

PROGRESSIVE PRACTICE: Go for the TOEIC® Test

Directions: Read the passages. Four answer options are given below each of the incomplete sentences. Choose the best answers to complete the sentences. Mark (A), (B), (C), or (D).

Questions 1–3 refer to the following notice.

Notice to All Building Users

This is to inform you that repairs will be made to all the elevators in the building starting next week. The north elevators will be out of _____ from midnight Monday

1. (A) operate
(B) operator
(C) operation
(D) operable

until midnight Tuesday. In order to avoid _____ the

2. (A) crowd
(B) crowding
(C) to crowd
(D) might crowd

other elevators, we ask you to use the stairs whenever possible during that time. Work on the south elevators will begin at a later date to be determined. Thank you for your understanding. We regret any _____ this may cause.

3. (A) indefinite
(B) inconsistency
(C) inexperience
(D) inconvenience

Questions 4–6 refer to the following letter.

Dear Customer,

We at Stateside Bank are excited about some new services we will be offering preferred customers such as you. As a small business owner, you may have wondered where to turn for financial _____. Now Stateside Bank is here to offer you the

4. (A) advise
(B) advice
(C) advisor
(D) advisable

support you need to keep your business in good financial health. When our new Small Business Section opens next month, we will have _____ counselors available to

5. (A) expired
(B) expensive
(C) experienced
(D) experimented

help you make decisions about investments and loans. We can help you develop a sound business plan, and we can show you how to invest your money to ensure the success of your business. Statistics tell us that the majority of small businesses fail within the first five years. _____ doesn't have to be one of them. Call Stateside

6. (A) Ours
(B) Yours
(C) Mine
(D) Theirs

Bank today to find out how we can help you stay successful.

Sincerely,
Roger Moorehead
Small Business Manager

Questions 7–9 refer to the following memo.

To: All staff
From: Mark Spyri
Re: Staff meeting

This is to remind you that the monthly staff meeting will take place next Friday afternoon from 1:00–3:00 in the conference room. Attendance at this meeting is _____. If there is an urgent reason why you cannot attend, I need to know

7. (A) mandatory
(B) attractive
(C) professional
(D) punctual

about it ahead of time, so please discuss it with me _____ the meeting. The

8. (A) after
(B) while
(C) during
(D) before

meeting agenda includes a discussion of certain personnel procedures, so you should _____ your copy of the employee manual with you. A complete

9. (A) bring
(B) bringing
(C) to bring
(D) can bring

agenda will be made available on the day of the meeting.

Thank you.

Questions 10–12 refer to the following ad.

Parkside Hotel

Whether you are traveling for business or pleasure, the Parkside Hotel offers you all the _____ of home, from clean and cozy rooms to delicious meals in our café and

10. (A) comforts
(B) comforting
(C) comfortable
(D) comfortably

restaurant, and warm and friendly service from our professionally trained staff. Our convenient downtown location makes it easy to _____ public transportation,

11. (A) acquire
(B) assess
(C) assure
(D) access

museums, restaurants, theaters, and the new City Convention Center. Call or e-mail us today to reserve a room at the Parkside Hotel. You won't regret _____!

12. (A) us
(B) it
(C) you
(D) them