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# TOEIC PART 7

## READING

## COMPREHENSION

prohibited.

## 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 7: READING COMPREHENSION

A. Tell the student that in Part VII he/she will read passages in the form of letters, ads, memos, faxes, schedules, etc. The reading section has a number of single passages and 4 double passages.

B. He/she will be asked 2-4 questions about each single passage, and 5 questions for each double passage. Sometimes you will be asked for specific details.

C. Other times he/she will be asked about what the passage implies.

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D. In the paired passages he/she will also be asked to make connections between the two related texts.

E. On the real test you will not have time to read every word. You need to practice scanning and reading quickly for details.

F. Assist student on how to do scanning and how to read quickly

G. Manage time wisely in this part of the test.



Are you setting up a small business? Worried about the costs of renting office space and employing the right people? **Rebus Virtual Office World** can help you. With our **Basic Office Deal**, we can set up a virtual office for you practically overnight.

We will give your business a professional image and our polite, friendly staff will handle your calls and present your business in the best possible way. We can provide you with: a professional business address, a local phone number and we will also handle mail.

For a more personal approach, with the option of forwarding mail and messages to your home address, don't hesitate to ask us about our **Premier Office Deals**.

## 1. Where is the text from?

a. A message from a business to a current client

**b. An advertisement for a new business service**

c. An email from one business worker to another

d. A newspaper article about a new business's success

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## 2. What does the service provide?

a. Off-site staff to perform general office duties

b. A site where several businesses can locate their offices

c. Advice on how to make your business more professional

d. Temporary staff for local businesses

3. Which of the following is not included in the Basic Office deal?

a. A polite receptionist

b. A mail-forwarding service

c. A professional address

d. A telephone-answering service



**Optimum Software Company  
meeting with  
Advantage Power Systems, Inc.  
November 2**

*Advantage Power Systems attendees:*  
Katharine Morandi  
Chom Tai

*Optimum Software attendees:*  
Ujjwal Ahmed  
Yusra Singh  
Peter Bodell

**AGENDA**

Ujjwal Ahmed

Introductions  
Review objectives

Katharine Morandi

Advantage Power Systems: project overview  
and development schedule

Yusra Singh

Optimum product overview

- Core software functions
- Software platform requirements

Peter Bodell

Optimum training and consulting

Yusra Singh

Technology questions and answers

Ujjwal Ahmed

Next steps

To: Katharine Morandi  
From: Ujjwal Ahmed, Optimum Software Company  
Subject: Yesterday's meeting

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Dear Katharine,

Thank you for taking the time to get together with us yesterday. Everyone on our team felt that it was a productive meeting. We have a better understanding of your project's needs now, and we've started looking at ways to adapt our software to meet your requirements.

While the basic function of the software is well suited to the project overall, as discussed, we will explore ways to adapt it to the needs of the different departments at Advantage that will be using it. This will incur some additional cost, as we indicated—we'll provide details about that at our next meeting, once our engineers have assessed the changes that will need to be made.

I've asked Peter Bodell to prepare a document for you that indicates when the Training and Consulting Department could start providing services to you. He'll send this information to you directly—since you've worked with him in the past, it seems the most efficient way to go.

As agreed, let's set up a meeting for the week of November 26 by which time our engineers will be able to outline their approaches to your departmental needs, and we'll have the information we need to put together a contract.

In the meantime, please feel free to contact me if you have any questions.

Regards,

Ujjwal



4. Why was the meeting held?
- a. To talk about hiring costs
  - b. To train software users
  - c. To discuss work on a project
  - d. To review a contract

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5. Who would probably be the best person at Optimum to answer technology questions?

a. Ujjwal Ahmed

b. Chom Tai

c. Yusra Singh

d. Katharine Morandi



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6. What is the main purpose of Mr. Ahmed's e-mail to Ms. Morandi?

a. To request a meeting with the engineering department

b. To introduce Peter Bodell

c. To follow up on a meeting with Advantage

d. To explain how Optimum has adapted its software

7. What service will Peter Bodell's department provide?

a. Training and consulting

b. Legal advice

c. Publicity

d. Changes to the software

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## 8. What will happen in the week of November 26?

- a. Peter Bodell will make a presentation.
- b. Optimum and Advantage will meet again.
- c. A contract will be signed.
- d. Training in the new software will occur.

# FUEL ADJUSTMENT NOTICE

With the approval of the Price Control Commission, Velcorp Power announces that the fuel adjustment will be decreased to 1.8747 cents per kilowatt hour sold, effective with meter readings taken on or after November 1, and until further notice.



9. Who issued this notice?

a. A law office

b. A gasoline station

c. The Price Control Commission

d. An electric company

10. What will happen on November 1?

a. The commission will have its monthly meeting.

b. Fuel will be sold by cubic meter.

c. Prices will change.

d. Meters will be read more often.