

PART 7-A (Reading Comprehension)

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English Teachers On Call

TOEIC WORKBOOK PART 7-A INSTRUCTION:

In Part 7 of TOIEC you will read passages in the form of letters, ads, memos, faxes, schedules etc. The reading section has a number of single passages or double passages. You will be asked 2-4 questions about each single passage, or five questions for each double passages. Sometimes you will be asked for specific details. On the real test you will not have enough time to read every word. Practice scanning and reading quickly.

Favorite Sport



1. Which is the most popular sport?
 - a.) volleyball
 - b.) Basketball
 - c.) Tennis
 - d.) Soccer
2. What percent of people prefer basket ball?
 - a.) 5 %
 - b.) 20%
 - c.) 30%
 - d.) 45 %
3. Which is the least popular sport?
 - a.) Volleyball
 - b.) Basketball
 - c.) Tennis
 - d.) Soccer



English Teachers On Call

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Receive Business Times in your home every month!

Six months- pay only \$26

One year- pay only \$45

Two years – pay only \$ 75

Name: Helena Smith

Address: 2266 Washington Street

Eugene OR 4222

Check one: _ 6 months

x one year

_ two years

Payment method: _ check

_ money order

x credit card

4. What is Business Times?

- a.) A TV show
- b.) A book
- c.) A magazine
- d.) A radio program

5.) How much will Helena Smith pay?

- a.) \$26
- b.) \$45
- c.) \$75
- d.) \$90

6.) How will she pay?

- a.) check
- b.) Money order
- c.) Credit card
- d.) Cash

**Will Workers' Union, Local 806
3660 North River Trail
Two Rivers, ME 05601
March 12, 2014**

**Ms. Sam Morgan, President & CEO
Lumber Yard Industries
9225 Kennedy Drive
Grave Isle, ME 0555**

Dear Ms. Morgan:

As a union arbitrator, I have been asked by a number of your employees to write to you. It is in regard to your decision to make the mill off-limits to smokers. That means from now on, all employees who wish to smoke must go outdoors, but not near the main entrance.

Many of your employees who smoke consider this a very harsh decision. They appreciate that non-smokers do not wish to be exposed to cigarette smoke, but they cannot understand why they are being treated as a second class citizens. They feel it is unfair to force them to have to go outdoors in order to smoke. You know that we get a lot of rain and cold temperatures in this area for a good part of the year. Should they go outside in the rain? Should they be out freezing weather?

Your employees who smoke would like a meeting with you. They would like to offer suggestion that would be acceptable to both sides. For example, perhaps a separate employees lounge for smokers could be created within the mill. In that way both parties would feel satisfied. A meeting between you and your employees who smoke would be most advantageous.

I hope you consider this request and agree to meet with those employees. Thank you in advance for your time and consideration.

Sincerely yours,

Hope Dunnaway

7.) What outdoor area is currently off-limits to employees who smoke?

- a.) The picnic area
- b.) The parking lot
- c.) The recycling area
- d.) The main entrance**

8.) What is the primary issue?

- a.) Some employees can smoke, while others can't.
- b.) Employees who smoke don't think they're being treated fairly.**
- c.) The employees lounge needs to be enlarged.
- d.) Weather conditions are making it hard for employees to work.

9.) What is the request that Hope Dunnaway is making in the letter?

- a.) Ms. Morgan should allow smoking in the mill.
- b.) Ms. Morgan should meet with employees who smoke.
- c.) Two employee lounges should be built
- d.) Ms. Morgan should come to the union office.

10.) What type of letter is this?

- a.) letter of demand
- b.) letter of notice**
- c.) letter of apology
- d.) letter of invitation