

TOEIC PRACTICE TEST: GRAMMAR & BUSINESS ETIQUETTE

PART 5: INCOMPLETE SENTENCES

Directions: Choose the best answer to complete each sentence

1. The number of applicants for the vacant position _____ increased significantly since the job was posted online.
 - A. has
 - B. have
 - C. are
 - D. having
2. All new employees are encouraged to introduce _____ to the rest of the team during the orientation session.
 - A. they
 - B. them
 - C. their
 - D. themselves
3. Please store _____ personal belongings in the lockers provided near the entrance of the office.
 - A. you
 - B. your
 - C. yours
 - D. yourself
4. Mr. Kim _____ as a senior recruiter for five years before moving to the human resources department.
 - A. works
 - B. is working
 - C. had worked
 - D. has worked
5. No unauthorized personnel are allowed to enter the laboratory _____ the maintenance process.
 - A. for
 - B. during
 - C. until
 - D. by
6. The safety standards at our new factory are much more stringent than _____ of our old facility.
 - A. this
 - B. that
 - C. these
 - D. those
7. If the first candidate is not suitable for the role, we will interview _____ one tomorrow morning.

- A. other
B. another
C. others
D. the others
8. The supervisor was impressed because the assistant completed the task very _____ and without any errors.
A. efficient
B. efficiency
C. efficiently
D. more efficient
9. Most of the staff _____ to attend the mandatory workshop on workplace etiquette this coming Friday.
A. needs
B. need
C. needing
D. is needing
10. The office will remain closed for renovations _____ next Monday, so please work from home.
A. by
B. during
C. until
D. for
11. Some team members prefer working in the morning, while _____ find it easier to focus late at night.
A. other
B. another
C. others
D. the other
12. The final decision regarding the annual bonuses remains _____ until the board of directors meets.
A. confidential
B. confidentiality
C. confidentially
D. confide
13. To reach the conference room, you should walk _____ the hallway and turn left at the end.
A. through
B. along
C. by
D. during

14. Neither the department head nor the junior staff _____ responsible for the error in the recruitment report.
- A. is
 - B. are
 - C. was
 - D. were
15. The marketing agency changed _____ logo to attract a younger audience during the rebranding campaign.
- A. it
 - B. its
 - C. it's
 - D. itself
16. Visitors should follow the yellow line _____ the corridor to find the exit of the building.
- A. along
 - B. through
 - C. during
 - D. by
17. If you have _____ questions regarding the new reimbursement policy, please contact the finance office.
- A. any
 - B. some
 - C. much
 - D. another
18. Showing professional _____ by arriving on time is the best way to make a good first impression.
- A. conduct
 - B. conductor
 - C. conducted
 - D. conductive
19. Every manager and supervisor _____ expected to submit a performance review for their subordinates.
- A. is
 - B. are
 - C. be
 - D. were
20. In compliance _____ the new regulations, all employees must wear their ID badges at all times.
- A. with
 - B. by
 - C. for
 - D. through

21. The benefits offered by this company are better than _____ offered by our main competitors.
- A. this
 - B. that
 - C. these
 - D. those
22. Most of the information in the training manual _____ to be updated before the next session.
- A. need
 - B. needs
 - C. needing
 - D. are needing
23. Ms. Sarah _____ for this company for over ten years and knows all the internal protocols.
- A. works
 - B. is working
 - C. has worked
 - D. work
24. This office belongs to the accounting team, but the one across the hall is _____.
- A. we
 - B. our
 - C. ours
 - D. ourselves
25. The application must be submitted to the recruitment office _____ 5:00 PM on Friday at the latest.
- A. until
 - B. by
 - C. during
 - D. for

Passage 1 (Questions 26-29: Email)

To: New Staff **From:** HR Department **Subject:** Welcome Orientation

Welcome to the company. We are excited to have you join our team this week. During your orientation, you will work **(26)** _____ our senior managers to understand the workflow. Please ensure you wear your ID badge at all times while in the building. **(27)** _____ will grant you access to the cafeteria and the parking lot. The rest of your training materials **(28)** _____ on your desks by the time you arrive tomorrow. We want to ensure that your first day is as smooth as possible. **(29)** _____.

26. A. along B. through C. until D. by

27. A. This B. That C. These D. Those

28. A. is B. are C. was D. being

29

A. Please contact us if you have any questions.

B. The office will be closed for a holiday soon.

C. We are looking for a new office building.

D. The lunch menu is available on the website.

Passage 2 (Questions 30-33: Memo)

To: All Employees **From:** Office Management **Subject:** Shared Space Etiquette

(30) _____. Recently, we have noticed that many items are being left in the common breakroom after lunch. It is essential that everyone takes responsibility for keeping the area clean. Please wash your dishes immediately and dispose of trash in the correct bins. If you notice any problems with the appliances, please inform (31) _____ at the reception desk. The maintenance team (32) _____ the kitchen area every evening to ensure hygiene. We must work (33) _____ to keep our workplace pleasant for everyone.

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A. Professional conduct is expected in all shared areas.

B. We are offering a new bonus for all staff.

C. The company is hiring a new janitor next week.

D. A new coffee machine has been installed.

31. A. us B. our C. ours D. ourselves

32. A. clean B. cleans C. is cleaning D. will clean

33. A. cooperative B. cooperation C. cooperatively D. more cooperative

Passage 3 (Questions 34-37: Notice)

NOTICE: Business Travel Policy

All staff members traveling for business must follow the updated reimbursement guidelines. You must submit all original receipts to the finance office within 5 days of your return. Neither digital photos nor scanned copies (34)_____ accepted as proof of purchase. (35)_____. Please use the new form available on the company portal for (36)_____ requests. Most of the travel budget for this quarter (37)_____ been spent already. Therefore, please be mindful of your expenses during your trip.

34. A. is B. are C. was D. be

35.

A. Failure to provide originals will delay your payment.

B. Travel is a great way to meet new clients.

C. Our company has branches in many countries.

D. The flight was delayed for three hours.

36. A. this B. that C. these D. those

37. A. has B. have C. having D. are
