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TOEIC PART 7

READING

COMPREHENSION

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.

Here's a mouth-watering cookie recipe for you to try at home. You will need two cups each of margarine, white sugar and brown sugar; four eggs, four cups of flour, 1 teaspoon of baking powder, a pinch of salt and a cup of milk chocolate chips. First of all, pre-heat the oven to 350 degrees Fahrenheit. Take a large bowl and cream together the margarine and sugar until they are smooth. Then add the eggs, one by one. Sift the flour and baking powder into the mixture and add the salt. Finally add the chocolate chips. Drop spoonfuls of the mixture onto ungreased cookie sheets and bake for eight to ten minutes until the edges are golden brown. Cool for one hour before eating.

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1. Which of the following is NOT an ingredient in the recipe?

a. cream

b. flour

c. eggs

d. margarine

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2. What must the cook do first?

- a. Put the margarine and sugar in a bowl
- b. Turn on the oven
- c. Sift the flour
- d. Break the eggs

3. Which of the following items is needed to make this recipe?

a. a microwave

b. a sieve

c. a saucepan

d. a knife

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4. Which of the following ingredients is added last?

a. salt

b. baking powder

c. chocolate chips

d. eggs

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To: "The Shoe People" <inquiries@shoepeople.com>
Cc:
From: "John Trimbald" <jtconstruction@img.com>
Subject: Customer Complaint

To Whom it May Concern,

I have trusted the Shoe People to protect the feet of my employees for over ten years now. I recently purchased a few pairs of boots from your company for my crew. Though my men were initially satisfied with the boots, the soles began to fall apart on them after just twelve weeks. This was extremely surprising considering they came with a six year warranty. The boots are unsafe to wear because my men are pouring hot concrete. Please respond as soon as possible with instructions on how I can return the boots and receive a refund.

Thank you,
John Trimbald

John Trimbald, Foreman
JT Construction

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The Shoe People
22 Circular Rd.
Castlerock, Northern Ireland
BT51 6TP

John Trimbald
JT Construction
22 Mark Lane Rd.
London, England
EC3R 4BT

January 3rd, 2008

Dear Mr. Trimbald,

Thank you for your e-mail concerning the poor quality of our rubber soled black workboots. A representative will be by your office next week to pick up the damaged boots. We apologize for any inconvenience this has caused you and your crew. Along with five new pairs of workboots for your crew (we included one extra pair), we have enclosed a free year's supply of sole protector spray. In our retail stores, this spray is always recommended to buyers who work on heated floors.

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This should have been brought to your attention at the time of your initial order (received by telephone on October 12, 2007). Please excuse our oversight. To date we have had no complaints about these workboots from customers who have used the protector spray. However, should you use the spray and find that you are still unsatisfied with the boots, please return the boots and spray for a full refund. Thank you for supporting The Shoe People. Have a Happy New Year.

Sincerely,
Stan Mason, President

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5. Which company was unsatisfied?

a. Stan Mason's company.

b. The Shoe People.

c. JT Construction

d. The sole company.

6. How many people are on John Trimbald's crew?

a. four

b. five

c. six

d. twelve

7. What is the spray used for?

- a. To protect the boots from water.
- b. To protect the soles from heat.
- c. To protect the floors from soles.
- d. To protect the boots from rubber.

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8. What should John Trimbald do if he remains unsatisfied?

a. Return just the spray.

b. Call the President.

c. Mail another letter.

d. Request a refund.

The majority of top managers work most productively outside standard working hours. This per a recent survey by Jefferson Watch Corporation of 100 chief executives of the top 500 companies in the country. The morning hours before other employees arrive were favored by 43 executives, while 18 preferred to work after the other employees had left. Among those who considered normal working hours to be their most productive, 75% favored mornings over afternoons. 115% of those surveyed said that they worked at home in the evenings, and 65% worked over the weekends.

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9. Who participated in the survey?

- a. Jefferson's too one hundred managers
- b. Presidents from each of five hundred companies
- c. One hundred executives of the top firms in the nation
- d. Forty-three leaders of the watch Industry

10. What did the survey reveal?

a. When executives do their best work

b. How many hours most businesses are open

c. What brands of watches top managers wear

d. How close workers lived to their jobs

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11. What percentage of those surveyed work on Saturdays or Sundays?

a. 43

b. 65

c. 75

d. 85