

TOEIC 1-7 Reading Comprehension

Teacher's Manual

ANSWER TO PREVIOUS HOMEWORK:

1. Titan Tire terminated Mr. Carson's employment because of poor job _____ and punctuality.
 - a. perform
 - b. performing
 - c. performance
 - d. performer

2. The new on-line ordering system has proven to be more _____ among the company's younger customers.
 - a. productive
 - b. popular
 - c. famous
 - d. modern

3. After years away from the work place, Ms. Yamata was feeling a bit _____ about her upcoming job interview.
 - a. homesick
 - b. nervous
 - c. frequent
 - d. impossible

4. Cyber Technologies decided to _____ its new computer game in time for the holidays.
 - a. detect
 - b. permit
 - c. launch
 - d. respond

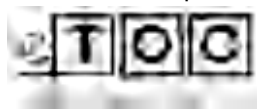
5. The on-line _____ of The Daily Post is scheduled to debut before the end of the year.
 - a. binding
 - b. model
 - c. addition
 - d. edition

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 4 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.

You are going to read some reading passages, each with 2-5 questions. For each question, choose the answer which you think fits best according to the text.

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
- 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



Tax season is once again upon us and the tax team at Porley Accounting once again are ready to serve your tax needs.

Last year, Porley Accounting saved local businesses in the tri-county area over 3 million dollars in tax breaks.

Please feel free to call our office at 555-9898 so we can schedule an appointment to discuss your tax accounting needs.



Smith Construction
10-5 1st Street
Bayvillet 89976

4. What does the post card offer?
- Business planning
 - Housing construction
 - Tax services
 - A three million dollar prize
5. What does the company boast about?
- Breaking the tax code
 - Saving clients money
 - Offering new services
 - Opening in three counties



May 15, 2010
Terry Middleton
Mapleton University
5995 W. 65th Ave
Mapleton, CA 80004

To whom it may concern,

I am very pleased to write on behalf of James Metta, with whom I have worked closely for 3 consecutive years at Mapleton University. Mr. Metta has all of the qualities that are central to being a high-quality employee: he is energetic, intelligent, ambitious, organized, and likable.

Over the course of the last two semesters, James worked as my classroom and technology assistant and I came to know him very well. We had the unique challenge of creating and piloting two brand new courses which involved a mixture of computer-based teaching and large-class lectures. Mr. Metta's honest and intelligent feedback, strong work ethic, and technological knowledge were instrumental in making the courses successful.

I am confident that he has the intelligence, motivation, and professionalism to make an outstanding employee that would be highly respected by colleagues.

Sincerely,

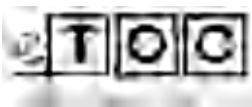
Terry Middleton

6 What is not mentioned as a strength of James Metta?

- a. technological knowledge
- b. experience as a pilot
- c. people like him
- d. high-energy

7 What is the purpose of the letter?

- a. To recommend a person for a job
- b. To apply for entrance to a university
- c. To ask for a raise
- d. To welcome a new employee



Nadia Blanche
429 Evergreen Dr.
Seattle, WA
Account #478003

January 27, 2010

To whom it may concern,

I am writing to request that you discontinue my monthly vitamin shipments as of today 1/27/2010. Since payments are billed automatically to my credit card, my account balance is currently paid in full. Therefore, I expect my account to be closed immediately and there will be no additional fees. I would like a written confirmation of this request along with a current statement within 30 days or I will be forced to take legal action.

Thank you for your prompt attention to this matter.

Sincerely,
Nadia Blanche

- 8 What is the purpose of the letter?
- To complain about a product
 - To request an apology
 - To cancel a recurring order
 - To request a refund
- 9 Why does she expect not to be charged additional fees?
- The service was poor
 - The product was defective
 - She paid already
 - She was overcharged
- 10 What does she threaten if her request is not met?
- That she will take them to court.
 - That she will cancel her order.
 - That their credit card will be billed automatically.
 - That she will produce a legal statement.

