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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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1.
  - A. what time
  - B. her time
  - C. which time
  - D. who's time

## **Subject: Recommendation for Laura Woods**

**Dear Hiring Manager,**

**It is my pleasure to recommend Laura Woods for employment with your organization. I have known Laura for over two years during \_\_\_\_\_ she worked as a communications assistant in my office.**

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I have been consistently impressed with Laura's attitude and \_\_\_\_\_ during the time that she has worked in the office.

- 2.
- A. productivity
  - B. production
  - C. probability
  - D. possibility

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- 3.
- A. will be devoted
  - B. has been a devotee
  - C. has been devoting
  - D. will devote

Laura is both very bright and quite motivated. I am confident that she \_\_\_\_\_ herself to a position with your organization with a high degree of diligence

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She is a \_\_\_\_\_ and has shown the ability to digest large volumes of information.

- 4.
- A. quick- wit
  - B. quick learner
  - C. quick and fast
  - D. memorable



- 5.
- A. conservation
  - B. reservation
  - C. preparation
  - D. examination

I recommend Ms. Woods without \_\_\_\_\_ . I am confident that she will establish productive relationships with your staff and constituents.

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6.

- A. the need
- B. you need any
- C. need to
- D. need for

- Please let me know if you have \_\_\_\_\_ additional information about this outstanding young woman.

- Sincerely,

- Firstname Lastname  
Manager  
ABCD Company  
818-580-5888  
email@abcd.com

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- 7.
- A. experienced
- B. is experiencing
- C. experiences
- D. will experience

## ANNOUNCEMENT:

### Bad Weather

In the event that our area \_\_\_\_\_ severe weather or other emergency conditions, your immediate supervisor will notify you by telephone if you are not to report for work.

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- 8.
- A. is still concerned
  - B. are still concerned
  - C. is still concern
  - D. are not concerned

If you receive no call, and \_\_\_\_\_, listen to radio ABCD, 1170 AM for information every thirty minutes on the hour and half hour.

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- 9.
- A. too hazardous
  - B. too much hazard
  - C. so hazardous
  - D. so much hazard

If the highway patrol considers conditions \_\_\_\_\_ for safe travel, we will close the office.

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- 10.
- A. too much effort
  - B. very much effort
  - C. each effort
  - D. every effort

However, if the office is open, we expect employees to make                      to be at work.

We consider time missed when the office is officially open as employee's personal time off.

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If you have questions regarding this policy, please speak to your \_\_\_\_\_.

**Human Resources  
Department**

11.

- A. immediate supervisor
- B. colleague right away
- C. the council
- D. the CEO