

This is a 50 minute lesson

# Welcome to TOEIC Beginner Lesson No. 2

Today our objectives are to learn:

**1. 5 Vocabularies**

<Scale, Union, Wait, Yield, Take>

**2. Reading topic**

“Acceptance of Resignation”

**3. Grammar**

Main Verbs

**4. Two picture descriptions**

**5. Listening**

**80:20の法則**

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Duration: 10-15 minutes

## Reading Comprehension

Read the passage below and answer the questions that follow.

Nov. 8, 2011

Dear Mr. Tom White,

It is with deep regret, that we accept your resignation as an account specialist of the XYZ corporation.

We can appreciate the demands that this position has placed on you. We also appreciate all of the fine contributions you have made as an account specialist for the past five years.

We wish you success in you future endeavors.

Tara Lively  
Human Resource

Duration: 16-19 minutes

1. What is Mr. White doing?
  - a) he is applying for a job
  - b) he is resigning
  - c) he is getting promoted
  - d) he is getting demoted
  
2. Why is the letter being sent?
  - a) to acknowledge his letter
  - b) to ask him to stay
  - c) to threaten
  - d) to reprimand
  
3. Which department sent the letter?
  - a) Human Resource
  - b) Finance
  - c) Budget
  - d) Planning

Duration: 20-23minutes

## Grammar

### MAIN VERBS

- Have their own meanings
- they can stand alone not like the helping verbs
- they are sometimes used with linking verbs in a sentence to make sense.

*Read the sentences in the table. Observe how the **helping verb** help the **main verbs** to complete the sentence.*

	Helping		Main verb	
John			likes	coffee
You			lied	to me
They			are	happy
The children	are		playing	
We	must		go	now.
I	do	not	want	any.

Duration: 40-43 minutes

## Listening Comprehension

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

Thank you for coming to the grand opening of the Holmstead Library. It's taken 18 months to complete the building, but I think the wait has been worth it. This magnificent steel-and-glass structure has been called the perfect marriage of function and form, and I think all of us here today would agree with that statement. Now I'm going to hand the microphone to a special guest, the man who designed this beautiful edifice, Klaus Kirshner. Mr. Kirshner has flown all the way from Austria for this occasion, and we are honored to have him with us. He is renowned throughout the world for his innovative architecture and distinctive style. Would you please join me in giving a warm Holmstead welcome to Klaus Kirshner!

Duration: 44-47 minutes

1). Who is Klaus Kirshner?

- a) A librarian
- b) A city official
- c) An architect
- d) A movie star

2). How long did it take to build the library?

- a) A year and a half
- b) Two years
- c) Six years
- d) Eighteen years

# Our next TOEIC lesson is on

## 1. 5 Vocabularies

<Fabric, Gain, Halt, Idle, Judge>

## 2. Reading topic

“Apology for a Refund Delay”

## 3. Grammar

Main Verbs II

## 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。  
とことん話し、とことん英作文してください。