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# TOEIC PART 6

## Text Completion

# GENERAL INSTRUCTIONS

A. Orient student on what he/she will do in each type of test. Do this only on chapter 1. For the remaining chapters; you don't have to do the orientation.

B. Student must type his/her answer on the Skype chat box.

## PART 6: TEXT COMPLETION

A. Tell students that he/she will read four 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. He/she will read four possible choices for each blank. He/ She should read the entire passage to make sure you choose the correct choice in context.

B. Process one at a time each choices with the student.

C. Make him/her understand why such part of speech/ word should be the correct answer.

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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

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- 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.

Prohibited.



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11.

A. immediate supervisor

B. colleague right away

C. the council

D. the CEO

If you have questions regarding this policy, please speak to your immediate supervisor.

Human Resources Department