



This is a 50 minute lesson

# Welcome to TOEIC (450 – 650) Lesson No. 10

Today our objectives are to learn:

**1. 5 Vocabularies**

<Panel, Queues, Reduce, Select, Tempers>

**2. Reading topic**

“Confirmation of a Verbal Order”

**3. Grammar**

Modal Verbs II

**4. Two picture descriptions**

**5. Listening**

**80:20の法則**

TOEIC is a registered trademark of Educational Testing Service (ETS)  
This lesson is not endorsed or approved by ETS.

Duration: 0-3 minutes



## Vocabulary

- **panel (noun)**  
*form plural: panels*  
group of judges; board; band; strip; crew; staff
  
- **queue (noun)**  
*form plural: queues*  
line; file (British); row; braid; plait
  
- **reduce (verb)**  
*forms: reduced; reduced; reducing*  
to lessen; to diminish; to decrease
  
- **select (verb)**  
*forms: selected; selected; selecting*  
to choose; to pick out
  
- **temper (noun)**  
*form plural: tempers*  
disposition; mood



## Sample Sentences

Repeat after your tutor and make your own sentences using the italicized word.

### Panel

- \* Are you part of the *panel*?
- \* The members of the *panel* are here.
- \* Let me introduce the *panel* of judges.

### Select

- \* Jane *selected* the best pupil.
- \* Who is *selecting* the winner?
- \* Please *select* the answer.

### Queues

- \* Can you see the *queue*?
- \* There are several *queues*.
- \* That is a long *queue*.

### Temper

- \* Please control your *temper*.
- \* He has a bad *temper*.
- \* Her *temper* is unpredictable.

### Reduce

- \* Please *reduce* the lighting.
- \* Did they *reduce* the budget?
- \* I *reduced* the number of people.



Duration: 7-9 minutes

## Word Application

Directions: Complete each sentence by filling in the blank with the best word from the list. Change the word if necessary. Use each word only once.

**Panel      Queues      Reduce      Select      Temper**

1. She is famous for her bad \_\_\_\_\_.
2. The \_\_\_\_\_ decided that they will not vote.
3. Did they \_\_\_\_\_ the number of people?
4. I want to \_\_\_\_\_ the winner.
5. You have to get into a \_\_\_\_\_ to watch the movie.

Answers:

1.Temper

2.Panel

3.Reduce

4.Select

5.Queue



### Reading Comprehension

Read the passage below and answer the questions that follow.

#### CONFIRMATION OF VERBAL ORDER

November 8, 2011

To: Ichigawa Manufacturing,

This letter shall confirm your acceptance of verbal order communicated to you on October, 28, 2011. A copy of our purchase order containing the state terms is attached. Unless we receive objection within ten days of your receipt of this order, we shall expect delivery of all ordered goods on the date indicated.

Very truly yours,

Tara Komeko  
Process Executive



1. Why was the letter written?
  - a) to ask for some products
  - b) to confirm an order**
  - c) to cancel an order
  - d) to demand a refund
  
2. When was it written?
  - a) November**
  - b) October
  - c) August
  - d) December
  
3. Who wrote the letter?
  - a) Ichigawa
  - b) Tamara
  - c) Tara**
  - d) Komera



Duration: 20-23minutes

## Grammar

### MUST

- \* expresses personal obligation
- \* it expresses what the **speaker** thinks is necessary

*I **must** stop smoking.*

*You **must** visit us soon.*

*He **must** work harder.*

- \* used to talk about the present or the future but **not** about the past

*I **must** go now. (present)*

*I **must** call my mother tomorrow. (future)*

### MUST NOT / MUSTN'T

- \* used to say that something is not permitted or allowed

*Passengers **must not** talk to the driver.*

- \* the prohibition can be subjective (the speaker's opinion), or objective (the rule of law)

*I **mustn't** eat too much sugar. (subjective)*

*Policemen **must not** drink on duty. (objective)*



Duration: 24-26 minutes

## HAVE TO

- \* expresses impersonal obligation
- \* the subject of have to is forced to act by a separate, external power

*In France, you **have to** drive on the right.*

*John **has to** wear a tie to work.*

- \* it can be used in the past, present and future tense





## Grammar Drill

Duration: 27-30 minutes

Fill in the blanks with the correct word. Choose **MUST, MUST NOT/MUSTN'T, HAVE TO**

1. Yesterday I \_\_\_\_\_ finish my Geography project.
2. She will \_\_\_\_\_ wait in line like everyone else.
3. All employees \_\_\_\_\_ be on time for work.
4. We \_\_\_\_\_ forget to take the chicken out of the freezer.
5. If you are under 13 you \_\_\_\_\_ to get your parents' permission.
6. Your daughter may \_\_\_\_\_ try on a few different sizes.
7. The doctor \_\_\_\_\_ get here as soon as he can.
8. Do you \_\_\_\_\_ work next weekend?
9. Bicyclists \_\_\_\_\_ remember to signal when they turn.
10. Angela, you \_\_\_\_\_ leave your clothes all over the floor like this.

Answers:

1. Had to
2. Have to
3. Must
4. Mustn't/ must not
5. Have to
6. Have to
7. Must
8. Have to
9. Must
10. Mustn't/must not



*Instructions: Your tutor will give you a few seconds to look at the picture. Then you must choose the letter of the correct answer that best describes the picture.*

## Picture description



- (A) The tables are on the same level as the lake.
- (B) Two boats are moored on the water.
- (C) The tables are laid for the next meal.**
- (D) There are clouds on the horizon.



Duration: 35-39 minutes

*Instructions: Your tutor will give you a few seconds to look at the picture. Then you must choose the letter of the correct answer that best describes the picture.*

## Picture description



- (A) The boat is marked with the number two.
- (B) You can't see the reflection of the yellow oar in the water.
- (C) The picture has been taken in the prairie.
- (D) None of the people in the boat is wearing a safety vest.



### Listening Comprehension

Instructions: Student should listen carefully while the tutor is reading the article. Answer the questions that the tutor will ask.

Ladies and gentleman, your attention please! The Coast Express from Los Angeles is now arriving on track 2. Please meet passengers as they will be entering the station at door number nine. Also, the Flying Eagle, bound for Spokane, Boise, Missoula, and Denver, will be boarding in 10 minutes on track number one. Please have your boarding passes ready, and line up at door number five. If you have not yet checked your luggage for the Flying Eagle, you may do so now at the booth next to door five. If you have not yet exchanged your ticket for a boarding pass, please do so now at the ticket counter next to door number three. You will need a boarding pass, not a ticket, to be able to board the Flying Eagle. Thank you.



- 1). Where would this announcement most likely be heard?
  - a) At an airport
  - b) In a train station**
  - c) At a soccer match
  - d) In a bus station
  
- 2). What will happen in 10 minutes?
  - a) The Coast Express will arrive.
  - b) Checked luggage will depart.
  - c) The Flying Eagle will start boarding.**
  - d) Boarding passes will expire.



- 3). Where should listeners get boarding passes?
- a) Next to door number three
  - b) At door number nine
  - c) Near door number five
  - d) Through door number two



# Our next TOIEC lesson is on

## TOEIC PRACTICE TEST 1

Coverage: TOEIC (450 – 650) Lesson 1-5

GOOD LUCK! 😊

**80:20の法則**  
80 / 20 rule

レッスン中に話す時間は、生徒さまが8割。  
とことん話し、とことん英作文してください。