

HOMEWORK:

Kindly give the definition of the following words and make the sentences.

1. **logistics** - the planning, implementation, and coordination of the details of a business or other operation.
Sample Sentence: Logistics should be properly implemented at the right time.
2. **future's product portfolio** - The business **portfolio** is the collection of businesses and **products** that make up the company in the future
Sample Sentence: The best future product **portfolio** is one that fits the company's strengths
3. **abbreviate** - to reduce (anything) in length, duration, etc.
Sample Sentence: Minda Walker abbreviates her speech.

TOEIC 4-5 Incomplete Sentence

Part V marks the beginning of the reading skills section. In this section you will read a sentence that has one blank spot. There will be four choices of words or phrases to choose from. You will have to choose the one that you think completes the sentence. When the sentence is complete it must be grammatically correct.

1. When you need supplies,.....a request with the office manager.
 - a. filling
 - b. fell
 - c. fallen
 - d. file**
2. The bell captain suggested that more porters.....hired.
 - a. are
 - b. have
 - c. be**
 - d. do
3. The last train to Hamburg,.....at 10:30.
 - a. depart
 - b. departs**
 - c. to depart
 - d. departing

4. The vice-president will be seated the chairman at the banquet.
- a. as
 - b. by**
 - c. to
 - d. from
5. The manager got his staff last weekend.
- a. to work**
 - b. was working
 - c. workable
 - d. worked
6. The newspaper expects circulation next year.
- a. to ascend
 - b. to increase**
 - c. to escalate
 - d. D to raise
7. The head of operations to the management convention.
- a. going
 - b. are going
 - c. go
 - d. is going**
8. Reductions in the budget require us our costs for international travel.
- a. limits
 - b. to limit**
 - c. limiting
 - d. limit
9. The ticket holders may be about the change in date.
- a. confusing
 - b. confuse
 - c. confused**
 - d. confuses
10. Ms. Mosley is member of our advertising team.
- a. creative
 - b. most creative
 - c. more creative
 - d. the most creative**

11. Mr. Hatori was very.....when he got a promotion.
- a. excite'
 - b. exciting
 - c. excited**
 - d. excites
12. she left the ship, the purser signed out.
- a. For
 - b. That
 - c. And
 - d. Before**
13. Ask the accounts receivable clerk the invoice.
- a. to send**
 - b. sending
 - c. will send
 - d. sends
14. If the product were not safe, we it.
- a. had sold
 - b. don't sell
 - c. will sell
 - d. would not sell**
15. The meeting will be held Thursday.
- a. of
 - b. in
 - c. for
 - d. on**
16. Our company stands for quality design.
- a. or
 - b. and**
 - c. but
 - d. neither
17. This list of contributors is more that one.
- a. current
 - b. currently
 - c. current than**
 - d. current as

18. The ship's restaurant is located the sun deck.
- a. **on**
 - b. under
 - c. in
 - d. over
19. The secretary a letter when the computer crashed.
- a. composed
 - b. is composing
 - c. **was composing**
 - d. composes
20. The intern a fax machine before.
- a. had used never
 - b. **had never used**
 - c. never had used
 - d. used had never

HOMEWORK:

Kindly give the definition of the following words and make the sentences.

1. **converge**
2. **usher**
3. **expedite**

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