TOEIC Reading Practice Test

Part 5: Incomplete Sentences

Choose the best word or phrase to complete each sentence.

1. The marketing team _____ a successful campaign last quarter, resulting in a 20% increase in sales.
   (A) launches
   (B) launched
   (C) will launch
   (D) has launched
2. Employees must submit their expense reports _____ the 5th of each month to receive timely reimbursements.
   (A) at
   (B) by
   (C) until
   (D) during
3. The new software update is expected to _____ several security vulnerabilities.
   (A) resolve
   (B) resolving
   (C) resolves
   (D) resolved
4. _____ the heavy rain, the outdoor team-building event was postponed.
   (A) Because
   (B) Despite
   (C) Due to
   (D) Although

Part 6: Text Completion

Fill in the blanks in the passages.

Passage 1 (Questions 5-8)

To: All Staff

From: HR Department

Subject: Office Relocation Update

We are writing to inform you that the company's headquarters will move to a new building next month. _____ (**5**), all employees will need to update their contact information in the system by May 15. The new address is 450 Market Street. _____ (**6**), shuttle services will be provided for the first two weeks to assist with the transition.

If you have any questions, _____ (**7**) contact the HR team. We appreciate your cooperation _____ (**8**) this major change.

5. (A) However
   (B) Therefore
   (C) Although
   (D) Meanwhile
6. (A) In addition
   (B) As a result
   (C) For example
   (D) On the other hand

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7. (A) kindly
(B) kindly to
(C) kindly should
(D) kindly will

8. (A) during
(B) while
(C) since
(D) for

Passage 2 (Questions 9-12)

Memo: Travel Policy Update

Due to budget constraints, the company is revising its travel policy. _____ (**9**), employees must now book flights at least 14 days in advance to qualify for reimbursement. _____ (**10**), all hotel stays exceeding three nights require prior approval.

_____ (**11**), receipts must be submitted within one week of returning from a trip. Failure to comply _____ (**12**) may result in delayed payments.

9. (A) For instance
(B) Therefore
(C) Nevertheless
(D) Similarly

10. (A) However
(B) Additionally
(C) Consequently
(D) Otherwise

11. (A) Finally
(B) Namely
(C) Instead
(D) Likewise

12. (A) with these rules
(B) at these rules
(C) to these rules
(D) for these rules

Part 7: Reading Comprehension

Single Passage (Questions 13-15)

Advertisement: TechWorld Annual Sale

TechWorld is offering a **30% discount** on all laptops and tablets from **June 1–10**. Customers who purchase items over **$500** will receive a **free wireless mouse**. Visit our downtown store or shop online at www.techworld.com/sale. Limited stock available!

13. What is the duration of the sale?
(A) One week
(B) Ten days
(C) Two weeks
(D) One month

14. What free gift comes with purchases over $500?
(A) A laptop bag
(B) A wireless mouse
(C) A tablet stand
(D) A discount coupon

15. How can customers participate in the sale?
(A) Only in-store
(B) Only online
(C) Both in-store and online
(D) Via phone order

Double Passages (Questions 16-19)

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Email 1 (From: Event Coordinator)

Subject: Conference Registration Reminder

Dear Attendees,

The **Global Business Summit** is just two weeks away! Please confirm your attendance by **April 20**. The event will feature keynote speakers from leading industries. Lunch will be provided.

Email 2 (From: Participant Reply)

Subject: Re: Conference Registration Reminder

Thank you for the reminder. I will attend but require vegetarian meal options. Could you also share the parking details?

16. What is the deadline to confirm attendance?
    (A) April 10
    (B) April 15
    (C) April 20
    (D) April 25

17. What is included for attendees?
    (A) Free parking
    (B) Lunch
    (C) Hotel discounts
    (D) Workshop materials

18. What special request does the participant make?
    (A) A later start time
    (B) Vegetarian meals
    (C) Speaker bios
    (D) A printed schedule

19. What additional information does the participant ask for?
    (A) Speaker names
    (B) Parking details
    (C) Dress code
    (D) Registration fees

Triple Passage (Questions 20-25)

Document 1: Meeting Minutes

- The board approved the **Q3 budget**.
- Next meeting: **August 15, 3:00 PM**.

Document 2: Email from Manager

Subject: Budget Feedback

The Q3 budget looks good, but we need to reduce travel expenses. Please review and suggest cuts by **July 30**.

Document 3: Employee Response

I've identified potential savings by limiting international trips. Attached is my revised proposal.

20. What was approved in the meeting?
    (A) A new hire
    (B) The Q3 budget
    (C) A company merger
    (D) A marketing plan

21. When is the next meeting?
    (A) July 30
    (B) August 1
    (C) August 15
    (D) September 5

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22. What does the manager want to reduce?
    (A) Office supplies
    (B) Travel expenses
    (C) Salaries
    (D) Training costs
23. By when should suggestions be submitted?
    (A) July 15
    (B) July 30
    (C) August 1
    (D) August 15
24. What change did the employee propose?
    (A) Fewer meetings
    (B) Remote work options
    (C) Limiting international trips
    (D) Cutting bonuses
25. Where can the employee's proposal be found?
    (A) In the meeting minutes
    (B) In the manager's email
    (C) In an attachment
    (D) On the company website

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