

Printed

TOEIC PART 7

READING

COMPREHENSION

Strictly prohibited.

DIRECTIONS

In Part VII you will read passages in the form of letters, ads, memos, faxes, schedules, etc. The reading section has a number of single passages and double passages. You 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. Other times you will be asked about what the passage implies. In the paired passages you will also be asked to make connections between the two related texts. On the real test you will not have time to read every word. You need to practice scanning and reading quickly for details.

Dear Helen,
I would like to congratulate you on organizing such an excellent and informative workshop. I know a lot of people learnt a great deal from it. Can you pass on my thanks to Doctor Friedman for his fascinating talk on Staff Motivation? I realize how lucky we were that he was able to find the time for us. The feedback from the staff was very positive. Let's hope we actually see an improvement in staff motivation as a result!

By the way, I'm missing my list of addresses of the delegates who attended. Did I happen to leave it in your office? It's just that I haven't seen it since our meeting on Friday.

Thanks again for a great day,
Anne

1. What is the main objective of the message?

a. to inform

b. to accuse

c. to make a request

d. to praise

Printi

2. What can be implied about the workshop?

- a. All the delegates were staff from the same office.
- b. It included several talks.
- c. It lasted one day.
- d. Motivation was the only topic discussed.

Printi

3. What can be implied about Dr. Friedman?

- a. He works in the same office as Anne.
- b. He has a very busy schedule.
- c. He is a leading expert on staff motivation.
- d. Anne knows him better than Helen does.

Printi

4. What has happened to the address list?

a. Anne has lost it.

b. Anne has found it.

c. Anne has sent it to Helen.

d. Anne has completed it.

Italian Food at its Finest...The Venezia

Under New Ownership
Open 7 Days, 11 A.M.–11 P.M.

COUPON

\$2 off

Any order over \$10 with this coupon.

Not valid with other offers.

Offer good until June 16.

COUPON

50% off

Buy 1 meal, get 2nd one 50% off with this coupon.

Not valid with other offers.

Offer good until June 16.

COUPON

FREE

1 liter of soda with delivery with this coupon.

Not valid with other offers.

Offer good until June 16.

Printi

5. What is the purpose of this advertisement?

a. To announce a change in business hours

b. To advertise a business for sale

c. To encourage diners to eat early

d. To attract more customers

6. What will customers receive if they spend more than \$10?
- a. A \$2 discount on their bill
 - b. 50% off their next purchase
 - c. A liter of soda
 - d. Free delivery service

7. What will happen on June 16?

- a. A new owner will take over the business.
- b. The coupons will expire.
- c. Prices will be further reduced.
- d. The business will close.

The new economy has created great business opportunities as well as great turmoil. Not since the Industrial Revolution have the stakes of dealing with change been so high. Most traditional organizations have accepted, in theory at least, that they must make major changes. Even large new companies recognize that they need to manage the changes associated with rapid entrepreneurial growth. Despite some individual successes, however, this remains difficult, and few companies manage the process as well as they would like. Most companies have begun by installing new technology, downsizing, restructuring, or trying to change corporate culture, and most have had low success rates. About 70 percent of all change initiatives fail.

The reason for most of these failures is that in their rush to change their organizations, managers become mesmerized by all the different, and sometimes conflicting, advice they receive about why companies should change, what they should try to accomplish, and how they should do it. The result is that they lose focus and fail to consider what would work best for their own company. To improve the odds of success, it is imperative that executives understand the nature and process of corporate change much better.

Most companies use a mix of both hard and soft change strategies. Hard change results in drastic layoffs, downsizing, and restructuring. Soft change is based on internal organizational changes and the gradual development of a new corporate culture through individual and organization learning. Both strategies may be successful, but it is difficult to combine them effectively. Companies that are able to do this can reap significant payoffs in productivity and profitability.

8. What is the article mainly about?

- a. Corporate marketing plans
- b. New developments in technology
- c. Ways for companies to increase profits
- d. How companies try to adapt to new conditions

9. The word “manage” in paragraph 1, line 6, is closest in meaning to

- a. correct
- b. attract
- c. handle
- d. regulate

10. According to the article, why do so many attempts to change fail?

- a. Soft change and hard change are different.
- b. Executives are interested only in profits.
- c. The best methods are often not clear.
- d. Employees usually resist change.

11. What is soft change based on?

- a. Changes in the corporate culture
- b. Reductions in company size
- c. Relocating businesses
- d. Financial markets