

LESSON 32 – TOEIC READING PRACTICE

PART 5

1. The safety guidelines that employees _____ (abide by) are essential to maintaining a safe working environment.
 - (A) abide
 - (B) abiding
 - (C) to abide
 - (D) are abiding
2. The promotional campaign _____ (launch) next month aims to increase brand awareness among young consumers.
 - (A) being launched
 - (B) launching
 - (C) launched
 - (D) to be launched
3. The event was canceled because the venue had already _____ (book) by another organization.
 - (A) booked
 - (B) being booked
 - (C) been booked
 - (D) booking
4. Children with disabilities _____ (provide) special assistance during the summer camp.
 - (A) are provided
 - (B) providing
 - (C) provide
 - (D) to provide
5. The appliance _____ (demonstrate) during the trade show attracted many potential buyers.
 - (A) to be demonstrated
 - (B) demonstrated
 - (C) demonstrating
 - (D) being demonstrated
6. Customers who _____ (be) overdrawn are required to pay a penalty fee.
 - (A) being
 - (B) to be
 - (C) are
 - (D) been
7. The property _____ (vacate) by the tenant last month is now available for rent.
 - (A) vacating
 - (B) vacated

- (C) vacates
- (D) to vacate

8. The shareholders, _____ (consult) by the management team, agreed to the proposed merger.

- (A) consulting
- (B) consulted
- (C) to consult
- (D) be consulted

9. To _____ (achieve) a feat like this requires dedication and perseverance.

- (A) achieving
- (B) achieve
- (C) achieved
- (D) to achieve

10. The membership perks _____ (offer) to loyal customers include free access to workshops.

- (A) offering
- (B) offered
- (C) to offer
- (D) being offered

PART 6

Questions 1-4

Memo

To: All Staff

Subject: New Policy Implementation

Starting next month, the company will enforce stricter safety guidelines _____ (1) accidents in the workplace. The new regulations are _____ (2) in effect, and employees must comply with them at all times.

Additionally, the management has approved a new membership perk that allows staff to _____ (3) discounted gym access. All employees are encouraged to take advantage of this offer to improve their well-being.

For any inquiries, please contact the HR department.

1.

- (A) to prevent
- (B) preventing
- (C) prevented
- (D) to be preventing

2.

- (A) currently
- (B) permanently

- (C) temporarily
- (D) regularly

3.

- (A) be obtaining
- (B) obtaining
- (C) obtain
- (D) to obtain

4. Which of the following sentences would best complete the memo?

- (A) The company is committed to ensuring the safety and well-being of all employees.
- (B) Many employees have requested additional training on the new policies.
- (C) The management plans to introduce new marketing strategies next quarter.
- (D) A meeting will be scheduled to discuss project updates.

Questions 5-8

Notice to Tenants

Please be advised that the building inspection _____ (5) by the local authorities next week. Tenants are required to vacate their apartments for a few hours during the inspection period.

Moreover, those who have not yet submitted their rent payments should do so _____ (6) to avoid late fees. As a reminder, late payments will incur additional charges.

Any _____ (7) found during the inspection will be addressed promptly. Please cooperate with the inspectors and follow their instructions.

5.

- (A) will conduct
- (B) will be conducted
- (C) conducted
- (D) conducting

6.

- (A) in advance
- (B) permanently
- (C) efficiently
- (D) temporarily

7.

- (A) damage
- (B) damages
- (C) damaging
- (D) damaged

8. Which of the following sentences would best complete the notice?

- (A) The inspection aims to ensure that the building complies with safety regulations.
- (B) The building will undergo significant renovations next month.
- (C) Tenants are encouraged to attend the community meeting on Friday.
- (D) New parking arrangements will be implemented next week.

PART 7

Email from the HR Department

Subject: Upcoming Blood Donation Event

Dear Employees,

We are pleased to announce that our company will host a blood donation event next Friday. The event will take place in the main conference room from 9:00 AM to 3:00 PM. All staff members are encouraged to participate, as donating blood is a meaningful way to help those in need.

To make the process smoother, please register in advance by filling out the online form available on the company portal. Participants will receive a complimentary drink and a small gift as a token of appreciation.

For safety reasons, we abide by all health protocols recommended by the local health authorities. Employees who are willing to volunteer as event coordinators should contact the HR team by this Friday.

We greatly value your support and participation.

Best regards,
Lisa McCarthy
Human Resources Manager

Questions:

1. What is the purpose of the email?
 - (A) To inform employees about a policy change
 - (B) To invite employees to a blood donation event
 - (C) To announce a staff meeting
 - (D) To provide training on safety guidelines
2. Where will the blood donation event take place?
 - (A) At the local hospital
 - (B) In the main conference room
 - (C) In the HR office
 - (D) At the community center
3. What will participants receive for joining the event?
 - (A) A free gym membership
 - (B) A complimentary drink and a small gift
 - (C) A discount voucher
 - (D) A parking pass

4. What should employees do if they want to volunteer as event coordinators?

- (A) Contact the health department
- (B) Submit a resume
- (C) Contact the HR team
- (D) Register at the front desk

5. Why are health protocols emphasized in the email?

- (A) To ensure the safety of the participants
- (B) To reduce event costs
- (C) To increase blood donations
- (D) To promote teamwork

Memo:

To: All Staff

Subject: New Employee Training

We are pleased to announce that starting next month, all new employees will participate in a mandatory training program. This program will cover safety guidelines, company policies, and customer service standards.

Training sessions will be conducted every Monday and Wednesday from 9:00 AM to 11:00 AM. Attendance is required for all new hires.

For questions, please contact the Training Department.

Email:

Subject: Inquiry about Training Program

Dear Training Department,

I am writing to seek clarification regarding the mandatory training program mentioned in the recent memo. Since I was hired last week, I would like to confirm whether I am required to attend the sessions starting next month.

Also, I would appreciate information on whether part-time employees are also required to participate.

Thank you in advance for your assistance.

Sincerely,

Kevin Tran

New Hire

Questions:

6. What is the main purpose of the memo?

- (A) To inform about a new policy
- (B) To announce a training schedule
- (C) To recruit new employees
- (D) To thank staff members

7. On which days will the training sessions be held?

- (A) Monday and Friday
- (B) Monday and Wednesday
- (C) Tuesday and Thursday
- (D) Saturday and Sunday

8. What is Kevin Tran's primary concern in the email?

- (A) The duration of the training
- (B) Whether he must attend the training
- (C) The location of the training
- (D) The cost of the training

9. What additional information does Kevin request?

- (A) The list of trainers
- (B) Attendance requirements for part-time employees
- (C) The number of sessions
- (D) Training certification details

Notice:

Subject: Building Renovation Schedule

Renovations will begin next Monday and are expected to last three weeks. The lobby and corridors will be painted, and new flooring will be installed. Please vacate these areas during construction hours (8:00 AM to 6:00 PM).

Access to the elevator may be limited at times. Alternative routes will be provided. Noise disturbances are anticipated, particularly during the first week. We apologize for any inconvenience caused.

Survey:

Renovation Feedback

Your feedback on the ongoing renovations is valuable to us.

1. Are you satisfied with the schedule and improvements?
2. Did you encounter any difficulties due to restricted access or noise?
3. Are there any additional improvements you would like to suggest?
4. Would you be interested in attending a post-renovation meeting to discuss your experiences?

Newsletter:

Renovation Updates

The renovation project is progressing as planned, with the lobby painting completed ahead of schedule. Floor installation is currently underway, with corridor work expected to finish by next week.

Please note that the main entrance will be closed this Friday to facilitate flooring work. Residents are advised to use the side entrance. The property management team will provide further updates via email.

We appreciate your continued support and understanding.

Questions:

10. What is the primary purpose of the notice?

- (A) To inform residents of completed renovations
- (B) To outline the renovation schedule and instructions
- (C) To collect feedback from tenants
- (D) To announce a change in building management

11. Which of the following is **NOT** mentioned as a consequence of the renovation?

- (A) Limited elevator access
- (B) Noise disturbances
- (C) Restricted use of the main entrance
- (D) Increase in rental fees

12. What can be inferred from the survey?

- (A) Some residents have experienced inconvenience during the renovations
- (B) The renovations are already completed
- (C) Residents are required to attend the post-renovation meeting
- (D) The management team has received no complaints

13. What can be inferred about the **post-renovation meeting** mentioned in the survey?

- (A) It will focus on addressing remaining complaints
- (B) It is mandatory for all residents
- (C) It is intended to discuss both positive and negative feedback
- (D) It will be held at the main entrance

14. Why might residents experience more inconvenience during the **first week** of renovations?

- (A) Noise disturbances are expected to be more frequent
- (B) The main entrance will be permanently closed
- (C) There will be no access to elevators throughout the renovation
- (D) Residents are required to help with the renovation

15. Based on all three passages, which of the following is most likely **true**?

- (A) The renovation project faced unexpected delays
- (B) Residents have shown interest in discussing renovation outcomes
- (C) The management team has not communicated effectively
- (D) The renovation will continue indefinitely