



# TOEIC - PART4-45

Listen carefully as the teacher reads an announcement or an article, then choose the best answer to the questions below:

1). What is the main purpose of the talk?

- A. To explain office procedures
- B. To identify a time problem
- C. To schedule an appointment
- D. To review a contract

2). Where are the time cards kept?

- A. On top of the clock
- B. In the manager's office
- C. Beside the clock
- D. In the lunchroom

3). What should the listener do when leaving for lunch?

- A. Inform the manager
- B. Record the time
- C. Check the clock
- D. Order take out