

FURTHER PRACTICE

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

TOEIC® Reading

TEST TACTIC**THE 2-PASS METHOD**

The 2-pass method will help you make best use of your time. Go through the questions twice. On the first pass, quickly answer the easy questions. If you don't know an answer right away, leave it blank and move to the next question. On the second pass, go back and try to answer the ones you left in the first pass. In total, spend no more than about 30 seconds on a question.

TEST TIP**TRY TO PREDICT ANSWERS**

On the first pass, try to think of possible answers before you look at the answer choices.

INCOMPLETE SENTENCES**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 sentences. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

EXERCISE

- 1 Visitors to the show can expect _____ snacks and beverages to be served in the foyer after each performance.
(A) competitive
(B) compatible
(C) competent
(D) complimentary
- 2 It is company policy not to give out information on any client until we have spoken with _____.
(A) they
(B) them
(C) themselves
(D) their
- 3 The council records are available _____ inspection during regular business hours.
(A) for
(B) of
(C) from
(D) to
- 4 Cycling is definitely one of the _____ ways of getting from place to place in the city.
(A) quicker
(B) quickest
(C) more quickly
(D) most quickly

- 5 _____ the flight was very long and tiring, the food was surprisingly good.
(A) Because
(B) However
(C) Although
(D) Nevertheless
- 6 All employees are able to use the company pool and sauna completely free of _____.
(A) bill
(B) cost
(C) charge
(D) payment
- 7 The decision to ship either by rail _____ by sea will have to be made after considering all the cost and time factors.
(A) or
(B) and
(C) so
(D) but
- 8 Because land is so expensive in that area, _____ office space is probably the most economical option.
(A) rent
(B) rented
(C) rents
(D) renting

FURTHER STUDY

Choose incorrect options from four of the questions in this section. Write new sentences that they would fit in correctly but keep the same four options. Test your classmates with these sentences in the next lesson.

TEST TACTIC

PREDICT GERUND/INFINITIVE QUESTIONS

If the answer choices include both gerunds (*verb + -ing*) and infinitives (*to + verb*), then you should look at the verb in the question to see which is correct.

TEST TIP

SOME SENTENCES MAY NOT GIVE YOU ENOUGH INFORMATION TO ANSWER THE QUESTION

In this case, start scanning the sentences closest to the gap to help you choose the correct answer.

TEXT COMPLETION

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 e-mail.

To: Bill Thomson <bthomson@proconsulting.com>
From: Henry Krumm <h.krumm@telstar.electronics.com>
Date: Sept 9
Re: Sales conference workshop

Dear Mr. Thomson,
I want to thank you again for your contribution to our August sales conference. I am sure your _____

- 1 (A) present
(B) presenter
(C) presenting
(D) presentation

_____ will have a very positive impact on our company. Feedback from the sales team has been very positive, and after hearing your talk our general manager has asked me to _____ our customer tracking system.

- 2 (A) review
(B) reviewed
(C) reviews
(D) reviewing

I feel sure that the techniques you described will be effective in significantly _____ the time needed to follow up on orders

- 3 (A) producing
(B) inducing
(C) reducing
(D) deducing

_____ and make order processing more efficient. Overall, I am very pleased and expect that we will be inviting you and your company back for our conference in the spring.

FURTHER STUDY

Choose four words from the exercise that you haven't used very often. Write sentences using the words but put a gap in place of each word you chose. See if your classmates can guess which words you used.

Questions 4–6 refer to the following article.

New boutique hotel to open downtown

Last week the Imperial group held a preview of its _____ to be opening city center hotel, the Imperial Lodge.

- 4 (A) near (B) soon
(C) after (D) early

Unlike the much larger Imperial Grand, this newest member of the family will be limited to only twenty rooms, each uniquely decorated in styles ranging from tastefully classic to _____ modern.

- 5 (A) amuse (B) amused
(C) amusing (D) amusingly

In addition to the creative décor, the hotel _____ a well equipped sports club and a roof-top restaurant

- 6 (A) feature (B) featured
(C) has featured (D) will feature

with spectacular views of the skyline.

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.

READING COMPREHENSION

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 1–3 refer to the following announcement.

Springdale Secondary School

10 Year Reunion Dinner

Saturday June 11, 7:30-10:00

Yes, it's been a decade since we said goodbye and headed out into the world. Now it's time to come together and renew those old friendships. This event takes place at the Springdale Country Club and offers an opportunity to find out what we are all doing now. This special event will feature a pep talk given by none other than head basketball coach Bob "The Hammer" Harmer himself. The highlight of the evening will be the awarding of the first ever Harry Collingwood Scholarship, in honor of our late principal who passed away last summer. This will be jointly presented by his son, Thom Collingwood, and town mayor (and former alumni) Philip Dawes.

The reunion dinner costs \$45 per person. Reservations should be made no later than July 20, by returning the enclosed card to the reunion committee. Payment must be received (by check, bank transfer, or internet credit card payment) by July 27.

TEST TIP

DO NOT START BY READING THE PASSAGE

This can waste too much time. Start by reading the questions. Then go to the passage when you know what information you need to find.

- 1 What is the purpose of this event?
 - (A) To raise money for a school
 - (B) To make new friends
 - (C) To bring former students together
 - (D) To enjoy a fine meal

- 2 Who is Thom Collingwood?
 - (A) A sports coach
 - (B) A former principal
 - (C) An award presenter
 - (D) A town official

- 3 How can people reserve tickets to the event?
 - (A) By mailing a request notice
 - (B) By telephoning the committee
 - (C) By using the internet sign up form
 - (D) By sending payment to the Springdale Country Club

Questions 4–8 refer to the following notice and e-mail.

The Volunteer Office at Midsville Community Services (MCS) connects people looking to volunteer with positions that match their interest or skill area. Whether you are new to the community, recently retired, seeking an opportunity to brush up on some skills for employment, a student, a practicum/intern seeking placement, or you find yourself wanting to connect to and give to the community, we value your gift of giving. In return, you can expect to receive: orientation, a supervisor to report to, training (where needed), progress reports, and quarterly reviews.

To find out more about our programs that offer volunteer opportunities, please visit our website at midsville.programs.mcs.org, then call Midsville Community Services at 555-357-8436 and book an appointment with the Volunteer Coordinator (available Tuesdays only). If we can't find a placement for you with this agency, we'll gladly provide you with a resource list of other organizations' volunteer opportunities.

FURTHER STUDY

Write a short e-mail from the MCS replying to Ms. Huang's inquiry.

To: Midsville Community Services <info.mcs@midsville.org>
From: Gladys Huang <gladh77@edcen.com>
Date: Oct 23
Re: Application

To whom it may concern,
This spring I turned 65 and left my position as an office manager. Since then I find I have some time on my hands and would like to offer my services in a situation where I can interact with people. I would be very pleased to help out in any way. I could work with any age group, although as I have a bad back I would not be comfortable looking after infants. Also I don't drive so I would appreciate serving in a location near convenient public transit.
I will be available to start early in the new year. I look forward to hearing back from you and working with your organization soon.
Sincerely,
Gladys Huang

- 4 Where would you most likely see this notice?
- (A) At a computer shop
 - (B) At a community center
 - (C) At a restaurant
 - (D) At an employment agency
- 5 What do the available positions NOT feature?
- (A) Supervision
 - (B) Necessary training
 - (C) Evaluations
 - (D) Competitive wages
- 6 Which position is most suitable for Ms. Huang?
- (A) MCS Connections Office
 - (B) STAR Club
 - (C) Meals On Wheels
 - (D) Best For Babies
- 7 Why is Ms. Huang seeking a position with the MCS?
- (A) She has recently retired.
 - (B) She wishes to gain employment skills.
 - (C) She wants to increase her income.
 - (D) She is seeking an internship.
- 8 What must people do to get a position with the MCS?
- (A) Visit the MCS offices
 - (B) Complete an application on their website
 - (C) Telephone and make an appointment
 - (D) Mail in a resume and cover letter