TOEIC | Beginner

EWS-TOEIC-L1-01 | Guided learning and practice

Understand people, actions and places at work

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Workplace English often describes an action, a person or a location. Learn complete phrases such as sign a form, carry a box, arrange a meeting and wait at reception. Check who performs the action. A receptionist welcomes a visitor; a visitor signs in. Knowing the relationship helps you understand a sentence even when one word is unfamiliar. Use pictures or objects around you to practise simple true descriptions.

Compare actions in progress with completed results. A worker is opening a door describes the action now; the door is open describes its state. Be careful with location words: beside is not behind, and above is not under. In photograph-style preparation, describe only what the image supports. You cannot know a person's job title, plans or feelings simply from clothing. The full TOEIC Part 1 uses actual photographs and recorded choices. Text-only foundation descriptions teach language but are not a complete Part 1 simulation.

Worked examples

The boxes are beside the desk. This locates the boxes; it does not say they are on the desk.

A person is holding a clipboard. The object is visible, but calling the person the manager would require additional evidence.

Try it yourself: language control

1. Choose: All visitors must (sign / signed) in.
2. Choose: The boxes are (beside / between) the desk.
3. Correct: The receptionist help the visitor.
4. Choose: Please arrive (by / after) nine; the session begins at nine.
5. Choose: The office is (close / closed) today.

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Answer the question that was actually asked

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Before choosing a reply, identify what the speaker is doing. Where is the meeting? asks for a place. When does it begin? asks for a time. Could you send the file? is usually a request, not a question about your physical ability. A natural reply may be Certainly, I will send it now. The answer does not need to repeat a word from the question, and a repeated word can be a distractor.

Listen for negatives and indirect replies. Haven't we ordered the paper yet? requires attention to whether an order has already been placed. I will check with purchasing is a reasonable workplace response even though it is not a simple yes or no. Review wrong choices by explaining why they fail: wrong information type, similar sound or an unrelated topic. Start with clear everyday exchanges, then practise unfamiliar speakers and longer requests. During a real listening task, do not pause the recording or look at a transcript unless the task specifically allows it.

Worked examples

Where should I leave this parcel? Useful reply: At the front desk. A time such as tomorrow afternoon does not answer where.

Could you help me with the projector? Useful reply: Of course; what seems to be wrong? This accepts the request and asks a relevant follow-up.

Staff induction

New staff should attend induction on Tuesday in Room 3. The session begins at nine and ends at eleven. Please arrive ten minutes early to collect an identity badge. Bring a notebook; pens will be provided. Visitors should use the main entrance because the side entrance is being repaired. A light meal is available after the session, but it must be requested when registering. Staff who require parking should contact reception by Monday noon. The induction includes a tour, a safety talk and a short introduction to the computer system.

Find evidence in the text

1. On which day is induction?
2. What time should new staff arrive?
3. What must they bring?
4. Which entrance should they use?
5. When is the parking-request deadline?

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Read notices, deadlines and polite emails

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A short workplace notice usually has a purpose: announce a change, request an action, give instructions or confirm an arrangement. Find that purpose first. Then identify who must act, what they must do and the deadline. By Friday means no later than Friday; after Friday means later than Friday. Unless introduces an exception or condition. Marking these words helps prevent a choice based only on the most noticeable date.

Emails often update an earlier message, so read them in order. If the first notice names Room 2 and a later email changes it to Room 5, the actual venue is Room 5 unless there is another update. To write a short reply, acknowledge the request, provide the needed information and close politely. In TOEIC Listening and Reading you answer comprehension questions; writing an email belongs to separate Speaking and Writing preparation. The useful workplace language can support both routes, but the test bookings and scoring systems remain different.

Worked examples

Notice: Register by Thursday. The registration deadline is Thursday; Saturday might be the event day rather than the deadline.

Email: Thank you for the schedule. I can attend the morning session. Please confirm whether I should bring my laptop. Each sentence serves a clear purpose.

Apply the skill

1. Write a polite request asking where you should collect an identity badge.

2. Describe your work or study routine in three sentences.

3. Explain the difference between an event day and a registration deadline.

Use separate paper or a device recording for longer responses. Keep your attempt for feedback. This is EWS skill practice, not an official score.

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