

# PART 6-C Text Completion

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English Teachers On Call

## **TOEIC WORKBOOK PART 6-C INSTRUCTION:**

**In Part 6 of TOIEC you will read passages of text, such as an article, a letter, a dorm and an email. In each reading there will be blanks to fill in. You will read possible choices for each blank. You should read the entire passage to make sure you choose the correct choice in context.**

The National Museum of Art  
Is proud to announce the upcoming 1. \_\_\_\_\_ of

- a.) exhibit
- b.) lecture
- c.) auction
- d.) purchase

European Expressionist paintings and prints, from January 14 through March 14.

We are very fortunate to be able to bring this opportunity to area residents and visitors. This show includes works on loan from museums and collectors all around the world. It is the first time this area has seen 2. \_\_\_\_\_ wide representation of

- a.) very
- b.) such as
- c.) so that
- d.) enough

Expressionist works together in one place.

3. \_\_\_\_\_ for the show are available by calling

- a.) Guides
- b.) Tickets
- c.) Brochures
- d.) Schedules

the museum's Special Events office at 333-444-5555 or by visiting our website: [www.artmuseum.org](http://www.artmuseum.org). Prices are \$25 general admission and \$20 for senior citizens and students with a valid I.D. Children under 12 will be charged half price. Entrance prices also include admission to the museum's permanent collection. A recorded tour and headphones will be available at the exhibits for \$6.

During the show, the Museum Gift Store 4. \_\_\_\_\_ on sale catalogue,

- a.) has had
- b.) had
- c.) has
- d.) will have

art reproductions, calendars, coffee mugs, and other souvenirs of the show.

March 14



To Whom it may concern:

This letter is 5. \_\_\_\_\_ for Mr. Cristine Taylor, who has worked for this company as an administrative

- a.) a background
- b.) an instruction
- c.) a reference
- d.) an acceptance

assistant for the past three years.

During most of her time here, Mrs. Taylor has worked directly under 6. \_\_\_\_\_ supervision. She has served as an assistant to a busy accounting office with a

- a.) your
- b.) his
- c.) her
- d.) my

staff of five. She 7. \_\_\_\_\_ herself to be reliable and hardworking.

- a.) always has shown
- b.) always has shows
- c.) has always shown
- d.) has shown always

He has never shirked his duties, even when the office workload has required him to work late into the evening or on a weekend. I always feel sure that whatever task I may give him, it will be done promptly and with a smile. Mrs. Taylor's friendliness and upbeat attitude have been a real contribution to the office environment.

We will miss Mrs. Taylor, but we understand that she is ready to move on to a 8. \_\_\_\_\_ that will make

- a.) position
- b.) degree
- c.) residence
- d.) professor

better use her skills and provide her with more opportunities for her future. I can recommend her without reservation and know she will make a great contribution to any work environment.

Sincerely,  
Ivan Smith

To: All personnel  
From: Mary Perry, Director  
Re: Travel expenses

We are all aware that the procedures for charging and reporting expenses for business trips taken on behalf of the company have long been out of hand. As a result 9. \_\_\_\_\_ recommendations from the Budget Office, the following procedures

- a.) of
  - b.) as
  - c.) for
  - d.) it
- will be adopted

Company personnel will no longer be given company credit cards to cover expenses while on out of town trips. Instead, all travel expenses, with the 10. \_\_\_\_\_ of

- a.) excepts
- b.) excepted
- c.) exception
- d.) excepting

airline tickets which will continue to be charged directly to the company, will be paid for out of pocket. In order to receive 11. \_\_\_\_\_, an expense report must be



- a.) bonuses
- b.) assistance
- c.) supervisors
- d.) reimbursement

Submitted to your department head within ten days of returning from a trip. All charges must be itemized on the report and accompanied by receipts. Approval of each item will be made at the discretion of each department head, following, of course, the company expense guidelines (see attached). Generally, charges for hotels, meals, and transportation will be 12. \_\_\_\_\_ . Non-work related items such as

- a.) reported
- b.) expensive
- c.) authorized
- d.) unallowable

Entertainment, excessive taxi rides, and bar bills will not. I am sure you will all understand the necessity of this strict attitude toward expense reporting. I am counting on everyone's operation.