

# PART 7-i (Reading Comprehension)

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English Teachers On Call

## **TOEIC WORKBOOK PART 7-i INSTRUCTION:**

In Part 7 of TOIEC you will read passages in the form of letters, ads, memos, faxes, schedules etc. The reading section has a number of single passages or double passages. You will be asked 2-4 questions about each single passage, or five questions for each double passages. Sometimes you will be asked for specific details. On the real test you will not have enough time to read every word. Practice scanning and reading quickly.

You're invited!

What: Farewell party

Where: Conference Room 2

When: Thursday 5:00 P.M.

As you all know, Martha Garcia and her family are moving to another city. Let's show her how much we appreciate all the hard work she's done for us.

Please bring a refreshment to share. Call Ted Jones in the accounting to let him know if you'll attend and what food you'll bring. Also, we're taking up a collection to buy gift for Martha. If everyone contributes just \$15, we'll have \$300 to buy her something really special.

Thanks,  
Susan Billings

**To: Susan Billings**  
**From: Tom Williamson**  
**Subject: Farewell Party**

Hi Susan,

I'm sorry I couldn't attend the party yesterday, as I'd planned, but I had a family emergency. Everything is OK now, I heard that everyone had a great time at the party and that you were able to raise \$75 more than you expected. Fantastic. I'm sure Martha loved her gift. I did get a chance to sign the card before I left the office. Did you get the cake I sent over? It was a chocolate one from the Paris Bakery, so I hope it arrived on time for everyone to enjoy.

See you at the meeting this afternoon.

Tom

1. Who was the party for?
  - a.) Tom
  - b.) Susan
  - c.) Ted
  - d.) Martha
  
2. When did Tom write the e-mail?
  - a.) Tuesday
  - b.) Wednesday
  - c.) Thursday
  - d.) Friday
  
3. Why couldn't Tom attend the party?
  - a.) He had an emergency.
  - b.) He had made other plans.
  - c.) He had to attend a meeting.
  - d.) He had to work on the accounts

4. How much money was raised for the gift?

- a.) \$15
- b.) \$75
- c.) \$300
- d.) \$375

5. What did Tom send to the party?

- a.) Money
- b.) A card
- c.) Food
- d.) Gift

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**The Dental Office of  
Dr. Lilian Molari, DDS  
Notice to all patients**

**OUR POLICY**

**We are here to serve you, in order to do so,  
The following policies are in effect,**

**CANCELLATION POLICY**

**When you make an appointment, we reserve that time for  
you. Cancellations must be made 24 hours in advance or a  
\$40 cancellation fee will be charged.**

**Payment Policy**

**We expect payment in full upon receipt of  
Services. Payment may be made by check,  
Credit card, or money order only.**

**Office Hours: Mon.-Thurs. 9-5 Fri. 12-8**

**Emergency phone: 555-2849**

**When the office is closed.**

**During normal office hours,  
Call us at 555-4825**



English Teachers On Call

**To: Dental Office**  
**From: Jim Wilson**  
**Subject: My appointment**

**I'm sorry I can't make my appointment this morning. I have to attend an emergency meeting in the afternoon and will have to spend the morning preparing for it. I know this is less than 24 hours notice so I'll be charged the cancellation fee. I'll have my assistant write and send a check today.**

**I'd like to reschedule my appointment, but my days are really full for the next several weeks. You have evening hours don't you? Please give me the next available appointment you have after 5:30 in the evening. Let me know by e-mail or phone. My office phone: 555-9788, and cell phone : 555-8989.**

**Jim Wilson**

6. What form of payment is NOT accepted?

- a.) Cash
- b.) Check
- c.) Credit Card
- d.) Money Order

7. If a patient has an emergency on Saturday morning, what number should he call?

- a.) 555-9744
- b.) 555-4825
- c.) 555-8977
- d.) 555-2849

8. What will Jim Wilson do this afternoon?

- a.) Go to the dentist
- b.) Attend a meeting
- c.) Call for an appointment
- d.) Send a check to his assistant



9. How much will Jim Wilson pay for his appointment today?

- a.) \$24
- b.) \$40
- c.) \$ 240
- d.) \$400

10. What day of the week will Jim Wilson's next appointment be?

- a.) Monday
- b.) Tuesday
- c.) Thursday
- d.) Friday