

免費多益講義 | TOEIC 辦公室會議與英文對話練習

免費多益 TOEIC 辦公室會議、電話留言與行程安排口說講義 | TOEIC / A2-B1 | JY 免費英文講義

Teacher-friendly lesson: HTML page, PDF preview, vocabulary flashcards, speaking practice, quiz, and answer key.

Lesson Overview

This free TOEIC speaking and listening handout helps students understand common office conversations.

Students practice meeting language, phone messages, schedule changes, and polite follow-up questions.

The situations are original and classroom-ready for TOEIC-style workplace communication practice.

Vocabulary 單字解析

Word	Part	中文	Easy meaning	Example
agenda	n.	議程	a list of topics for a meeting	Please check the agenda before the meeting.
attendee	n.	與會者	a person who goes to a meeting	Each attendee should give a short update.
minutes	n.	會議紀錄	notes from a meeting	Mina writes the meeting minutes.
project	n.	專案	a planned piece of work	The project meeting is every Monday.
update	n.	最新進度	new information about something	The design team gives an update.
deadline	n.	截止日期	the latest time to finish work	The poster deadline is Thursday.
client	n.	客戶	a person or company that buys a service	The client called this afternoon.
reschedule	v.	重新安排	to change the time of an event	We need to reschedule the meeting.
department	n.	部門	a part of a company	The marketing department will meet the client.
presentation	n.	簡報	a talk or file that explains ideas	Please read the presentation before Thursday.
follow up	phr.	後續追蹤	to contact someone again after a first message	I will follow up with the client tomorrow.
appointment	n.	預約; 約定	a planned meeting at a certain time	Do you need to change your appointment?

Reading / Situation Practice

Situation 1 | A Short Project Meeting

Mina leads a short project meeting every Monday morning. At the start, she checks the agenda and asks each person to give a short update.

Today, the design team says the new poster is almost ready. The sales team needs the poster by Thursday, so they can send it to customers on Friday.

Mina writes the main points in the meeting minutes. Before the meeting ends, she asks everyone to confirm their tasks and deadlines.

Reading Check

1. When does Mina lead the meeting?
2. What does the sales team need by Thursday?
3. What does Mina write?
4. What should everyone confirm?

Situation 2 | A Phone Message

A client calls the office while Mr. Park is in a meeting. The receptionist takes a message.

The client says the delivery truck will arrive at 3:30 p.m., not 2:00 p.m. She also asks Mr. Park to call her before 4:00 p.m. if the new time is a problem.

After the meeting, the receptionist gives Mr. Park the message and checks whether he needs help rescheduling another appointment.

Reading Check

5. Where is Mr. Park when the client calls?
6. What time will the truck arrive?
7. When should Mr. Park call the client?
8. What does the receptionist offer to help with?

Situation 3 | Changing a Client Meeting

The marketing department plans to meet a client on Wednesday afternoon. However, the client sends an email saying her flight is delayed.

The team decides to move the meeting to Thursday at 11:00 a.m. They also send the client a short presentation file before the meeting.

Everyone agrees to read the file and prepare two questions. This helps the meeting stay clear, short, and useful.

Reading Check

9. Why does the meeting change?
10. When is the new meeting time?
11. What file does the team send?
12. How many questions should each person prepare?

Dialog 口説對話

Dialog 1 | Opening a Meeting

Mina: Good morning. Let's start with the agenda.

Jay: The first topic is the new poster.

Mina: Great. Can the design team give an update?

Jay: Yes. The poster is almost ready.

Dialog 2 | Checking a Deadline

Sales: Can we get the poster by Thursday?

Design: Yes, but we need your final photo today.

Sales: No problem. I will send it before 3:00.

Design: Thanks. I will follow up after I get it.

Dialog 3 | Taking a Phone Message

Receptionist: Good afternoon. Green Office Supplies.

Client: May I speak to Mr. Park?

Receptionist: He is in a meeting. May I take a message?

Client: Yes. Please tell him the truck will arrive at 3:30.

Dialog 4 | Rescheduling

Client: I'm sorry. My flight is delayed.

Staff: That's okay. Would Thursday at 11 work for you?

Client: Yes, that works well.

Staff: Great. I will send a confirmation email.

Dialog 5 | Preparing Questions

Manager: Please read the presentation before the meeting.

Staff: Should we prepare questions?

Manager: Yes. Please prepare two questions each.

Staff: Got it. I will finish them tonight.

Speaking Practice 口說練習

- Meeting chair practice: Start a meeting, introduce two agenda items, and ask for updates.
- Phone message practice: Take a message with name, time, reason, and next action.
- Rescheduling role-play: Change a meeting time politely and confirm the new time.
- TOEIC listening summary: After hearing a dialog, say who is speaking, where they are, and what will happen next.

Practice / Quiz 練習題

13. Situation 1: When does Mina lead the project meeting?
14. Situation 1: What does the sales team need?
15. Situation 2: What time will the delivery truck arrive?
16. Situation 2: Why does the receptionist take a message?

17. Situation 3: Why is the client's meeting moved?
18. Situation 3: What should everyone prepare?
19. Vocabulary: A list of topics for a meeting is an _____.
20. Vocabulary: To change a meeting time means to _____ it.
21. Vocabulary: Notes from a meeting are called meeting _____.
22. Speaking: Give one polite sentence for changing a meeting time.

Answer Key 答案

23. Situation 1: When does Mina lead the project meeting? -> Every Monday morning.
24. Situation 1: What does the sales team need? -> They need the new poster.
25. Situation 2: What time will the delivery truck arrive? -> It will arrive at 3:30 p.m.
26. Situation 2: Why does the receptionist take a message? -> Mr. Park is in a meeting.
27. Situation 3: Why is the client's meeting moved? -> The client's flight is delayed.
28. Situation 3: What should everyone prepare? -> They should prepare two questions.
29. Vocabulary: A list of topics for a meeting is an _____. -> agenda
30. Vocabulary: To change a meeting time means to _____ it. -> reschedule
31. Vocabulary: Notes from a meeting are called meeting _____. -> minutes
32. Speaking: Give one polite sentence for changing a meeting time. -> Answers will vary.

Source Notes

This handout uses original classroom content informed by official TOEIC Listening and Reading format information.

- ETS TOEIC Listening and Reading overview: <https://www.ets.org/content/ets-org/language-master/in/home/toEIC/test-takers/about/listening-reading.html>
- IIBC TOEIC Listening and Reading test format: <https://www.iibc-global.org/english/toEIC/test/lr/about/format.html>
- IIBC About the TOEIC Listening and Reading Test: <https://www.iibc-global.org/english/toEIC/test/lr/about.html>