

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. Employees are required to ____ the new code of conduct.
A. acknowledge B. acknowledges C. acknowledging D. to acknowledge
2. The report ____ by the committee last week.
A. review B. was reviewed C. had reviewed D. reviewing
3. Our profits have increased ____ 12 % since January.
A. with B. by C. to D. over
4. Please ____ your badge at the front desk upon arrival.
A. leave B. left C. leaves D. leaving
5. The CEO will ____ the keynote address at the summit.
A. deliver B. delivering C. delivered D. to deliver
6. This software update ____ minor bugs and improves stability.
A. corrects B. correcting C. corrected D. to correct
7. ____ the bad weather, the event proceeded as planned.
A. Although B. Because C. Despite D. Unless
8. All invoices must be submitted ____ Friday noon.
A. by B. until C. on D. at
9. The new manager ____ to introduce several process improvements.
A. plan B. plans C. planning D. planned
10. Please let me know if you ____ any questions.
A. have B. has C. had D. having

11. This printer is ____ than the old model.
A. faster B. more faster C. fastest D. most fast
12. The marketing team is responsible ____ the campaign launch.
A. for B. to C. of D. with
13. We need to ____ the budget before the end of the quarter.
A. finalise B. finalised C. finalising D. to finalise
14. She ____ her travel plans yesterday.
A. confirmed B. confirming C. confirms D. to confirm
15. The client requested that the design ____ by next Wednesday.
A. complete B. completed C. be completed D. completing
16. All staff must ____ the safety training module.
A. complete B. completing C. completes D. to complete
17. The conference room can accommodate up to 50 ____ theatre-style.
A. guest B. guests C. guest's D. guests'
18. We apologize ____ the inconvenience caused.
A. for B. of C. with D. about
19. The contract was signed ____ all parties were present.
A. before B. after C. while D. since
20. Please ____ your replies by email.
A. send B. sent C. to send D. sending
21. The annual report will be published ____ April.
A. in B. on C. at D. by
22. He was promoted ____ his excellent performance.
A. because B. due to C. although D. despite
23. We will hold a meeting ____ the new product launch.
A. regarding B. about C. concerning D. all of the above
24. Please ____ the attached document for details.
A. refer B. reference C. referred D. referring



25. The updated policy comes into effect ____ 1 July.
A. on B. in C. at D. by
26. The team ____ a presentation tomorrow morning.
A. gives B. is giving C. gave D. giving
27. Candidates must have at least three years ____ experience.
A. relevant B. relevancy C. relevance D. relate
28. We have ____ the shipment with express delivery.
A. arranged B. arranging C. arranges D. to arrange
29. Please ensure all forms are signed and ____ before submission.
A. dated B. dating C. date D. to date
30. The error was discovered ____ the final review.
A. during B. after C. before D. until
31. Our support team is available ____ 9 AM and 6 PM.
A. between B. among C. during D. at
32. The CEO thanked everyone ____ their dedication.
A. for B. in C. of D. with
33. The policy document should be ____ on the intranet.
A. up B. upload C. uploaded D. uploading
34. She will ____ the workshop next month.
A. attend B. attending C. attended D. attends
35. This device is compatible ____ multiple operating systems.
A. with B. for C. on D. to
36. We look forward to ____ from you soon.
A. hear B. hearing C. heard D. to hear
37. All orders must be processed ____ two business days.
A. within B. during C. among D. between
38. The conference was postponed ____ the venue issue.
A. owing to B. inspite of C. despite D. although



39. Please ____ the final version before distribution.
A. approve B. approves C. approving D. to approve
40. The new hire will start ____ 5 August.
A. on B. at C. in D. by

PART 2 (Questions 41–52)

Directions: Read each text and choose the best answer.

Memo

To: All Staff
From: Operations Manager
Subject: Summer Schedule

Please note that during July and August, the office will operate on reduced hours. Teams are asked to complete all project work ____ (41) 4 PM. Department heads should ____ (42) their teams accordingly. A holiday roster will be posted by next week; please submit requests ____ (43) Friday. Thank you for your continued ____ (44) to efficient service.

41. A. by B. at C. until D. before
42. A. inform B. informing C. informed D. to inform
43. A. until B. by C. on D. in
44. A. commitment B. commit C. committing D. committed

Email

To: marketing@company.com
From: Jane Li
Subject: Website Redesign

Dear Team,

The redesign of our corporate website will begin on 10 September. Please ensure all content is ____ (45) by 1 September. Graphics should be submitted in JPEG or PNG format. If you require assistance, ____ (46) free to contact the design department. We aim to launch the new site by 30 September.



45. A. final B. finalize C. finalized D. finalise

46. A. be B. being C. are D. feel

Notice

Notice: Parking Lot Maintenance

Parking Lot B will be closed for maintenance from 20 August ____ 22 August. During this period, please park in Lot A and ____ (47) the walkway behind the main building. Temporary signs will be ____ (48) tomorrow morning. We apologise for any inconvenience.

47. A. use B. using C. used D. to use

48. A. posted B. posting C. posts D. to post

Reminder

Don't forget the quarterly fire drill on 15 September at 10 AM in the main lobby. Participation is ____ (49) for all staff. Please arrive ____ (50) five minutes early. Fire marshals will ____ (51) the evacuation. If you have questions, ____ (52) the safety team.

49. A. optional B. mandatory C. voluntary D. permissive

50. A. about B. since C. until D. around

51. A. oversee B. overseeing C. oversaw D. to oversee

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

PART 3 (Questions 53–100)

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

Passage 1 (Questions 53–56)



Gym Membership Offer

Join FitLife Gym this month and receive two free personal training sessions. Our facilities include a swimming pool, sauna, and group classes. Visit our website or call 0800-123-4567 to sign up.

53. What is being offered?
A. Gym closure B. Free training sessions
C. Paid consultations D. Yoga classes
54. Which facility is NOT mentioned?
A. Swimming pool B. Sauna
C. Tennis court D. Group classes
55. How can one sign up?
A. By fax B. By visiting website
C. By texting D. By mail
56. How many free sessions are included?
A. One B. Two
C. Three D. Four
-

Passage 2 (Questions 57–60)

Server Downtime Notice

Dear Users,

The database server will be unavailable for maintenance on 28 July from 11 PM to 2 AM. Please save your work and log off prior to the downtime.

57. What will happen on 28 July?
A. Server upgrade B. New feature launch
C. Security audit D. Data backup
58. When will maintenance begin?
A. 11 AM B. 11 PM
C. 2 PM D. 2 AM
59. How long will the server be down?
A. One hour B. Two hours
C. Three hours D. Four hours

60. What should users do beforehand?
A. Restart PCs B. Save work and log off
C. Change passwords D. Install updates
-

Passage 3 (Questions 61–64)

Team Outing

We're organising a team outing to Lakeside Park on 15 August. Activities include canoeing, a picnic lunch, and a photography contest. Sign up by 1 August in the break room.

61. When is the outing?
A. 1 August B. 15 August
C. 15 July D. 1 September
62. Which activity is included?
A. Rock climbing B. Canoeing
C. Skiing D. Bowling
63. How can employees sign up?
A. Online B. By email
C. In the break room D. By phone
64. What is the deadline to sign up?
A. 1 July B. 1 August
C. 15 August D. 15 July
-

Passage 4 (Questions 65–68)

Subject: Holiday Schedule

Dear All,

The office will be closed on 25 December and 1 January. Normal business hours resume on 2 January. Please plan accordingly.

65. What dates is the office closed?
A. 25 December only B. 1 January only
C. 25 December and 1 January D. 2 January



66. When do normal hours resume?
A. 1 January B. 2 January
C. 25 December D. 31 December
67. Who is the message for?
A. Clients B. All staff
C. Executives D. Vendors
68. What should recipients do?
A. Plan accordingly B. Submit reports
C. Book travel D. Cancel meetings

Passage 5 (Questions 69–72)

Café Daily Special

Served from 10 AM to 2 PM: grilled chicken wrap, soup of the day, and fresh fruit.
All specials include iced tea for \$9.

69. When is the special served?
A. Breakfast B. 10 AM–2 PM
C. 2 PM–6 PM D. Dinner
70. Which item is NOT included?
A. Grilled chicken wrap B. Soup of the day
C. Fresh fruit D. Coffee
71. What is included with the special?
A. Salad B. Iced tea
C. Coffee D. Dessert
72. How much does it cost?
A. \$7 B. \$9
C. \$11 D. \$13

Passage 6 (Questions 73–76)

New Product Announcement

Introducing the SmartHome Hub, which connects all your devices via voice control.
Available online and in stores from 1 October at \$120.

73. What product is introduced?
A. SmartLight bulb B. SmartHome Hub
C. SmartWatch D. SmartPhone
74. How much does it cost?
A. \$100 B. \$120
C. \$140 D. \$160
75. How can customers purchase it?
A. Mail order only B. Online and in stores
C. In stores only D. By phone
76. When is it available?
A. 1 September B. 1 October
C. 1 November D. 1 December

Passage 7 (Questions 77–80)

Job Opening: Administrative Assistant

XYZ Ltd seeks an administrative assistant. Duties: scheduling, correspondence, and record-keeping. Please send your CV to hr@xyzltd.com by 30 August.

77. What position is advertised?
A. Sales Executive B. Administrative Assistant
C. Software Developer D. Graphic Designer
78. Which duty is mentioned?
A. Coding B. Designing
C. Scheduling D. Sales calls
79. How should applicants apply?
A. By mail B. By email
C. In person D. By fax
80. What is the deadline?
A. 15 August B. 30 August

C. 1 September D. 31 August

Passage 8 (Questions 81–84)

Hotel Reservation

Dear Ms. Chen,

Your booking at City Central Hotel is confirmed for 3 nights from 12 September.
Check-in: 3 PM; check-out: 11 AM. Please quote reservation number 789456 at reception.

81. How many nights is the stay?
A. Two B. Three
C. Four D. Five
82. What time is check-in?
A. 11 AM B. 1 PM
C. 3 PM D. 5 PM
83. What is the reservation number?
A. 123789 B. 456789
C. 789456 D. 987654
84. Who is the reservation for?
A. Mr. Chen B. Ms. Chen
C. Dr. Chen D. Mrs. Chen
-

Passage 9 (Questions 85–88)

Weekly Calendar

Monday: Finance meeting at 8 AM
Tuesday: Workshop at 2 PM
Wednesday: Team lunch at 12 PM
Thursday: Client calls at 4 PM
Friday: Submission deadline by 5 PM

85. When is the finance meeting?
A. Monday at 8 AM B. Tuesday at 2 PM

C. Wednesday at 12 PM D. Thursday at 4 PM

86. What is on Wednesday?

- A. Finance meeting B. Workshop
C. Team lunch D. Client calls

87. By what time must submissions be made?

- A. 12 PM B. 2 PM
C. 4 PM D. 5 PM

88. Which day has client calls?

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

Passage 10 (Questions 89–92)

Customer Survey Request

We invite you to complete our customer satisfaction survey. It takes 5 minutes and helps us improve our service. All responses are anonymous. Thank you for your participation.

89. What is being requested?

- A. Feedback via survey B. Job application
C. Product purchase D. Event registration

90. How long does the survey take?

- A. 2 minutes B. 5 minutes
C. 10 minutes D. 15 minutes

91. Why should customers respond?

- A. To win prizes B. To improve service
C. To enter a draw D. To download a report

92. How are responses treated?

- A. Public B. Anonymous
C. Sold D. Shared

Passage 11 (Questions 93–96)

IT Alert

The network will undergo maintenance on 5 October from 1 AM to 3 AM. You will lose access to email and drives. Please save your work and log off beforehand.

93. What will occur on 5 October?
A. New software rollout B. Network maintenance
C. Security training D. Hardware upgrade
94. When does it start?
A. 1 AM B. 3 AM
C. 5 AM D. 7 AM
95. How long will maintenance last?
A. One hour B. Two hours
C. Three hours D. Four hours
96. What should users do first?
A. Contact IT B. Save work and log off
C. Restart computers D. Change passwords
-

Passage 12 (Questions 97–100)**Yoga Classes**

Join our yoga sessions on Tuesdays and Thursdays at 6 PM in Studio B. All levels welcome. Please register at reception.

97. On which days are classes held?
A. Mondays and Wednesdays B. Tuesdays and Thursdays
C. Wednesdays and Fridays D. Saturdays and Sundays
98. What time do classes start?
A. 5 PM B. 6 PM
C. 7 PM D. 8 PM
99. Where do classes take place?
A. Studio A B. Studio B
C. Gym Hall D. Outdoor Lawn
100. How can participants register?
A. Online B. At reception
C. By phone D. By email

Answer Key

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