



This is a 50 minute lesson

Welcome to TOEIC (450 – 650) Lesson No. 4

Today our objectives are to learn:

1. 5 Vocabularies

<Keep, Labor, Machine, Narrow, Occasion>

2. Reading topic

“Letter of Resignation”

3. Grammar

Phrasal Verbs

4. Two picture descriptions

5. Listening

80:20の法則

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Duration: 0-3 minutes

Vocabulary

- **keep (verb)**

forms: kept; kept; keeping

to hold onto; to save; to store; to watch over; to care for

- **labor (verb)**

forms: labored; labored; laboring

to work; to toil; to exert oneself; to work hard

- **machine (noun)**

form plural: machines

device made up of interconnected parts that work together to perform a given task or function

- **narrow (verb)**

forms: narrowed; narrowed; narrowing

to limit; to restrict; to contract; to lessen in width; to taper

- **occasion (verb)**

forms: occasioned; occasioned; occasioning

to cause; to incite; to bring to pass



Sample Sentences

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

Keep

- * I *kept* this for you.
- * Make sure you *keep* this dry ok?
- * I'm *keeping* this for a special occasion.

Labor

- * I *labored* very hard for this.
- * They will *labor* much for this.
- * Tom *labored* for a long time.

Machine

- * I made this *machine*.
- * These *machines* are very useful.
- * Who used this *machine*?

Narrow

- * They *narrowed* the road.
- * They will *narrow* this sleeve.
- * This is a *narrow* path.

Occasion

- * They *occasioned* the party.
- * Ann *occasioned* the awards night.
- * I am *occasioning* the fundraiser.



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.

Keep

Labor

Machine

Narrow

Occasion

1. They decided to _____ the path.
2. This group _____ the party.
3. Did you use this _____?
4. Please _____ this away from the children.
5. Kim _____ in the fields all day.

Answers:

1.Narrow

2.Labored

3.Machine

4.Keep

5.Occasioned



Reading Comprehension

Read the passage below and answer the questions that follow.

Nov. 8, 2011

Dear Dr. Peter Parker,

This is to inform you that an opportunity has presented itself that will enable me to work in the area of my stated preference, which is product manager.

I am therefore tendering my resignation from your company and wish to advise you that December 8, 2011, will be my last day of employment.

I would like to thank you for the experience of having worked for Pictor and Gumbles, a truly outstanding organization.

Sincerely,

Vivienne Fox
Product Specialist



1. What is the name of the company?
 - a) Proctor and Gamble
 - b) Prictor and Gumbles**
 - c) Unilever
 - d) Poct and Gambs

2. When will Vivienne leave her job?
 - a) in 2 weeks
 - b) in 3 weeks
 - c) in 30 days**
 - d) in 45 days

3. What will her new job be?
 - a) Product Manager**
 - b) staff
 - c) Budget Officer
 - d) General Manager



Duration: 20-23minutes

Grammar

PHRASAL VERBS

- * These words are also known as *multi words*
- * A very important part of spoken English
- * It is called a phrasal verb because when the words are put together, they form a short phrase
- * Phrasal verbs can be transitive or intransitive

Phrasal Verb = verb + adverb

	Phrasal verbs	Meaning	Examples	Direct Object
Intransitive phrasal verb	get up	Rise from bed	I don't want to get up.	
	break down	cease to function	He was late because his car broke down.	
Transitive phrasal verb	put off	postpone	We will have to put off	the meeting.
	turn down	refuse	They turned down	my offer.



Duration: 24-26 minutes

Some Phrasal Verbs

Believe in

If you believe in something, you're sure that it's true or it really exists.

Look forward to

If you're looking forward to something that's going to happen, you feel excited or happy about it.

Run out (of)

If you run out of something, you don't have any left and you need some more.

Put down

to stop carrying something or someone

Look after

to make sure something or someone has everything they need and is healthy



Duration: 27-30 minutes

Grammar Drill

Identify if the highlighted phrasal verbs are used correctly in the sentence or not.

- | | |
|-----------------------------------------------------------------------|-------------------------|
| 1. Why do we always talk the weather about ? | Answers:
1.Incorrect |
| 2. My mother switched the radio off this morning. | 2.Correct |
| 3. I will look your letter forward to. | 3.Incorrect |
| 4. He was nice, but we turned down him. | 4.Incorrect |
| 5. I believe in ghosts, don't you? | 5.Correct |
| 6. We will have to wait the bus for at the corner. | 6.Incorrect |
| 7. Melissa is going to look after the children. | 7.Correct |
| 8. I have to put the baby down while I sweep the floor. | 8.Correct |
| 9. Why don't you switch the music over while you wait? | 9.Correct |
| 10. Can you go to the store before we run milk out of . | 10.Incorrect |



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) All the routes are in straight lines.
- (B) The road on the right has a sharp bend.
- (C) The barriers are all red.
- (D) There are no buildings in the picture.



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) You can see three buses in the picture.
- (B) There is no sign of grass in the picture.
- (C) One of the vehicles has a red roof.
- (D) The sky in the background is very dark.



Listening Comprehension

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

Hello, this is attorney Fred Collins. I am tied up in court this morning and will not be returning voice-mail messages, but your phone call is important to me. I will check my messages and return phone calls in the afternoon. Unless this is an emergency, please do not leave a message at this time. Try again after 1 o'clock. If this is an emergency, page me at 555-364-7849, and I'll get back to you during a court recess. If you would like to schedule an appointment, please call my secretary, Donna Fortner, at 555-683-1037. My soonest available openings are next week on Wednesday. Goodbye for now, and thank you for calling.



- 1). Why isn't the speaker returning morning phone calls?
 - a) He has an emergency.
 - b) He doesn't have openings.
 - c) His cell phone is malfunctioning.
 - d) He is working in a courtroom.

- 2). What should listeners do if they have an emergency?
 - a) Leave a message
 - b) Call a secretary
 - c) Send an electronic page
 - d) Make an appointment



- 3). When will the speaker be available for appointments?
- a) In the afternoon
 - b) Monday
 - c) Tuesday
 - d) Next week



Our next TOEIC lesson is on

1. 5 Vocabularies

<Pad, Quantity, Range, Set, Tenant>

2. Reading topic

“Acknowledgment of Application”

3. Grammar

Conditionals

4. Two picture descriptions

5. Listening

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。
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