

OXFORD preparation course for the TOEIC[®] test

Student's Chapter 2

Tapescripts

PART 1, Review

- 11 (A) The school teacher is teaching math.
 (B) The technician is wiring a circuit board.
 (C) The designer is drawing a diagram.
 (D) The accountant is explaining a chart.
- 12 (A) The workers can talk across their cubicles.
 (B) Each office has a closed door.
 (C) The ice cubes are in the glass.
 (D) The disks are too large.
- 13 (A) The records include the trio's best music.
 (B) The three architects are reviewing the plans.
 (C) The contractor is supervising his carpenters.
 (D) The papers are being filed.
- 14 (A) The meeting has been postponed.
 (B) The coffee machine is on the table.
 (C) The boards are being cut and painted.
 (D) The board members are discussing a proposal.

PART 2, Review

- 16 Who would you suggest I use as my broker?
 (A) I suggest investing immediately.
 (B) I haven't broken anything in years.
 (C) Here's the phone number of my broker.
- 17 How will you choose a bank?
 (A) By their services.
 (B) On the left.
 (C) Across from the bank.
- 18 I'm reluctant to spend more money on equipment.
 (A) They spent years improving the technology.
 (B) No, the machines are on sale this week.
 (C) But we'll have to increase our spending to be competitive.

- 19 How did you learn to use the accounting software?
 (A) All accounts are active.
 (B) I taught myself.
 (C) You can install software on any computer.
- 20 How can I make more money?
 (A) Get a better-paying job.
 (B) She received a check for \$500.
 (C) Yes, I can make it for you.
- 21 When should we meet to prepare our presentation?
 (A) We're well represented.
 (B) No more than \$40 on a present.
 (C) What about after lunch?
- 22 Could you recommend someone for the position?
 (A) Over to the left.
 (B) I recommend you get four.
 (C) No one I know could do the job.
- 23 How did you start your company?
 (A) It began as a family business.
 (B) We'll start when the company arrives.
 (C) I put all the art in the lobby.
- 24 I don't think now is the best time to ask for a raise.
 (A) I'd raise it about two inches.
 (B) How about 20%?
 (C) I'd wait for a month, if I were you.
- 25 How did she find these mistakes?
 (A) She checks everything very carefully.
 (B) He took what he found.
 (C) They were waiting in her office.

PART 3, Review

Questions 10 through 12 refer to the following conversation.

- Woman A According to this memo from management, our department is spending too much money when we travel.
- Woman B We take cheap flights, sleep at cheap hotels, eat at cheap restaurants. It's hardly four-star travel. What does management want us to do? Take a bus, sleep on a park bench, and not eat?
- Woman A We could always bring a sandwich.
- Woman B I have a better idea. Let's just stay home.

Questions 13 through 15 refer to the following conversation.

- Man How satisfied were you with the information you received?
- Woman You mean the financial status report?
- Man Yes. I thought that the numbers looked inflated.
- Woman I didn't look at it closely, but the numbers looked OK to me.
- Man Before the shareholders' meeting, you should read it carefully. They weren't happy with the last report, so I think we need to spend some time on this one.

PART 4, Task B

- 7 Just sign here and the banker will process your loan application.
- 8 Each of you should find in front of you a copy of the annual budget. You can review it after the meeting.
- 9 We will investigate these disputed charges on your card. If you don't receive a credit on next month's statement, please call again.
- 10 Go out this door. Turn left and go past the conference room, then down the hallway to the reception room. We'll call you when we've made a decision about your job application.

PART 4, Review

Questions 11 through 13 refer to the following announcement.

I'm very pleased to be able to address the Bankers' Association today. I want to bring to your attention a serious threat to the economy. Reports indicate that corporate borrowing is at an all-time high. Because of this, you and your fellow bankers need to review your lending policies. Our analysts believe that this high level of borrowing is a very dangerous trend – dangerous because we think that factory orders and productivity will decrease. This could cause corporations to default on their loans. I urge you to talk with your fellow bankers and reconsider your lending policies.

Questions 14 through 16 refer to the following talk.

I asked the entire company to this meeting today to talk to you about a subject that everyone enjoys: vacation! We have noticed a trend over the last 12 months. You aren't taking vacation! Over 70% of our employees have taken less than 50% of their vacation time. We suspect that even if you take time off, you continue to work while on vacation. Our CEO, Ms. Woo, wants me to tell you to take a break. When you take a vacation, relax! Leave your work behind. Relaxed workers are efficient workers. Ms. Woo wants you to know she does as she says. She'll be taking three weeks' vacation in Thailand starting tomorrow.