

TOEIC MIXED PRACTICE EXERCISE

SECTION 1

1. The company's annual report ___ online for all shareholders to review.
 - A) makes available
 - B) is made available
 - C) will make available
 - D) has made available
2. The ___ of the new policy was met with positive feedback from employees.
 - A) implement
 - B) implements
 - C) implementation
 - D) implemented
3. John and I attended the meeting yesterday, but I was not able to speak with ___ afterward.
 - A) him
 - B) he
 - C) his
 - D) they
4. Our ___ focus this quarter is to expand our customer base.
 - A) main
 - B) mainly
 - C) mains
 - D) maintaining
5. Once the products ___ , they are sent to the warehouse for storage.
 - A) have inspected
 - B) are inspected
 - C) inspect
 - D) inspected
6. Due to his ___ performance, he was promoted to a managerial position.
 - A) excel

B) excellence

C) excellent

D) excellently

7. The quarterly report ___ by the team before it is presented to the board of directors.

A) reviews

B) was reviewed

C) is reviewed

D) reviewed

8. The ___ of the production process has resulted in significant cost savings.

A) simplify

B) simplified

C) simplifying

D) simplification

9. Employees ___ about the changes to the leave policy last week.

A) inform

B) were informed

C) will inform

D) are informed

10. The marketing campaign ___ a lot of interest since it launched last month.

A) attracts

B) attracted

C) is attracting

D) has attracted

11. We value ___ among team members, as it leads to better collaboration.

A) respectful

B) respect

C) respecting

D) respected

12. The design team ___ several new features for the app, and they are currently being tested.

A) has developed

B) develops

C) is developing
D) developed

13. If you have any questions, feel free to ask ____ after the seminar.
A) me
B) I
C) myself
D) my

14. The ____ of the company's financial situation was prepared by the accounting team.
A) analyze
B) analytical
C) analysis
D) analyst

15. The ____ meeting provided an overview of last quarter's results.
A) information
B) inform
C) informative
D) informed

16. Customer inquiries ____ by the support team within 24 hours.
A) respond
B) are responded
C) are responded to
D) will respond

17. She has shown great ____ in managing complex projects.
A) competence
B) competent
C) competently
D) competition

18. I believe this report needs to be revised, and I will be happy to assist ____ if needed.
A) you
B) yourself

C) yours
D) your

19. The new office building ___ by the end of this year.
A) is completing
B) will be completed
C) completed
D) has completed

20. Tom asked Sarah to bring ___ laptop to the conference.
A) his
B) him
C) her
D) she

SECTION 2

21. The manager ___ the new policies at the meeting yesterday.
A) discusses
B) discussed
C) discussing
D) will discuss

22. The marketing team ___ advertisements on various social media platforms to reach a wider audience.
A) places
B) is placed
C) placed
D) was placed

23. The new software offers ___ solutions to improve workflow efficiency.
A) automation
B) automatic

C) automate
D) automatically

24. The design team is currently working on ___ features for the new app.
A) innovate
B) innovative
C) innovation
D) innovating

25. The latest software update ___ automatically to all devices connected to the network.
A) installed
B) is installing
C) will install
D) is installed

26. The team was impressed with ___ performance during the presentation.
A) he
B) him
C) his
D) he's

27. Our company ___ new software to improve efficiency last month.
A) implemented
B) was implemented
C) implements
D) implementing

28. The latest product line ___ by the design team and is now ready for production.
A) is developed
B) developed
C) is developing
D) was developed

29. The ___ of the factory was a top priority to reduce operating costs.
A) modernize
B) modernization

C) modernized
D) modern

30. Everyone on the team should submit ____ reports by Friday.

A) their
B) them
C) they
D) theirs

31. The customer service department ____ an increase in calls since the new product launch.

A) has noticed
B) notices
C) noticed
D) was noticed

32. The company ____ a new product line every year to meet customer demand.

A) introduces
B) introduced
C) is introduced
D) introduce

33. The manager appreciated her ____ approach to solving problems.

A) creativity
B) creator
C) create
D) creative

34. The team completed the project ahead of schedule, and ____ are now focusing on the next one.

A) they
B) it
C) them
D) its

35. The team showed ____ by finishing the project ahead of the deadline.

A) dedicate
B) dedicated

C) dedication
D) dedicates

36. The team ___ the presentation carefully before they show it to the client.

A) review
B) reviewed
C) reviews
D) is reviewed

37. The ___ of the building project is delayed due to bad weather conditions.

A) complete
B) completion
C) completing
D) completed

38. The new office building ___ by the end of this year.

A) is completing
B) will be completed
C) completed
D) has completed

39. The CEO ___ the results of the sales report in next week's meeting.

A) discusses
B) will discuss
C) discussed
D) was discussed

40. If any of the clients have special requests, please direct ___ to the customer service team.

A) they
B) them
C) their
D) those
