

## 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