

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

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

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

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

40. The employee was unable to _____ the reason for his absence.

- A) justify
- B) excuse
- C) apologize
- D) defend