

This is a 50 minute lesson

Welcome to TOEIC Beginner 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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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

Duration: 10-15 minutes

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 Prictor and Gumbles, a truly outstanding organization.

Sincerely,

Vivienne Fox
Product Specialist

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.

TOEIC English lesson / Beginner 4

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) 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.

Duration: 44-47 minutes

- 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

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。
とことん話し、とことん英作文してください。