



This is a 50 minute lesson

Welcome to TOEIC (850-950+)

Lesson No. 1

Today our objectives are to learn:

1.5 Vocabularies

<abide, back, C.E.O., daily, eager>

2. Reading topic

A Job Opening

3. Lesson Focus

Reading Skill - Skimming

4. Two picture descriptions

5. Listening Comprehension

80:20の法則

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Vocabulary

- **abide** (verb)
forms: abided; abided; abiding
to comply; to obey; to conform; to stay; to tolerate
- **back** (adjective)
behind; after; rear; hind
- **C.E.O.** (abbreviation, acronym)
Chief Executive Officer (CEO)
head manager of a corporation, company or large organization
- **daily** (adjective)
occurring on a regular basis
- **eager** (adjective)
strongly desiring; keen; fervently interested



Sample Sentences

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

Abide

- * We want everyone to *abide* by the rules.
- * I *abided* your request when I did this.
- * They are *abiding* the warning we gave them.

Daily

- * Do you drink this *daily*?
- * I have a *daily* supply of bread.
- * They travel this road *daily*.

Back

- * You will find the money at the *back* pocket.
- * The *back* of the house is dirty.
- * They live at the *back* of the house.

Eager

- * Kara is an *eager* student.
- * I am *eager* to learn that subject.
- * You are an *eager* beaver!

C.E.O

- * Mr. Hiro is our *C.E.O.*
- * The *C.E.O.* will visit our factory today.
- * They said she will be the next *C.E.O.*



Word Application

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.

Abide

Back

C.E.O.

Daily

Eager

1. I watch cartoons for my _____ dose of comedy.
2. The children were very _____ to make their own puppets.
3. You have to _____ by the rules of court.
4. Our _____ wants changes made immediately.
5. I have a surprise for you at the _____ of my car.

Answers:

1. Daily
2. Eager
3. Abide
4. C.E.O
5. Back



Reading Comprehension

Read the passage to review the vocabulary you have learned. Answer the questions that follow.

A Job Opening

XYZ services is currently looking for individuals who are interested in working for a multinational corporation. We want people who are **eager** to learn the ropes of the international business community. If you join us, you will have the opportunity to speak to **C.E.O.s** from different companies. We will also be giving you **daily** up trainings to help you continue in improving your communication skills. We only ask for one thing in return, you must be able to **abide** by the rules laid down by the company. Interested applicants please submit your resume and be sure to attach a blank envelope at the **back** of it.



Answer the following questions based on what you read.

1. What is XYZ corporation offering?
 - a. up trainings
 - b. a job
 - c. the opportunity to speak with CEO's
 - d. free trips abroad

2. What is the main quality an applicant must have?
 - a. the ability to think under pressure
 - b. to be able to speak to company executives
 - c. the ability to abide by the rules of the company
 - d. to be able to get along with different kinds of people

3. What should interested applicants do?
 - a. submit their pictures
 - b. send an email
 - c. submit a blank envelope
 - d. submit their resume



Skimming

- * It is used to quickly identify the most important information of a reading selection
- * It is **not** important to understand every single word when you are skimming
- * Useful when you want to quickly assess a reading material
- * Will benefit you so that you will understand the topic faster

How to Skim

skimming is a skill, so you will get better and better with practice. Here are some basic steps that can help you improve:

- * Read the introductions / introductory paragraphs first
- * Look for **highlighted** or *italicized* information
- * Look for bullet points (like the one you see at the beginning of this sentence)
- * Quickly read headings and subheadings
- * Take notes of what you read.



*Read the selection below within the time given and specified by your tutor. You can read out loud or you can read to yourself. You **have to stop** when your tutor tells you the time is up.*

The Hiring Process

Companies usually have a recruitment department that takes care of hiring new employees. They interview hopeful individuals and facilitate examinations needed for employee placement. People in the recruitment department go through the employee's resume and they use this as a tool to determine the individuals qualifications. The recruitment department is usually made up of people who have a clear understanding of the company. They know the company's goals and choose people who will help the company reach its goals. Once they have chosen a suitable person, they will give him/her a contract that contains the job description and salary information. Once the employee signs this, then he/she is an employee of the company.

To be more effective in teaching this skill please make sure the student stops reading when you tell them.



Answer the following questions based on what you read.

1. What is the article about?
 - a. the recruitment department
 - b. the hiring process
 - c. the human resource department
 - d. applying for a job in a big company

2. What is the main tool used by the recruitment department?
 - a. the applicant's resume
 - b. interview results
 - c. the applicant's exam results
 - d. people the applicant knows

3. What will the company give to a qualified employee?
 - a. a contract
 - b. instructions
 - c. salary
 - d. training



Tutor will give the student **two minutes** to think of the picture and choose the letter of the correct answer. Tutor can give his or her comments.

Picture description



- (A) The forklift crashed into the truck.
- (B) The pallets in the warehouse are stacked three high.
- (C) There are two people on the forklift.
- (D) There is no more room left in the truck .



Tutor will give the student **two minutes** to think of the picture and choose the letter of the correct answer. Tutor can give his or her comments.

Picture description



- (A) The truck is mainly blue in color.
- (B) There are three people in the truck.
- (C) The truck is driving on a bridge.
- (D) The truck has its headlights on.



Listening Comprehension

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

A Telephone Message

Hi Trudy, this is Joy. I tried to call Felix, but it said that his number was disconnected. Maybe I copied it down wrong. When you get a chance, could you please check it and then call me and leave a good number for him? Thanks. Also, I reached Mr. Latimer, and he said to go ahead and order a dozen boxes of the new business cards. You can charge them to the company. We'll need to meet sometime next week to discuss the Gerber project. I'm going to be out of the office this morning, but I'll be at my desk most of the afternoon, or you could try my cell: 555-844-9122. Let me know which days are good for you. And if you could get me that number for Felix as soon as possible, I'd appreciate it. Thanks Trudy. Talk to you soon. Bye.



Answer the following questions based on what you listened to.

1. Who is Joy calling?
 - a. A neighbor
 - b. A colleague
 - c. A friend
 - d. A relative

2. When will Joy be in the office?
 - a. This morning
 - b. Next week
 - c. In the afternoon
 - d. Tomorrow



3. What does Joy ask Trudy to do?
 - a. Send her an e-mail.
 - b. Give Felix a message
 - c. Return her phone call
 - d. Contact Mr. Latimer



Our next TOEIC lesson is on

1. **5 Vocabularies**
<fabric, gain, hallmark, ideal, jeopardize>
2. **Reading topic**
Deliveries
3. **Lesson Focus**
Reading Skill - Skimming
4. **Two picture descriptions**
5. **Listening Comprehension**

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。