

TOEIC Part 5: Incomplete Sentences

Instructions: Choose the best word or phrase to complete each sentence.

1. The company needs to _____ its marketing strategy to attract more customers.
A) achieve
B) complete
C) improve
D) request
2. She will _____ to making an error in the financial report.
A) admit
B) guarantee
C) request
D) suggest
3. The new policy aims to provide an _____ in employee productivity.
A) advantage
B) benefit
C) improvement
D) profit
4. Our manager _____ us to consider alternative suppliers.
A) advised
B) proposed
C) requested
D) suggested
5. The meeting's _____ includes a discussion on budget allocations.
A) schedule
B) list
C) agenda
D) plan
6. The charity event was held to offer _____ to families affected by the flood.
A) aid
B) assistance
C) support
D) all of the above
7. Passengers should wait in the _____ before boarding the plane.
A) aisle
B) lane
C) row
D) line
8. The manager refused to _____ for the late shipment.
A) apologize
B) excuse
C) justify
D) defend
9. The annual shareholders' _____ will take place next Friday.
A) appointment
B) conference
C) meeting
D) reunion

10. Customers can pay their bills using cash, credit cards, or _____.
 - A) notes
 - B) loans
 - C) deposits
 - D) invoices
11. The company plans to _____ its production capacity to meet demand.
 - A) boost
 - B) raise
 - C) enhance
 - D) all of the above
12. The bank allows customers to _____ money using online transactions.
 - A) lend
 - B) borrow
 - C) lease
 - D) provide
13. We need to _____ a new printer for the office.
 - A) buy
 - B) obtain
 - C) purchase
 - D) all of the above
14. A _____ must check in at the front desk before entering the office.
 - A) caller
 - B) visitor
 - C) guest
 - D) all of the above
15. Employees are required to _____ formal attire for the event.
 - A) carry
 - B) wear
 - C) dress
 - D) put
16. The company will _____ customers a small fee for late payments.
 - A) check
 - B) spend
 - C) charge
 - D) cost
17. You should _____ the invoice carefully before making a payment.
 - A) check
 - B) investigate
 - C) inspect
 - D) all of the above
18. The lawyer will _____ compensation for the damages.
 - A) insist
 - B) demand
 - C) claim
 - D) request
19. The store offers special discounts to regular _____.
 - A) clients
 - B) shoppers
 - C) customers
 - D) all of the above

20. The contract will _____ at the end of the month.
A) close
B) finish
C) conclude
D) end
21. The hotel is _____ to the airport.
A) nearby
B) handy
C) close
D) all of the above
22. The manager will organize a team-building _____ for employees.
A) journey
B) trek
C) commute
D) trip
23. The company agreed to _____ employees for travel expenses.
A) refund
B) repay
C) compensate
D) return
24. The architect will _____ a modern office complex in the city.
A) construct
B) create
C) invent
D) discover
25. The economy is expected to _____ in the next quarter.
A) decline
B) reduce
C) drop
D) fall
26. The company plans to _____ its operations into new markets.
A) develop
B) increase
C) expand
D) grow
27. The store is offering a 20% _____ on all electronic items.
A) discount
B) sale
C) reduction
D) offer
28. The employees will _____ performance-based bonuses this year.
A) gain
B) make
C) win
D) earn
29. Many businesses choose to _____ temporary workers during busy seasons.
A) rent
B) employ
C) hire
D) lease

30. The company's _____ is expected to grow significantly this year.
A) workforce
B) employees
C) personnel
D) all of the above
31. International travelers must pay a departure _____ at the airport.
A) fee
B) fare
C) tax
D) fine
32. Passengers should _____ to the safety instructions before takeoff.
A) listen
B) pay attention
C) notice
D) hear
33. The business suffered a major financial _____ last year.
A) loser
B) loss
C) lost
D) lose
34. The professor asked the students to _____ their ideas clearly.
A) say
B) speak
C) talk
D) tell
35. The new software will _____ our ability to process transactions faster.
A) enhance
B) raise
C) improve
D) boost
36. The contract requires all employees to _____ their acceptance in writing.
A) claim
B) demand
C) insist
D) order
37. The supermarket will issue a _____ for any returned items.
A) receipt
B) check
C) coupon
D) ticket
38. The company will conduct an internal audit to _____ financial records.
A) check
B) examine
C) investigate
D) all of the above
39. The CEO decided to _____ a new strategy to improve sales.
A) propose
B) suggest
C) advise
D) indicate

40. The employee was unable to _____ the reason for his absence.
- A) justify
 - B) excuse
 - C) apologize
 - D) defend