

PART 6-G “Text Completion”

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English Teachers On Call

TOEIC WORKBOOK PART 6-G 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.

METRO PARKING SERVICES
EUCLID AVENUE AUTOPARK
LOCK YOUR CAR!

Do not destroy or 1. _____ this ticket.

- a. disappear
- b. lose
- c. vanish
- d. miss

Loss of ticket results in accumulated fee from lot opening. Surrender ticket on exit to lot attendant.

Liability: Management is not 2. _____ for fire, theft, damage, or loss of articles from vehicle.

- a. responsible
- b. repairable
- c. responsive
- d. reliable

Rates: \$2.00 an hour or any fraction of an hour. Two hours free parking if validated on back of ticket by any Euclid Avenue merchant.

Hours of 3 ____: 6 A.M. to 10:00 P.M. M -F, 9 A.M. to 6 P.M. Sat., Closed Sun. and holidays

- a. labour
- b. operation**
- c. performance
- d. function

To: John Smith, Engineering jse@gmail.com

From: June Pitt jpitt@gmail.com

Date: Wed. 19 March, 2014

Subject: Questionnaire etc.

Attachment:1

Hi John,

Could you do me a favour? There's a questionnaire in the 4 _____ attached to this e-mail.

- a. field
- b. brochure
- c. flyers
- d. file

Would you please take a minute to fill it out and then send it back to me?

We need to 5 _____ all the information we have on department heads for the new company brochures we are preparing.

- a. upgrade
- b. uphold
- c. append
- d. update

Please include non-confidential personal information such as awards, community service, and family news as well as work-related information. And do you want me to arrange to have a new photo of you taken? The one we have on file seems to be a few years old.

One more thing-I've been put in 6. _____ of the company newsletter

- a. head
- b. charge**
- c. position
- d. place

so I'd appreciate hearing from you if there have been any exciting new 7.____ or even any interesting gossip from the Engineering Department.

- a. evolutions
- b. involvement
- c. compartments**
- d. developments

Thanks again,
June