TOEIC READING - PART 7: SINGLE PASSAGES

Overview

Part 7 is the longest part with 54 questions altogether. It includes **10 single reading passages with 29 questions**, and some paired reading passages with 10 questions. For the new TOEIC version, some triple passages have been added with 15 questions. There are four possible answer choices for each question and you must choose the correct answer based on the information in the passage.

Part 7 includes business-related passages like **business letters, announcements, advertisements, articles**, etc.

Remember!

- Look at the questions first, then read the passage to choose the correct answers.
- Do not spend too much time on any one item; you can come back to it if you still have time.

A. E-mails and Letters

Dear Shareholder,

Please find enclosed the agenda for the annual general meeting. We wish to take this time to remind shareholders that your attendance and input at the meeting is vital. We value your opinions and encourage your participation. As a shareholder, you are eligible to vote on several key issues such as important transactions and shareholder stock options. For your benefit, please make yourself available for this important meeting.

If you require further information, please do not hesitate to contact me.

Yours truly,

What to look for

- Who will attend this meeting? .....
- What will happen at the meeting? .....
- What is the purpose of this letter? .....

Questions 1 – 2 refer to the following letter.

LIVEWORKSHEETS

Big Crate Shipping

29 Market Street, Box 68,
Trenton, NJ 08625-0080
USA
Tel: 1-800-845-845
Fax: 221-845-777

Singh Apparels
Post Office Box 924,
Ludhiana 141003
India

Dear Mr. Singh,

Please find enclosed an invoice for your order of May 16th. We regret the delay in your shipment. Our cargo was held up by customs for much longer than expected, so our international shipments were delayed beyond our control. As such, we have couriered your shipment to you at no extra cost and hope that our delays have not caused you too much inconvenience. As further compensation, we are offering you a 10% discount on your next order of $1,500 or more. Once again, we apologize for the delay and hope to do business with you again in the very near future.

Sincerely,

Gordon Ray
International Sales Manager

1. What is the purpose of this letter?
(A) To notify Mr. Singh of a future shipment
(B) To apologize for a delay in processing
(C) To explain the extra costs for shipping
(D) To remind Mr. Singh to pay his bill

2. What will the company do for Mr. Singh?
(A) Ship his cargo internationally
(B) Pay for duties at customs
(C) Do business with him again
(D) Expedite his shipment for free

LIVEWORKSHEETS

Questions 3 – 6 refer to the following letter.

Dear Mr. Reeves,

[1] Thank you for being a *Movie Guide* print subscriber. [2] As you know, *Movie Guide* is the nation's number-one source for movie news, reviews, and interviews with your favorite stars, directors, and screenwriters.

[3] Fortunately, it's easy to renew for either the print or the digital edition of our magazine. [4]

PRINT SUBSCRIPTION
* In-depth reporting on the movie industry, with exclusive behind-the-scenes interviews
* Delivered to your home every month
* Only $49.99 for twelve monthly issues
* TO RENEW: Fill out the enclosed form and mail it to us at no cost OR renew online at *wermovieguide.com/subscribe.*

DIGITAL SUBSCRIPTION
* Earlier online access to all the same content as in the print edition
* Only $49.99 for one-year access
* TO SUBSCRIBE: Go to *wermovieguide.com/subscribe.*

In addition, if you renew within 30 days, you will receive twelve issues of our new sister publication, *TV Monthly*, absolutely free. So don't wait—hurry and renew your subscription today!

Sincerely,

Catherine Hockey
Circulation Director

3. What is the main purpose of this letter?
(A) To advertise a new magazine
(B) To notify a subscriber of a past-due bill
(C) To announce the launch of a website
(D) To persuade a subscriber to renew

4. What can the recipient of the letter get at no cost?
(A) Access to online content
(B) An issue of Movie Guide
(C) Home delivery of Movie Guide
(D) A year's subscription to another magazine

5. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?

"Your annual subscription expires in October 2017."
(A) [1]
(B) [2]
(C) [3]
(D) [4]

6. The word "renew" in paragraph 5, line 1, is closet in meaning to
(A) react
(B) re-register
(C) renovate
(D) regenerate

Questions 7 – 9 refer to the following e-mail.

LIVEWORKSHEETS

TO:	MariaBaez@BaezRealty.com
FROM:	sales@ParadiseLandscaping.com
DATE:	May 18, 2017 at 2:13 p.m.
SUBJECT:	Re: Request for estimate

Dear Ms. Baez,

Thank you for your inquiry. We at Paradise Landscaping have been striving for the past ten years to become the most popular commercial landscaping firm in this area. As a family-owned business, we pride ourselves on our personal service and will work tirelessly to ensure that you are satisfied with our work.

Below is a preliminary estimate based on the information you provided in your e-mail.

	Cost per unit	Quantity	Amount
Tree removal	$200	3	$600
Landscape design consultation	$50	1	$50
Landscape design	$1,500	1	$1,500
Sprinkler system, including installation	$2,800	1	$2,800
		TOTAL	**$4,950**

Please note that this estimate does not include the cost of trees, plants, and other materials, which you will choose after your consultation with one of our designers. To schedule your consultation, please call or e-mail us at your earliest convenience. After that, we will be able to provide you with a complete estimate. We look forward to hearing from you.

Sincerely,

C. Corbett
Sales Director, Paradise Landscaping

7. How much does it cost to have one tree removed?
(A) $600
(B) $300
(C) $200
(D) $50

8. What is probably true about Maria Baez?
(A) She hopes to get a job with Paradise Landscaping.
(B) She has purchased services from Paradise Landscaping before.
(C) She is seeking landscaping services for her business.
(D) She is a landscape design expert.

9. What should Maria Baez do after receiving this e-mail?
(A) Schedule a consultation with a designer
(B) Purchase plants and other materials
(C) Notify the company when to begin work
(D) Send a payment of $4,950 to the company

Questions 10 – 12 refer to the following e-mail.

LIVEWORKSHEETS

E-mail

To: Randall Jones, Alpha Stationery Supplies <randyjones@alpha.com>

From: Leslie Yamamoto, Corporate Office Manager <yamamoto@hotnet.com>

Re: Looking for new supplier

Dear Mr. Jones,

My name is Leslie Yamamoto. As corporate office manager, I am responsible for ordering all the office supplies for our five branch offices as well as the head office. Our contract with our previous office supply company has ended, and as I was unhappy with their service, I am now looking for a new supplier. The last company had issues with keeping large enough quantities of catalog items in stock. Therefore, I am looking for a company that has a reliable source of inventory to meet our needs. I would very much like to set up a time for us to meet so that we can discuss details about what your company can and is willing to offer. Please call me at (360) 213-5555 to schedule an appointment at your earliest convenience.

Thank you,

Leslie Yamamoto
Corporate Office Manager

10. What is the purpose of this e-mail?
(A) To get advice on supplies
(B) To complain about poor service
(C) To arrange a meeting
(D) To ask about products

11. What was the problem with the previous supplier?
(A) They were late with most of their shipments.
(B) They did not always have enough of some items.
(C) They did not fulfill the terms of the contract.
(D) They were unwilling to supply Yamamoto's company.

12. What does Leslie Yamamoto ask Randall Jones to do?
(A) Get in touch by phone
(B) Describe his company's inventory
(C) E-mail a product catalog
(D) Send a shipment of office supplies

LIVEWORKSHEETS

B. Advertisements

Travel-Lite Annual Spring Savings!

The summer travel season is coming, so it's time for Travel-Lite's annual sale event! We are offering 25% off our three-piece luggage set. This is a $200 value for only $149.99. The set features three attractive, durable suitcases in different sizes, each with wheels and adjustable handles. Hurry and order now because free shipping is available for orders received by May 31.

And to ensure customer satisfaction, your Travel-Lite purchase includes a 60-day warranty. If you are not satisfied with your luggage for any reason, return it for a full refund. Do not miss this once-a-year opportunity to get quality luggage at an unbelievable price!

What to look for

- Why is the sale going on now?
  .....
- What does the company offer for orders made by the end of May?
  .....
- What can customers do if they do not like the products?
  .....

LIVEWORKSHEETS

Questions 1 – 2 refer to the following advertisement.

Grand Opening

The Art Shoppe, Europe's biggest and most exciting art supply superstore, is opening a new location in the downtown area. To celebrate this grand opening, all six Art Shoppe stores are having a "Buy One, Get One Half Off" sale from June 5 to June 7. What does this mean for you? It means savings, savings, and more savings!

Buy one fantastic oil painting, and receive another one at half price. If you can't decide between a beautiful landscape painting or a portrait, no need to choose—get them both. We offer landscapes, portraits, still-life, modern, classical, rococo, and cubist paintings in all styles, all sizes, and all shapes. Buy one, get one half off!

The downtown Art Shoppe will offer painting classes for all levels, novice through expert, on Wednesday evenings from 6:00 p.m. to 8:00 p.m. So join us, and find out what everyone is already talking about—The Art Shoppe!

Note: Offer does not apply to watercolors.

1. What is the purpose of this advertisement?
(A) To notify customers of new art classes
(B) To announce a special discount
(C) To invite people to a new store
(D) To inform customers of a new service

2. Which is true about the sale?
(A) It lasts for one day.
(B) It offers 50% off all purchases.
(C) It includes discounts on classes.
(D) It excludes some store items.

LIVEWORKSHEETS

Questions 3 – 4 refer to the following advertisement.

Book next year´s winter beach vacation early and save up to 40%!

Plan your winter escape in advance, and enjoy great savings to top sun-drenched destinations like the Dominican Republic, Jamaica, and more. We have deals on a full range of hotels to fit all budgets, from shoestring to champagne!

Stay at the two-and-a-half-star Grand Bahamas Resort and Spa for as little as $42 per night! Stay at the five-star Punta Cana Beachside Hotel for only $92 per night! We guarantee the lowest prices, and if your vacation package goes down in price before you leave, we will refund you the difference! Not only will you have the best vacation ever, you'll enjoy the knowledge that you are paying the lowest possible price!

Flights, hotel fees, taxes, and gratuities are not included.

3. What is being advertised?
(A) A resort in the Bahamas
(B) Flights to popular destinations
(C) A complete vacation package
(D) Low prices on hotel stays

4. Which is NOT mentioned in the advertisement?
(A) The locations of the hotels
(B) The cost of airfare
(C) A refund in case of a price change
(D) Names of resorts

LIVEWORKSHEETS

Questions 5 – 7 refer to the following advertisement.

Administrative Assistant

About the Job

Are you an administrative assistant who wants to work with a large, reputable company? If so, you won't want to miss out on this outstanding opportunity to work for Snowflake Entertainment! [1] For over thirty years, Snowflake Entertainment has produced innovative and popular computer games. We are consistently ranked among the world's best-selling gaming companies.

Responsibilities

[2] Responsibilities include answering calls, interviewing customers to document complaints, interacting with game designers and other staff members to ensure smooth operation, and providing additional support as required. [3]

Qualifications

Candidates should have a minimum of three years' experience, possess strong organizational and communication skills, be fluent in English, hold a university degree, have excellent customer service skills, and be a multitasker. [4]

Please e-mail résumé with cover letter and salary expectation to: Min-Jung Kim, Personnel Director, at MJKim@snowflakeent.com

5. What is suggested about Snowflake Entertainment? (A) It was founded recently. (B) It is seeking game designers. (C) It is expanding to more countries. (D) It is a leader in its industry.	**7.** In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong? "A strong knowledge of video games is not necessary but is a plus." (A) [1] (B) [2] (C) [3] (D) [4]
6. What does the advertised job involve? (A) Testing computer games (B) Making sales presentations (C) Responding to customer concerns (D) Training new staff members	

LIVEWORKSHEETS

Questions 8 – 10 refer to the following advertisement.

Allegro: All Your Favorite Music in One Place!

Allegro-music.com makes it easy to find the right music at any time and on any device—on your computer, tablet, smart TV, or phone. Our library includes more than 25 million songs and is growing every day. It features the world's best music of every genre, from hip-hop to rock to classical. Browse our selection by artist, song title, album, or genre. Creating a guest account is absolutely free. Just choose an ID and password and begin streaming music immediately.

If you upgrade to our premium service for just $8.99 per month (only $4.99 for students!), you can enjoy your music without advertisements. Premium subscribers can download music for offline listening—no Internet connection needed. You can also create and share song collections on social media.

Not sure if you want to subscribe? We're so sure that you'll love Allegro Premium we're offering a 30-day trial at a cost of only $1. And be sure to recommend Allegro Premium to friends and family. Just have them enter your ID when they register, and for every new subscriber you bring in, you'll get a month of premium service at no cost. For more details, see answers to Frequently Asked Questions at allegro-music.com/FAQ.

8. What is being advertised?
(A) A new music news website
(B) A music streaming service
(C) A sale on music downloads
(D) A music store's opening

9. What is suggested about users with guest accounts?
(A) They see ads on the site.
(B) They can use the site when offline.
(C) They cannot access the whole library.
(D) They have to pay more than $8.99 a month.

10. The word "enter" in paragraph 3, line 3, is closest in meaning to
(A) type
(B) arrive
(C) access
(D) connect

LIVEWORKSHEETS

C. Articles and Reports

Not everyone knows how to cook, but almost everyone would like to make healthy, delicious meals at home. That's why Alan Solak founded Starter Chef, Inc., the popular online meal service company, three years ago.

Twice a week, Starter Chef delivers to its subscribers' homes all of the ingredients for cooking a nutritious meal for four, along with detailed recipes. Starter Chef is one of the fastest growing online food services in the world. It is now valued at $1.8 billion, with an annual growth rate of over 400%.

As CEO, Solak says that customer feedback is key to the company's success. It is active on social media, where subscribers share praise, photos of their prepared meals, and suggestions for improvement.

"Our number-one goal is to make home cooking easier and more fun for our customers," Solak says. "That guides everything we do."

What to look for

- What do subscribers to Starter Chef receive?
  .....
- How do customers share their feedback?
  .....
- According to the CEO, what is the company's main goal?
  .....

LIVEWORKSHEETS

Questions 1 – 2 refer to the following article.

Assessing the Financial Health of a Company

It is always good to know if a company you want to invest in is financially sound or not. In order to make an informed decision, there are a few steps you can take. First of all, try to get financial records for the company going back about five years. Next, take those numbers and express them as percentages rather than dollars. This way, you can more easily identify trends and growth patterns. It also makes it easier to compare this company with others in the industry. Using these percentages, it is easy to analyze trends in gross and net profits, costs, deficits, and expenditures. You will be able to identify the company's weaknesses and strengths and predict future earnings. With this knowledge at your fingertips, it is easy to decide whether the company is profitable and worth investing in.

1. The word "sound" in line 1 is closest in meaning to
(A) deep
(B) rich
(C) strong
(D) honest

2. What is the purpose of the article?
(A) To persuade readers to invest in a company
(B) To define some basic financial terms
(C) To explain why some companies become profitable
(D) To advise readers on making good investments

LIVEWORKSHEETS

Questions 3 – 4 refer to the following article.

Sunday Market Kicks Off the Season

Spring is here, and that means the return of the downtown Sunday market for residents of Urbanville. [1] The popular farmer's market, the biggest in the region, attracted nearly 10,000 eager shoppers yesterday. Held every Sunday morning from May 1 to September 30 (weather permitting) in Hillsboro Park, it features over 350 vendors. [2] The products they sell range from fresh, organic produce to baked goods to gourmet delicacies and homemade wine, and more. This year, the market welcomes around fifty brand-new vendors selling arts and crafts, clothing, and jewelry as well.

[3] Markets like Urbanville's also give people a chance to enjoy the sunshine while socializing with their neighbors. The vendors benefit, too. "The costs of becoming a vendor are low, and there's no long-term commitment," said Kelly Brennan, the market's director. "So it's an easy way for entrepreneurs to test new products and generate more revenue without much risk." [4] It's no wonder that farmer's markets are a growing industry all across the country.

3. When is the market held?
(A) Once a month for five months
(B) Once a week for five months
(C) Every Sunday all year
(D) Every Sunday in the summer

4. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?

"But shopping isn't the only attraction."
(A) [1]
(B) [2]
(C) [3]
(D) [4]

LIVEWORKSHEETS

Questions 5 – 7 refer to the following article.

Ridgemont Mall Completes Expansion

After nearly a year, work has been completed on the long-awaited $120 million expansion of Ridgemont Mall, vice president of development Stephen Burr said Tuesday. The three-story mall's floor space has grown from 80,000 square meters to more than one million. Its new tenants include a Shipton Department Store, a Wellness Fitness Center, and multiple fine-dining establishments. Landscaping and comfortable benches have been added to the mall's indoor and outdoor public spaces, and the newly-built parking garage is connected both to the mall and to line 4 of the subway.

The refurbished Ridgemont Mall will open its doors to the public again at 11:00 a.m. next Saturday following a ribbon-cutting ceremony in front of the main entrance, where Burr and his team will be joined by Mayor Amanda Poulous.

Burr notes that his confidence in the mall's future might seem surprising in the age of online shopping. "For a while, all of us in retail were afraid of the Internet," he said. "But now I know that if you evolve and adapt with the times, malls like ours can not only survive but thrive."

5. Which is NOT part of the mall's expansion?
(A) More parking spaces
(B) An additional floor
(C) Some restaurants
(D) A gym

6. What is stated about the mall?
(A) It is entirely indoors.
(B) It cost $1 million to renovate.
(C) It has not reopened yet.
(D) It has a popular website.

7. What is implied about Stephen Burr?
(A) He does not think the Internet harms his business.
(B) He did not support the expansion at first.
(C) He is new to the retail industry.
(D) He also runs online stores.

LIVEWORKSHEETS

Questions 8 – 10 refer to the following article.

Clara's Exchange and Return Policy

At Clara's, we work hard to make your shopping experience with us as convenient and satisfying as possible. If for whatever reason you are not 100% satisfied with your Clara's purchase, you can exchange it for something you really want or return it for a complete no-hassle refund.

To return a product purchased in-store:

Bring your original receipt and the unworn product in its original condition to any of our conveniently located stores for an exchange or refund within 30 days of purchase. If you want an exchange, our employees will be happy to assist you with choosing the perfect fit, style, and color for you. If you are returning a product, your refund will be issued in the original method of payment.

To return a product purchased online:

Bring your invoice, packing slip, and unworn product in its original condition to any of our conveniently located stores within 30 days of receiving your order. You can also return your item in its original condition by mail within 30 days.

8. What kind of product does the store most likely sell?
(A) Food
(B) Clothing
(C) Stationery
(D) Flowers

9. Which of the following is correct about the return policy?
(A) You cannot return an item unless it is damaged.
(B) You must accept store credit instead of a refund.
(C) You can exchange any item for something else.
(D) You need not return an item within a time limit.

10. How can customers return an online purchase?
(A) By mail or in person
(B) By calling customer service
(C) By sending an e-mail
(D) By asking a salesperson

LIVEWORKSHEETS