



Power-Up Practice

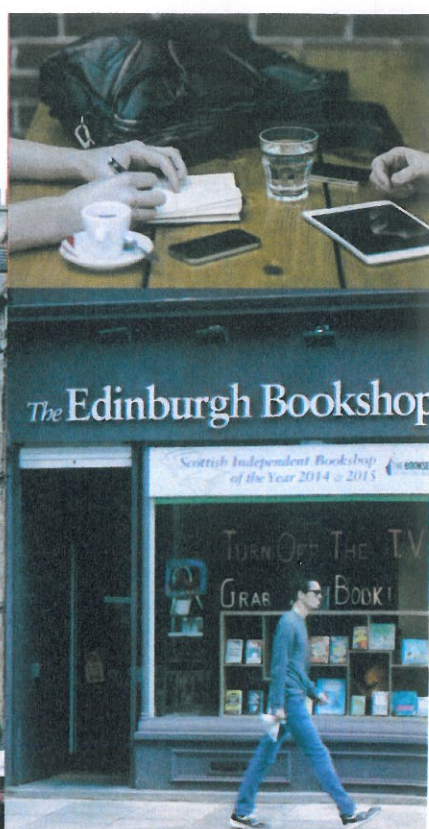
for the TOEIC® Listening and Reading Test

—Success through Integrating Four Skills

TOEIC® Listening and Reading Test パワーアップ・プラクティス
—4技能統合型アプローチ [新形式対応版]



Kazumichi Enokida Satoshi Hiramoto Simon Fraser



EIHO SHA

Power-Up Practice for the TOEIC® Listening and Reading Test

—Success through Integrating Four Skills—

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EHŌSHA



音声ファイルのダウンロード方法

英宝社ホームページ (<http://www.eihosha.co.jp/>) の「テキスト音声ダウンロード」バナーをクリックすると、音声ファイルダウンロードページにアクセスすることができます。

Photo credits

p.64

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p.65

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はじめに

『TOEIC® Listening and Reading Test パワーアップ・プラクティス—4技能統合型アプローチ』は TOEIC® Listening and Reading Test（以下「TOEIC® L&R」）形式の問題演習を中心とする総合教材である。トピックは TOEIC® L&R の開発機関である ETS が公表している項目に基づいて選定され、出題形式は2016年度からの新形式に対応した。

本書の特徴は、TOEIC® L&R 対策を中心に「聞く」「読む」「話す」「書く」の4技能をカバーする点にある。グローバル社会の中でこれからの大学生に必要とされる英語力、すなわち英語の知識と運用能力のバランスの取れた習得を目的としている。

本書の特徴：(1) 400問を超える TOEIC® L&R パート別形式の問題：TOEIC® のスコアアップのためには、大量の問題演習を通じてテストの形式と内容に慣れておく必要がある。本書は、授業時間の内外で TOEIC® L&R 対策を行うのに十分な問題量となっている。

(2) 各章の内容を深めるための活動：リスニング中心の「Dialogue」「Word Match」、語彙中心の「Word Map」「Collocation Tips」は、授業の中でさまざまな使い方が可能である。

(3) 各章のテーマに関連した「話す」「書く」中心のアウトプット演習：これらの演習は TOEIC® Speaking and Writing Tests の一部形式にも対応している。

本書は、大学・短大等での TOEIC® L&R 対策やビジネス英語の授業はもちろんのこと、一般教養課程の英語の授業にも幅広く対応できる内容となっている。技能別科目においても、複数の技能を統合した活動を盛り込むことで、より「使える」英語力の習得が図れるようになる。

本書の作成にあたり、英宝社の佐々木元社長、下村幸一氏、高野雄一郎氏には、深く感謝申し上げます。次第である。

筆 者

Power-Up Practice for the TOEIC® Listening and Reading Test—Success through Integrating Four Skills — is designed for students preparing for the TOEIC® Listening and Reading Test. The content of the book is based on a variety of real-world contexts, in line with the Educational Testing Service (ETS) guidelines. The textbook follows the new test format introduced in 2016.

A four-skills approach is adopted, enabling students to acquire the English knowledge and skills that are necessary in this age of global communication.

Features of the book: (1) More than 400 questions: To prepare adequately for the TOEIC® L&R Test, it is essential to get as much practice as possible. This book contains a sufficient number of questions for students to become thoroughly familiar with the test.

(2) A variety of activities in each unit: “Dialogue,” “Word Match,” “Word Map,” and “Collocation Tips” can be used flexibly to meet a variety of communicative purposes in the classroom.

(3) Output activities focusing on speaking and writing skills: Some of these are based on the format of the TOEIC® Speaking & Writing Tests.

This book can be used on a variety of English courses, including TOEIC® L&R preparation, business English, and general English. It is also ideal for skill-based courses, where integrating multiple skills in practical settings will be highly effective in improving the target skill.

本書のねらいと使い方

『TOEIC® Listening and Reading Test パワーアップ・プラクティス—4技能統合型アプローチ—』では、学習量の確保というコンセプトから、問題数を多めに用意しておりますので、授業で未消化の部分は宿題として授業時間外に学習するようにしてください。

Part A : 「聞く」「読む」を中心とした、TOEIC® Test 形式の問題演習です。

I Dialogue (音声あり)

Unit の題材を導入するための対話です。Dialogue を聞き、その内容に関する True/False Questions に答えます。

II Word Map

Unit の重要語について、各語の関係を図にまとめました。この図を英語で説明したり、新しい語を書き加えたりなどして、語彙を効率的に学習できます。

III Word Match (音声あり)

Unit の重要語4語について、英語で説明を聞きます。例文を参考にしながら、それぞれの説明にふさわしい語を選びます。

IV Listening Comprehension (音声あり)

TOEIC® L&R リスニング形式の問題です。Unit ごとに1つのパートを扱います。

V Grammar

日本人大学生が間違いやすい文法項目を1Unit につき10問扱います。

VI Reading Comprehension

TOEIC® L&R リーディング形式の問題です。シングルパッセージ、ダブルパッセージ、長文穴埋めの3種類があります。

Collocation Tips

Word Match で登場した語彙の一部について、それらの具体的な使い方を学びます。

VII Writing to Learn

Unit で登場した表現を復習するための、語句並べ替えおよび和文英訳の問題です。

Part B : Unit のテーマに関連した「話す」「書く」中心のアウトプット演習です。TOEIC® Speaking & Writing Tests の一部形式に対応しています。

I Picture Description

写真を一文で説明する練習です。スピーキング練習にも活用できます。

II Reading Aloud (音声あり)

Unit のトピックに関連した文章です。音声はスローとナチュラルの2種類のスピードが用意されていますので、音読やシャドーイングなどの練習に活用できます。

III E-mail Writing

メールを読み、その返事を書く練習です。

IV Essay Writing

Unit に関連したテーマのエッセイを書く練習です。書く前に、ペア・グループで英語による意見交換を行うと効果的です。

CONTENTS

はじめに	iii
本書のねらいと使い方	iv
Unit 1 Finding a Job (就職活動)	1
Unit 2 Dining Out (食事)	10
Unit 3 Business Meeting (会議)	18
Unit 4 Travel (1) (旅行)	26
Unit 5 Entertainment (1) (娯楽)	34
Unit 6 The Office (オフィス)	43
Unit 7 Shopping (買い物)	51
Unit 8 Review and Further Practice (1) (復習)	59
Unit 9 Entertainment (2) (娯楽)	61
Unit 10 Sales and Marketing (セールスとマーケティング)	70
Unit 11 Technical Areas (技術)	79
Unit 12 Health (健康)	87
Unit 13 Finance (金融)	95
Unit 14 Travel (2) (旅行)	104
Unit 15 Corporate Development (経営企画)	112
Unit 16 Review and Further Practice (2) (復習)	120

Unit 1

Finding a Job

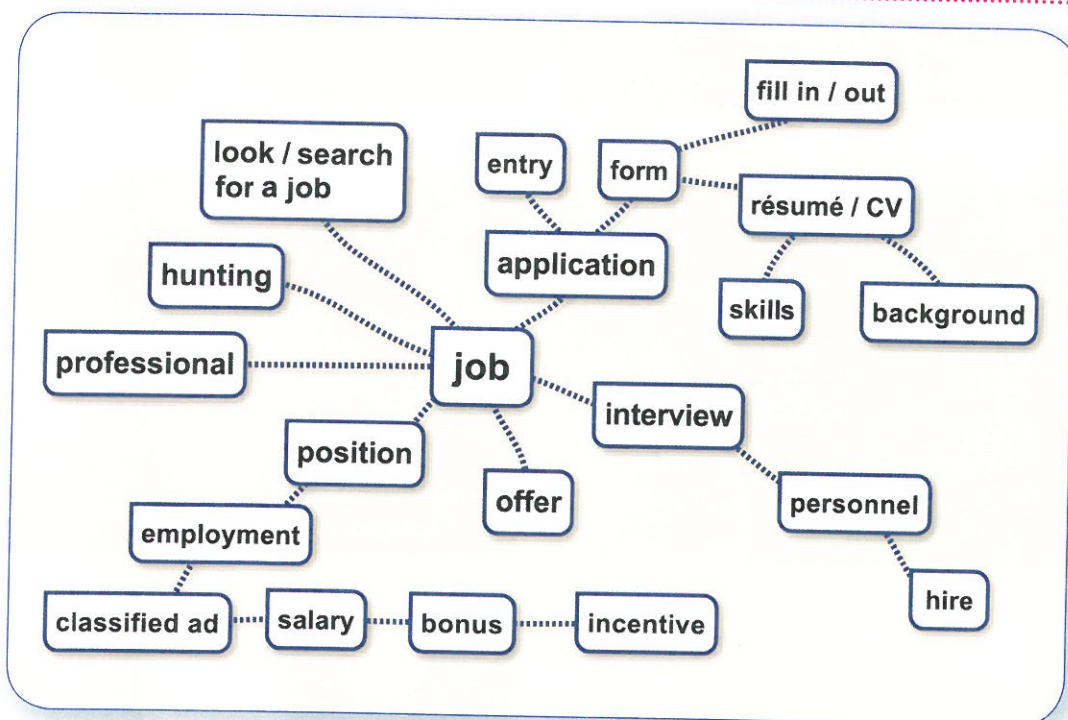
Part A

I Dialogue: True or False Questions



1. T / F 2. T / F 3. T / F

II Word Map



III Word Match



Listen to the definitions and match them with the words below:

a. **candidate** ()

There are only three candidates for the job.

b. **degree** ()

Applicants must have a degree in engineering.

c. **personnel** ()

The application form is to be returned to the Personnel Department by the date specified.

d. **résumé** ()

Make sure your résumé is free from typos or other mistakes.

IV Listening Comprehension: Part I



Listen to the four statements and select the one that best describes what you see in the picture.

1. (A) (B) (C) (D)



2. (A) (B) (C) (D)



3. (A) (B) (C) (D)



4. (A) (B) (C) (D)



5. (A) (B) (C) (D)



6. (A) (B) (C) (D)



V

Grammar: Verbs and Sentence Patterns

1. One of the Houses of Parliament's most famous features () the clock tower, commonly known as Big Ben.
(A) are (B) being (C) to be (D) is
2. () he became CEO before he was forty didn't surprise us at all.
(A) What (B) When (C) To (D) That
3. A conference is being held in Las Vegas to () business strategy.
(A) discuss (B) discuss about (C) discuss for (D) discuss with
4. The NPO is going to () funds for the earthquake-stricken people in China.
(A) rise (B) raise (C) lie (D) lay
5. Just when we were all getting our winter clothes out, it turned () again.
(A) warming (B) warm (C) to warm (D) warmly
6. Anything you could do to help make the negotiations () would be very much appreciated.
(A) a success (B) is a success (C) to be a success (D) will be a success
7. I thought () my responsibility to support the chairperson and make a greater contribution to the meeting.
(A) it be (B) it (C) it to (D) of it
8. The senator () the President for comments made during a speech yesterday.
(A) apologized (B) apologized against
(C) apologized to (D) apologized at
9. Could you () Dan of the inquiry regarding our quarterly analysis?
(A) recall (B) reject (C) remember (D) remind
10. I () my boss a lot for everything he has done for me.
(A) have (B) oblige (C) owe (D) take

VI Reading Comprehension



Questions 1-3 refer to the following classified ad.

Job Title:

Customer Service Position

Date Posted:

04-06-2018

Description:

Available immediately in our busy office, this is an entry level position with competitive salary and generous benefits. Responsibilities include ensuring customer satisfaction, order processing, and data entry. Customer Service or Sales background a plus. Attention to detail and excellent interpersonal skills a must. If you are interested in working for a dynamic company with a supportive work environment, we want to hear from you.

**Send cover letter and résumé to:**

Harold Wells
Pacific Business Services
2625 Beachwood Drive
San Bernardino, CA 92407

1. What is the aim of this ad?
(A) To gather information from customers.
(B) To hire a new company executive.
(C) To employ a person in customer service.
(D) To announce a change in management policy.
2. Which of the following is NOT mentioned in the job description?
(A) Data entry. (B) The office atmosphere.
(C) Banking experience. (D) High communication ability.
3. How should applicants send their information to the company?
(A) By regular mail. (B) By e-mail. (C) By fax. (D) By telephone.

Questions 4-8 refer to the following passage and résumé.

Writing a Résumé

Points to keep in mind:

- (1) Your résumé should include the following sections: personal and contact information, education and qualifications, work experience, relevant skills, interests and achievements, and references.
- (2) A good résumé is clear and concise, and contains only necessary information. Stick to a maximum of two sides of A4 paper.
- (3) Create a unique résumé for each job you apply for. Read the job description carefully, and focus on the skills that can be transferred to that particular job.
- (4) Make the most of your interests and experience. Include those that help you stand out from the crowd. Use positive words such as “organized” and “achieved.”
- (5) Write an opening statement (objective). This is a summary of who you are and what type of work you hope to obtain.
- (6) Try to include two references. These can be previous employers or others who can personally vouch for your skills and experience.

Satoshi Enokida

6-13-1 Kagamiyama

Hiroshima City, Hiroshima Prefecture 739-8521

Tel: 082-123-4567

Employment Objective

A position at an international organization requiring English and computer skills

Education

Hiroshima Okonomi University, Faculty of Education, Graduate School

Master of Education (2018)

Hiroshima Okonomi University, Faculty of Education

Bachelor of Education (2015)

Major: Primary Education

Hiroshima Higashi High School (2011)

Employment Experience

Momiji Prep School (Hiroshima City)

English class instructor (2015 – present)

Teach students using PCs

Additional Skills

Microsoft Office Specialist (2017)

STEP Test Pre-1 Grade (2014)

TOEIC 850 (2014)

Activities

English Speaking Society (Advisor)

Computer Club (Website Administrator)

References

Available upon request

4. According to the passage, which of the following applies when writing a résumé?
 - (A) You should try to write as much as possible.
 - (B) It is important not to appear too different from other people.
 - (C) It would be better not to mention any hobbies you have.
 - (D) None of the above.
5. What kind of skills are considered to be most important when you apply for a job?
 - (A) Additional skills.
 - (B) Communication skills.
 - (C) Objective skills.
 - (D) Transferable skills.
6. Which skills does this applicant want to use?
 - (A) English and computer skills.
 - (B) Teaching skills.
 - (C) Banking and accounting skills.
 - (D) Customer service skills.
7. What is this applicant's most recent degree?
 - (A) BA.
 - (B) MA.
 - (C) PhD.
 - (D) None of the above.
8. What working experience does this applicant have?
 - (A) Working for Microsoft.
 - (B) Working for a bank.
 - (C) Teaching English at high school.
 - (D) Tutoring at prep school.

★TOEIC★スコアアップのために (1)

ビジネス・日常生活関連の語彙を習得しよう

TOEIC ではビジネスおよび日常生活に関連した語彙が頻出します。本書の Word Map や市販の単語集などを用いて、これらの語彙を習得しましょう。英字新聞を活用したボキャビルも効果的です。また、既習の語が新しい意味で用いられる場合（例：「予約する」という意味の book）や、同じ意味でも使用場面によって複数の英語を使い分ける場合（例：「客」を意味する customer / client / guest / passenger / account）がありますので、注意しましょう。

Collocation Tips

(1) résumé

a) write a résumé

If you need to write a résumé, the careers office should be able to help.

b) send/submit one's résumé

Betterjob Inc. allows you to send your résumé to hundreds of recruiters instantly.

(2) interview

hold/attend an interview

The Financial Times held an interview with Dr. Jonathan Suzuki, former president of GXE Institute, about the latest trends of the stock market.

Only a few of the applicants were invited to attend an interview.

Questions 9-12 refer to the following passage.

Keys to a successful job interview

If you want to be successful in your job interview, you should keep the following points in mind:

- a) Treat everyone you meet with professionalism and kindness. That receptionist or secretary may offer her opinion about you to her boss. ---9---
- b) Don't let the employer's informal approach cause you to forget your manners or professionalism. You should maintain a businesslike image. Don't ---10--- the interviewer by his or her first name unless you are asked to.
- c) Don't ever interrupt the interviewer, even if you are excited and ---11--- about answering the question.
- d) Listen very carefully to each question and give thoughtful, ---12--- and honest answers. Ask for clarification if you don't understand a question. It is all right to take a few moments of silence to gather your thoughts before answering.

9. (A) Don't be too careful.
(C) Nothing else matters.

- (B) You could be fired.
(D) It will count.

10. (A) apply (B) address

- (C) page (D) reduce

11. (A) embarrassed (B) cooperative

- (C) monopolized (D) enthusiastic

12. (A) on-the-job (B) to-the-point

- (C) off-guard (D) out-of-work

VII Writing to Learn

1. ケイティはその職の最有力候補です。
(the leading candidate / the job / is / Katy / for)

2. 私たちは工学の学位がある高いスキルを持つ人材を探しています。
(with / in / for / a highly-skilled person / are / we / a degree / engineering / looking)

3. この申込書に記入してください。(fill, form)

4. あなたの履歴書はその出版社に転送しておきました。(forward)

Part B

I Picture Description

Write a sentence describing the picture below.



II Reading Aloud



(slow speed)



(natural speed)

When job-hunting, it is important to be able to demonstrate your achievements. There may be many suitable job openings for you, but this doesn't mean you will be able to get all of them. Other applicants will have the same qualifications as you, so try to make your résumé more appealing. The first thing to do is to convince the personnel department that you really are the best person for the job. Think of what you did in college, and choose some extracurricular activities which will help you stand out from other candidates.

III E-mail Writing

Directions: Reply to the e-mail. Respond as if you are an experienced businessperson and also a close friend of Jay's. In your e-mail to Jay, tell him at least TWO things that you think are important regarding the dress code.

From:	Jay Walker
To:	Satoshi Enokida
Subject:	Job interview

Hi Satoshi,

How are you? I hope you're doing well. As you know, I'm about to start job hunting in Japan. I've got a couple of interviews lined up, but since I'm new here I'm really not sure what kind of clothes I should wear. Could you tell me what would be appropriate? I'd really appreciate your help!

Jay

Hi Jay,

IV Essay Writing

After graduating from college, you will start working, or perhaps go on to graduate school. What do you see yourself doing five years from now, and why? Try to write at least 300 words.

Unit 2

Dining Out

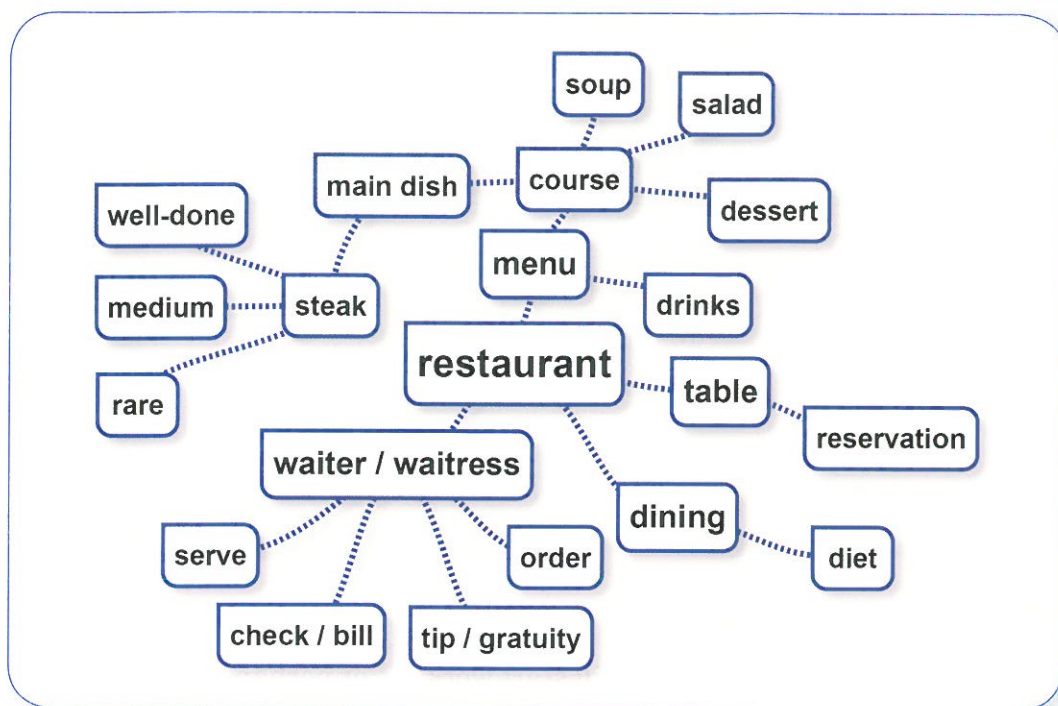
Part A

I Dialogue: True or False Questions



1. T / F 2. T / F 3. T / F

II Word Map



III Word Match



Listen to the definitions and match them with the words below:

a. **beverage** ()

Beverages are not included in the price of a meal.

b. **gratuity / tip** ()

In addition to their salaries, tour guides often receive gratuities from grateful tourists.

c. **diet** ()

Her diet consists of hamburgers, fries, and ice cream.

d. **reservation** ()

I'll call the restaurant and make the reservation for six-thirty.

IV Listening Comprehension: Part II



You will hear a question or statement together with three responses. Select the best response and circle the letter (A), (B), or (C).

- | | | |
|----------------|----------------|----------------|
| 1. (A) (B) (C) | 2. (A) (B) (C) | 3. (A) (B) (C) |
| 4. (A) (B) (C) | 5. (A) (B) (C) | 6. (A) (B) (C) |

V Grammar: Tense and Aspect (1)

- Pat always looks energetic because he () a short nap after lunch every day.
(A) takes (B) is taking (C) has taken (D) will take
- "Phishing" sites () those of real companies, but actually try to steal your personal information.
(A) are often resembling (B) are often resembling to
(C) often resemble (D) often resemble to
- When you () at the headquarters tomorrow morning, you will need to sign your name at the security desk.
(A) will arrive (B) have arrived (C) will have arrived (D) arrive
- Throughout the negotiations, the management strongly demanded that employees () a salary cut.
(A) accept (B) would accept (C) had accepted (D) were accepting
- Alexander, who () born in Vancouver and graduated from the University of British Columbia, was appointed chairperson in 2017.
(A) is (B) was (C) has been (D) had been
- Just a few weeks ago, I () the privilege of seeing the entries at the annual National Art Contest.
(A) was (B) had (C) have had (D) had been
- As blogs grow bigger, so too () their influence on politics.
(A) is (B) was (C) does (D) did
- If you complete the application form and send it to the following address, you () a tax refund.
(A) are getting (B) would get (C) are about to get (D) will get
- I () an Alfa Romeo for my next car, but maybe I'll choose a Toyota hybrid instead.
(A) am going to buy (B) was going to buy (C) will buy (D) will be buying
- The plans include the company's Seattle office, where a two-week project () start in the second quarter.
(A) is (B) to (C) is to (D) to be

VI Reading Comprehension



Questions 1-4 refer to the following article.

La Bonne Vie

La Bonne Vie, in Seattle's harbor district, has been at the top of the city's best restaurant lists for over twenty years. Behind this success is the talent and passion of chef Georges Romero, who has been responsible for the mouth-watering menus since the restaurant opened in 1985. As well as the wonderful dishes, the restaurant is known for its elegant, formal decor, top-of-the-line wine list, and fantastic views of the harbor.

It's the food, though, that makes a visit to *La Bonne Vie* such an unforgettable experience. — [1] — The three- or five-course menus, which include a menu for vegetarians, are beautifully cooked and presented, and they use only the finest seasonal ingredients. — [2] — To follow, you could try the peppered filet mignon steak with oven-roasted peas and pecans—a combination not to be missed! — [3] — The restaurant's sommelier Jean Blanche has expert knowledge of both Californian and European labels, and you'll have no trouble finding the perfect wine to accompany your meal. — [4] —

End the evening with a multi-course cheese tasting, or a dazzling dessert chosen from a long list of traditional and contemporary selections. And remember, whether you come on business or for pleasure, at *La Bonne Vie* you can relax and enjoy the best, most professional service in town.



- What is the article about?
(A) The harbor views in Seattle. (B) How to enjoy good wine.
(C) One of Seattle's best eating places. (D) Californian and European food.
- What is the main reason *La Bonne Vie* has been so successful?
(A) The elegant decor. (B) The professional service.
(C) The excellent food. (D) The fantastic views.
- How does the article suggest customers finish their meal?
(A) With cheese or dessert. (B) With a glass of wine.
(C) With a vegetarian dish. (D) With Californian pecans.
- In which position does the following sentence best belong: [1], [2], [3], or [4]?
"Start your meal with one of the delicious chilled soups or terrines."
(A) [1] (B) [2] (C) [3] (D) [4]

Questions 5-9 refer to the following online advertisement and e-mail.

Seattle Classic Cruise

The **Seattle Classic Cruise** offers a delicious lunch and a unique experience on Elliot Bay. On your cruise, you will enjoy breathtaking views of gorgeous scenery, the city skyline, and mountain ranges while savoring an exquisite lunch. What better way to enjoy the city while visiting Seattle or to celebrate a birthday, an anniversary, or a day out on the town?

Seattle Classic Cruise		
Length: 3 hours Departs: Daily from noon to 3:00 pm from May through September and December; Saturday only the rest of the year. Schedule is based on availability. NO HOTEL PICKUPS AVAILABLE. Child: Ages 6 -12 (under 6 free) Summary: 3-hour lunch cruise on Elliot Bay in Seattle including a 3-course meal, soda, coffee, tea, and sales tax. Extra: Gratuities and bar purchases.	Retail	\$50
	Internet	\$40
	Save	\$10
	Child	\$25
BUY		

The **Seattle Classic Cruise** is a unique Northwest dining experience presented in partnership with a leading Seattle restaurant group. The result is dining excellence for individuals and groups of up to 700. This is an unmissable Seattle experience—make your reservations now!

Click **HERE** for the **Seattle Classic Cruise** menu.

We also offer **Seattle Dinner Cruises**.

The cruise ship is also the perfect venue for any group function. Please call us at 877-407-4303 for information on group functions and charters.

From:	David Harding, G&P Inc.
To:	Satoshi Enokida
Subject:	Seattle Classic Cruise

Dear Satoshi,

As promised, here are the details of the cruise we were talking about the other day. Please click on the following link: <http://classiccruise.com/>

I know we decided that we'd take the cruise this Friday, but Mike and Fiona will be out of town on that day. How about next week? Please let me know ASAP if Monday's OK for you, and I'll make the reservations. If you could come round to the office about 11 am, we'd have plenty of time to get to the harbor in time for the first cruise. We should be back around 4 pm.

I'm looking forward to seeing you next week. I'm sure you'll really enjoy the cruise, and we might even have a chance to talk a little more about our project!

Best regards,

Dave

5. Why did Dave send the e-mail to Satoshi?
 (A) To ask him to take a cruise on Friday. (B) To discuss a project.
 (C) To let him know about a change of plan. (D) To ask him to make a reservation.
6. How much does it cost for a six-year-old child to take the cruise?
 (A) \$5. (B) \$10. (C) \$25. (D) Nothing.
7. What time does Dave want to take the cruise?
 (A) At 11 am. (B) At 12 pm. (C) At 3 pm. (D) At 4 pm.
8. Which of the following is NOT included in the price of the cruise?
 (A) A three-course meal. (B) Soft drinks.
 (C) Alcoholic beverages. (D) Sales tax.
9. What is the advantage of purchasing tickets online?
 (A) A discount is available. (B) Free pickup will be provided.
 (C) Your birthday will be celebrated. (D) Bookings can be changed for free.

Collocation Tips

(1) reservation / reserve, booking / book

a) make a reservation/booking

Have you made the reservations for the dinner cruise yet?

b) reserve/book a room/seat/table

Would you like me to book a seat for you on the next flight?

c) cancel a reservation/booking

The meeting is running late, so I'd better call the restaurant and cancel our reservation.

(2) tip

a) give/leave (someone) a tip

*Do you think I should leave a tip?
 – It's up to you!*

Do I need to give the taxi driver a tip?

b) tip (someone)

How much should I tip the waiter?

It's not usual to tip hotel staff in Japan.

(3) diet

a) watch one's diet

John has very high cholesterol, so he has to watch his diet.

b) a healthy/balanced diet

A healthy diet includes plenty of fish, vegetables, and fiber.

c) be/go on a diet

I've put on so much weight recently. I really must go on a diet!

Questions 10-13 refer to the following passage.

What is a healthy diet?

A healthy diet is a way of eating that reduces the ¹⁰ of conditions such as heart disease and stroke. Healthy eating means consuming a wide variety of foods including vegetables, whole grains, fruits, non-fat dairy products, beans, lean meats, poultry and fish. There is no one perfect food, so including a variety of different foods and watching portion sizes is the ¹¹ to a healthy diet. Also, make sure your choices from each food group are the most nutritious you can find. ¹², pick foods rich in vitamins, minerals and fiber over those that are processed.

People with high cholesterol or diabetes require a careful diet, but they can still enjoy the same foods as the rest of the family. ¹³ It takes some planning, but you can fit your favorite foods into your meal plan and still manage your blood sugar, blood pressure, and cholesterol.

10. (A) need (B) risk (C) trend (D) concern
11. (A) best (B) meal (C) key (D) plan
12. (A) In other words (B) However (C) Nevertheless (D) As a result
13. (A) They can recover from their diseases very quickly.
(B) That will affect the way they practice medicine.
(C) It is impossible to differentiate between junk and healthy foods.
(D) The whole family benefits from taking part in healthy eating.

VII Writing to Learn

1. ケヴィンは自分の子供たちに健康的な食事を与えようとした。
(with / to / a healthy diet / Kevin / provide / tried / his children)

2. これはチップを含んだ額ですか。
(a gratuity / this price / does / include)?

3. 午後3時半発の東京行きの列車は予約が必要ですか。(reserve, seat)

4. 最近太ってきたみたい。減量しなくちゃ。(put, diet)

Part B

I Picture Description

Write a sentence describing the picture below.



II Reading Aloud



(slow speed)



(natural speed)

The Bistro Bar and Grill serves only the freshest, finest quality ingredients, sourced locally where possible and prepared by our team of chefs to the most exacting standards. So, if you love tasty, homemade food, you will love *The Bistro* – mouth-watering burgers, barbecue rib racks, macaroni cheese, and classic salads to name just a few of our favorites. Or, why not drop by and chill out after work with a nice cold beer or cocktail?

III E-mail Writing

Directions: Respond to the e-mail. In your e-mail to Satoshi, tell him at least **THREE** things which you think are important regarding the food and drink that should be available.

From:	Satoshi Enokida
To:	David Fraser
Subject:	Welcome luncheon

Hi David,

We're having a welcome luncheon for the group of American students next month. I'm about to contact the campus restaurant, and I'm wondering what kind of food and drinks we should provide. Some people may want large portions and others may be vegetarians, for example. Help – I need your suggestions!

Thanks,

Satoshi

Hi Satoshi,

IV Essay Writing

What do you think is most important when choosing a place to eat? Consider the features of the best restaurant for one of the following situations: dining alone, with friends, or with your business partners. Try to write at least 300 words.

Unit 3

Business Meeting

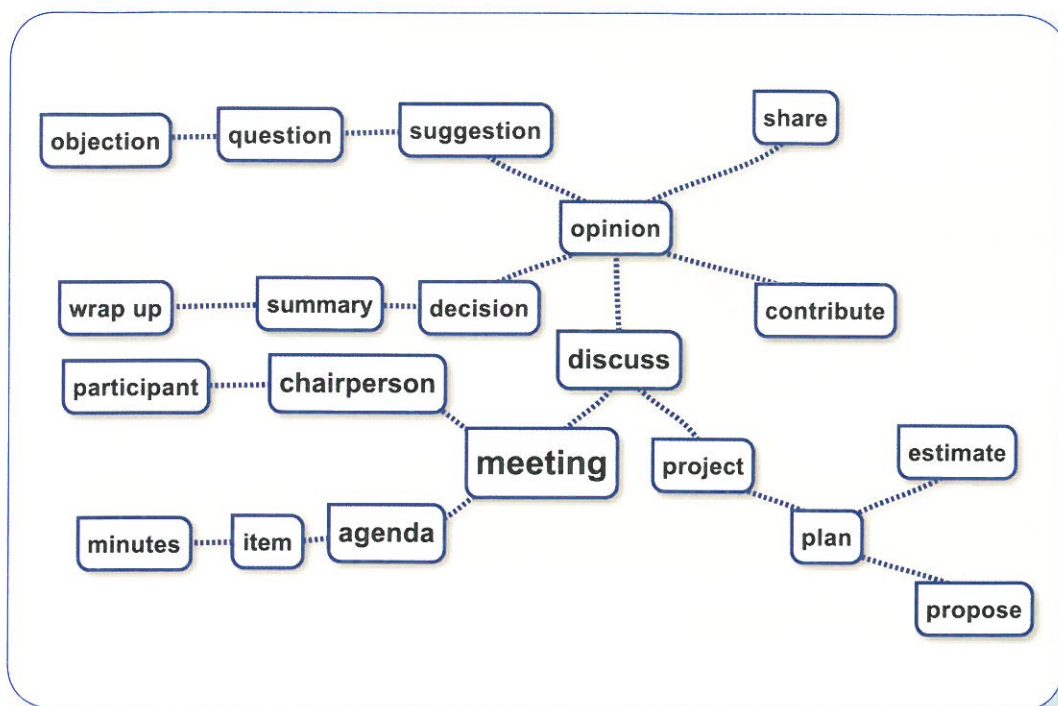
Part A

I Dialogue: True or False Questions



1. T / F 2. T / F 3. T / F

II Word Map



III Word Match



Listen to the definitions and match them with the words below:

a. **suggest** ()

I would suggest waiting for a more favorable situation rather than taking action now

b. **confirm** ()

Dave got an e-mail asking him to confirm his attendance at the meeting.

c. **organize** ()

Surprisingly, the Orientation Seminar for freshmen is organized by the students.

d. **revise** ()

Pat revised the document and distributed it to the meeting attendees.