

FURTHER PRACTICE

For further practice with your reading, try *Tactics for TOEIC Listening and Reading Tests*.

TEST TACTIC

PREDICT POSSIBLE ANSWERS BEFORE YOU LOOK AT THE CHOICES.

Read the sentence and try to identify what part of speech is needed. Then try to guess what kind of words could fit the gap, before you look at the answer choices.

TEST TIP

LEARNING COMMON SUFFIXES CAN HELP YOU TO IDENTIFY NOUNS AND VERBS

Questions that require you to select an appropriate noun or verb form are common on the TOEIC test. Learning to recognize noun and verb suffixes will help you to choose the right one.

FURTHER STUDY

Choose a question from this test part (with the correct gap filled). Remove a noun, verb, adjective, or adverb, and write three extra possible distractors. Try your new question on your classmates in the next lesson.

TOEIC Reading

TEXT COMPLETION

PART 5

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

EXERCISE

- 1 The fifth floor cafeteria will be closed for renovations _____ further notice.
(A) while
(B) until
(C) because
(D) since
- 2 Guests are _____ that all rooms must be vacated by 11:00 a.m. on the morning of check out.
(A) remind
(B) remember
(C) reminded
(D) reminds
- 3 Passengers with special meal _____ are asked to inform the counter staff when checking in.
(A) requirements
(B) tastes
(C) diets
(D) restaurants
- 4 Our latest model camera comes _____ with detachable 70mm lens, leather case, and carrying strap.
(A) completed
(B) completely
(C) completion
(D) complete
- 5 The set menu contains a collection of popular Chinese dishes, _____ the a la carte options are rather more adventurous.
(A) and
(B) however
(C) besides
(D) regardless

- 6 Employees are politely asked to _____ from disposing of recyclable bottles with other plastic waste.
- (A) stop
 - (B) resist
 - (C) prevent
 - (D) refrain
- 7 The store will be closed for New Year's Day, but the bargain sale begins _____ January 2nd.
- (A) on
 - (B) with
 - (C) at
 - (D) by
- 8 The management would like to ask all staff members to check coupons _____ for expiry dates.
- (A) careful
 - (B) carefully
 - (C) care
 - (D) caring

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TEXT COMPLETION

TEST TACTIC

FIRST DECIDE WHAT KIND OF WORD IS NEEDED.

It is common in Part 5 for the distractors to be different parts of speech. Knowing the type of word required to fill the blank can help you to pick the correct answer.

TEST TIP

LEARN AS MANY PHRASAL VERBS AS POSSIBLE.

Phrasal verbs are sometimes tested in the TOEIC test. Familiarize yourself with as many common phrasal verbs as possible.

PART 6

Directions: Read the texts that follow. A word or phrase is missing in some of the sentences. Four answer choices are given below each of the sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

EXERCISE

Questions 1-3 refer to the following letter.

Dear Sir or Madam,

I am writing to express my _____ with the two-night stay I recently spent at your hotel. Although

- 1 (A) satisfaction
(B) interest
(C) disappointment
(D) confusion

the hotel was located close to the agricultural machinery conference I was attending, there were a couple of issues that I had with the service.

Firstly, your hotel advertises 'a full English cooked breakfast' each morning. However, I do not feel that a fried egg on toast really qualifies as such. At _____, bacon or sausages should be provided. Secondly, the

- 2 (A) least
(B) most
(C) last
(D) worst

towels in my room were not changed during my stay. For a hotel that describes itself as a three-star establishment, this is unacceptable.

In spite of these problems however, the polite manner of the staff and the convenience of the location mean that I will be staying again in future. I hope that the problems I describe can be _____ before this time.

- 3 (A) correct
(B) corrected
(C) collected
(D) collated

Yours

Gerald Kaufman

FURTHER STUDY

Find a short letter / e-mail / story in English. Remove three common words (ones you think your classmates know) from it. In the next lesson see if your partner can guess the missing words.

Questions 4–6 refer to the following memo.

I would like to thank all employees who gave their time over the last week to assist _____ moving to our

- 4 (A) to
(B) at
(C) for
(D) with

new Hampton Office.

Thanks to your hard work, we were able to resume operations ahead of schedule with _____ or no

- 5 (A) small
(B) little
(C) less
(D) mini

disruption to our customers. In particular, I'd like to thank Chris and Ian for their invaluable assistance in setting up the computers. And we mustn't forget Bob who _____ us with the tasty refreshments!

- 6 (A) provided
(B) is providing
(C) will provide
(D) provides

I am sure the new office will feel like a new home in no time.
Thanks again.

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TEST TACTIC

LOOK AT THE QUESTIONS FIRST

It is essential to make the best use of your time in Part 7. Looking at the questions first will allow you to find exactly what you are looking for in the reading text. This will help you answer the questions faster and more efficiently.

TEST TIP

PICK OUT KEY WORDS (NOUNS AND VERBS) IN THE QUESTION

This will help you to quickly understand what you need to look for in the passage.

FURTHER STUDY

Write a short e-mail from Peter Adams replying to the message from Nyson Online Shopping on p99.

TEXT COMPLETION

PART 7

Directions: In this part you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

EXERCISE

Questions 1-2 refer to the following sign.

Notice to all fishermen

Danson's Quarry is a man-made, regularly stocked lake which provides anglers with a perfect location for fishing. Although anglers are welcome to use the facilities free of charge, users should respect the following guidelines when fishing in the lake:

The lake is deep and swimming is not permitted at any time.

To maintain the lake for other users, fishermen are requested to remove any garbage from the area when leaving.

Dogs may be brought into the lakeside area, but should be kept on a leash at all times.

To protect the wild birds that use the lake as a breeding area, lead weights should not be used.

Radios or other audio equipment should not be used in or near the lakeside area.

Anglers breaking any of the above rules are liable for a \$25 fine.

- 1 Where is this sign most likely displayed?
 - (A) Near a quarry
 - (B) Near a lake
 - (C) Near a swimming pool
 - (D) Near a fish shop

- 2 Which of the following are permitted?
 - (A) Lead weights
 - (B) Dogs
 - (C) Swimming
 - (D) Radios

Questions 3–5 refer to the following advertisement.

Easy-grasp Baby Mug

Little hands just love to hold onto this cleverly designed cup for ages six months and up. The Easy-grasp mug comes in a selection of four vibrant colors each with coordinated washable lids, straws, and handles at a cost of only \$3.99, inc. tax.

Each Easy-grasp mug utilizes our patented non-leak technology, which means that even when completely inverted, no spillages *will* occur. Our hard wearing and stain resistant plastic materials are guaranteed to keep their color, shape, and non-leak function no matter how much your baby uses them.

Order now, and you can get a second Easy-grasp for only \$1!

Note: Easy-grasp mugs are designed for cold beverages only, and should not be used to serve drinks over 50°C.

- 3 Which feature is unique to this mug?
- (A) The non-leak technology
 - (B) The washable lids
 - (C) The four vibrant colors
 - (D) The low price
- 4 How much does it cost to buy 2 mugs?
- (A) \$3.99
 - (B) \$1
 - (C) \$7.98
 - (D) \$4.99
- 5 What should users avoid?
- (A) Giving the product to their children.
 - (B) Making spillages.
 - (C) Using the product for hot drinks.
 - (D) Staining the plastic.

Questions 6–8 refer to the following e-mail.

To: Peter Adams <Pandaman@yahoo.com>
From: Nyson Online Shopping <info@nyson.com>
Date: Nov 29
Re: Your Online Purchase

Dear Valued Customer

You have received this e-mail because you purchased a pure wool duffel coat at our online store on Nov 25th. Unfortunately due to heavy demand for this product, we are unable to complete your order at this time. As the Xmas season is a particularly busy one for Nyson, we are also unable to guarantee delivery before Christmas on this item, although it should become available in the new year. We apologize for any inconvenience this may cause.

To avoid any unnecessary disappointment in this festive season we would like to offer you our recommendations for popular products from the online catalogue as alternatives to your selection. Clicking the link below will take you to our top selections page.

www.nyson.com/top_picks.html

Once again thank you for using Nyson Online Shopping and we hope to be able to serve you in future.

To unsubscribe to this mailing service send a blank e-mail with "unsubscribe" in the subject line to the following address:
unsubscribe@nyson.com

- 6 What is the purpose of this e-mail?
- (A) To offer new products for sale
 - (B) To confirm a purchase
 - (C) To apologize for a delay
 - (D) To unsubscribe to a service
- 7 When can the customer's current order be delivered?
- (A) Before November 25th
 - (B) November 29th
 - (C) December 24th
 - (D) After December 25th
- 8 Why should the customer click the link?
- (A) To choose another product
 - (B) To join the mailing service
 - (C) To buy a duffel coat
 - (D) To be prepared for Christmas