TOEIC 0-440

READING COMPREHENSION

Part 5&6 Grammar Stop & Check

Student Name: _____ **Date:** _____

Assessed by: _____ **Grade:** _____

Score: _____ / 37 **Percentage:** _____ %

Task 1: Student read each word aloud. Place a ✔ next to each verb. Leave blank if the word cannot be a verb.

- ☐ submit
- ☐ submission
- ☐ raise
- ☐ implement
- ☐ implementation
- ☐ receive
- ☐ receipt
- ☐ accept
- ☐ acceptance
- ☐ apology
- ☐ apologize
- ☐ ask
- ☐ prevent
- ☐ accident
- ☐ convenience
- ☐ convenient
- ☐ inconvenient
- ☐ inconvenience
- ☐ delivery
- ☐ deliver
- ☐ by
- ☐ document
- ☐ arrive
- ☐ arrival
- ☐ employ
- ☐ employee
- ☐ employer
- ☐ employment
- ☐ insert
- ☐ authorization
- ☐ author
- ☐ authorize
- ☐ authorized
- ☐ offer
- ☐ various
- ☐ propose
- ☐ proposal
- ☐ orderly
- ☐ order
- ☐ office

Notes and Observations:

_____

_____

_____

_____

_____

_____

LIVEWORKSHEETS

Task 2: Choose the correct answer.

1. The company _____ several new employees last month.
   - ☐ employment
   - ☐ employed
2. The customer _____ our apology immediately.
   - ☐ accept
   - ☐ acceptance
3. We _____ all customer orders online.
   - ☐ receive
   - ☐ reception
4. The manager _____ a new training program.
   - ☐ proposal
   - ☐ proposed
5. Our office _____ all important documents electronically.
   - ☐ document
   - ☐ documents

Task 3: Choose the best answer.

1. Please _____ your application before Friday.

   (A) submitting

   (B) submission

   (C) submit

   (D) submitted

2. The company has _____ a new safety procedure.

   (A) implementation

   (B) implemented

   (C) implementing

   (D) implement

LIVEWORKSHEETS

3. We sincerely _____ for the inconvenience.

   (A) apology

   (B) apologized

   (C) apologize

   (D) apologizing

4. Customers can _____ additional information by email.

   (A) asking

   (B) ask

   (C) asked

   (D) asks

5. The package will _____ tomorrow morning.

   (A) arrival

   (B) arrived

   (C) arrive

   (D) arriving

Task 4: Choose the correct answer.

1. Employees should _____ their reports before leaving.	submit	submitted
2. We must _____ an authorization card to enter the building.	insert	inserting
3. The company can _____ office accidents by improving safety rules.	prevent	preventing

LIVEWORKSHEETS

4. They will _____ your order this afternoon.	deliver	delivering
5. The customer didn't _____ the document yesterday.	receive	received

Task 5: Choose the best answer.

1. Please _____ all required documents to the front office.

   (A) submit

   (B) submitting

   (C) submitted

   (D) submission

2. Employees must _____ any problems to their supervisor immediately.

   (A) raise

   (B) raised

   (C) raising

   (D) raises

3. The company plans to _____ a new online ordering system next month.

   (A) implementation

   (B) implemented

   (C) implement

   (D) implementing

4. We appreciate your _____ while we process your request.

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(A) convenient

(B) convenience

(C) conveniently

(D) inconvenience

5. The receptionist will _____ all visitors when they arrive.

(A) receive

(B) received

(C) receiving

(D) reception

Task 6: Match the words with their meanings

COLUMN A (WORDS)		COLUMN B (MEANINGS)	
1	can	A	có lẽ - phỏng đoán
2	didn't	B	sẽ
3	do	C	có thể - khả năng
4	don't	D	nên
5	may	E	nhấn mạnh
6	must	F	hiện tại phủ định
7	should	G	quá khứ phủ định
8	should	H	nên
9	will	I	phải

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