TOEIC – EXTRA EXERCISES 2A

PART 2

7.	16.	25.
8.	17.	26.
9.	18.	27.
10.	19.	28.
11.	20.	29.
12.	21.	30.
13.	22.	31.
14.	23.	
15.	24.	

PART 5

121. Ambassador Chaturvedi wrote in his memoir that his parents taught him to do each job well, _____ it was.
A. whoever
B. anyone
C. everything
D. whatever

122. Yields from your garden will _____ rise as you add Natrium Compost to the soil.
A. steady
B. steadying
C. steadily
D. steadier

123. The Tokyo division handles product _____ and customer service for the company.
A. distribute
B. distributor
C. distribution
D. distributed

124. Our newest executive assistant will be responsible for _____ between the marketing and accounting departments.
A. coordination
B. attention
C. appreciation
D. consideration

LIVEWORKSHEETS

125. Hemlin Corporation is looking for a sales representative _____ primary role will be expanding business in the northwest region.
A. that
B. whose
C. who
D. which
126. To eliminate _____ inventory of winter outen/vear, Ashley Fashions has cut prices on all coats, hats, and scarves.
A. chilly
B. adequate
C. excess
D. revised
127. Search the Labesse Financial Website for the most current and detailed _____ of investment options.
A. explain
B. explanation
C. to explain
D. explainable
128. The last paragraph _____ to have been added to the contract as an afterthought.
A. arranged
B. permitted
C. transferred
D. appeared
129. Unless the shipment of tiles arrives early, work on the lobby floor _____ after the holiday.
A. has commenced
B. commencing
C. will commence
D. commenced
130. Neeson Pro garments are made of a synthetic blend that is _____ to staining.
A. exposed
B. automatic
C. limited
D. vulnerable

LIVEWORKSHEETS

PART 6

Question 131 – 134

To: All Employees
Subject: Server Maintenance Reminder
Date: March 11
Please be advised it is time for the IT department to _____ (131) mandatory server maintenance and updates. _____ (132). There will be no Internet service in the building from 7:00P.M. Wednesday, March 12, until 9:00A.M. Thursday, March 13. In addition, please note there will be no remote access available. Therefore, you will not be able to log in to the server from outside the office. _____ (133) this regularly scheduled maintenance, you will not have access to your e-mail, calendar, or contacts. Employees should plan accordingly. We _____ (134) any inconvenience this may cause.

131.
A. suggest
B. perform
C. cancel
D. revise
132.
A. The updates will be e-mailed to all employees.
B. Please reply if you would like to participate.
C. The process will begin tomorrow evening.
D. A memo will be distributed indicating the start time.
133.
A. During
B. Now
C. When
D. Finally
134.
A. regret
B. regretting
C. regrettable
D. regrettably

LIVEWORKSHEETS

Question 135 – 138

22 April
Ms. Anna Schoorl Rodezand 334
3011 AV Rotterdam Netherlands
Dear Ms. Schoorl,
Congratulations on your remarkable _____(135) in the Netherlands, Belgium, and Luxembourg. Your region has improved its on-time delivery performance for each of the past seven quarters. _____ (136).
I am pleased to offer you a promotion to Director of European Operations. The position _____ (137) in Hamburg, Germany. I realize that relocating may be difficult for you. _____ (138), I certainly hope that you will take time to consider this opportunity. Please call me at your earliest convenience so that we can discuss any concerns you may have.
Thank you for being a part of the Unocity Shipping family.
Sincerely,
Xia Hsu, Director of Operations Unocity Shipping, Inc.

135.
A. speeches
B. shops
C. visits
D. efforts
136.
A. Such work deserves recognition.
B. Please meet with your assistant.
C. It was shipped about a week ago.
D. I will be in Belgium next month.
137.
A. was based
B. is based
C. basing
D. bases
138.
A. In addition
B. For instance
C. However
D. Similarly

LIVEWORKSHEETS