



This is a 50 minute lesson

# Welcome to TOEIC (850-950) Sample lesson No. 3

Today our objectives are to learn:

**1.5 Vocabularies**

<keep, language, maintain, nationality, obsolete>

**2. Reading topic**

Memorandum

**3. Lesson Focus**

Reading Skill - Skimming

**4. Two picture descriptions**

**5. Listening Comprehension**

80:20の法則

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### Vocabulary

- **keep (verb)**

forms: kept; kept; keeping

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

- **language (noun)**

form plural: languages

spoken or written words with which people communicate thoughts and feelings

- **maintain (verb)**

forms: maintained; maintained; maintaining

to keep in existence; to preserve; to support; to provide for

- **nationality (noun)**

form plural: nationalities

citizenship; patriotism

- **obsolete (adjective)**

ancient; archaic; no longer in use; outdated; useless



## Sample Sentences

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

### Keep

- \* Where do you *keep* your supplies?
- \* I have *kept* it through the years.
- \* We are *keeping* the house.

### Language

- \* How many *languages* do you know?
- \* I can speak four *languages*.
- \* I want to learn a new *language*.

### Maintain

- \* Please try to *maintain* this amount.
- \* They *maintained* the house very well.
- \* Who is *maintaining* the pool?

### Nationality

- \* What is your *nationality*?
- \* There are many *nationalities* here.
- \* She has a sense of *nationality*.

### Obsolete

- \* That program is *obsolete*.
- \* Textbooks are becoming *obsolete*.
- \* I don't want an *obsolete* lap top.



## 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.

**Keep**

**Language**

**Maintain**

**Nationality**

**Obsolete**

1. What is your \_\_\_\_\_?
2. We no longer use that book it is already \_\_\_\_\_.
3. Can you please \_\_\_\_\_ this key safe for me?
4. I want to learn a new \_\_\_\_\_.
5. Please try to \_\_\_\_\_ the cleanliness of our surroundings.

Answers:

1.Nationality

2.Obsolete

3.Keep

4.Language

5.Maintain



### Reading Comprehension

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

#### Memo

Note to all:

Please note the addition of “Bonus” to your paycheck for this month. We are very thankful for all of your hard work, and we want you to **keep** making that effort. All of you have **maintained** a very good working relationship with your colleagues and the **language** of commitment and loyalty is evident in you. We also want to welcome the new members of our staff from different **nationalities** around the world. When we work together as hard as you all did last month, we will never become **obsolete**.

Thank you!

Manager Joe



*Answer the following questions based on what you read.*

1. What has been added to the paycheck for the month?
  - a. a bonus
  - b. extra working hours
  - c. more pay
  - d. a salary cut
  
2. Why are they getting a bonus?
  - a. because of their kindness
  - b. because they worked hard
  - c. because the boss said so
  - d. because they helped promote the company
  
3. Which is true about the company?
  - a. it is obsolete
  - b. it is a small company
  - c. it has a lot of employees
  - d. it is bankrupt



## Skimming

- \* usually used in business meetings
- \* also useful you are reading a business document
- \* a person usually skims a document first and then reads the details later

## How to Skim

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

- \* Read the first few sentences – they will contain the main idea of the document
- \* Look for important words in the body of the document
- \* Underline or highlight any words that catch your attention



*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.*

### Memoranda

Memoranda is the plural form of memorandum. These days, a memorandum is simply called a memo. It is usually an inter office correspondence to advise employees of changes or improvements that will be or have been taking place. Memos are usually written by management and the readers usually include all the staff members of a department or all the employees of the company. It is like an open letter and at the ending there isn't usually a signature needed. Memos are usually distributed among the employees or placed in areas where it can be seen by all the employees of the company.





*Answer the following questions based on what you read.*

1. Who has access to memoranda in a company?
  - a. all employees
  - b. top management
  - c. middle management
  - d. the applicants
  
2. Who usually writes the memos?
  - a. the applicants
  - b. middle management
  - c. top management
  - d. other employees
  
3. What makes a memo different from other forms of correspondence?
  - a. there is no date
  - b. there is no signature needed
  - c. it can be read by many people
  - d. all of the above



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 landing gear is down.
- (B) The plane has four engines.
- (C) It looks like a very cloudy day.
- (D) The plane is flying towards the camera.



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 containers are stacked five high.
- (B) There is a large crane in the picture.
- (C) The cab of the truck is white.
- (D) The truck driver is waving to the camera.



### Listening Comprehension

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

#### Road Traffic Report

Now it's time for a WPMZ traffic update, brought to you by Dick's Delicatessens. I'm Cindy Cowherd in the Dick's Traffic center. Northbound 9 starts to slow near Gigantic Mall, and is heavy from there all the way to Shoreview Heights. On eastbound Route 222, traffic is flowing again across the bridge now that an earlier accident has been cleared to the side. On west 222, we're getting reports of a stalled car blocking the right lane of the First Avenue on-ramp. Traffic is backed up along First Avenue to the scene. Otherwise, the roads look pretty good, and there are no blockages to report at this time. WPMZ traffic reports are sponsored by Dick's Delis. Come into Dick's this weekend for \$2 off a large submarine sandwich, or \$3 off any lunch combination plate. This is Cindy Cowherd from the Dick's traffic center.



*Answer the following questions based on what you listened to.*

1. Who is the intended audience?
  - a. Broadcasters
  - b. Business people
  - c. Housewives
  - d. Commuters
  
2. What is the problem at the First Avenue on-ramp?
  - a. An accident
  - b. A disabled vehicle
  - c. Heavy traffic
  - d. Road repair



3. What can be inferred about Dick's Delis?
- a. Its sandwiches are delicious.
  - b. Cindy Cowherd often eats there.
  - c. The company is losing money.
  - d. It paid to sponsor the traffic report.



# Our next TOEIC lesson is on

- 1. 5 Vocabularies**  
<package, qualify, railroad, salvage, tailor>
- 2. Reading topic**  
The Uniform Contract
- 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。