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

LIVEWORKSHEETS

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

LIVEWORKSHEETS

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

LIVEWORKSHEETS

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

LIVEWORKSHEETS

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

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