

TOEIC® Practice Test

English with Confidence



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TOEIC® Preparation Test

Reading Practice

PART 1 (Questions 1–40)

Directions: A word or phrase is missing in each sentence. Choose the best answer.

1. The CEO will ____ a speech at the annual conference.
A. discuss B. discussing C. to discuss D. discussed
2. The contract must be signed ____ both parties.
A. for B. by C. at D. to
3. We are pleased to ____ you as our new marketing director.
A. welcome B. to welcome C. welcomed D. welcoming
4. Please ensure the invoice is sent ____ Friday.
A. in B. on C. by D. until
5. The new policy will ____ in effect from July.
A. brings B. bring C. bringing D. to bring
6. He has ____ the report to the client.
A. submit B. submitted C. submitting D. submits
7. ____ the manager was away, the team proceeded with the project.
A. Although B. Because C. Despite D. If
8. Employees are not allowed to ____ personal calls during work hours.
A. take B. taking C. to take D. taken
9. The conference room is located ____ the second floor.
A. at B. in C. on D. to
10. This printer prints documents more ____ than the old model.
A. faster B. fast C. fastest D. more fast



11. We have reduced costs ____ 10% this quarter.
A. in B. by C. to D. over
12. The team is responsible ____ preparing the quarterly report.
A. with B. of C. to D. for
13. The shipment arrived ____ schedule, which pleased the client.
A. above B. ahead of C. beyond D. on
14. Please ____ attention to the safety instructions.
A. pay B. give C. place D. make
15. All staff must ____ the training module before 15 August.
A. complete B. completing C. completes D. completed
16. The meeting has been ____ due to unforeseen circumstances.
A. cancel B. canceled C. canceling D. to cancel
17. They decided ____ the contract after careful review.
A. to renew B. renew C. renewing D. renewed
18. The hotel offers discounts ____ groups of more than ten.
A. on B. in C. for D. to
19. She ____ for the position last week.
A. applied B. was applying C. has applied D. had applied
20. The software license agreement is valid ____ one year.
A. by B. in C. for D. at
21. The CEO thanked everyone ____ their hard work.
A. on B. in C. for D. of
22. ____ he arrived late, he delivered an excellent presentation.
A. Although B. When C. Because D. Despite
23. Please return all borrowed equipment ____ you finish using it.
A. when B. until C. unless D. before
24. We will hold the annual party ____ the end of December.
A. at B. in C. on D. by



25. Our office hours are ____ 9:00 AM and 5:00 PM.
A. at B. between C. among D. during
26. The report and the appendices ____ been uploaded to the shared drive.
A. was B. have C. has D. having
27. Participants must register ____ advance.
A. in B. on C. with D. by
28. We will send the final version ____ revisions are complete.
A. after B. before C. until D. during
29. He was promoted ____ to his outstanding performance.
A. owing B. because C. due D. thanks
30. The new CFO will take office ____ July.
A. at B. in C. on D. by
31. Please ____ the attached file for further details.
A. refer B. reference C. refers D. referring
32. The survey results show ____ satisfaction among customers.
A. high B. highly C. highest D. height
33. We apologize ____ the inconvenience.
A. for B. of C. with D. about
34. The marketing campaign will run ____ September and October.
A. between B. during C. among D. at
35. The manager requested ____ additional resources.
A. providing B. to provide C. provide D. provided
36. All employees ____ the confidentiality agreement upon hiring.
A. sign B. signed C. will sign D. have signed
37. This device is compatible ____ various operating systems.
A. for B. with C. on D. to
38. The financial statement was reviewed ____ the board meeting.
A. during B. for C. at D. on

39. We will notify you ____ the decision has been made.

- A. when B. until C. unless D. if

40. The offer is valid ____ 31 December.

- A. by B. until C. up to D. through

PART 2 (Questions 41–52)

Directions: Read each text and choose the best answer for each blank.

Memo

To: Sales Department

From: Linda Park

Subject: New Commission Structure

Starting next month, we are implementing a revised commission structure to better reward high performance. Sales staff will now earn a base commission rate of 5 % on all sales, increasing to 7 % if monthly targets are met. Please review the details in the attached document and ____ (41) any questions to me by email. Your feedback is valuable as we ____ (42) this transition. Training sessions will be scheduled ____ (43) to help you understand the new rates. We appreciate your ____ (44) to excellence and look forward to continued success. Please ensure you have read and ____ (45) the policy document by the end of this week.

41. A. contact B. contacted C. contacting D. to contact

42. A. navigate B. navigated C. navigating D. navigates

43. A. occasionally B. random C. regularly D. asynchronously

44. A. commitment B. committing C. committed D. commits

45. A. sign B. signing C. signed D. to sign

Email

To: all@company.com
From: IT Support
Subject: Password Reset

Dear Colleagues,

If you have forgotten your password, please visit the password reset portal at <https://reset.company.com> and follow the instructions. You will receive an email ____ (46) with a temporary password valid for 24 hours. After logging in, you will be prompted ____ (47) your password. Make sure to choose a secure password containing at least eight characters ____ (48) include uppercase, lowercase, and numbers. For further assistance, please ____ (49) the IT Help Desk.

46. A. sent B. sending C. send D. to be sent
47. A. updates B. update C. to update D. updated
48. A. and B. or C. but D. so
49. A. contact B. contacting C. contacts D. to contact
-

Notice

Notice: Parking Renovation

Parking Lot A will be closed for renovation from 10 August ____ 12 August. During this period, please park in Lot B or Lot C and ____ (51) the pedestrian walkway behind Building 5. Temporary signage will be ____ (52) starting tomorrow. We apologise for any inconvenience.

50. A. to B. until C. through D. against
51. A. use B. using C. used D. uses
52. A. posted B. posting C. posts D. to post

PART 3 (Questions 53–100)

Directions: Read each passage and answer the questions that follow.

Passage 1 (Questions 53–56)

Grand Opening: Riverside Bookstore

We are excited to announce the opening of Riverside Bookstore on 5 July. Located in Market Square, our store features a wide selection of fiction, non-fiction, and children's books. The first 50 visitors will receive a free bookmark. Visit our website for details.

53. What is being announced?
A. A new store opening B. A sale event
C. A special discount D. A trade show
54. What will visitors receive?
A. A free tote bag B. A discount coupon
C. A free bookmark D. A membership card
55. When is the bookstore opening?
A. 5 June B. 5 July
C. 15 July D. 1 July
56. Where is the bookstore located?
A. Downtown Mall B. Riverside Avenue
C. Market Square D. City Library

Passage 2 (Questions 57–60)

Subject: Workshop: Effective Communication

Dear Team,

You are invited to attend a workshop on effective communication on 20 August at 10:00 AM in Conference Room B. The session will cover presentation skills, active listening, and feedback techniques. Please RSVP by 10 August. Snacks and materials will be provided.

Best,

Training Department

57. What is the purpose of the email?
A. To announce a meeting B. To cancel an event
C. To invite to a workshop D. To provide survey results
58. Where will the workshop be held?
A. Conference Room A B. Conference Room B
C. Main Hall D. Outdoor Patio
59. Which topic is NOT mentioned?
A. Presentation skills B. Active listening
C. Feedback techniques D. Time management
60. By what date should recipients RSVP?
A. 5 August B. 10 August
C. 15 August D. 20 August
-

Passage 3 (Questions 61–64)

Office Closure Notice

Our London office will be closed from 1 September to 3 September for system upgrades. During this time, staff should work remotely. Please ensure you have saved all documents and logged off the network before leaving.

Thank you for your cooperation.

61. For what reason is the office closing?
A. Staff training B. System upgrades
C. Holiday celebrations D. Office move
62. How long will the office be closed?
A. One day B. Two days
C. Three days D. Four days
63. What should staff do before leaving?
A. Submit expense reports B. Save documents and log off
C. Clean their desks D. Attend a meeting
64. Where should staff work during the closure?
A. On-site B. Remotely
C. In another branch D. At a client's location

Passage 4 (Questions 65–68)

Subject: Team Lunch Invitation

Hello everyone,

Please join us for a team lunch on 12 September at 12:30 PM at Bella Pasta. The restaurant is located at 123 High Street. We look forward to spending time together outside the office. Please confirm your attendance by 5 September.

Cheers,

HR Team

65. What is the event?
A. A conference B. A workshop
C. A team lunch D. A webinar
66. When will the event occur?
A. 5 September B. 12 September
C. 15 September D. 20 September
67. Where is the lunch scheduled?
A. Bella Pasta B. High Court
C. Bella Italia D. Pasta House
68. By what date should attendees confirm?
A. 1 September B. 5 September
C. 10 September D. 12 September
-

Passage 5 (Questions 69–72)

Special Announcement: Health Fair

Our company is hosting a health fair on 25 October in the main lobby from 9:00 AM to 3:00 PM. There will be free health screenings, flu shots, and wellness workshops. Employees are encouraged to attend.

69. What type of event is being held?
A. Career fair B. Health fair
C. Trade show D. Job expo
70. When will the event take place?
A. 25 September B. 25 October

C. 5 October D. 30 October

71. Which service is offered at the fair?

- A. Free snacks B. Health screenings
C. Financial advice D. Job interviews

72. Where is the event location?

- A. Parking lot B. Conference Room C
C. Main lobby D. Outdoor courtyard

Passage 6 (Questions 73–76)

New Product Launch

We are pleased to introduce the EcoSmart Bottle, a reusable water bottle made from recycled materials. It features a vacuum-insulated design to keep drinks cold for 24 hours or hot for 12 hours. The product will be available online starting 1 November for \$25.

73. What is being introduced?

- A. A new software B. A new service
C. The EcoSmart Bottle D. A marketing campaign

74. What is the price of the product?

- A. \$20 B. \$25
C. \$30 D. \$35

75. How long does the bottle keep drinks cold?

- A. 12 hours B. 24 hours
C. 6 hours D. 48 hours

76. When will it be available online?

- A. 1 October B. 15 October
C. 1 November D. 15 November

Passage 7 (Questions 77–80)

Position Open: Data Analyst

ABC Analytics is seeking a full-time data analyst. Responsibilities include collecting data, performing statistical analysis, and preparing reports. The candidate should have proficiency in SQL and at least one year of experience. To apply, send your CV to jobs@abcanalytics.com by 30 September.

77. What position is advertised?
A. Project Manager B. Data Analyst
C. Software Engineer D. Business Consultant
78. Which skill is required?
A. Photoshop B. Project management
C. SQL proficiency D. Graphic design
79. How much experience is needed?
A. Two years B. Three years
C. One year D. No experience
80. What is the deadline to apply?
A. 30 August B. 15 September
C. 30 September D. 1 October
-

Passage 8 (Questions 81–84)

Hotel Reservation Details

Dear Guest,

Your reservation at Ocean View Hotel is confirmed from 10 December to 12 December. Check-in begins at 2:00 PM and check-out is at 11:00 AM. For any changes, contact reservations@oceanview.com. We look forward to hosting you.

81. How many nights is the stay?
A. One night B. Two nights
C. Three nights D. Four nights
82. What time is check-in?
A. 11:00 AM B. 12:00 PM

C. 2:00 PM D. 3:00 PM

83. What time is check-out?

- A. 10:00 AM B. 11:00 AM
C. 12:00 PM D. 1:00 PM

84. How can changes be made?

- A. By fax B. By email
C. By phone only D. In person

Passage 9 (Questions 85–88)

Weekly Schedule

Monday: Team meeting at 9:00 AM

Tuesday: Client presentations at 2:00 PM

Wednesday: Training session at 11:00 AM

Thursday: Marketing review at 3:00 PM

Friday: Report submission by 5:00 PM

85. On which day is the team meeting?

- A. Monday B. Tuesday
C. Wednesday D. Thursday

86. When are client presentations?

- A. Monday at 9:00 AM B. Tuesday at 2:00 PM
C. Wednesday at 11:00 AM D. Thursday at 3:00 PM

87. What is scheduled for Wednesday?

- A. Team meeting B. Report submission
C. Training session D. Marketing review

88. By when should reports be submitted?

- A. 3:00 PM Friday B. 5:00 PM Friday
C. 11:00 AM Wednesday D. 2:00 PM Tuesday

Passage 10 (Questions 89–92)

Customer Feedback

We value your opinion. Please complete the satisfaction survey sent to your email. Your feedback helps us improve our products and services. All responses will remain confidential. Thank you for your time.

89. What is being requested?
A. Comments on a meeting B. Completion of a survey
C. Purchase of a product D. Attendance at an event
90. How will the feedback be sent?
A. Via website form B. Via email link
C. In person D. By phone call
91. Why is feedback requested?
A. To schedule appointments B. To improve products and services
C. To register for events D. To hire staff
92. How will responses be treated?
A. Publicly posted B. Sold to third parties
C. Remain confidential D. Shared with partners
-

Passage 11 (Questions 93–96)

IT Maintenance Notice

Please note that the network will be offline for maintenance on 2 December from 10:00 PM to 2:00 AM. During this time, you will not be able to access email or shared drives. We advise you to save your work in advance.

93. What will happen on 2 December?
A. Network upgrade B. Office relocation
C. Holiday celebration D. Security training
94. What time does maintenance start?
A. 8:00 PM B. 9:00 PM
C. 10:00 PM D. 11:00 PM

95. How long will the network be offline?
A. Two hours B. Three hours
C. Four hours D. Five hours
96. What should users do beforehand?
A. Reboot computers B. Save their work
C. Change passwords D. Contact IT support
-

Passage 12 (Questions 97–100)

Yoga Class Schedule

Join our yoga classes every Monday, Wednesday, and Friday at 6:30 AM in the fitness centre. All levels are welcome. Please register at the front desk before attending. Mats are provided.

97. On which days are classes held?
A. Monday, Tuesday, Wednesday
B. Monday, Wednesday, Friday
C. Tuesday, Thursday, Saturday
D. Wednesday, Friday, Sunday
98. What time do classes start?
A. 6:00 AM B. 6:30 AM
C. 7:00 AM D. 7:30 AM
99. Where are classes held?
A. Studio A B. Fitness centre
C. Conference Room D. Outdoor garden
100. What must participants do before class?
A. Bring their own mats B. Register at the front desk
C. Pay in advance D. Complete a survey

Answer Key

1 A	26 B	51 A	76 C
2 B	27 A	52 A	77 B
3 A	28 A	53 A	78 C
4 C	29 D	54 C	79 C
5 B	30 B	55 B	80 C
6 B	31 A	56 C	81 B
7 C	32 A	57 C	82 C
8 A	33 A	58 B	83 B
9 C	34 B	59 D	84 B
10 A	35 B	60 B	85 A
11 B	36 A	61 B	86 B
12 D	37 B	62 C	87 C
13 B	38 A	63 B	88 B
14 A	39 A	64 B	89 B
15 A	40 B	65 C	90 B
16 B	41 A	66 B	91 B
17 A	42 A	67 A	92 C
18 A	43 C	68 B	93 A
19 A	44 A	69 B	94 C
20 C	45 A	70 B	95 C
21 C	46 A	71 B	96 B
22 A	47 C	72 C	97 B
23 D	48 B	73 C	98 B
24 B	49 A	74 B	99 B
25 B	50 A	75 B	100 B