

TOEIC ACADEMY - Trung tâm luyện thi TOEIC tốt nhất Hà Nội
PRACTICE

01. A replacement for the outgoing advertising manager has not yet been _____, but the possibilities have been narrowed down to five applicants.
(A) chose
(B) choice
(C) chosen
(D) choose
02. Each year, Gibbins Foods, a local food manufacturer, _____ five thousand cans of vegetables to the city's homeless shelters.
(A) donates
(B) to donate
(C) donating
(D) are donated
03. The contract stipulates that an employee is _____ do overtime during weeks that presentations or special reports are being prepared.
(A) requirement
(B) requires
(C) required
(D) requisition
04. The campaigns that _____ assigned to the broadcasting division have been scrapped due to lack of support.
(A) having
(B) were
(C) be
(D) had
05. The announcement in the newsletter is meant to _____ Mr. Meyer's remarks on the merger between the two communications firms.
(A) Clarified
(B) be clarified
(C) clarification
(D) clarify
06. No matter what the brand, computers purchased at this shop will be _____ free of charge for a full year from the date of purchase.
(A) service
(B) servicing
(C) to service
(D) serviced
07. First-class seats are _____ with Internet hook-ups, global telephones and faxing capabilities for all of your airborne professional needs.
(A) equip
(B) equipment
(C) equipped
(D) equipping
08. The manager is _____ to announce that Morgan & Co. will be giving stock options to all interested employees.
(A) please
(B) pleased
(C) pleasant
(D) pleasing
09. After today's planning session is completed, the members of each group will be _____ a report of their team's objectives for the next three years.
(A) generation
(B) generate
(C) generated
(D) generating
10. We would like you _____ by our assistant manager who will give you a tour of the company's offices and facilities.
(A) escorting
(B) to escort
(C) to be escorted
(D) escort

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11. Harwood Department Store will be _____ later this weekend to allow our shoppers to take advantage of our end-of-season clearance sale.
(A) close
(B) closes
(C) to close
(D) closing
12. To meet the special needs of our branches in Asia, a total of twenty-four trained staff will _____ to Japan, Hong Kong, and Thailand.
(A) send
(B) be sent
(C) be sending
(D) have sent
13. Membership at the exclusive sports club _____ benefits ranging from the use of all sports equipment to discounted rates at the club's restaurant and bar.
(A) includes
(B) to include
(C) have included
(D) including
14. The introduction of the specially trained conflict resolution advisors _____ to reduce tension between management and frustrated employees.
(A) expected
(B) is expected
(C) has been expecting
(D) will have been expecting
15. If the director _____ that the top candidate was still a consultant for Master Lines, Inc., he could have given others greater priority.
(A) tell
(B) telling
(C) had told
(D) had been told
16. _____ the machine's continued operation, a thorough check by maintenance personnel should take place bimonthly.
(A) To be ensure
(B) To ensure
(C) Will ensure
(D) Ensured
17. The winners of the logo contest are _____ to be at the dinner this evening, which will begin at 8:00 p.m. at the International Plaza Hotel's Blue Room.
(A) plan
(B) plans
(C) planning
(D) planned
18. Participants in the seminar were _____ to make hotel reservations by the date indicated on the list of hotels.
(A) advisable
(B) advisory
(C) advising
(D) advised
19. Before structural renovations take place, all businesses must _____ the building as indicated in the official notice issued last month.
(A) vacant
(B) vacancy
(C) vacate
(D) be vacated
20. Access to the computer terminals _____ during evening hours, so it is necessary for us to finish the work during the day.
(A) restrict
(B) to restrict
(C) is restricted
(D) has restricted

Questions 21 – 24 refer to the following letter.