. (D) The woman is sitting on a bed.

4. (A) The man is standing on the beach. (B) The man is standing on the grass. (C) The man is standing on the sand. (D) The man is standing on the water.

Exercises

There are two exercises in this section. Exercise A gives you an opportunity to do the mini sample listening test, then exercise B asks you to listen again and fill in the missing words to complete the descriptive statements, the conversation, or the talk you have just heard in exercise A.

Practice with Actual Questions

Section 1: Listening Comprehension Listen and choose the best descriptive statement for each photo.

1. (A) The man is sitting on a bench. (B) The man is sitting on a sofa. (C) The man is sitting on a chair. (D) The man is sitting on a bed.

2. (A) He is standing on the beach. (B) He is standing on the grass. (C) He is standing on the sand. (D) He is standing on the water.

3. (A) The man is sitting on a bench. (B) The man is sitting on a sofa. (C) The man is sitting on a chair. (D) The man is sitting on a bed.

4. (A) He is standing on the beach. (B) He is standing on the grass. (C) He is standing on the sand. (D) He is standing on the water.

Section 2: Listening Comprehension Listen to the two conversations and choose the best answer to each question.

1. What are they talking about?
(A) A newly hired employee
(B) A job opening
(C) The resignation procedure
(D) Their job satisfaction

2. What will the man probably do next?
(A) Apply for the job
(B) Put out a job advertisement
(C) Talk to his friend about the job
(D) Contact him to discuss some details

3. Who most likely is the woman?
(A) An interviewee
(B) A job representative
(C) An interviewer
(D) A supervisor

4. Look at the graphic. When will the man most likely go?
(A) To the Sales Department
(B) To the Training Room A
(C) To the Training Room B
(D) To the Reception Desk

5. What does the woman tell the man to do?
(A) Double-check his schedule
(B) Wait a few minutes
(C) Give back in a few minutes
(D) Finish the interview soon

Practice with Actual Questions

This section throughout the LC part helps you practice the four parts of an actual TOEIC Listening test. Doing this repeatedly will, without doubt, strengthen your test-taking ability.

Reading Comprehension - Parts 5·6·7

Similar to the units in the LC part, each unit in the Reading Comprehension (RC) section also presents two parts, for example Part 5 and Part 6 or Part 5 and Part 7. You can therefore learn two different parts at the same time in a unit.

A typical unit consists of the following sections:

► Grammar Points

Each unit presents some important grammar points that are often found on the TOEIC Reading test, which not only enlarges your grammar knowledge but also develops your test-doing ability.

► Exercises

There are two exercises below each grammar lesson. Different types of exercise A enable you to consolidate the grammar points you have just learnt, whereas questions in exercise B give you a chance to get access to the typical ones in Part 5 of the TOEIC Reading test.

[illegible][illegible]

More Practice

A. Choose the correct option in brackets to complete each phrase.

- 1. (Guarantee / Guarantee) letter
- 2. (Obstacle / Obstacle) to health care
- 3. (Compensating / Compensating) issue
- 4. (Condition / Condition) process
- 5. (Characteristic / Characteristic) from other cities
- 6. (Calculate / Calculating) methods
- 7. (Evaluate / Evaluating) for adults
- 8. (Characteristic / Characteristic) plans
- 9. (Obstacle / Obstacle) to medicine
- 10. (Characteristic / Characteristic) in sports for a while

B. Choose an appropriate word in A to complete each sentence.

- 1. The company contracted a _____ safety inspection of the new factory.
- 2. The minister was carefully checking for _____ membership before signing the agreement.
- 3. The board of directors started discussing _____ matters at the meeting.

C. Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1. It is an easy job and will do _____ for people's health.

(A) obstacle
(B) evaluate
(C) calculate
(D) benefit

2. Most of the language programs offered at the local community center are _____ for beginners.

(A) evaluate
(B) calculate
(C) obstacle
(D) benefit

► Practice with Actual Questions

This section provides you with various exercises in Parts 5, 6, and 7 of the actual TOEIC test. Doing this repeatedly will certainly enhance your ability in the real test.

► **More Practice**

The three similarly designed exercises at the end of each unit in both LC and RC parts aim at building your business-related vocabulary as well as improving your skill in doing Part 5 of the test.

About TOEIC

What is TOEIC?

TOEIC is short for Test of English for International Communication. It is an English language test to measure the everyday business English skills of non-native people working in an international environment. Employers may use the results to make hiring decisions, promotions, or transfers depending on job seekers' English ability.

TOEIC Test Structure

Section		Task	Number of Questions	Time	Maximum Score
Listening Comprehension	Part 1	Photo Descriptions	6	45 minutes	495
	Part 2	Question – Response	25		
	Part 3	Conversations	39		
	Part 4	Talks	30		
Reading Comprehension	Part 5	Incomplete Sentences	30	75 minutes	495
	Part 6	Text Completion	16		
	Part 7	Single Passages	29		
		Double Passages	10		
		Triple Passages	15		
TOTAL	7 Parts		200	120 minutes	990

Topic Areas in TOEIC

The TOEIC test measures test-takers' listening and reading skills in daily work situations and activities, such as General business (sales, marketing, presentations, negotiations, etc.), Office (meetings, telephone, work procedures, etc.), Eating out (restaurants, making reservations, etc.), Health (hospitals, visiting doctors, etc.), Travel (schedules, transport, announcements, etc.), Entertainment (music, art, museums, etc.) and many more.

Listening

Comprehension



PART 1 Photo Descriptions

PART 2 Question – Response

PART 3 Conversations

PART 4 Talks

Unit 01

Part 1 Photos of One Person

Part 3 Business Activities



Today's Goal

Part 1

- Try to look at the action or state of the person in the photo to be able to choose the best description.

Part 3

- Try to listen to a number of different conversations related to business activities and complete the tasks.
- Listen to some commonly used expressions related to company activities, repeat and learn them by heart.

Part 1

Photos of One Person

1-110/111/112 1-110/111/112

- Every statement in Part 1 describes a certain activity in the photo. The statements often use the **present continuous tense: be + verb-ing**.
- **Descriptive statements about the things around** are also given in addition to the ones describing the person's activity or condition.

Commonly used expressions

Listen and repeat.

MP3 01-01

Describing the person's activity with hands

is holding documents
is moving some furniture
is carrying potted plants
is pointing at a monitor
is picking up some flowers

Describing the person's clothing or accessories

is wearing glasses
is wearing a scarf
is putting on a jacket
is taking off a jacket
is trying on a dress

Describing the person's activity with feet

is walking along the street
is strolling on the beach
is lying on the grass
is going up the stairs
is running on a track
is boarding/getting on a vehicle

Describing the person's activity with eyes

is looking at the screen
is watching a street performance
is checking the hood
is reading a magazine
is inspecting a machine

Practice

Listen and choose all the correct statements about the photo, then listen again and complete each one with the missing words.

MP3 01-02

1



- (A) The man is _____.
- (B) The man is _____ a sofa.
- (C) The man is _____.
- (D) The man is _____.

2



- (A) He is _____.
- (B) He is _____ on the _____.
- (C) He is _____ in his hand.
- (D) He is _____ the vehicle.

Exercises

A Listen and choose the best descriptive statement for each photo.

MP3 01-03

1



(A) (B) (C) (D)

2



(A) (B) (C) (D)

3



(A) (B) (C) (D)

4



(A) (B) (C) (D)

B Listen again and complete each statement with the missing words.

MP3 01-04

- 1 (A) The woman is _____.
 (B) The woman is _____ some documents.
 (C) The woman is _____ some _____.
 (D) The woman is _____ her shoes.

- 2 (A) The _____ is _____ the stairs.
 (B) She is _____ the stairs.
 (C) The woman is _____ at the gym.
 (D) The woman is _____.

- 3 (A) She _____.
 (B) She _____.
 (C) She _____.
 (D) She _____.

- 4 (A) A man _____.
 (B) A man _____.
 (C) A man _____.
 (D) A man _____.



document
swimsuit
unpack

put on
try on
put up

athlete
button up
handout

work out
laundry

Part 3

Business Activities

Listening Comprehension

- Part 3 includes conversations related to business contexts such as **checking** or **adjusting schedules** and **asking for assistance in work**.
- There are also some conversations about **business meetings**, **announcements**, **office problems**, **personnel changes**, **contracts**, etc.
- You have to listen carefully to grasp **the main idea** of the conversation.

Commonly used expressions Listen and repeat.

MP3 01-05

Vocabulary related to business contexts

send a document	final version	come up with an idea	advertising campaign
write up a report	meet a deadline	budget report	write a contract
finalize a project	try out	schedule a meeting	reach an agreement
in a meeting	meet demand	TV commercial	hire a consulting firm
scheduling conflict	proofread a proposal	make a suggestion	put off a meeting

Practice Listen and complete the conversation with the missing words.

MP3 01-06

W Sam, I've just finished _____ for the DG Corporation.

M Wow, you are so fast. It _____.

W Yeah, I worked hard until late at night. So, _____ if you have some time to _____ it.

M Sure. _____ do you need it _____?

W How about this afternoon? I'd like to _____ it _____.



write up a proposal
wonder
finalize

take only a few days
proofread
as soon as possible

Exercises

A Read the questions and possible answers, then listen to the conversation and choose the best answer to each question.

MP3 01-07

- 1 Why is the man calling?
 - (A) To have a meeting
 - (B) To review something
 - (C) To schedule a gathering
 - (D) To ask a question
- 2 Who most likely is the woman?
 - (A) A sales representative
 - (B) A travel agent
 - (C) A manager
 - (D) A secretary
- 3 What will the man probably do next?
 - (A) Go over the figures with the woman
 - (B) Call back in the afternoon
 - (C) Visit the office immediately
 - (D) Contact Mr. Bremen in person



review
travel agent

schedule a gathering
immediately

sales representative
in person

B Listen again and complete the conversation with the missing words.

MP3 01-08

- M** Hello. _____ to speak to Mr. Bremen?
- W** I am afraid he is _____ all morning.
- M** When do you think he will be back? I really need to _____ with him.
It's _____.
- W** I don't think he will _____ in the afternoon. Why don't you _____ him
_____? He might be able to check his messages _____.
- M** All right, I will _____. Thanks.



in a meeting
urgent

go over
text message

figures
might be able to

Practice with Actual Questions

Part 1 Listen and choose the best descriptive statement for each photo.

MP3 01-09

1.



(A) (B) (C) (D)

2.



(A) (B) (C) (D)

3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5.



(A) (B) (C) (D)

6.



(A) (B) (C) (D)

Part 3 Listen to the two conversations and choose the best answer to each question. MP3 01-10

7. What does the woman want the man to do?
 - (A) Help her with some work
 - (B) Write a proposal
 - (C) Cancel the project
 - (D) Call the A&G Corporation
8. What does the woman mean when she says "It's not like that"?
 - (A) She didn't like the proposal.
 - (B) She is not satisfied with the work.
 - (C) Her work is not proceeding well.
 - (D) Her problem has not been solved.
9. What is the man going to do next?
 - (A) He is going to collect data.
 - (B) He is going to write a proposal.
 - (C) He is going to contact the A&G Corporation.
 - (D) He is going to follow the woman's advice.
10. What are the speakers planning to do?
 - (A) Talk to their supervisor
 - (B) Start an event for advertisement
 - (C) Release a new product
 - (D) Reschedule the campaign
11. What is the woman going to do before next week?
 - (A) She will come up with a draft.
 - (B) She will brainstorm some ideas.
 - (C) She will prepare a report.
 - (D) She will write a proposal.
12. Why can't the speakers have a meeting next week?
 - (A) One of their colleagues is not available.
 - (B) One of the participants is sick.
 - (C) The product has not been released yet.
 - (D) They need to go on vacation.

More Practice

A Find out the meaning of the following business-related words and phrases in your dictionary.

- 1 sales figures
- 2 draft
- 3 postpone
- 4 take over
- 5 promote sales

B Match the verbs in the left column with their corresponding phrases in the right column.

- | | |
|------------|-----------------|
| 1 go | Ⓐ a supplier |
| 2 submit | Ⓑ a new product |
| 3 call off | Ⓒ an event |
| 4 release | Ⓓ over a report |
| 5 hire | Ⓔ a proposal |

C Choose the correct phrases given in the box to complete the sentences below.

deal with get back to make it to make an announcement shut down

- 1 I will _____ you as soon as I am done with this.
- 2 I can't _____ the meeting because I am stuck in traffic.
- 3 Due to a decrease in sales, the factory has decided to _____ the production.
- 4 We set up a new team to _____ customer complaints.
- 5 The president said that he is going to _____.

Unit 02

Part 2 Information Questions (1) (Who, What, Which)

Part 4 Voice Messages



Today's Goal

Part 2

- Try to understand important details to answer questions starting with a question word like **who**, **what** or **which**.
- Identify whether **who**, **what**, **which** asks about the subject or object by paying attention to the word order in the question.

Part 4

- Try to listen to the right information in voice messages and focus on the key words in the questions.
- Learn and memorize the expressions that are commonly found in voice messages.

Part 2

Information Questions (1) (Who, What, Which)

- Questions starting with the question word **who**, **what** or **which** are used to ask about the subject or object. The word order in a question asking about the subject is: **Who/What/Which + main verb...?** and about the object is: **Who/What/Which + auxiliary/modal verb + subject + main verb...?**
- Questions starting with **What do you think of** ask about the second speaker's opinion.
- **Which** is used to ask about a specific choice (possibly from a limited number of options), whereas **what** does not imply a choice.

Commonly used expressions Listen and repeat.

MP3 02-01

	Question	Answer
What/Who as the subject	Q: What is the best way to get to the airport?	A: Route 15 is the fastest. A: How about taking a taxi?
	Q: Who booked the flight tickets?	A: Someone in Human Resources. A: My secretary did.
What/Who as the object	Q: Who do I need to speak to about the conference?	A: Mr. Frank is in charge of it. A: Contact Ms. Kim.
	Q: What do you think of the new chair? (opinion)	A: It is comfortable. A: I prefer the old one.
Which/What + noun	Which laptop would you recommend? (choice)	A: The blue one is on sale. A: What features are you looking for?