

# PART 7-E Reading Comprehension

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English Teachers On Call

## **TOEIC WORKBOOK PART 7-E 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

**To: All personnel**  
**From: Louie Grey**  
**Re: Conference room painting**

We all know that the painting of both conference rooms is long overdue. We've been waiting months for this to happen, and now it will. Painting of Conference Room 1 will begin next Tuesday and should take no more than two days. Meeting that you have scheduled for next week can be held in the cafeteria. The painting of Conference Room 2 will be scheduled for later date. If you have any questions, don't hesitate to contact me. Thank you for your cooperation.

**To : Louie Grey**  
**From: James Webber**  
**Subject: Conference Room**

Luis,

I know we've all been waiting for the conference rooms to be painted, but it couldn't be more inconvenient for me. I have an important meeting planned for the day the painting begins. I can't have it in my office because only four or five people can sit there comfortably, and I need room for ten people. Conference Room 2 is already booked through Friday. The meeting place you suggest is too informal for an important meeting. Would it be possible to schedule the painting so that it begins on Wednesday or Thursday? Please let me know.

James

1. What will be painted next week?
  - a.) One conference room
  - b.) Two conference room**
  - c.) The cafeteria
  - d.) Some offices
  
2. How long will the painting probably take?
  - a.) Two days**
  - b.) A week
  - c.) A month
  - d.) Several months
  
3. Why did James write the email?
  - a.) To invite Louie to a meeting
  - b.) To ask for his office to be painted
  - c.) To find a different room for his meeting
  - d.) To ask for the painting schedule to be changed.**
  
4. What day will James' meeting be?
  - a.) Tuesday**
  - b.) Wednesday
  - c.) Thursday
  - d.) Friday
  
5. According to James, which place is too informal for his meeting?
  - a.) His office
  - b.) Louie's office
  - c.) The cafeteria**
  - d.) Conference Room 2

For Questions 6-10

**RESEARCH ASSOCIATE**

**Top advertising firm seeks research associate to join out team of market researchers. Seeking creative, energetic team worker to work with a group of four other researchers. Must have a Master's in Business Administration and three to five years' experience in market research. Send resume and cover letter to: [avidadvertising@yahoo.com](mailto:avidadvertising@yahoo.com) address to Grace Parker, Director Human Resource Department, Avid Advertising 13 Water Street, Springfield OH 4444.**

Sarah Alba  
15 Maine Street, March 12, 2014  
Springfield, OH 4444

Dear Ms. Parker:

Thank you for your interest in our company. Unfortunately, the research associate position that we advertised has been already filled. However, you have a strong background, and we might be interested in considering you for a position in the future. Your resume shows that you have the educational level we require, and your Bachelor's degree in Psychology strengthens your qualifications as a market researcher. You also have more years of experience in the field that we asked for. I would like to keep your resume on file and contact you when we have another position available. If you don't hear from me in six months please give me a call.

Sincerely,  
Grace Parker

6. What is Grace Parker job?

- a.) Research associate
- b.) Director of Human Resources**
- c.) Head researcher
- d.) Psychologist

7. Why wasn't Alba hired for the position?

- a.) Her resume was lost
- b.) She decided she didn't want it.
- c.) She didn't have the qualifications
- d.) The position had already been filled**

8. What degree does Alba have?

- a.) Bachelor Degree of Psychology**
- b.) Associate of Business
- c.) Master of Business Administration
- d.) Bachelor of Business Administration

9. How many years' experience does Alba have as market researcher?

- a.) Less than 3 years
- b.) Three years
- c.) Five years
- d.) More than five years**

10. What suggestion does Ms. Parker make to Ms. Alba?

- a.) Write a new resume
- b.) Call her in six months**
- c.) Get a job as a psychologist
- d.) Get more experience in the field