

PART 7-D Reading Comprehension

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English Teachers On Call

TOEIC WORKBOOK PART 7-D 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.

FOR QUESTIONS 1-5 AGENDA AND EMAIL

**Multiple Marketing, Inc.
Department Heads Meeting
Monday, March 12 4:00 p.m.
Place: Company Cafeteria**

AGENDA

- 1. Budget Report**
Margarette Rothe
- 2. Fall conference plans**
Cindly Carthe
- 3. New hiring policy**
Natalie Blight
- 4. Office supplies issue**
Liam Neeson

To: Dan Blair
From: Rachelle Daniels
Subject : Yesterday's Meeting

Mr. Blair,

The meeting yesterday went as planned, for the most part. It started on time and everyone was there, except you, of course. We rearranged the order of the agenda a bit. We talked about the third item first because it's such a pressing issue for all of us. We are able to get to all the items on the agenda because we agreed to stay until everything was finished. The meeting lasted two and a half hours. Also, we changed the location. The cafeteria was being cleaned, so we moved the meeting to the lounge. It worked out fine. We set the date for next month's meeting. It will be on the 18th.

Rose

1. Where was the meeting held?
 - a.) In the cafeteria
 - b.) In the director's office
 - c.) In the conference room
 - d.) **In the lounge**

2. What item was discussed first?
 - a.) The budget report
 - b.) The fall conference plans
 - c.) **The new hiring policy**
 - d.) The office supplies issues

3. Who did NOT attend the meeting?
 - a.) Dan Blair
 - b.) Rose Daniels
 - c.) Jan Peterson
 - d.) Margaret Rodin

4. What time did the meeting end?
 - a.) 4:00
 - b.) 4:15
 - c.) 6:00
 - d.) **6:30**

5. When will the next meeting be held?
 - a.) April 15
 - b.) April 18
 - c.) May 15
 - d.) **May 18**

For Questions 6-10

**COMPUTER INSTITUTE OF TECHNOLOGY
FALL SCHEDULE**

Keyboarding		
Beginning	Mon and Wed	5:30-6:30
Intermediate	Mon and Wed	6:30-7:30
Advanced	Tue and Thurs	5:30-6:30
Word Processing		
Level I	Mon and Wed	6:00-7:30
Level II	Mon and Wed	7:30-9:00
Level III	Tues and Thurs	6:00-7:30
Level IV	Tue and Thurs	7:30-9:30
Web Page Design		
Basic	Mon/Tue/and Thurs	6:00-7:00
Advanced	Tue and Wed	7:00-8:00
All Levels	Sat	9:00-1:00

Classes begin on the first Monday of every month. Each class lasts one month. Tuition is \$300 per class. To register for classes, download or registration form from our website. Mail the completed form with your check or credit card information to:

COMPUTER INSTITUTE OF TECHNOLOGY
211 Brookfield Boulevard. Hilltown, MI 02222



To: G.Y. Kim
From: Belle Patterson
Re: Computer training

Mr. Kim,

I am interested in taking some computer classes that I think would give me some useful skills for my work. I hope the company can pay the tuition for these classes. I am most interested in learning web page design. Then I could develop and maintain our company's web page, and we wouldn't have to pay an outside consultant to do it. The Computer Institute of Technology offers a Beginning web page design class. It starts at 6:00 , which would give me half an hour to get there after I leave from work. It's not far from the office, so that's plenty time. That class ends at 7:00, so I could also take a word processing class that begins at 7:30 on Tuesdays and Thursdays. I like this school because the schedule and the location are both very convenient. I know this training would really improve the work I do for you, so I hope you can help me with the tuition. I have attached the class schedule for you to see.

Thank you,
Belle Patterson

6. How many days a week are the classes offered at the Computer Institute of Technology?

- a.) Two
- b.) Three
- c.) Four
- d.) Five

7.) How can a student register for classes?

- a.) Call the school
- b.) Mail a form
- c.) Visit the school
- d.) Send an email

8.) What time does Belle leave work?

- a.) 5:30
- b.) 6:00
- c.) 7:00
- d.) 7:30

9.) Which word processing class does Belle want to take?

- a.) Level I
- b.) Level II
- c.) Level III
- d.) Level IV

10. How much money will Belle need to pay for her classes?

- a.) \$27
- b.) \$475
- c.) \$500
- d.) \$600