

Module 1: High-beginner**Unit 1: Personnel**

1. Job Interview (Listening)
2. Nice to Meet You (Speaking)
3. E-mail: Mr. Philips' Retirement (Reading)
4. *Preparing for Part 1: Photographs Getting to Know the TOEIC*
5. Present Progressive: Affirmative (Grammar)
6. Present Progressive: Negative (Grammar)
7. Present Progressive: Yes/No Questions (Grammar)

Unit test**Unit 2: Offices**

1. Office Furniture (Listening)
2. Phone Call (Speaking)
3. Ad: Office Space for Rent (Reading)
4. *Preparing for Part 2: Question-Response Getting to Know the TOEIC*
5. Present Simple: Statements (Grammar)
6. Present Simple: Present Simple: Wh Questions (Grammar)

Unit test**Unit 3: Purchasing**

1. Office Stuff (Listening)
2. Can I Order? (Speaking)
3. Article: My Planet Friendly (Reading)
4. *Preparing for Part 3: Conversations Getting to Know the TOEIC*
5. Nouns: Count and Non-Count (Grammar)
6. Nouns: Count Nouns and Quantifiers (Grammar)
7. Nouns: Non-Count and Quantifiers (Grammar)

Unit test**Unit 4: Dining Out**

1. Today's Specials (Listening)
2. Good to See You (Speaking)
3. E-mail: Dinner Reservation (Reading)
4. *Preparing for Part 4: Talks Getting to Know the TOEIC*
5. Past Progressive: Statements (Grammar)
6. Past Progressive: Questions and Answers (Grammar)

Unit test**Unit 5: General Business**

1. Voice Mail (Listening)
2. We're Closed (Speaking)
3. Letter: Complaint to PrintWell (Reading)
4. *Preparing for Part 5: Incomplete Sentences Getting to Know the TOEIC*
5. Past Simple: Regular Verbs (Grammar)
6. Past Simple: Irregular Verbs (Grammar)
7. Be-Past: Questions (Grammar)

Unit test**Unit 6: Entertainment**

1. Concert Tickets (Listening)
2. Movie Star (Speaking)
3. Article: Dinosaurs Around the World (Reading)
4. *Preparing for Part 6: Text Completion Getting to Know the TOEIC*
5. Modals: Must (Grammar)
6. Modals: Have To (Grammar)
7. Modals: Must Not/Don't Have To (Grammar)

Unit test**Unit 7: Manufacturing**

1. Assembly Lines (Listening)
2. The Package (Speaking)
3. Article: DBH Containers (Reading)
4. *Preparing for Part 7: Single Reading Passages Getting to Know the TOEIC*
5. Comparison of Adjectives: Equality (Grammar)
6. Comparison of Adjectives: Comparatives (Grammar)
7. Comparison of Adjectives: Superlatives (Grammar)

Unit test**Unit 8: Travel**

1. A Day Trip (Listening)
2. Vacation at Last (Speaking)
3. Ad: Huntington Tours (Reading)
4. *Preparing for Part 7: Double Reading Passages Getting to Know the TOEIC*
5. Future: Present Progressive (Grammar)
6. Future: Simple Present (Grammar)
7. Future: Will vs. Going To (Grammar)

Unit test