PREPARATION AND PRACTICE TESTS FOR THE TOEIC® TEST
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INTRODUCTION TO THE TOEIC

The Test of English for International Communication (TOEIC) is an internationally recognized, standardized English test, designed to measure language proficiency at advanced and intermediate levels. It provides an accurate measure of the English capabilities of non-native speakers in listening, reading and grammar.

Many companies, large international organizations, universities and institutions of higher education – particularly engineering and business schools – measure employee and student language ability using the TOEIC test.

In Greece, the TOEIC is recognized in the private sector as well as by ASEP and the Greek government.

TEST FORMAT OF THE NEW TOEIC

The TOEIC test consists of 200 multiple-choice questions in two sections: Listening Comprehension and Reading Comprehension. The questions are based on real-life work settings in an international environment (e.g. meetings, travel, paperwork, communication, etc.). Test takers respond to the questions by choosing one option from up to four answer choices (A, B, C, D) on a machine-scannable answer sheet.

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<th>Section 2 - Reading Comprehension (75 minutes, 100 questions)</th>
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<tr>
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</tr>
<tr>
<td>6 Text Completion: 12 questions (4 texts with 3 questions each)</td>
</tr>
<tr>
<td>7 Reading Comprehension: 48 questions (single passages: 28 questions; double passages: 20 questions)</td>
</tr>
</tbody>
</table>

These are some examples of the settings, situations and formats you may find in TOEIC test questions:

**Offices:** board meetings, committees, letters, memoranda (memos), telephone, fax and email messages, office equipment and furniture, office procedures

**Personnel:** recruiting, hiring, retiring, salaries, promotions, job applications, job advertisements, pensions, awards

**Purchasing:** shopping, ordering supplies, shipping, invoices

**Technical Areas:** electronics, technology, computers, laboratories and related equipment, technical specifications

**Travel:** trains, airplanes, taxis, buses, ships, ferries, tickets, schedules, station and airport announcements, car rentals, hotels, reservations, delays and cancelations

**Corporate Development:** research, product development

**Dining Out:** business and informal lunches, banquets, receptions, restaurant reservations

**Entertainment:** cinema, theater, music, art, exhibitions, museums, media

**Finance and Budgeting:** banking, investments, taxes, accounting, billing

**General Business:** contracts, negotiations, mergers, marketing, sales, warranties, business planning, conferences, labor relations

**Health:** medical insurance, visiting doctors, dentists, clinics, hospitals

**Housing / Corporate Property:** construction, specifications, buying and renting, electric and gas services

**Manufacturing:** assembly lines, plant management, quality control
PART-BY-PART ANALYSIS of the TOEIC TEST

Listening: The first four parts of the exam are in the Listening Section and feature native speakers from America, Canada, Australia and Britain. The entire listening test lasts about 45 minutes. In the actual test, all answers must be marked on the separate answer sheet provided, and NOT in the test book.

Listening - Part 1: Photographs (10 questions)

For each question, you will hear four statements about a picture in the test book. The statements will NOT be printed in your test book and will be heard only once. When you hear the statements, you must select the one statement A, B, C or D that best describes what you see in the picture. Look at the following examples.

1 You will see:

![Image of two women working at a desk]

You will hear:
A They’re working at a desk.
B They’re sitting on the table.
C They’re giving a presentation to the board.
D The teachers are preparing some work.

Statement A, “They’re working at a desk.” is the correct answer.

<table>
<thead>
<tr>
<th>COMMON DISTRACTORS</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preposition</td>
<td>“B” uses the preposition on, which would mean they are on top of the desk or table. At would be the correct preposition to make this statement correct.</td>
</tr>
<tr>
<td>Wrong scenario</td>
<td>“C” mentions a presentation, which they could be working on, but there is no sign of other people (e.g. board members) in the picture. “D” The women appear to be young business employees, as they are dressed formally and are in a business environment.</td>
</tr>
</tbody>
</table>

2 You will see:

![Image of a man and woman near a plane]

You will hear:
A He’s inside the plane.
B They’re packing for a vacation.
C He’s helping her get on the plane.
D She’s about to trip.

Statement C, “He’s helping her get on the plane.” is the correct answer.

<table>
<thead>
<tr>
<th>COMMON DISTRACTORS</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preposition</td>
<td>“A” The man has a foot on the steps, but is not inside the plane.</td>
</tr>
<tr>
<td>Words in a different context</td>
<td>“B” Even though they may be going on vacation, the bags have already been packed.</td>
</tr>
<tr>
<td>Same word - different meaning</td>
<td>“D” The verb “trip” means “fall over”. Using the noun, “She is going on a trip” would make this statement correct.</td>
</tr>
</tbody>
</table>

Tips for Part 1
✔ Quickly scan the picture before you hear the statements.
✔ Note details about any people in the picture such as where they are, what they are doing, what they are wearing and what is different about each person.
✔ Note details about the place and any objects, such as what normally happens in that place, what the objects are used for and what they are made of.
Listening - Part 2: Question and Response (30 questions)

You will hear a question or statement and three responses spoken in English. They will NOT be printed in your test book and will be heard only once. You must select the best response, A, B or C.

Look at the following examples.

1 You will see: A B C
(on your answer sheet)

You will hear: Do you speak Italian?

You will also hear:
A No, but I’d like to start classes.
B Rome is an amazing city.
C Yes, I did. I hear you are fluent.

The correct answer is statement A, “No, but I’d like to start classes.”

<table>
<thead>
<tr>
<th>COMMON DISTRACTORS</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Related word</td>
<td>“B” Mentions Rome, the capital of Italy. It would answer a question such as, “What do you think of Rome?”</td>
</tr>
<tr>
<td>Change of subject / object</td>
<td>“C” This would answer a question such as “Did you know I can speak Italian?”</td>
</tr>
</tbody>
</table>

2 You will see: A B C

You will hear: Did you send a full team, or just John?

You will also hear:
A I sent it to you, not John.
B One person would not have been enough.
C I’ll decide about that later.

The correct answer is statement B, “One person would not have been enough.”

<table>
<thead>
<tr>
<th>COMMON DISTRACTORS</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeated word(s) from the question</td>
<td>“A” Although the verb “to send” and the name “John” are repeated, this is not a logical response as “it” refers to something, not somebody, being sent.</td>
</tr>
<tr>
<td>Wrong question word</td>
<td>“C” The question is about a past decision, so a response that refers to a future decision is wrong. A question such as “Will you send a full team, or just John?” would be needed.</td>
</tr>
</tbody>
</table>

3 You will see: A B C

You will hear: This program is difficult to use, isn’t it?

You will also hear:
A No, but it used to.
B Yes. Change the channel.
C Yes, it’s quite complex.

The correct answer is statement C, “Yes. It’s quite complex.”

<table>
<thead>
<tr>
<th>COMMON DISTRACTORS</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeated word(s) from the question</td>
<td>“A” The verb “to use” is in the question, which makes “used to” a distractor that sounds the same, but it is not a logical answer to the question.</td>
</tr>
<tr>
<td>Words in a different context</td>
<td>“B” The phrase “change the channel” tries to cause confusion with the word “program” in the question, which is about a computer / system program, not a TV program.</td>
</tr>
</tbody>
</table>
You will hear: They’ve introduced a new rule.

You will also hear: A Then we should follow it.
B Since last January.
C They had reduced it.

The correct answer is statement A, “Then we should follow it.”

<table>
<thead>
<tr>
<th>COMMON DISTRACTORS</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>No question word</td>
<td>“B” This response would require a question such as “How long have they had this new rule?”.</td>
</tr>
<tr>
<td>Similar-sounding word</td>
<td>“C” This response uses the similar-sounding ending of the words “introduced” and “reduced”, but it is not a logical reply.</td>
</tr>
</tbody>
</table>

Tip: Types of Questions - Part 2

- Information questions
- Alternative questions
- Tag questions
- Yes / No questions
- Indirect questions
- Negative questions
- Function questions
- Statements

Tips for Part 2

- Understand what type of response the question is asking for, e.g. an opinion, agreement, or information.
- Eliminate wrong answers involving similar sounds.
- Mark your answer after hearing all the choices.

Listening - Part 3: Conversations (30 questions)

You will hear ten separate conversations between two people. After each conversation, you will be asked to answer three questions about what the speakers have said. Select the best response to each question, A, B, C or D. The conversations are NOT printed in your test book and will be heard only once.

Look at the following examples.

1 You will hear:

Questions 41 through 43 refer to the following conversation.

MAN: I’ll be flying to the annual meeting in London next week.
WOMAN: I thought you said you were so terrified of flying that you’d rather walk! What about taking the train, or driving?
MAN: I don’t have the time to be on the road for hours with my schedule. Besides, the only time I ever drove in London, I got hopelessly lost.
WOMAN: I suppose you know best.

41 What are they discussing?
42 What will he do?
43 What can be inferred about the man?

You will see: 41 B; 42 C; 43 A.
Questions 44 through 46 refer to the following conversation.

WOMAN: Hello, this is Polly from JM Porters. I’m Mr. Jackson’s secretary, and I’m calling about some problems we’re having with our copier.

MAN: What exactly is wrong with it?

WOMAN: Well, it’s making copies very slowly and it keeps going into stand-by mode.

MAN: It doesn’t sound too serious – if you refer to the manual, you’ll see that in cases like these, you should just turn it off for 15 or 20 minutes so it can cool down. Failing that, we can have an engineer there within half an hour.

44 What is the man’s job?
45 What is the problem with the copier?
46 How long will it take an engineer to get there?

The correct answers are: 44 B; 45 A; 46 C.
Questions 71 through 73 refer to the following announcement.

MAN: Your attention please. Passengers waiting for the delayed flight PA70 to New York which was to have left last night are kindly requested to wait a further two hours before boarding. This delay has been unavoidable, due to several lightning strikes hitting the runway at New York’s airport yesterday evening. For reasons of safety, extensive checks of the runway are being made. Meanwhile, the airline will be handing out $15 breakfast vouchers to each passenger, which can be used at any of the terminal’s restaurants. Thank you for your patience.

71 Where is this announcement being made?
72 What caused the delay?
73 What time of day is it?

You will see:

71 Where is this announcement being made?
A Train station
B Travel agent’s
C Airport
D Restaurant

72 What caused the delay?
A A crash
B Safety checks
C Strong winds
D A workers’ strike

73 What time of day is it?
A Morning
B Afternoon
C Evening
D Late at night

The correct answers are: 71 C; 72 B; 73 A.

EXPLANATION

71  “A” Passengers, delays and terminals could be at a train station, but not flights or runways.
   “B” Travel details are being announced, so passengers have already begun their trip; they are not planning it.
   “D” There are restaurants in the terminal, but that is not where the announcement is being made.

72  “A” Lightning is mentioned as hitting the runway, but not any kind of plane crash.
   “C” A lightning strike is mentioned, but nothing of winds causing problems.
   “D” The word strikes in the text does not refer to workers on strike, but to lightning hitting the runway.

73  “B & C” As breakfast vouchers are being offered, it must be morning.
   “D” The flight should have left late at night but was delayed.
Questions 74 through 76 refer to the following announcement.

WOMAN: Hello everyone and welcome to Maxsell’s hugely popular annual seminar day. I’d like to inform you all that Dr. Hughes’ Customer Psychology seminar is now starting in room 3, and that Mr. Green’s session on e-selling will be held an hour later in room 7. Due to high demand, Professor Weller’s Technology Sales seminar will be given twice, although unfortunately Nick Paulson has had to cancel his Smart Selling Techniques seminar due to a stomach virus.

74 What is the main purpose of the announcement?  
A To advertise seminars  
B To announce changes in the schedule  
C To introduce the speakers  
D To suggest a seminar talk

75 What can be inferred about the seminars?  
A They are very popular.  
B They are all given by doctors.  
C They have never been held before.  
D They focus on computer viruses.

76 Which seminar will NOT take place?  
A Customer Psychology  
B E-selling  
C Technology Sales  
D Smart Selling Techniques

The correct answers are: 74 B; 75 A; 76 D.

Explanations

74 “A” People are already at the seminar location, so she would not be advertising the seminars.  
“C” The speakers are mentioned as being in certain locations – they are not being introduced.  
“D” She is giving information on all the talks – not suggesting any one in particular.

75 “B” A doctor is mentioned as giving one seminar only.  
“C” The event is mentioned as being annual, that is every year.  
“D” Although two involve technology, the only virus mentioned is an illness.

76 Only “D” is mentioned as having been canceled.

Tips for Part 4

- Scan the questions as quickly as possible.
- Pay close attention to the introduction to understand the type of talk (announcement, telephone message, etc.).
- While listening, look at the questions and answer choices.
- Mark your answer immediately if you know it. You don’t have to wait for the questions to be spoken.
- Use the time between the talks to quickly scan the next set of questions.
**Reading:** The Reading Section contains a variety of texts and different types of reading comprehension questions. The entire Reading test lasts 75 minutes. There are 3 parts (parts 5, 6 and 7) and directions are given for each one. In the actual test, all answers must be marked on the separate answer sheet and NOT in the test book.

**Reading - Part 5: Incomplete Sentences (40 questions)**

In part 5, there are forty sentences in which a word or phrase is missing. These sentences test grammar and vocabulary. Four answer choices are given below each sentence. Select the best answer, A, B, C or D to complete the sentence.

Look at the following examples, which demonstrate some of the main question types.

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<tr>
<th>Test Feature</th>
<th>Explanation</th>
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<tbody>
<tr>
<td><strong>101</strong> You will receive a 50% discount ..... bookings are made within the next two weeks. A whether B and C if D that</td>
<td><strong>Connectors:</strong> Whether bookings are made or not would be needed. And would connect two separate pieces of information. If is the correct answer as one piece of information is conditional on the other. Provided that would be needed.</td>
</tr>
<tr>
<td><strong>102</strong> Mr. Jenkins ..... to another branch; this is his replacement, Ms. Randers. A transfers B to transfer C transferring D has been transferred</td>
<td><strong>Tenses:</strong> Mr. Jenkin’s transfer occurred at an unspecified time in the past, but affects the present, so the present perfect tense has been transferred is needed.</td>
</tr>
<tr>
<td><strong>103</strong> To reduce accidents, all department heads must ensure that equipment is used ..... . A responsible B responsibly C responsibility D responsibilities</td>
<td><strong>Derivative forms:</strong> Responsibly is the correct answer as an adverb is required after the verb used in the sentence.</td>
</tr>
<tr>
<td><strong>104</strong> We would like to offer you a twelve-month ..... to Family Business magazine. A subscription B prescription C description D repetition</td>
<td><strong>Words with similar beginnings or endings:</strong> A subscription is an amount of money paid to receive a magazine or newspaper regularly, and is the correct answer. A prescription is an official piece of paper obtained from a doctor. A description tells you what sb / sth is like. Repetition is saying or doing the same thing many times.</td>
</tr>
<tr>
<td><strong>105</strong> The board is to vote for the next ..... executive on Monday. A head B chief C main D first</td>
<td><strong>Similar meanings:</strong> While all the words are synonyms, the only correct collocation is chief executive.</td>
</tr>
<tr>
<td><strong>106</strong> A rapidly growing ..... for automobiles has developed in the Far East. A sale B file C market D proposal</td>
<td><strong>Topic-related vocabulary:</strong> A sale is when something is sold. A file is a collection of information / documents. A market is a particular area, country or section of the population that might buy certain goods, and is the correct answer. A proposal is a formal suggestion or plan.</td>
</tr>
</tbody>
</table>
**Reading - Part 6: Text Completion (12 questions)**

In part 6, there are four texts, each with three missing words or phrases in some of the sentences. Four answer choices are given, A, B, C or D. Select the best answer to complete the text.

The grammar and vocabulary items that are tested are the same as those in part 5. However, there may be a wider context involved. Look at the following example.

---

**TEST FEATURE**

To: Department Heads  
From: Managing Director  
Subject: Kitchen Facilities

Last week, a new oven was installed in the company kitchen ______ there are no hot food vendors in the local area.  

141 A in order  
B because  
C so as  
D due to

Unfortunately, it was ______ today that the facilities have been misused and are now a potential fire hazard.  

142 A notice  
B noticing  
C noticed  
D notify

Therefore, the oven is to be ______ from the company’s premises.  

143 A reduced  
B removed  
C replaced  
D reported

---

**EXPLANATION**

141 *In order* requires *to* / *that* so as to connect two clauses.  
*Because* is correct as it connects the clauses.  
*So as* requires *to* in order to connect two clauses, but it would still be wrong in this structure.  
*Due to* requires the *fact that* or *there being* in order to connect two clauses, but it is still wrong here.

142 The action occurred in the past, and requires the passive voice. The simple past form in the passive is “was / were” and the past participle.

143 To *reduce* something means to make it smaller in size, less in quantity or lower in price.  
To *remove* something means to take it away from a place, which is the logical answer here.  
To *replace* something is to use something different in its place, but there is no suggestion that an alternative to the oven has been found.  
To *report* is to give people information.

---

**Grammar phenomena regularly tested in parts 5 and 6**

- Verb forms (including tense, aspect and use)  
- Conditional forms  
- “Causative” use of have  
- Passive voice  
- Reported speech  
- Subjunctive  
- Inversion, word order & syntax  
- Infinitives & gerunds  
- Determiners  
- Subject-verb agreement  
- Pronoun agreement / form  
- Participles  
- Nouns (countable & uncountable / compound nouns)  
- Connectors and conjunctions  
- Adjectives & adverbs  
- Comparisons  
- Prepositions  
- Word form  
- Clauses

---

**Tips for Part 5 and 6**

- Always try to understand the general meaning and main idea of the sentence.  
- Consider the context, as several options may appear to fit.  
- Carefully consider the structure of long, complex sentences.  
- Identify the missing parts of speech.
Reading - Part 7: Reading Comprehension (48 questions)

In part 7, there are various texts such as magazine and newspaper articles, letters, emails and advertisements. Each text is followed by 2-5 questions, which have four answer choices, A, B, C or D. The first 28 questions are based on “single” texts, where the questions refer to one text only. The last 20 questions are based on “double” texts, where two related texts are followed by five questions.

Look at the following single text examples.

**Questions 153-154 refer to the following notice.**

**Attention Animal Lovers**

The Belfry Animal Reserve is holding its unique annual fund-raising event. There will be all sorts of fun attractions and ALL the money goes towards helping the animals.

Come and see our birds of prey, exotic species and farm animals. At our kennels, we have many adorable cats and dogs who have been abandoned and are now looking for new caring homes.

**Saturday May 10**

For further details on events, school visits, volunteering and donating, visit www.belfry.com

**Explaination**

**153** What is the main purpose of the notice?
A To advertise a local animal reserve  
B To announce a special event  
C To rescue abandoned animals  
D To educate schoolchildren

**154** What can people do while at the event?
A Buy a bird  
B Feed a farm animal  
C Get a pet  
D Abandon an animal

**Questions 155-157 refer to the following article.**

Reassure your employees: If you want more innovation from your people, let them know that their employment is secure, even if their job description changes. People worried about losing their jobs tend to find ways to stretch out the work, not innovative ways to do it better.

Don’t demotivate them: Your job as a leader is to get and keep your people motivated and working toward the common goal of the company. Demeaning them, especially in front of others, erodes their motivation. So does dismissively telling them that their ideas are “useless”. Watch your own actions to be sure you aren’t defeating your own efforts by demotivating your people.

Your most important resource: You can have the best high-tech equipment available, but without the right people you have no business. Treat employees with the same care as you do your equipment.

Remember people: Plants can grow and stay healthy even if they are watered only occasionally and kept in the dark. People, on the other hand, function better when they know what is happening, are encouraged and are given honest information.

Listen to your employees: It doesn’t make any sense to spend time and effort finding and hiring people if you are just going to ignore their input. Honestly evaluate what they have to say, without letting your ego get in the way, and you will probably learn something that benefits your business.

Consider their opinions: Management still has to make the ultimate decision. But, if employees have had the opportunity to make their point of view known, they will be more willing to stand behind the decision, even if they don’t agree with it.

**155** Where would this article have been published?
A A popular magazine  
B An educational magazine  
C A business magazine  
D A financial newspaper

**156** What can be inferred about managers and listening?
A They do not find it easy.  
B It prevents them from making a decision.  
C They are paid to do it.  
D It is not beneficial for them.

**157** What is NOT mentioned in the article?
A Encouraging people  
B Fair wages  
C Job security  
D Honest discussions
EXPLANATION

155: The article is referring to the reader’s employees, so it would have been in a business magazine.

156: In the paragraph about listening, the reader is told not to “let their ego get in the way”, indicating they do not readily listen to the opinions of others.

157: Only wages are not discussed. Jobs being safe is mentioned at the start, honesty is in the 4th & 5th paragraphs, and encouragement is a general theme.

Now look at this double text example. Questions 181-185 refer to the following notice and table.

TRIANGLE RAILROAD, INC.

From: OPERATIONS DEPARTMENT
Date: September 18
Notice to all employees:
In order to increase speed and efficiency, the management has decided to reduce the level of service on some routes. Starting November 6, stops will be eliminated from several of our routes. In addition, meal services will no longer be offered on new direct routes with no intermediate stops.

Eliminating these stops from our routes will allow us to introduce new high-speed express cars and phase out obsolete cars, some of which have been in service for 30 years.

The delay in implementing the change was due in large part to the necessity of obtaining approval from the State Transportation Authority this summer, in the face of opposition from key members of the state legislature and the public.

181 Who probably wrote the announcement?
   A A railroad engineer
   B A government official
   C The head of operations
   D The chief accountant

182 Why have the routes been changed?
   A To cut costs
   B To introduce new equipment
   C To respond to public opinion
   D To reduce passenger demand

183 When will the change take effect?
   A Immediately
   B In September
   C In November
   D During the summer

184 What is suggested about public opinion?
   A It is opposed to the changes.
   B It has no interest in the railroad.
   C It is in favor of the upgrade.
   D It wants costs to be cut.

185 On which routes will meal services be eliminated?
   A 1 and 2
   B 1 and 3
   C 1 and 4
   D 2 and 4

<table>
<thead>
<tr>
<th>ROUTE</th>
<th>OLD SERVICE</th>
<th>NEW SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>Raleigh-Durham</td>
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<tr>
<td>2</td>
<td>Durham-Greensboro-Winston-Salem</td>
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<tr>
<td>3</td>
<td>Charlotte-Salisbury-Greensboro</td>
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<tr>
<td>4</td>
<td>Raleigh-Sanford-Fayetteville-Wilmington</td>
<td>Raleigh-Fayetteville-Wilmington</td>
</tr>
</tbody>
</table>

EXPLANATION

181: The decision is being announced by the operations department, so the head of the department is most likely to have written it.

182: The second paragraph states the changes will allow new equipment to be introduced.

183: The first paragraph says “starting November 6”.

184: The last paragraph mentions opposition from the state legislature and the public.

185: The notice says there will not be meal services on direct routes without stops, which the table shows to be on the new services for routes 1 and 3.
### Types of Texts - Part 7

- Advertisements
- Business evaluations
- Charts
- Graphs
- Announcements
- Email messages
- Faxes
- Notes
- Instructions
- Itineraries
- Memorandums (memos)
- Notices
- Informal letters
- Formal letters
- Tables
- Telephone messages
- Tickets
- Vouchers / Coupons
- Invitations
- Calendars
- Business profiles
- CVs / Résumés
- Articles
- Invoices
- Order sheets
- Schedules
- Statements
- Application forms

### Types of Questions - Part 7

- main idea
- purpose
- title
- author
- audience
- place of publishing
- detail
- negative questions
- inference questions
- word definition

### Tips for Part 7

- ✔ The reading passages require more time than parts 5 and 6.
- ✔ Reading the questions first may help you focus on the relevant parts in the passages.
- ✔ You do not need to understand every word.
- ✔ Pay attention to the type of text and its function.
- ✔ Skim through the text for the main points, i.e. what it’s about, who it’s for, why it was written.
- ✔ Try and understand the relationship between the double texts.
- ✔ You may want to leave negative questions until last, as it usually takes longer to determine the answer.
### Listening Test

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### Reading Test

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Getting an estimated TOEIC score

Compare the total number of correct answers (raw score) in each of the listening and reading sections of the test to the appropriate section of the tables below.

Add the converted listening and reading scores together to get an estimated total score.

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These score conversion tables are based on historical data from previously administered TOEIC tests. Therefore, your scores on the practice tests may be higher or lower than your scores on the actual TOEIC test.
## Present Tenses

### Simple Present: I work – I don’t work – Do I work?

1. I **work** – I don’t **work** – Do I **work**?
2. Mark catches the 8.15 train every morning.
3. Ron **works** for a shipping company.
4. The boat **leaves** at 7.25 tomorrow morning.
5. I **declare** the meeting open.
6. They **predict** the price of gas will go up.
7. I **swear** I told nobody about it.

### Present Progressive: I am working – I’m not working – Am I working?

1. **I am working** – I’m not **working** – Am I **working**?
2. A meeting **is taking** place now.
3. He’s **working** till late every day this week.
4. The situation **is getting** worse and worse.

### Simple Present Perfect: I have worked / taken – I haven’t worked / taken – Have I worked / taken?

1. **I have worked** / **taken** – I haven’t **worked** / **taken** – Have I **worked** / **taken**?
2. I **have finished** typing the report.
3. We’ve **had** two meetings this month.
4. This is the first time I’ve **driven** a sports car.
5. He’s the best accountant we’ve **ever** hired.

### Present Perfect Progressive: I have been working – I haven’t been working – Have I been working?

1. **I have been working** – I haven’t **been working** – Have I **been working**?
2. They **have been interviewing** candidates for three hours / **since** ten o’clock.
3. The house is spotless. I’ve **been cleaning** it all morning.
4. Who **has been reading** my emails?

- **Προσεχώ: I have known her for ten years.**
- **ΟΧΙ: I have been knowing her ...**
NOTES

1 Stative verbs

Τα παρακάτω ρήματα εκφράζουν κατάσταση (όχι πράξη) και δεν έχουν χρόνους διαρκείας.

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</table>

Μπροστά από αυτά τα ρήματα έχουν χρόνους διαρκείας, αλλά η έννοια αλλάζει.

The band is appearing live on the 26th.
Are you having a good time?
We’re seeing the bank manager on Monday.
( = are meeting)

| Why are you smelling / tasting the soup? We’ve been thinking about accepting his offer.
| Enίοντι: You’re being silly now. (= are behaving in a silly way at this moment) |

2 Note the difference: have been to - have gone to - have been in

He has been to Paris twice. (= Έχει πάει και έχει γυρίσει.)
He has gone to Paris. (= Είναι εκεί τώρα.)
He has been in Paris for a month. (= Βρίσκεται εκεί εδώ κι ένα μήνα.)

PRACTICE

1 Choose the correct answer.

1 The new chairman presents / is presenting an alternative plan at tomorrow’s meeting.
2 The new subway system greatly facilitates / is facilitating transportation to work.
3 The chief financial officer discusses / is discussing the budget at this very moment.
4 How long do they have / have they had this equipment?
5 After paying 40% of its debt, the company still owes / is owing over $300,000.
6 Meredith is answering / has been answering the telephone all morning.
7 The climate gets / is getting warmer.
8 It’s the first time I am faxing / have faxed invoices.

2 Choose the correct answer.

1 I’m sorry, but Mr. Stevens isn’t available; he’s ..... Chicago on business.
   A gone to  B been to
2 Amanda ..... a difficult time learning the new system.
   A has  B is having
3 The gallery ..... a different artist every week this month.
   A features  B is featuring
4 The roads are wet; it ..... all morning.
   A has rained  B has been raining
5 ..... each other for a long time?
   A Do they know  B Have they known
6 It has been snowing ..... last night.
   A since  B from
7 Mr. Rolan has been ..... London since January.
   He’s on a six-month internship.
   A to  B in
8 This repair job ..... like it was done by a professional.
   A doesn’t look  B isn’t looking
9 The board ..... about investing in the new technology.
   A thinks  B is thinking
10 I suspect that Helen ..... for a law firm before.
    A has worked  B has been working
11 Is this the best computer you ..... ?
    A had ever  B have ever had
12 Come on, stop it! You ..... impolite.
    A are being  B are
## Past Tenses

### Simple Past: I worked / took – I didn’t work / take – Did I work / take?

| 1 | They signed the contract yesterday.  
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2 Choose the correct answer.

1 Beth was exhausted because she ..... with customer queries all day.
   A had been dealing  
   B was dealing

2 After negotiations ..... to solve the problems with the contract, the merger was called off.
   A failed  
   B have failed

3 When the conference started, Martina still ..... typing the reports.
   A hasn’t finished  
   B hadn’t finished

4 When I was a child, I ..... to a restaurant with my parents every Sunday.
   A went  
   B was going

5 It was the greatest success ..... until then.
   A I have had  
   B I had had

6 Mr. Smith called while I ..... home from work.
   A was driving  
   B drove

7 Why ..... the boss yet about the changes you’ve made?
   A didn’t you inform  
   B weren’t you informing

8 The company ..... this software when I started working here.
   A didn’t use  
   B wasn’t using

3 Future Tenses

<table>
<thead>
<tr>
<th>Simple Future: I will work - I won’t work - Will I work?</th>
<th>The temperature will drop 10°C over the next few days.</th>
</tr>
</thead>
<tbody>
<tr>
<td>● γενικά για μελλοντικές πράξεις</td>
<td></td>
</tr>
<tr>
<td>be going to + verb</td>
<td></td>
</tr>
<tr>
<td>1 για πράξη που σκοπεύουμε / σχεδιάζουμε / έχουμε προγραμματίσει να κάνουμε στο μέλλον</td>
<td>We’re going to hire some extra staff for the summer.</td>
</tr>
<tr>
<td>2 όταν έχουμε ενδείξεις ότι κάτι θα συμβεί πολύ σύντομα</td>
<td>Look at those cars! They’re going to crash.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Future Progressive: I will be working - I won’t be working - Will I be working?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 για πράξη που θα είναι σε εξέλιξη σε συγκεκριμένη στιγμή στο μέλλον</td>
<td>This time tomorrow, we will be flying to Los Angeles.</td>
</tr>
<tr>
<td>2 για πράξη που θα συμβεί στο μέλλον επειδή αποτελεί μέρος προγράμματος ή ρουτίνας</td>
<td>The President will be visiting Japan next month.</td>
</tr>
<tr>
<td></td>
<td>There’s no need to email him now. I’ll be seeing him at the office tomorrow, so I’ll let him know then.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Simple Future Perfect:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I will have worked / taken - I won’t have worked / taken - Will I have worked / taken?</td>
<td></td>
</tr>
<tr>
<td>● για πράξη που θα έχει συμβεί πριν από άλλη πράξη ή συγκεκριμένο χρονικό σημείο στο μέλλον</td>
<td>They are afraid that the rate of unemployment will have doubled by 2014.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Future Perfect Progressive:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I will have been working - I won’t have been working - Will I have been working?</td>
<td></td>
</tr>
<tr>
<td>● για να τονίσει τη διάρκεια μιας πράξης μέχρι μια ορισμένη στιγμή στο μέλλον</td>
<td>He will have been studying for five years before he gets his degree.</td>
</tr>
</tbody>
</table>
NOTES
1. Δεν χρησιμοποιούμε future tenses μετά από τα: before, after, when, while, once, till / until, as soon as, by the time, the moment / minute (that), if, unless, suppose / supposing (that), provided / providing (that), on condition (that), as long as.

   You must wait here while the doctor is examining your husband. [OXI: ... will be examining ...]
   We can give you a discount on condition that you pay in cash. [OXI: ... you will pay ...]

   The manager won’t be happy when he sees the sales report. (when = όταν)

   Άλλο: When will they announce the results? (when = ότε)

   > Προσέξτε ότι χρησιμοποιούμε will μετά από:
     I don’t know / I’m not sure / I doubt / I wonder + if
     I’m not sure if the bank will give us the loan.

2. Η λέξη till / until χρησιμοποιείται με τον Future Perfect μόνο σε αρνητικές προτάσεις.

   They won’t have returned till / until the 16th.

   Άλλο: They will have returned by / before the 16th.

3. Μελλοντικές πράξεις εκφράζομε επίσης με:
   i) τον simple present: The movie starts in ten minutes.
   ii) τον present progressive: I’m going to a conference this weekend.
   iii) με τα be to:
     be about to: He is to return on Tuesday. (= is going to return)
     be on the point of: The match is about to start. (= is going to start very soon)
     be sure / certain / bound to: Your plan is sure / certain / bound to fail. (= will definitely fail)
     be due to: The new machinery is due to arrive on Friday. (= is expected to arrive)

PRACTICE
Choose the correct answer.

1. I’m going to read the newspaper while I am / will be traveling to work.
2. He doubts if the new one will be / be any better.
3. This machine will last for years, provided you will assemble / assemble it correctly.
4. New safety regulations will be taking / will have taken effect on July 1st.
5. You aren’t going until you have finished / will have finished all the work.
6. The company will launch the new model as soon as the market survey is / will be completed.
7. By the end of this year, Dobbs will be serving / will have been serving on the board longer than any other member.
8. Will you please tell him about it the moment you will see / see him?
9. The report must be finished by the time Mr. Sanchez comes / will come back.
10. We will have made a decision by / until the end of the week.
11. They agreed to lend us the car on condition that we will return / return it before the weekend.
12. Employees are to receive / will have received their annual bonus this week.
13. We’ll go as long as the weather will be / is good.
14. By the time you get / will get there, the meeting will be over.
**Indefinite Article: a / an**

<table>
<thead>
<tr>
<th>a: πριν από ήχο συμφώνου</th>
<th>a car, a university, a euro, a European city, a one-hour show [one /wʌn/]</th>
</tr>
</thead>
<tbody>
<tr>
<td>an: πριν από ήχο φωνήστως</td>
<td>an applicant, an hour, an honest man, an NBA player</td>
</tr>
</tbody>
</table>

**NOTES**

1. **To a / an χρησιμοποιείται σε εκφράσεις μέτρησης:** once / twice / three times a day / a week κλπ

   sixty miles an hour

   three dollars a kilo

2. **To a / an δεν χρησιμοποιείται με μη αριθμητική ουσιαστικά.**

   a / an:
   - advice, assistance, behavior, damage, equipment, evidence, furniture, help, information, knowledge*, lightning, luck, machinery, permission, progress, thunder, traffic, weather κλπ

   *Αλλά: A first-class / A good knowledge of computers is required for this job.

**Definite Article: the**

To the χρησιμοποιείται με:

1. **Θάλασσες, ποτάμια, οκεανοῦς, κανάλια / διώρυγες, γρήγορες, οροσειρές, ομάδες νησιών**

   the Black Sea, the Mississippi (River), the Atlantic (Ocean), the Panama Canal, the Kalahari Desert, the Andes, the Bahamas

2. **Όνομα χώρας ή οικογένειας στον πληθυντικό**

   the Netherlands, the Parkers (ή: the Parker family)

3. **Ονόματα χωρών που περιλαμβάνουν τις λέξεις: kingdom, states ή republic**

   the United Kingdom, the United States, the Czech Republic

4. **Εξενοδοχεία, εστιατόρια, μπαρ / παπι, κινηματογράφους, θέατρα, μουσεία, γκαλερί**

   the Ritz (Hotel), the Red Dragon, the Unicorn, the Plaza, the Apollo Theater, the Natural History Museum, the National Gallery

5. **Πλοία, εφημερίδες, εφημερίδες, χορούς**

   the Titanic, the microscope, the Washington Post, the tango

6. **Πολιτικά κόμματα, οργανισμούς**

   the Democrats, the UN (United Nations), the CIA, the FBI

   Αλλά: UNICEF, NATO (γιατί είναι ακρόνυμα, προφέρονται δηλαδή σαν κανονική λέξη)

7. **Κτι που θεωρείται μοναδικό**

   the sun, the moon, the Parthenon, the Statue of Liberty

8. **Ονόματα εθνικοτήτων που τελείωνουν σε -sh, -ch, -ss ή -ese**

   the Spanish, the Dutch, the Swiss, the Chinese

   Αλλά: (the) Americans, (the) Greeks, (the) Italians (το the είναι προσαρτικό για ονόματα που τελείωνουν σε -s)

9. **Με ορισμένα επίθετα για να αναφερθούμε σε συγκεκριμένη κατηγορία ανθρώπων**

   the rich, the poor, the old, the elderly, the young, the deaf, the blind, the disabled, the unemployed, the homeless κλπ
To the δεν χρησιμοποιείται με:

| Τοποθεσίες, χώρες, παράδειγμα, βουνά, νησιά, λίμνες | Νέα Υόρκη, Καναδά, Ασία, Μοντ Ναβερέστ, Μαλτά, Λίμνη Οντάριο Αλάμα: The Ημιτείχη, (the) Ουκρανία |
| δρόμοις, λεωφόρους, πάρκα, πλατείες | Wall Street, Fifth Avenue, Central Park, Madison Square Garden |
| καταστήματα, αεροδρόμια, σταθμοί, εταιρείες, αεροπορικές γραμμές | Εμπορικό, Κέντρο Αεροπορίας, Γρύπος Γενικών Εργασιών, Σιεμένσ, Δέλτα Αεροπορικά |
| τα περισσότερα περιοδικά, πλανήτες, ασθένειες | Ναυαρχίδες, New York Times, Mars, Κατερίνα, Πνευμονία, Λέυκαιμία, Καρκίνος, Διαβήτης, Μαλαρία Αλάμα: (the) άσθμα, (the) μυκτάζη, (the) γρίπη |
| χρώματα, γεύσεις, παιχνίδια, αθλήματα, μαθήματα | Χακί είναι ένα διάλεκτο. Ημέρα θα είναι αριθμός σε καθέναν. Κάθε μια είναι επί της Αμερικανικής Γερμανίας. Αθλήματα είναι επί της Ημέρας. |
| γλώσσες | Αγγλικό, Γερμανικό Αλάμα: the English / German language |
| τίτλοι με ονόματα | Πρόεδρος Ομίλη, Μετάφραση: Ομάδα, Μετάφραση: Ομάδα |
| Mom, Dad, Aunt / Uncle + όνομα | Αμμάτα είναι εδώ να δει τη Mom. |
| ποιοστά / αναλογίες, ουσιαστικό + αριθμό | Πέντε εκατό ποικίλες των μαθητών ... Πέντε εκατό μισό του μισού ... Πέντε εκατό έξι και μισό έξι. Πέντε εκατό αποφασίζει ... |
| με τις λέξεις: heaven, hell, nature, paradise, mankind / humankind, society | Αυτό πρέπει να γίνει για την καλή του όρους. Πέντε εκατό της Μετάφρασης περί της Αμερικανικής Γερμανίας. Αμμάτα και μετάφραση ήταν Μετάφραση Ανθρώπων. |
| με το by + μέσα μεταφοράς | by car / bus / train / plane κλπ Αλάμα: in my car, in a taxi, on the 6.15 train, on my bike [OXI: by my car, by a taxi, etc.] |

NOTES

1. Η κατασκευή και κατασκευή στον κόσμο για τη σκηνή που υφίσταται
   (μέ the = πηγάδιουν εκεί και επισκέπτες)
   Το χώρο κατασκευή για: church, school, bed.
   How often do you go to church?
   The tourists went to the church to see ...
   What time do you go to school?
   I’m going to the school to talk to Jane’s teacher.
   Η παραπάνω διαφορά δεν ισχύει για τη λέξη hospital sta
   Αμερικανικά Αγγλικά.
   Did you know Chris is in the hospital?
   We’ll go to the hospital to visit him this evening.

2. Χρησιμοποιούμε a ή the + αριθμό ουσιαστικό ενικού αριθμού όταν μιλάμε γενικά.
   A / The leopard can run very fast.
   ή: Leopards can run very fast. [OXI: The leopards ...]
3 To the δεν χρησιμοποιείται με μη αριθμητικά ουσιαστικά ή σε ουσιαστικά πληθυντικού αρίθμου όταν μιλάμε γενικά.

Coffee helps me stay awake. [OXI: The coffee ... (μιλάμε γενικά)]

All: The coffee they serve here is excellent.

Strawberries contain vitamin C. [OXI: The strawberries ...]

All: The strawberries you bought are very sour.

4 Παρατηρήστε τις παρακάτω περιπτώσεις:

i) I prefer the Athens of today to the Athens of 1970. It was the Christmas of 1990 that they met.

ii) I play the piano / guitar / violin κλπ. [British English]

I play piano / guitar / violin κλπ. [American English]

iii) Our garden looks lovely in (the). Both (the) movies are worth watching.

PRACTICE

1 Fill in the where necessary.

1 Will you be staying at ____ Waldorf-Astoria Hotel?
2 The company controls ____ 60 percent of the market.
3 He does not work for ____ Sony any longer.
4 The company will take the Japanese visitors to ____ Statue of Liberty.
5 The advertisement shows a ship being saved in the middle of ____ Atlantic Ocean.
6 Our toys are popular with ____ Chinese.
7 Is his new office on ____ Wall Street?
8 After the reception, we’ll meet ____ Professor Smith.
9 Did they really go skiing in ____ Alps?
10 Government decisions affect all levels of ____ society.
11 Is ____ Russian very difficult to learn?
12 My cousin works for ____ UNICEF.
13 ____ Browns have just moved into their new flat.
14 Her parents live in ____ Hague.
15 ____ one third of my salary goes on rent.

2 Fill in a, an or the where necessary.

1 Does Tom come to work by ____ train?
2 The strike caused ____ serious damage to the company’s image.
3 He used to be ____ FBI agent, according to his résumé.
4 My flight lands at ____ Atlanta airport.
5 I’ll have the report finished in ____ hour.
6 If the accountant is found guilty, will he be sent to ____ prison?
7 Intel Corporation pioneered ____ microchip.
8 I like ____ ice cream they serve here.
9 He was stopped after driving the wrong way down ____ one-way street.
10 Have they made ____ great progress this quarter?
11 MediaTech’s products are aimed at ____ young.
12 Statistics show that ____ cancer kills thousands of people every year.
13 What time did you go to ____ bed last night?
14 ____ giraffes are harmless animals.
15 We went there by ____ taxi.
1 Match the words with their definitions.

1 full-time ______ a somebody in charge of a particular department / activity; responsible for checking that work has been done properly
2 temporary ______ b for only part of the day or week in which people work
3 shift ______ c complicated and annoying system of official rules or processes
4 paperwork ______ d specific period of time worked by a group of employees who start work as another group finishes
5 part-time ______ e for all the hours that people usually work during the week
6 flextime ______ f routine letters, reports or documents which must be dealt with at work
7 supervisor ______ g continuing to exist for a long time or for all the time in the future
8 permanent ______ h traditional working hours in an office
9 bureaucracy ______ i continuing for a limited period of time
10 nine-to-five ______ j system in which people work a particular number of hours each week / month, but can choose when they start and stop work each day

2 The following adjectives can be used to describe work / jobs. Tick (✓) those that have a positive meaning.

1 rewarding □ 5 dull □ 9 hands-on □
2 repetitive □ 6 creative □ 10 secure □
3 routine □ 7 tough □
4 stimulating □ 8 demanding □

3 Replace the word(s) in bold with a word from the box.

want • candidate • résumé • qualifications • references • recruitment

1 An employment agency can help you find a job. _____________________
2 There are no interesting jobs in the newspaper’s classified ads today. _____________________
3 Do you have a copy of your CV? _____________________
4 Make sure you tell them about your skills, experience and the exams and courses you have passed. _____________________
5 You should also have letters written by people who know you, containing information about your character and abilities. _____________________
6 He certainly seems to be a strong applicant. _____________________
Choose the correct answer.

1. The process of choosing a new member of staff from a group of candidates is known as the ...... process.
   A time management   B selection

2. The small number of candidates selected from all those who have applied for a job is ...... .
   A the interview   B the shortlist

3. Somebody without special skills or training is ...... .
   A highly skilled   B unskilled

4. If a company wants to employ you, they ...... .
   A make you an offer   B send you a rejection letter

5. If you do not want to accept a job offer, you ...... .
   A take it up   B turn it down

6. The ability to decide and act on your own is referred to as using your ...... .
   A interpersonal skills   B initiative

Fill in the correct word.

**telecommute**

1. commute
   a work from home using technology to communicate with your office / clients, etc.
   b make a regular journey to work by car, train or bus

2. in-house
   a working within a company

3. freelance
   b doing work for several different companies, often from home, instead of being employed by one particular company

4. volunteer
   a give something such as food or money to a cause / organization which is in need of help, especially a charity
   b offer to do something without being paid

5. donate
   a the activity of collecting money for an organization / charity

6. non-profit
   b of an organization that doesn’t aim to make money

Match the words with their definitions.

1. retire ______  a move somebody to a higher position at work
2. promote ______  b stop working due to having reached a particular age
3. hire ______  c move somebody to a lower position at work
4. demote ______  d give somebody a job

Tick (√) the words which describe somebody who has lost their job through having done something wrong.

dismissed   laid off   fired   made redundant   sacked
8 Tick (✓) the correct preposition. More than one answer may be possible.

<table>
<thead>
<tr>
<th>DISPLAY</th>
<th>LEAVE</th>
<th>BUSINESS</th>
<th>DEBT</th>
<th>THE BOARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DEMAND</th>
<th>A COMMITTEE</th>
<th>A SHOP WINDOW</th>
<th>GOOD TERMS WITH</th>
<th>DUTY</th>
<th>STOCK</th>
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</table>

9 Fill in the correct word.

- ladder    - sharing    - consultant    - management    - learning

1 career _____________ = series of levels which somebody moves up and down within an organization or profession
2 lifelong _____________ = idea of continuous (re)training to stay employable
3 job- _____________ = part-time system whereby two people divide the hours of work and the pay of one full-time job
4 business _____________ = an expert who is employed to give advice to businesses
5 time _____________ = the way in which somebody organizes how they spend their time at work

10 Put the words in the correct columns.

- salary    - overtime pay    - vacation    - travel allowance
- commission    - maternity leave    - pay    - wage    - time off

<table>
<thead>
<tr>
<th>money received for work every week / month</th>
<th>extra money &amp; benefits on top of salary / pay</th>
<th>time not spent at work</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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</table>

11 Choose the odd word out.

1 business – company – firm – department
2 personnel department – human resources (HR) – technical support
3 headquarters – branch office – head office – central office
4 entrepreneur – executive – director – board member
5 Vice President (VP) – Chief Executive Officer (CEO) – President – Managing Director (MD)
6 middle manager – department manager – founder – department head
7 walkout – industrial action – strike – labor union
12 Put the words into the correct box.

remote ● domineering
authoritarian ● morale boosting
dynamic ● motivational
communicative ● unapproachable

13 Fill in the correct word(s).

<table>
<thead>
<tr>
<th>a post</th>
<th>a résumé</th>
<th>a salary</th>
<th>a contract</th>
</tr>
</thead>
</table>
1. terminate, sign, enter into
2. receive, pay, earn
3. update, send, submit
4. take up, advertise, accept

14 Tick (✓) the words that go with the word in capitals.

<table>
<thead>
<tr>
<th>progress</th>
<th>business</th>
<th>research</th>
<th>decisions</th>
<th>plans</th>
<th>a training course</th>
<th>arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAKE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DO</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

15 Match the words with their definitions.

1. feedback  ____  a situation in which somebody treats another person unfairly, especially so others can profit from their work
2. advancement  ____  b a social system whereby people get power / money according to their abilities
3. consultation  ____  c the act of organizing / controlling all the details of another person’s work in a way that they find annoying
4. exploitation  ____  d advice, criticism or information on how good sth or sb’s work is
5. micromanagement  ____  e progress or promotion in a job
6. meritocracy  ____  f the act of discussing something with a group of people before making a decision about it
1 Choose the correct answer.

1 The boss’s example ....... us to work harder.
   A inspired          C inspiration
   B inspiring         D inspirational

2 She is ....... looking for a new job.
   A act              C active
   B action           D actively

3 The factory uses the latest ....... .
   A technical        C technique
   B technology       D technician

4 Markets are not very ....... nowadays.
   A predict          C prediction
   B predictable      D predictor

5 She is not given important tasks because she is ....... .
   A relied           C reliance
   B reliable         D unreliable

6 John has been at the company since its ....... .
   A creating        C creation
   B creative        D creativity

2 Complete the table.

<table>
<thead>
<tr>
<th>VERB</th>
<th>ABSTRACT NOUN</th>
<th>CONCRETE NOUN</th>
<th>ADJECTIVE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>centralize</td>
<td></td>
<td></td>
<td>/ (de)centralized</td>
</tr>
<tr>
<td>survive</td>
<td>survival</td>
<td></td>
<td></td>
</tr>
<tr>
<td>equip</td>
<td>length</td>
<td></td>
<td>equipped</td>
</tr>
<tr>
<td>necessity</td>
<td></td>
<td></td>
<td>(un)</td>
</tr>
<tr>
<td></td>
<td>promoter</td>
<td></td>
<td>promotional</td>
</tr>
</tbody>
</table>

3 Complete the sentences with the correct form of the word in capitals.

1 Many of our _______________ have gone out of business over the last year. DEBT
2 After working together for five years, they terminated the _______________. PARTNER
3 Susan has a _______________ to arrive late on Monday mornings. TEND
4 He works for a research company as a _______________ engineer. CHEMISTRY
5 We have received new equipment, but its _______________ will not take place until next week. INSTALL
6 That pharmaceutical company has made many _______________ discoveries. SCIENCE

4 Similar beginnings / endings

Choose the correct answer.

1 Many readers ....... to this magazine.
   A subscribe          B prescribe          C describe          D inscribe

2 As soon as he realized his mistake, Simon quickly ....... his comments.
   A subtracted         B distracted         C extracted         D retracted

3 The bank called to tell us that our July payment was ....... and must be paid immediately.
   A overlapped         B overpaid          C overdue           D overdrawn

4 John has a three o’clock ....... with the human resources manager.
   A assignment         B appointment       C attachment        D assessment
5 Choose the correct answer.

1. The new management is trying to reduce ...... costs.
   A labor  C laborer
   B labored D laboring

2. Checks usually require the ...... to sign the back of them.
   A paying  C payable
   B payee D payer

3. They made a very ...... offer that we couldn’t decline.
   A attracting  C attractive
   B attracted D attraction

4. The country is going through ...... economic times.
   A settler  C settlement
   B settled D unsettled

5. This region’s economic ...... has been a great success.
   A develop  C developing
   B developed D development

6. Has the ...... done enough to help small businesses survive the crisis?
   A govern  C government
   B governing D governor

6 Complete the table.

<table>
<thead>
<tr>
<th>VERB</th>
<th>ABSTRACT NOUNS</th>
<th>CONCRETE NOUN</th>
<th>ADJECTIVE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 estimate</td>
<td>estimate</td>
<td>estimated</td>
<td></td>
</tr>
<tr>
<td>2 opposition / opposite</td>
<td>–</td>
<td>/ opposed / opposing</td>
<td></td>
</tr>
<tr>
<td>3 volunteer</td>
<td>–</td>
<td>(in)voluntary</td>
<td></td>
</tr>
<tr>
<td>4 replacement</td>
<td>–</td>
<td>(ir)</td>
<td></td>
</tr>
<tr>
<td>5 categorize</td>
<td>–</td>
<td>categorical</td>
<td></td>
</tr>
<tr>
<td>6 inclusion</td>
<td>–</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7 Complete the sentences with the correct form of the word in capitals.

1. The businessman had a(n) _______________ collection of art. PRICE
2. Mr. Stevens is a highly _______________ member of the board. INFLUENCE
3. This is an extremely _______________ job with lots of pressure. DEMAND
4. China is this country’s largest _______________ of electronic goods. SUPPLY
5. The bar is under new _______________. OWNER
6. We were shocked by the _______________ that the accountant had been stealing from the company. DISCOVER

8 Similar beginnings / endings

Choose the correct answer.

1. Mr. Jones questioned the ...... of the proposal.
   A openness     B consciousness  C awkwardness D effectiveness

2. Pharma Inc. is a ...... of a larger company called Medicomp.
   A subscriber  B subsidiary  C subordinate  D subsistence

3. Due to the weakening economy, next year’s sales are difficult to ...... .
   A forecast  B foreclose  C forego  D forestall

4. The company was able to ...... all responsibility for the accident.
   A disclaim  B proclaim  C exclaim  D acclaim
Below are examples of reading texts commonly found in TOEIC – an advertisement, a fax, a note – and the type of questions that accompany them. Read the texts and then choose the correct answers.

**1** In which department will the successful candidates be working?
A. Sales  
B. Administration  
C. Accounts  
D. Technical support

**2** How should candidates contact the company?
A. By phone  
B. By mail  
C. By email  
D. By fax

**3** What is the purpose of the fax?
A. To make a complaint  
B. To place an order  
C. To ask for a job interview  
D. To request a recommendation

**4** Why would Michael be an effective manager?
A. He is computer-literate.  
B. He has experience.  
C. He has worked for a charity.  
D. He has a degree in marketing.

**5** What does the writer ask Martin to do?
A. Interview the applicant  
B. Reject the application  
C. Be flexible about employment terms  
D. Call the applicant’s former employer

**6** What is NOT mentioned regarding Michael Patton?
A. His educational qualifications  
B. His leadership skills  
C. His previous experience  
D. His skill with numbers
PREPARATION AND PRACTICE TESTS FOR THE TOEIC® TEST will familiarize candidates with the new format of the examination through comprehensive preparation units and eight practice tests, all written in accordance with the latest specifications.

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