

TOEIC Reading Part 6 Questions

Directions: Read the texts that follow. A word or phrase is missing in some of these sentences. Four answer choices are given below each of these sentences. Select the best answer to complete the text.

Questions 1 - 4 are based on the following e-mail

To: Walter Quan, Engineering waltq@esilic.com
From: Judy Goodly, P.R. jgoodly@esilic.com
Date: Tue. 12 November, 2008
Subject: Questionnaire, etc
Attachments: 1

Hi Walt, could you do me a favor? There's a questionnaire in the ___1___ attached to this e-mail. Would you please take a minute to fill it out and then send it back to me?

- A. field
- B. brochure
- C. file
- D. flyer

We need to ___2___ all the information we have on department heads for the new company brochures we are preparing. Please include non-confidential personal information such as awards, community service, and family news as well as work-related information. And do you want me to arrange to have a new photo of you taken?

- A. append
- B. update
- C. uphold
- D. upgrade

The one we have on file seems to be a few years old.
One more thing- I've been put in ___3___ of the company newsletter, so I'd appreciate hearing from you

- A. place
- B. position
- C. head
- D. charge

if there have been any exciting new ___4___ or even any interesting gossip from the Engineering Dept.
Thanks again!

Judy

- A. developments
- B. involvements
- C. compartments
- D. evolutions

Questions 5 - 8 are based on the following letter

Ms. Monica Eisenman
555 King Street
Auckland
New Zealand

Dear Ms. Eisenman:

I am __ 5__ to confirm our offer of part-time employment at Western Enterprises, in your role

- A. pleased
- B. pleasing
- C. pleasant
- D. pleasure

as research assistant, you will report to Dr. Emma Wilson, who will keep you informed of your specific duties and projects. Because you will be working with confidential information, you will be expected to __ 6__ the enclosed employee code-of-ethics agreement.

- A. follow
- B. advise
- C. imagine
- D. require

As we discussed, you will be paid twice a month __ 7__ the company's normal payroll schedule. As

- A. accords
- B. according
- C. according to
- D. accordance with

an hourly employee working fewer than twenty hours per week, you will not be
__8__ to receive

- A. tolerable
- B. liberal
- C. eligible
- D. expressed

paid holidays, paid time off for illness or vacation, or other employee benefits.
Your employment status will be reviewed in six months.

If you have any questions, please feel free to contact me. Otherwise, please
sign and return one copy of this letter. You may keep the second copy for your
files. We look forward to working with you.

Sincerely.

Christopher Webster

ChristopherWebster
Human Ressources

Enclosures

Questions 9 - 11 are based on the following e-mail

To: Bob Smith <bobsmith@citylegal.com>
From: Barbara Jones <barbara@paperpaper.net>
Date: July 18th
Subject: Invoice correction

Dear Mr. Smith,

This letter is to inform you of a mistake in the last invoice ____9____
on June 14th.

- A. we will send
- B. that was sent
- C. we are sending
- D. to send

In the invoice we incorrectly billed you for three cases of A4 copy
paper. By mistake we did not charge you the correct amount which
____10____ four cases, not three.

- A. should have been
- B. will be
- C. has been
- D. will being

We apologize for the error. If it is convenient for you, we will just add the unpaid amount of one case of A4 paper __11__ your next billing.

- A. about
- B. over
- C. on
- D. up

Please let us know if this solution is acceptable for you.

Sincerely,

Barbara Jones

HOMEWORK

Vocabulary Quiz - "G" Words

1. What "G word" is an area by a house where people grow flowers?
2. What European country used to be divided into East and West?
3. This "G word" is used to protect the hands or to keep them warm.
It's a _____
4. This was first played in Scotland and involves hitting a little white ball into a hole.
5. This is used to stick paper together.
6. Your mother's parents and your father's parents are your _____
7. The color you get when you mix white and black paint together.
8. Dark green or red fruit which grows on vines and are used to make wine are called _
9. The musical instrument that John Lennon played right-handed and Paul McCartney plays left-handed is a _
10. This is good to chew and chew and chew. It's _____