

TOEIC Tips Reading

Part 5: Incomplete sentences

Quickly read the sentences without looking at the answer choices given below. Try to ***guess the missing part***. Then look at the choices and quickly select the one that you think is correct. Mark your answer and ***as quickly as possible move*** on to the next sentence. You should spend no more than ***30 seconds*** on each sentence (less than ***20 minutes for the 40 sentences***). To do well in this part you should know the various parts of speech and how they are used to form a grammatically correct sentence.

In particular you must be careful of:

- Two-part phrasal verbs
- Incorrect use of prepositions
- Incorrectly placed adjectives
- Incorrect word forms
- Incorrect grammatical tense
- Incorrect transition word such as however, furthermore, etc.
- Incorrect conjunctions such as and, but, etc.
- Many choices may seem close until you try them out, so to save time, try to identify the grammatical function of the word in the blank.

Timed Exercise:

Note: Questions 1-10 must be completed in 5 minutes

1. Mr. Ashburton has been _____ recommended by all three of his references.
(A) high
(B) higher
(C) highly
(D) highest
2. Mr Choi wants to know when the illustrations will be ready for _____ review.
(A) he
(B) his
(C) him
(D) himself
3. The project meeting has been rescheduled _____ tomorrow because of the bad weather.
(A) in
(B) by
(C) out
(D) for
4. Smooth Tek's newest software makes it much _____ for business owners to create newsletters.
(A) easy
(B) easily
(C) easier
(D) ease
5. By _____ offices in London, Paris, and Madrid, Sedgehill Ltd. has continued its growth into markets overseas.
(A) opening
(B) opened
(C) opens
(D) open
6. _____ the kiln's heat is set too high, the ceramic objects inside may be ruined.
(A) So
(B) If
(C) But
(D) Why
7. The National Overview is the fourth _____ distributed newspaper in the northeastern region.
(A) wide
(B) widen
(C) most widely
(D) more widely

8. Dr. Lin, the keynote speaker at this year's Southeast Dentistry Convention, _____ several groundbreaking dental devices.
(A) invented
(B) exceeded
(C) supervised
(D) communicated
9. Rose's Bistro will close next month due to escalating operating _____.
(A) expenses
(B) functions
(C) customers
(D) occasions
10. During yesterday's meeting, Ms. Milne offered her _____ to the sales team for their excellent results this quarter.
(A) congratulations
(B) congratulate
(C) congratulating
(D) congratulatory

Part 6: Text completion

The strategies used here are similar, in essence, to those used for incomplete sentences above. The difference is that because the blanks you must fill in are part of longer pieces of writing, such as letters, you need to keep not only the **grammatical aspect** in mind but also the **context and tone** of the entire piece of writing .

- **Read** the entire passage **once** very carefully (30 seconds per passage)
- Read the text a second time so as to **determine its purpose and understand the main ideas**.
- Then read a third time and without looking at the answer choices, **try to guess the missing part in each blank**.
- Then look at the answer choices and **select** the one that you think is **the best answer**. Try not to spend no more than 2-3 minutes on each text.

Choose the letter of the correct answer.

Timed Exercise:

Note: Questions 1 to 4 must be completed in 3 minutes

B-B Chang International to buy Sieng Technology

SINGAPORE—B-B Chang International (BBCI) announced Wednesday that (1)_____ would buy Sieng Technology in a deal valued at \$450 million.

A spokesperson for BBCI said the company expects to double its profits by the end of next year. It will accomplish this by making full use of Sieng's recently updated production facilities. (2)_____

Financial experts believe the Sieng acquisition will make BBCI the world's leading producer of circuits. "They will be well ahead of their (3)_____, " said top analyst Rhoda Sutton.

B-B Chang plans to maintain Sieng's current workforce, with each of Sieng's factories continuing normal operations for the next five years.

(4)_____, BBCI will evaluate whether additional staff are needed.

1. B-B Chang International (BBCI) announced Wednesday that (1)_____ would buy Sieng Technology in a deal valued at \$450 million.
(A) it
(B) he
(C) those
(D) someone
2. It will accomplish this by making full use of Sieng's recently updated production facilities. (2)_____.
(A) Offers from other firms were rejected.
(B) All four are operating at maximum capacity.
(C) Another company will be acquired next year.
(D) The transaction should improve morale.
3. "They will be well ahead of their (3)_____, " said top analyst Rhoda Sutton.
(A) critics
(B) suppliers
(C) investors
(D) competitors
4. (4)_____, BBCI will evaluate whether additional staff are needed.
(A) After all
(B) After that time
(C) As you requested
(D) As a matter of fact

Part 7: Reading comprehension

- Read the passage once to see what kind of text it is and to determine its main objective (who it has been written for and why).
- Examine the structure of the passage so that you could know where to locate important information/
- Then read the questions and answer choices and check the text again to see where you might find the answers.
- Then work with both the text and the questions and answer choices to find the correct answers

Timed Exercise:

Note: 2 Exercises, Questions 1 to 4 must be completed in 10 minutes

Exercise 1

From: Rick Barilla,
Thursday,
3 October, 8:53 A.M.

Maria, I'm at the Baycrest Hotel, installing the new ballroom lighting system. Joe called in sick, and this job is too big to do alone. It's not what I expected. It's a large space that can be divided into smaller rooms, and the hotel wants a programmable system to work when the space is used for more than one meeting or dinner scheduled at the same time. Can you phone Scott and ask him to come help me? I don't have his mobile phone number.

1. What problem does Mr. Barilla have?

- (A) He feels sick and cannot work.
- (B) He will not be able to attend a scheduled dinner.

- (C) He does not know how to divide a large
- (D) He is unable to do a job by himself.

2. Why did Mr. Barilla send the text message to Maria?

- (A) To have her reschedule a meeting at a hotel
- (B) To cancel an event in the hotel ballroom
- (C) To ask her to make a call
- (D) To request special equipment

Exercise 2

Bernadette Larkin: [1:51 P.M.]

It's my first time participating in a training session online. I just open the meeting invitation in my email and click the Join button, right?

Howard Schlupp: [1:52 P.M.]

That's right. Then you'll need to enter the access code: 63119003.

Bernadette Larkin: [1:54 RM.]

A window appeared with this message: "Access denied. Please try again later."
Should I try a different code?

Howard Schlupp: [1:55 P.M.]

Let me check on that.

Bernadette Larkin: [1:55 P.M.]

Or maybe there's an issue with the invitation I got?

Howard Schlupp: [1:56 P.M.]

Here we go. I gave you the meeting code instead of the access code. Try 882963.

Bernadette Larkin: [1:57 P.M.]

That worked. Thanks.

Howard Schlupp: [1:58 P.M.]

Good. Make sure your computer speaker is on, then click the mute button at the top right of the screen. You'll be able to hear the trainer, but we won't hear any background noise from your side.

1. At 1:56 P.M., what does Mr. Schlupp most likely mean when he writes, "Here we go"?
 - (A) He is about to start a meeting.
 - (B) He is surprised by Ms. Larkin's request.
 - (C) He has determined the cause of a problem.
 - (D) He would like to invite Ms. Larkin to a meeting.
2. What is probably true about Ms. Larkin?
 - (A) She has recently received a new computer.
 - (B) She does not have permission to attend the meeting.
 - (C) She often participates in conference calls.
 - (D) She will not need to speak during the training session