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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.

The country's GDP increased by 0.9 per cent in the third quarter of 2009; significantly higher than the rate of 0.4 percent seen in the previous quarter.

No one sector can be held responsible for the increase, as there was growth across the board in each of services, construction and production.

Services output rose to 1.0 percent, and the largest contribution to this was the Business and Finance sector, which rose by 1.3 percent. Communications, Government services and Hospitality also rose, but there was a decline in Transport and Distribution.

Construction output rose 3.4 per cent in this quarter, a considerable improvement from the second quarter, in which output decreased by 1.6 per cent.

Total production output grew in the third quarter at a rate of 1.0 per cent, the same rate as in the previous quarter. Electricity, gas and water supply output contributed most to growth in the production sector, as output rose from 0.8 to 1.5 percent. Manufacturing, mining and agriculture all decreased during this period.

**1. Which of the following is true about the country's GDP?**

- a. It increased in both the second and third quarters
- b. It decreased in the second quarter, and increased in the third quarter
- c. It increased in the second quarter and decreased in the third quarter
- d. It decreased in both the second and third quarters

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2. Which of the following is NOT a Service?

a. Communications

b. Distribution

c. Electricity Gas and Water Supply

d. Hospitality

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3. Which of the following figures decreased in the second quarter and rose in the third quarter?

a. Transport output

**b. Construction output**

c. Total production

d. Agricultural output



4. Which of the following had the highest rate of output in the third quarter?

a. Electricity Gas and Water Supply

b. Business and Finance

c. Government Services

d. Manufacturing

5. What was the Total production output in the second quarter?

- a. a growth of 1.0 percent
- b. a decrease of 1.0 percent
- c. an increase of 0.8 percent
- d. an increase of 0.9 percent

Hi,

Sorry for sending this to all the staff in the company, but my list of people who are going to the Signmakers' Conference in Dartmouth is not up-to-date, so I thought I'd mail it to everyone just to be on the safe side.

The company has agreed to pay for transport by rail which means you won't have to drive there yourselves. We've booked seats on the 0630 from Stanton Heath which goes direct to Dartmouth. We should arrive there by 0845, and we can then share taxis to get to the venue, which I understand is just a 15 minute drive, so we should easily make the 0930 start.

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Hotel accommodation has been booked at the Premium Inn, Dartmouth. The management have agreed that all delegates should have their own rooms. It's likely that some of you will have singles, while others will have doubles and twins. I can't take request for double rooms, I'm, afraid. It will be the luck of the draw. All rooms will have en suites, and should be very comfortable.

We're planning return transport on the 2010 from Dartmouth which will get us back to Stanton Heath at 2200.

I'll be booking transport on Friday morning (14th March), so if you have any queries or problems, make sure you contact me before then.

James Roxford

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Dear James

Sorry, I didn't get back to you in time. I was off sick last week and didn't get your message until this morning. I hope you haven't booked the train tickets yet. I'm planning to go to the conference by car, as I'm not returning to Stanton Heath after the conference. I'm going on to visit my family.

Is there any chance you can reserve a double room for me at the Premium Inn? I find it hard to sleep in single beds.

Thanks  
Mindy Jacques

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6. James's email was sent to:

a. Mindy Jacques

b. staff who are attending a conference

c. visitors to James's company

d. everyone in the company

## 7. Which of the following is true about the journey James has planned?

- a. Delegates will take a different route on the return journey.
- b. The delegates will arrive just after the conference starts.
- c. The return journey is faster than the outbound journey.
- d. The delegates will need to change trains on the outbound journey.

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8. When did Mindy send her email?

a. Monday (17th March)

b. Thursday (13th March)

c. Friday morning (14th March)

d. Friday afternoon (14th March)



9. What is James likely to do after receiving Mindy's message?

a. reserve a double room

b. buy another conference ticket

c. phone a taxi company

d. cancel a train ticket

## TRAVEL REIMBURSEMENT REGULATIONS

Daily allowances	Domestic meals, lodging, and incidentals	Foreign meals and incidentals
Time Periods:		
Each 24-hour period	£100	£120
Over 2 hours but not in excess of 4 hours	£10	£15
Over 4 hours but not in excess of 8 hours	£20	£30
Over 8 hours but not in excess of 12 hours	£40	£60
Over 12 hours to 24 hours	£90	£110

All reimbursement for travel expenses must be authorized by an approved Travel Request (Form 2300L) prior to the time the expenses are incurred. Further Information concerning the regulation, or Interpretation of this policy is obtainable from the travel section of the Accounting Office, Building A, Room 566.

**10. How much is an employee reimbursed for foreign travel costs for a 10-hour excursion?**

a. £15

b. £40

c. £60

d. £90

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11. What should an employee submit before leaving on a business trip?

a. A hotel reservation notice

b. A contract for a car rental

c. A travel request form

d. A letter from the manager