

EXERCISE 1: Write the letter of the correct definition next to each word. Then complete the passage with the correct words.

GROUP A

_____ 1. Appetizers	a. small servings of food served before the main meal.
_____ 2. Check	b. look at.
_____ 3. Illustrated	c. many
_____ 4. Numerous	d. suggest
_____ 5. Recommended	e. used pictures for

Rosie's Restaurant has been voted the most popular restaurant in the city! Start your meal with some of our famous _____. Do not forget to _____ out daily specials board to see what special dishes we are serving or choose your meal from the menu. Do not know what to order? Your waiter will be happy to _____ a dish that you will surely enjoy. We have _____ the menu with photographs so you can know exactly what meal will look like. Do you like sweet things? Then choose one of the _____ desserts on the menu to end your meal. With so many dessert choices, you just might have to order two.

GROUP B

_____ 1. Graphics	a. studied
_____ 2. Presentation	b. suggested plan
_____ 3. Proposal	c. pictures, charts, etc.
_____ 4. Researched	d. hand in; give
_____ 5. Submit	e. speech

Anyone interested in giving a _____ at the next Business Owners' Conference should contact the conference organizers soon. Send us a _____ to let us know what you want to talk about and include the exact topic and length of time you will need. You will have to show that you have _____ your topic well, and you should plan to use _____ to make your information clearer. Please _____ your ideas to the Conference Committee before the end of this month.

GROUP C

_____ 1. Contract	a. A move to a higher job.
_____ 2. Employee	b. Ask
_____ 3. Inquire	c. Document showing a formal agreement
_____ 4. Postpone	d. A person who works for a company
_____ 5. Promotion	e. Put off to a later date

It's exciting to be hired for a new job, but don't let your excitement lead you to mistakes. As new _____ you probably are not familiar with many things about the company. First, it is important to read your _____ carefully before you sign it. Make sure you understand everything in the agreement, and _____ about any areas that are not clear to you. Don't _____ this until later. It is important to understand everything before you sign. Make sure you know what salary you will be paid and how the company decides on making an employee's _____. You need to know what you will have to do to move up in the company.

EXERCISE 2: Write the letter of the correct definition next to each word. Then complete the passage with the correct words.

_____ 1. Appreciate	a. Be thankful for.
_____ 2. Fill in	b. Robbery, stealing.
_____ 3. Handle	c. Take some's place.
_____ 4. Invented	d. Made up something new.
_____ 5. Theft	e. Manage, carry out.

To: Don Reynolds

From: Mary Sawyer

Subject: Next week

Hi Don, Thank you for agreeing to run the store next week while I am on vacation. I _____ your help. I don't think you will have any difficulties. Jones has agreed to _____ the website and all online orders, so you won't have to worry about that. He has also agreed to _____ for you one day if you want to take a day off please don't forget to turn on the burglar alarm every night when you close the store. We have had problems with _____. I am glad somebody _____ burglar alarms. I would not feel safe without one. Thanks again for your help.

Mary

EXERCISE 3: Skill focus: Distinguishing Wh -and Yes/No Questions

The first words of a question are very important period they let you know immediately whether the question is Wh- or yes/no question. When you know what kind of question you have, you can predict the structure of your answer and the kind of information it should have.

Write the letter of the correct definition next to each word.

Wh – Questions . Yes/ No questions

- _____ 1. Who...?
- _____ 2. Does he...?
- _____ 3. Can you...?
- _____ 4. What...?
- _____ 5. Have we...?
- _____ 6. Will she... ?
- _____ 7. Should they... ?
- _____ 8. When...?
- _____ 9. Why...?
- _____ 10. How long...?
- _____ 11. Where...?

Possible Responses

- a. Yes, they should.
- b. On the second floor.
- c. No, we haven't.
- d. For one hour.
- e. The sales director.
- f. Yes, he does.
- h. A meeting
- i. Because I was late.
- j. Yes, she will
- k. At 10:00.
- l. No I can't.

TOEIC Reading Comprehension

GlobalTech Quarterly Newsletter - Q3

New Headquarters Announcement

GlobalTech Inc. is pleased to announce that construction of our new corporate headquarters in the Brookfield business district is ahead of schedule. The move-in date for all employees is now projected for January 15th, rather than the initially planned date of February 1st. This state-of-the-art facility features open-plan workspaces, a fully equipped gym, and a company cafeteria offering healthy meal options. To ensure a smooth transition, the relocation committee, headed by Ms. Anya Sharma, will be sending out detailed moving guidelines and floor plans to all department heads by next week. All employees are required to attend a brief orientation session regarding the new building's protocols. We believe this new environment will significantly enhance collaboration and productivity.

To: All Staff allstaff@globaltech.com

From: Anya Sharma a.sharma@globaltech.com

Date: October 26, 2023

Subject: Action Required: Preparations for HQ Move

Dear Team,

As outlined in the recent newsletter, we are excited to be moving to our new headquarters sooner than expected. To facilitate this process, please adhere to the following deadlines:

By November 10: All employees must complete the online form to indicate their preferred desk type (standard sitting or adjustable sit-stand).

By November 17: Please pack all personal belongings from your current desk into the boxes provided by the facilities team. Label each box clearly with your name and new department code.

December 20-22: IT will be collecting all desktop computers and phones for secure transfer and setup in the new building. During this time, all employees are to work remotely.

Please note that the orientation sessions on January 10th are mandatory. You can now sign up for a session time through the company portal.

We appreciate your cooperation and look forward to enjoying our new workspace together.

Best regards, Anya Sharma

Head of Relocation Committee

1. What is the main purpose of the newsletter article?

- (A) To announce a delay in construction
- (B) To describe the features of a new building
- (C) To introduce new company policies
- (D) To promote healthy eating habits

2. According to the newsletter, who is in charge of the relocation process?

- (A) The IT manager
- (B) Anya Sharma
- (C) The department heads
- (D) A facilities manager

3. The word enhance in the newsletter, paragraph 1, line 9, is closest in meaning to

- (A) improve
- (B) require
- (C) design
- (D) delay

4. When are employees now expected to move into the new building?

- (A) January 10
- (B) January 15
- (C) February 1
- (D) November 10

5. What must employees do by November 10th?

- (A) Pack their personal belongings
- (B) Work remotely
- (C) Choose a type of desk
- (D) Attend an orientation session

6. According to the email, what will happen from December 20-22?

- (A) Employees will move their own computers.
- (B) Orientation sessions will take place.
- (C) The facilities team will provide boxes.
- (D) The IT department will collect equipment.

7. The word facilitate in the email, paragraph 1, line 2, is closest in meaning to

- (A) complicate
- (B) ease
- (C) finance
- (D) announce

8. How should employees indicate their session time for orientation?

- (A) By speaking to their department head
- (B) By completing an online form
- (C) By replying to Anya Sharma's email
- (D) By using the company portal

9. What are employees instructed to write on their boxes?

- (A) Their name and session time
- (B) Their name and department code
- (C) The contents of the box
- (D) The date they packed it

10. What is stated about the orientation sessions on January 10th?

- (A) They are optional.
- (B) They will be held online.
- (C) They are compulsory.
- (D) They have been postponed.