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# TOEIC PART 6

## Text Completion

## DIRECTIONS:

You will read some passages of text, such as an article, a letter, a form, and an e-mail. In each reading passage there will be three blanks to fill in. You will read four possible choices for each blank. You should read the entire passage to make sure you choose the correct choice in context.

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Alan Friedman  
Rotary Club President  
60 Main St.  
Midtown, NH 03031

1.
  - A. test
  - B. attest to
  - C. attest of
  - D. testify

Dear Mr. Friedman,

It's my pleasure to recommend my neighbor and dear personal friend, Rosa, for membership in the Rotary Club. I've known Rosa for almost a decade and can \_\_\_\_\_ her strength of character and compassion for others.

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2.

A. actively contributing

B. an actively contributing

C. actively contributing to

D. contributing actively

As the owner of Rosa's Bake Shop and parent to two children in the public school system, Rosa is an \_\_\_\_\_ member of the community. She would make an outstanding addition to the Rotary Club and embody our mission to provide service to others.

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- 3.
- A. hands in joy
  - B. makes joy
  - C. takes joy
  - D. spreads joy

As many of you know, Rosa's an active business leader in our community as the owner of Rosa's Bake Shop on Main Street. She \_\_\_\_\_ with her fresh baked goods and supplies bread to many local restaurants.

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4.

- A. applied
- B. entered
- C. enrolled
- D. employed

Rosa has also \_\_\_\_\_ local students as cashiers and donates a portion of her profits to the Big Brothers Big Sisters program. Her contributions (and cakes) nurture many people in town. Joining the Rotary Club would allow her to continue her leadership in the community.

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- 5.
- A. deserved
  - B. deserves
  - C. deserving
  - D. is deserving

Rosa has worked hard to get where she is today, and she truly \_\_\_\_\_ all the success that has come her way as a parent and local business owner.

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- 6.
- A. kind thoughts
  - B. instruction
  - C. consideration
  - D. sincerity

Rosa is an outstanding and active citizen with a great commitment to community service. I look forward to seeing all the good that she will continue to do in town as our newest Rotarian. Please feel free to contact me for any further information. Thank you for your

\_\_\_\_\_.

Sincerely,

Lara Turner  
[lara.turner@gmail.com](mailto:lara.turner@gmail.com)  
508-726-6245



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- 7.
- A. is received
  - B. was received
  - C. we receive
  - D. was perceived

Davis Patrick  
P.O. Box 147 2546 Sociosqu Rd.  
Bethlehem Utah 02913  
(939) 353-1107

Dear Mr. Patrick,

As you suggested, we applied your payment to an account number that was very similar to yours. Our computer scanner was down the day your payment \_\_\_\_\_, and this error occurred in entering the account numbers.

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- 8.
- A. entries
  - B. mistakes
  - C. entities
  - D. errors

We apologize for the inconvenience this caused and are changing our policy so that we double-check all \_\_\_\_\_ made by hand.

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- 9.
- A. thank you
  - B. appreciate
  - C. are grateful
  - D. are appreciative

We have corrected the balance due on your account as you will see on the enclosed bill and trust that this will resolve your concerns. We \_\_\_\_\_ your patience and understanding.

Sincerely,

Leilani Boyer  
557-6308 Lacinia Road  
San Bernardino ND 09289  
(570) 873-7090

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- 10.
- A. in hand
  - B. hand in
  - C. on hand
  - D. hand on

**Employee Training Session:**  
Please plan to join us for a short session on how to use our new telephone system. A representative from the telephone company will be \_\_\_\_\_ in the conference room to explain the new features and to answer your questions on Friday, June 9, at 4:30 p.m.

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11.

- A. one among
- B. one of this
- C. one of these
- D. one of the three

The session will be repeated at the same time Monday, June 12. We expect all employees to attend \_\_\_\_\_ sessions.



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- 12.
- A. ready
- B. prepare some
- C. be guided
- D. be prepared

Among other things, we will learn how to benefit from such features as phone mail, call forwarding, conference calling, and several other new functions. This training will not be repeated after June 12. Please \_\_\_\_\_ to take notes.

The Training Team

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