

# OXFORD preparation course for the TOEIC® test

## Student's Chapter 3

### Tapescripts

#### PART 1, Review

- 11 (A) He's painting the window.  
 (B) He's looking for his tape measure.  
 (C) He's repairing the broken glass.  
 (D) He's measuring the window.
- 12 (A) The man is lying on top of the floor.  
 (B) The rug is under the chair.  
 (C) The tailor is cutting the cloth.  
 (D) The man is cutting the carpet.
- 13 (A) They're building on a lot.  
 (B) The sign is between the buildings.  
 (C) The parking area is empty.  
 (D) The garden is closed.
- 14 (A) They're looking at a painting.  
 (B) They're painting a house.  
 (C) They're paying their rent.  
 (D) They're putting away the ladders.

#### PART 2, Review

- 16 What's the problem with your house?  
 (A) The roof leaks.  
 (B) I'll walk home after work.  
 (C) I'll be fine, thank you.
- 17 When do you think construction will end?  
 (A) The end of the road.  
 (B) I took a deduction.  
 (C) In about a month.
- 18 This chair isn't very comfortable.  
 (A) Sit in this one then.  
 (B) My hair isn't very long.  
 (C) This isn't very portable.
- 19 When does the insurance policy expire?  
 (A) I thought it had already expired.  
 (B) Yes, I'm sure.  
 (C) The police are outside now.
- 20 Why are the tenants complaining?  
 (A) There are ten of us coming.  
 (B) Rents are too high.  
 (C) It's often raining.

- 21 When will the architect review the plans?  
 (A) You have a beautiful view.  
 (B) He has already approved the drawings.  
 (C) The plans are in the third drawer down.
- 22 What do we do to meet the safety codes?  
 (A) The documents are in the safe.  
 (B) There were two accidents last year.  
 (C) Just minor adjustments are necessary.
- 23 I'd love to rent an apartment in this building.  
 (A) We still have two vacant units.  
 (B) Yes, I rented a car.  
 (C) The building is full of people.
- 24 What is the building next to the library?  
 (A) It's on Main Street.  
 (B) That's the courthouse.  
 (C) They've been building for months.
- 25 What features are you looking for in an office?  
 (A) I couldn't find your office.  
 (B) The first feature starts soon.  
 (C) Good lighting and convenient transportation.

#### PART 3, Task A

- 1  
 Woman The vice president likes the new location for the store.  
 Man I hope he knows how hard we looked.
- 2  
 Woman B Have you looked into renting computer supplies?  
 Woman A We've always bought computers as we needed them.
- 3  
 Man Office prices are going down. We need more space.  
 Woman And our lease is up for renewal next fall.
- 4  
 Woman Are you coming to the tenants' meeting?  
 Man I heard about it, but I can't stay.
- 5  
 Man A We have five prospective buyers coming by this afternoon.  
 Man B I'll show them around all together.

## PART 3, Task B

- 6 You know the union. Their demands are always the same: more money and better health care.
- 7 All we want is to be able to post materials outside of our offices.
- 8 They have been in the building for over five years and now they want to extend for another five years.
- 9 The city asked that the construction site be cleaned up by next week.

## PART 3, Review

**Questions 10 through 12 refer to the following conversation.**

- Man Have you received the building permit yet?
- Woman Not yet. I submitted the application on June 5. Today is July 10 so it's been almost six weeks. I don't know why it's taking so long. It usually only takes two weeks. We had all the appropriate permissions and we weren't asking for anything special or out of the ordinary.
- Man You should call the mayor's office and see if they can help expedite the approvals.
- Woman Let me call the permit office first. I don't want to cause trouble. I just want our permits so we can start construction.

**Questions 13 through 15 refer to the following conversation.**

- Woman You spend a lot of time commuting to work. Couldn't you work from home?
- Man I could easily work from home. Most of my work is done on the phone or on the computer. You know, I must spend about five hours just answering emails.
- Woman Then why don't you ask the CEO if you could telecommute?
- Man I did. Last year. But my request was denied. They want me here to participate in meetings.
- Woman Meetings! You'd get more work done if you were at home and didn't have to go to meetings.

## PART 4, Task A

**Questions 1 and 2 refer to the following talk.**

Welcome to this special meeting of commercial realtors. We're glad to see that so many of you have turned out for the meeting. Let's get right down to business. As you know, crime is on the increase. When crime increases, people are less interested in renting and buying. The number of renters and buyers in our city has decreased. The purpose of tonight's meeting is to get together and develop a plan – a plan that will help us get our renters and buyers back. A plan that will help us stop crime. Let's take our plan to the chief of police, the city council, and the citizens. They'll listen to us.

**Questions 3 and 4 refer to the following advertisement.**

Don't miss out on the chance to own your very own piece of the city's history. Now, for a limited time, businesses and individuals can purchase office space in the new City Hall complex. This is a once-in-a-lifetime opportunity and space will sell out quickly. We have already sold 70% of the available space. Calls are coming in every minute. Appointments are being made hourly. We expect to have 100% occupancy by Friday 15. Don't delay or you will regret not having one of the 100 most desirable offices in our city.

**Questions 5 and 6 refer to the following announcement.**

If you will all follow me to the third floor, we'll begin the tour there. We'll be showing you the lobby area, models of one-, two-, and three-bedroom apartments, our recreational facilities, and parking areas. Unfortunately, we won't be able to show you all of our recreational facilities, as we are doing a major renovation of the pool and sauna area. While this is a slight inconvenience to our current tenants, February is the month of lowest usage. We have also made arrangements with a local club for full access to their facilities for our tenants. Work is on schedule and our first-rate facility will be ready well in time for the summer heat and humidity. Watch your step here as we go round the old pool.

## PART 4, Task B

### Question 7 refers to the following talk.

Welcome to this special meeting of commercial realtors. We're glad to see that so many of you have turned out for the meeting. Let's get right down to business. As you know, crime is on the increase. When crime increases, people are less interested in renting and buying. The number of renters and buyers in our city has decreased. The purpose of tonight's meeting is to get together and develop a plan – a plan that will help us get our renters and buyers back. A plan that will help us stop crime. Let's take our plan to the chief of police, the city council, and the citizens. They'll listen to us.

### Question 8 refers to the following advertisement.

Don't miss out on the chance to own your very own piece of the city's history. Now, for a limited time, businesses and individuals can purchase office space in the new City Hall complex. This is a once-in-a-lifetime opportunity and space will sell out quickly. We have already sold 70% of the available space. Calls are coming in every minute. Appointments are being made hourly. We expect to have 100% occupancy by Friday 15. Don't delay or you will regret not having one of the 100 most desirable offices in our city.

### Question 9 refers to the following announcement.

If you will all follow me to the third floor, we'll begin the tour there. We'll be showing you the lobby area, models of one-, two-, and three-bedroom apartments, our recreational facilities, and parking areas. Unfortunately, we won't be able to show you all of our recreational facilities, as we are doing a major renovation of the pool and sauna area. While this is a slight inconvenience to our current tenants, February is the month of lowest usage. We have also made arrangements with a local club for full access to their facilities for our tenants. Work is on schedule and our first-rate facility will be ready well in time for the summer heat and humidity. Watch your step here as we go round the old pool.

### Question 10 refers to the following report.

The City Council voted last night to raise property tax by 3%. The council instituted this increase reluctantly and after much consideration. A committee has researched ways to add more money to the city budget for needed repairs to roads, schools, and public services. The council believes that the tax increase is the most efficient way to add revenue to the depleted city treasury.

## PART 4, Review

### Questions 11 through 13 refer to the following announcement.

I'm very pleased to be speaking to the Industrial Warehouse Owners' Association today. My message is very simple: save time, save money. At Executive Property Management, we provide a service that we think you will find invaluable. How many of you have too many properties to manage? How many of you need a few more hours in the day? All of you are nodding your heads. There's never enough time to do everything. Listen to how we can help. We are a nationwide property management company. We specialize in staffing your locations with highly trained and experienced managers. We'll manage your property so that you have more time to dedicate to the growth and success of your business. We have been helping companies like yours for over fifty years. Ninety percent of our business comes from referrals – that is, from satisfied customers like you.

### Questions 14 through 16 refer to the following announcement.

This weekend over 40% of the apartments will be vacated. We then have just ten days to do a complete turnaround. On May 29, new renters will be arriving, expecting to find completely clean, freshly painted apartments ready for immediate occupancy. In order to accomplish this work, we are asking that no one take any time off during the next two weeks. If we work together as a team, we will be able to accomplish this turnaround. If successful, all of you will receive a handsome bonus and a company day at the Marina Harbor. Please let me know if you have any questions or additional suggestions.