

## ◆ PREFACE ◆

Why create an easy TOEIC® listening textbook? Traditional test specialists might question the motives. An actual TOEIC® Test has questions at all different levels, and many of them are much tougher than those in this book. It is a known fact, however, that getting used to the form helps students over the very first hurdle of test taking.

Furthermore, it is always a good idea to attack a challenging subject from an easier starting point. In speed-reading classes, for example, students are told to read a book on banking for children before attempting a finance textbook. In doing so, the familiarity with the subject then helps them automatically read faster. Helping students acclimate themselves to basic listening is our goal here.

In addition, the practical topics in this volume give students exposure to everyday language that they can use outside the classroom. Many of the situations involve a young Japanese businesswoman getting settled in a new job and setting up an apartment. Students will also notice a touch of humor in the distracters.

Happy listening!

この本は TOEIC® 形式のリスニング問題をやさしいレベルでテーマ別に分けてあります。その特徴は次の通りです。

1. 各課の最初に WARMING UP としてキーワードを 10 語選び、リスニングのヒントを提供している。
2. テーマ別なので、初級者にも内容が予測しやすい。特に、日本人の苦手な「オフィス英語」をまとめて学習できる。
3. アメリカで働き始めた日本人女性西村恵 (Kay) を主人公にしているので、アメリカでの生活を一緒に体験できる。
4. 選択肢の中にユーモアのある文をまぜ、試験の緊張をほぐし、学習が楽しくなるように配慮している。
5. 授業の最初か最後に 1 回分ずつ使うことにより、知らず知らずのうちに TOEIC® 形式のリスニングテストに慣れることができる。

The Authors

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# Week 1 New Kid on the Block

## WARMING UP



1-02

1. lunch break

2. mail

3. last (v.)

4. head office

5. department

6. fill out a form

7. deliver

8. outgoing mail

9. require

10. special delivery

## TEST

### Part I Pictures



1-03, 04

1.



(A) (B) (C) (D)

2.



(A) (B) (C) (D)

## Part II Question-Response 1-05

1. Mark your answer on your answer sheet. (A) (B) (C)
2. Mark your answer on your answer sheet. (A) (B) (C)
3. Mark your answer on your answer sheet. (A) (B) (C)
4. Mark your answer on your answer sheet. (A) (B) (C)

## Part III Short Conversations 1-06, 07

1. Where will the woman do her training?
  - (A) In a department store.
  - (B) In eight different departments.
  - (C) On the eighth floor.
  - (D) In Room 8.
2. When will the woman start her training?
  - (A) At 2:00.
  - (B) In one hour.
  - (C) In thirty minutes.
  - (D) First thing in the morning.

## Part IV Short Talk 1-08

1. When will the mail be delivered to the desk?
  - (A) Before 10:00.
  - (B) Between 10:00 and 10:30.
  - (C) Between 4:00 and 4:30.
  - (D) Never.
2. What is the mailroom's phone number?
  - (A) 224.
  - (B) 430.
  - (C) 443.
  - (D) 1030.

## Week 1

Class \_\_\_\_\_ No. \_\_\_\_\_ Name \_\_\_\_\_

Score	/ 10
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