

# 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. Please remember \_\_\_\_ your timesheet before leaving.  
A. submit  
B. submitting  
C. to submit  
D. submitted
2. The conference \_\_\_\_ in Berlin next month.  
A. took place  
B. will take place  
C. is taking place  
D. has taken place
3. Our team has achieved excellent results \_\_\_\_ the new marketing strategy.  
A. because of  
B. despite  
C. although  
D. however
4. All employees are required to \_\_\_\_ the safety guidelines.  
A. adhere  
B. adhered  
C. to adhere  
D. adherence
5. The report needs to be reviewed \_\_\_\_ final approval.  
A. prior to  
B. according  
C. subsequent to  
D. throughout



6. The new intern will start \_\_\_\_ June 1.
  - A. on
  - B. at
  - C. in
  - D. by
  
7. Each applicant must include a current resume \_\_\_\_ the application form.
  - A. besides
  - B. along with
  - C. instead of
  - D. regarding
  
8. We appreciate your patience \_\_\_\_ the issue is resolved.
  - A. while
  - B. although
  - C. because
  - D. unless
  
9. She \_\_\_\_ her presentation materials yesterday afternoon.
  - A. prepared
  - B. was preparing
  - C. has prepared
  - D. had prepared
  
10. This printer is \_\_\_\_ than the previous model.
  - A. faster
  - B. more faster
  - C. most fast
  - D. fastest
  
11. The training session was postponed \_\_\_\_ the instructor was unavailable.
  - A. unless
  - B. because
  - C. despite
  - D. although
  
12. Please \_\_\_\_ your signature on the dotted line.
  - A. put
  - B. place
  - C. add
  - D. make

13. Our quarterly sales have grown \_\_\_\_ 15 %.
- A. with
  - B. by
  - C. at
  - D. to
14. The CEO will hold a press conference \_\_\_\_ the merger announcement.
- A. regarding
  - B. concerning
  - C. about
  - D. all of the above
15. Employees should report \_\_\_\_ safety hazards immediately.
- A. any
  - B. each
  - C. all
  - D. every
16. The software license must be renewed \_\_\_\_ the end of the year.
- A. at
  - B. in
  - C. by
  - D. on
17. We have launched a new \_\_\_\_ to improve customer satisfaction.
- A. initiative
  - B. initiatives
  - C. initiate
  - D. initiative's
18. Candidates must submit two letters of \_\_\_\_ with their applications.
- A. recommendation
  - B. recommendations
  - C. recommending
  - D. recommend
19. The venue can accommodate up to 200 participants \_\_\_\_ theatre style.
- A. in
  - B. on
  - C. at
  - D. for

20. The manager asked if the budget proposal had been \_\_\_\_ to the finance department.  
A. send  
B. sent  
C. sending  
D. to send
21. We apologize for any inconvenience \_\_\_\_ may have caused.  
A. this  
B. that  
C. they  
D. which
22. Please let me know if you have any \_\_\_\_ to the plan.  
A. objections  
B. objection  
C. object  
D. objecting
23. The conference room is available from 9:00 to 17:00 \_\_\_\_ weekends.  
A. except  
B. excluding  
C. without  
D. unless
24. \_\_\_\_ the heavy traffic, she arrived on time.  
A. Due to  
B. Although  
C. Because  
D. Despite
25. The marketing team will \_\_\_\_ a survey to gather feedback.  
A. conduct  
B. conducting  
C. conducted  
D. to conduct
26. This policy \_\_\_\_ strictly enforced for all staff.  
A. is  
B. being  
C. will  
D. was



27. We have reduced our carbon footprint \_\_\_\_ 20 % this year.  
A. with  
B. by  
C. down  
D. over
28. All invoices must include the company's tax \_\_\_\_ number.  
A. registration  
B. registrar  
C. registered  
D. registering
29. Please ensure the form is completed \_\_\_\_ legibly.  
A. unreadable  
B. illegible  
C. legibly  
D. legally
30. The shipment is expected to \_\_\_\_ on Tuesday.  
A. arrive  
B. arriving  
C. to arrive  
D. arrival
31. The HR department \_\_\_\_ a new wellness program next quarter.  
A. will introduce  
B. introduces  
C. introduced  
D. introducing
32. Our customer service representatives are available \_\_\_\_ 8:00 AM and 6:00 PM.  
A. between  
B. among  
C. from  
D. within
33. The document was accidentally deleted, so please \_\_\_\_ it and send again.  
A. recreate  
B. creating  
C. created  
D. to create

34. All staff are required to \_\_\_\_ the confidentiality agreement.
- A. sign
  - B. signing
  - C. to sign
  - D. signed
35. The price does not \_\_\_\_ shipping costs.
- A. include
  - B. includes
  - C. including
  - D. included
36. She will \_\_\_\_ the conference in Paris next month.
- A. attend
  - B. attending
  - C. attended
  - D. attends
37. The software is compatible \_\_\_\_ both Windows and Mac OS.
- A. for
  - B. to
  - C. with
  - D. by
38. We look forward to \_\_\_\_ from you soon.
- A. hear
  - B. hearing
  - C. heard
  - D. to hear
39. Candidates who fail to meet the requirements will be \_\_\_\_ from consideration.
- A. exclude
  - B. excluded
  - C. excluding
  - D. to exclude
40. Please \_\_\_\_ the latest version of the document before reviewing.
- A. retrieving
  - B. retrieved
  - C. retrieve
  - D. to retrieve

## PART 2 (Questions 41–52)

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

### Memo

To: Project Team

From: Richard Liu

Subject: Upcoming Deadline

As a reminder, the final draft of the proposal is due on 15 May. Please review the feedback provided in the shared folder and \_\_\_\_ (41) any necessary changes by that date. Failure to \_\_\_\_ (42) the deadline may affect our submission to the client. If you have any questions, \_\_\_\_ (43) me at extension 234. Thank you for your continued \_\_\_\_ (44) to excellence.

41.

- A. implementing
- B. implement
- C. to implement
- D. implemented

42.

- A. meeting
- B. meet
- C. to meet
- D. met

43.

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

44.

- A. dedication
  - B. dedicate
  - C. dedicated
  - D. dedicating
-



**Email**

To: all@company.com  
From: HR Department  
Subject: New Dress Code Policy

Dear staff,

Starting next Monday, we will enforce a new dress code policy. Employees are expected to dress \_\_\_\_ business casual attire. Jeans are no longer permitted \_\_\_\_ Fridays, except during special events. Managers will \_\_\_\_ the guidelines with their teams. For more information, please see the policy document attached.

45.

- A. in
- B. with
- C. at
- D. on

46.

- A. on
- B. in
- C. at
- D. with

47.

- A. discuss
- B. discussing
- C. to discuss
- D. discussed

48.

- A. follow
- B. follows
- C. to follow
- D. following

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**Notice**

Parking Lot C will be closed for maintenance from 22 May to 24 May. During this period, please



use Lot A or Lot B \_\_\_\_ you enter through Gate 2. Signs will be \_\_\_\_ to direct you. We apologize for any inconvenience \_\_\_\_.

49.

- A. before
- B. after
- C. when
- D. once

50.

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

51.

- A. positioned
- B. positioning
- C. positions
- D. placed

52.

- A. causing
- B. caused
- C. to cause
- D. cause

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### **PART 3 (Questions 53–100)**

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

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#### **Passage 1 (Questions 53–56)**

##### **Grand Opening: The Artisan Shop**

We are pleased to announce the opening of The Artisan Shop on 10 June. Located in the historic Old Town district, our store offers handcrafted jewellery, home décor,

and gourmet treats. Be one of the first 100 customers to receive a complimentary gift bag. Visit our website for details.

53. What is being announced?
- A. A clearance sale
  - B. A product recall
  - C. A grand opening
  - D. A partnership
54. Which of the following items is mentioned as available?
- A. Jewellery
  - B. Electronics
  - C. Footwear
  - D. Clothing
55. Who will receive a complimentary gift bag?
- A. The first 50 customers
  - B. All online shoppers
  - C. VIP members
  - D. The first 100 customers
56. Where is the store located?
- A. City centre
  - B. Old Town district
  - C. Shopping mall
  - D. Business park

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## Passage 2 (Questions 57–60)

**Subject:** Team Building Event

Dear Team,

We are excited to invite you to the annual team building event on 25 July at Lakeside Park. The day will include outdoor challenges, networking sessions, and a celebratory luncheon. Please RSVP by 10 July and indicate any dietary restrictions.

Best regards,

Salma

57. When will the team building event take place?
- A. 24 July
  - B. 26 July
  - C. 25 July

D. 27 July

58. What should employees indicate when they RSVP?

- A. Dietary restrictions
- B. Attendance status
- C. Preferred sessions
- D. Transportation needs

59. Which activity is NOT included in the event?

- A. Networking sessions
- B. Celebratory luncheon
- C. Outdoor challenges
- D. Ice breaker games

60. By what date should participants RSVP?

- A. 15 July
- B. 10 July
- C. 20 July
- D. 5 July

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### Passage 3 (Questions 61–64)

#### Office Relocation

Our New York office will relocate to 120 Broadway Street, Suite 400 on 1 September. The last day in the current building is 15 August. Please update your address books and send all correspondence to the new address before that date. Moving supplies will be available in the operations department.

61. What is the new office address?

- A. Suite 300, 100 Broadway Street
- B. 100 Park Avenue
- C. 15 Wall Street
- D. 120 Broadway Street, Suite 400

62. When is the last day in the current building?

- A. 1 September
- B. 15 August
- C. 30 August
- D. 10 September

63. Where can employees find moving supplies?

- A. Human Resources
- B. IT department
- C. Operations department
- D. Finance office

64. What should employees update?

- A. Address books
- B. Payroll records
- C. Project files
- D. Meeting schedules

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**Passage 4 (Questions 65–68)**

**Digital Marketing Workshop**

Join us on 12 August for a half-day workshop covering SEO, content strategy, and social media best practices. Registration starts at 8:30 AM, and sessions will run until 1:00 PM. The event is free for employees and \$50 for external participants. Lunch and materials are included.

65. What type of event is being advertised?

- A. Seminar
- B. Conference
- C. Webinar
- D. Workshop

66. When does registration begin?

- A. 8:00 AM
- B. 8:30 AM
- C. 9:00 AM
- D. 10:00 AM

67. How long is the workshop?

- A. Full day
- B. Two hours
- C. Half day
- D. Two days

68. Who must pay \$50?

- A. External participants
- B. Company employees

- C. Guest speakers
  - D. Workshop volunteers
- 

### Passage 5 (Questions 69–72)

#### Daily Special

Served from 11:00 AM to 3:00 PM, our special features grilled salmon with lemon butter sauce, roasted vegetables, and soup of the day. All specials are served with a side salad and freshly baked bread. The price is \$18 per person.

69. When is the daily special served?
- A. All day
  - B. Dinner hours
  - C. Breakfast hours
  - D. 11:00 AM to 3:00 PM
70. What sauce is served with the salmon?
- A. Tomato sauce
  - B. Lemon butter sauce
  - C. Hollandaise sauce
  - D. Tartar sauce
71. What is included with the special?
- A. Dessert
  - B. Tea
  - C. Side salad
  - D. Wine
72. How much does the special cost?
- A. \$18 per person
  - B. \$20 per person
  - C. \$15 per person
  - D. \$25 per person
- 

### Passage 6 (Questions 73–76)

#### Follow Us

Stay updated on the latest company news by following our official social media



channels. Find us on Facebook at @OurCompany, LinkedIn under Our Company Inc., and Twitter @OurCo. We post daily updates, job openings, and industry insights.

73. Under which name can you find the company on LinkedIn?

- A. Our Co
- B. OurCompany
- C. Our Company LLC
- D. Our Company Inc.

74. Which platform uses the handle @OurCo?

- A. Facebook
- B. Twitter
- C. LinkedIn
- D. Instagram

75. Which type of content is NOT mentioned?

- A. Daily updates
- B. Job openings
- C. Photo galleries
- D. Industry insights

76. How frequently does the company post updates?

- A. Daily
- B. Weekly
- C. Monthly
- D. Annually

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### Passage 7 (Questions 77–80)

#### **Position Available: Customer Service Representative**

XYZ Corp is seeking a full-time customer service representative to join our team. Responsibilities include handling customer inquiries via phone and email, processing orders, and maintaining client records. The ideal candidate will have excellent communication skills and at least two years of experience in a similar role. To apply, send your resume and a cover letter to careers@xyzcorp.com by 30 June.

77. What position is being advertised?

- A. Sales manager
- B. Marketing assistant
- C. Administrative assistant

D. Customer service representative

78. Which duty is NOT mentioned?

- A. Processing orders
- B. Conducting training sessions
- C. Maintaining client records
- D. Handling customer inquiries

79. What minimum experience is required?

- A. One year in retail
- B. Three years in management
- C. Two years in a similar role
- D. Certification in customer service

80. What is the application deadline?

- A. 30 June
- B. 31 July
- C. 15 June
- D. 1 July

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### Passage 8 (Questions 81–84)

**Subject:** Booking Confirmation

Dear Mr. Tan,

Thank you for booking with Premier Inn. Your reservation is confirmed for a Deluxe Room on 20 August for two nights. Check-in time is 3:00 PM, and check-out is at 11:00 AM. Please present this confirmation number 453921 at the front desk.

81. Who is the message addressed to?

- A. Mr. Tan
- B. Ms. Lee
- C. Mr. Smith
- D. Mrs. Wong

82. What type of room was reserved?

- A. Standard Room
- B. Deluxe Room
- C. Suite
- D. Single Room



83. For how many nights is the reservation?

- A. One night
- B. Three nights
- C. Two nights
- D. Four nights

84. At what time is check-out?

- A. 3:00 PM
- B. 10:00 AM
- C. Noon
- D. 11:00 AM

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**Passage 9 (Questions 85–88)**

**Business Trip Itinerary**

Date: 5 September

09:00 – Flight from Jakarta to Singapore

11:30 – Arrival and hotel check-in

13:00 – Meeting with distributors at the Grand Hotel

17:00 – Return flight to Jakarta

85. On what date is the trip scheduled?

- A. 5 September
- B. 6 September
- C. 4 September
- D. 7 September

86. What is the first activity?

- A. Hotel check-in
- B. Flight from Jakarta to Singapore
- C. Meeting with distributors
- D. Return flight to Jakarta

87. At what time is the meeting?

- A. 09:00
- B. 11:30
- C. 13:00
- D. 17:00

88. What happens at 17:00?

- A. Arrival

- B. Check-in
  - C. Distributor meeting
  - D. Return flight to Jakarta
- 

### Passage 10 (Questions 89–92)

#### CEO's Message

Dear Team,

I am proud of our achievements this quarter. We launched three new products, expanded into two new markets, and increased customer satisfaction ratings by 10 %. Thank you for your hard work and dedication. Let us continue to strive for excellence in the next quarter.

89. Who wrote the message?
- A. The CEO
  - B. The HR Director
  - C. The Marketing Manager
  - D. The Sales Lead
90. How many new products were launched?
- A. One
  - B. Three
  - C. Five
  - D. Two
91. By how much did customer satisfaction ratings increase?
- A. 5 %
  - B. 8 %
  - C. 10 %
  - D. 12 %
92. What is the tone of the message?
- A. Critical
  - B. Informal
  - C. Urgent
  - D. Congratulatory
- 

### Passage 11 (Questions 93–96)



**Subject:** Software Installation Issue

Hi Alex,

Thank you for contacting IT Support. To resolve the installation error, please follow these steps: 1) Restart your computer; 2) Disable any antivirus software temporarily; 3) Download the latest installer from our website; 4) Run the setup as administrator. Let me know if the issue persists after these steps.

Best,

Jamie

93. Who is the email addressed to?
- A. Alex
  - B. Jamie
  - C. IT Support
  - D. Administrator
94. Which of the following is recommended?
- A. Update Windows
  - B. Disable antivirus software temporarily
  - C. Contact the vendor
  - D. Uninstall all software
95. What should the user do after downloading the installer?
- A. Restart the computer
  - B. Disable antivirus software
  - C. Run the setup as administrator
  - D. Check disk space
96. What does Jamie ask the user to do if the issue persists?
- A. Provide system logs
  - B. Contact the service desk
  - C. Escalate the issue
  - D. Let Jamie know

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**Passage 12 (Questions 97–100)**

**Yoga Classes**

Join our weekly yoga sessions every Tuesday and Thursday at 7:00 PM in Studio

A. All levels are welcome. Please arrive 10 minutes early for check-in. Mats and blocks are provided.



97. On which days are the classes held?
- A. Tuesday and Thursday
  - B. Monday and Wednesday
  - C. Wednesday and Friday
  - D. Saturday and Sunday
98. Where do the classes take place?
- A. Gym Hall
  - B. Studio A
  - C. Room B
  - D. Outdoor court
99. What time do the sessions start?
- A. 6:00 PM
  - B. 8:00 PM
  - C. 7:00 PM
  - D. 9:00 PM
100. What should participants do before the class?
- A. Bring their own mat
  - B. Complete registration
  - C. Bring a water bottle
  - D. Arrive 10 minutes early

## Answer Key

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

24	C	49	C	74	B	99	C
25	A	50	A	75	C	100	D