TOEIC listening and reading
Reading section, part 6

Thank you for shopping at Larson's China. Our products are known for their modern and unique patterns and color combinations, as well as (1) _____ and strength. (2) _____ Please note, however, that repeated drops and rough handling will (3) _____ eventual breakage. We suggest you store them carefully and that you don't use harsh chemicals, steel sponges, or (4) _____ scrubbing when cleaning them. Please visit our website at www.larsonchina.com for information about handling and care or call us at 555-1234 if you have any questions or concerns.

1. (A) durable
   (B) durability
   (C) durableness
   (D) durable

2. (A) Larson's utensils and silverware go great with the dinnerware.
   (B) Our most popular line, the Spring Flower China is sold out at most locations,
   (C) Visit our store to check out our other beautiful products.
   (D) They are dishwasher- and microwave-safe and we're confident that you'll be using them for years to come.

3. (A) result in
   (B) occur to
   (C) ending at
   (D) stop with

4. (A) ambitious
   (B) combative
   (C) aggressive
   (D) complacent

To: samsmith@digitallT.com
From: sharronb@email.com
Date: September 24
Subject: Business Contract

Dear Mr. Smith,

I am Sharron Biggs, CEO and founder of BiggsGraphics. I recently came across your advertisement (1) _____ partnership of a graphic design company for a number of your projects. BiggsGraphics has (2) _____ experience working with various small businesses and companies in designing advertising campaigns, logos, and websites. (3) _____ Our website www.biggs-graphics.com also has some information about our company.

I'm interested in working with your company on your projects and hope we can build a beneficial partnership. I look forward (4) _____ your reply.

Sincerely, Sharron Biggs
CEO, BiggsGraphics

LIVEWORKSHEETS

1. (A) seek
   (B) to seek
   (C) seeking
   (D) are seeking

2. (A) extensive
   (B) restricted
   (C) generous
   (D) limitless

3. (A) I would really appreciate the opportunity to work with you.
   (B) I heard that Digital IT is a great company.
   (C) In fact, our designs are often copied by other companies.
   (D) I have attached a number of our past designs to illustrate what we specialize in.

4. (A) at
   (B) to
   (C) with
   (D) from

Entry Position: Gold & Slide Accounting Firm

We are looking for enthusiastic candidates with an educational background in finance or (1) _____. All candidates should have some computer experience. Job experience is not (2) _____ but preferred. Candidates with a bilingual language ability (3) _____ favored. Positions include jobs in accounting, statistics, and general office assistant. If you are interested, please visit our website at www.G&Saccountingfirm.com/employment for more information. You can send your cover letters and resumes to Karen Hill at khill@G&S.com. We will begin interviewing candidates on Monday, November 5. (4) _____

1. (A) account
   (B) accountant
   (C) accounting
   (D) accounted

2. (A) basic
   (B) decisive
   (C) additional
   (D) necessary

3. (A) is being
   (B) will be
   (C) has been
   (D) were being

4. (A) We sincerely thank you for your interest.
   (B) The positions begin the following month.
   (C) Please call us for more information.
   (D) We apologize for any inconvenience

LIVEWORKSHEETS

To:Kitchen staff,office employees
From:Manager, LarryPark
Date:March 23
Subject: Renovations

To all kitchen staff and Harmon employees,

From Sunday, March 23 to Thursday, March 27, the employee cafeteria kitchens will undergo renovations as new appliances and equipment (1) _____ in to replace the old ones. (2) _____ Instead, the convenience shops will carry more sandwiches, prepared lunch boxes,and snacks for the employees during this time.

The renovations will increase the number of sinks, ovens, and stove tops so that a larger volume of meals can be provided (3) _____ the lunch and dinner rushes. We apologize for the inconvenience but we hope that the changes will (4) _____ the services in the cafeteria.

1. (A) are bringing
   (B) have brought
   (C) bring
   (D) are brought

2. (A) This will take a lot of work.
   (B) As a result, the convenience shops will be closed.
   (C) Because of this, hot meals will not be available for the patrons.
   (D) There will be noise and chaos as a result.

3. (A) before
   (B) after
   (C) during
   (D) within

4. (A) develop
   (B) improve
   (C) rectify
   (D) recover

LIVEWORKSHEETS