

TOEIC LESSON MANAGEMENT (25- minute lesson)

GENERAL INSTRUCTIONS

- A. Orient student on what he/she will do in each type of test. Do this only on chapter 1. **For the remaining chapters; you don't have to do the orientation.**
- B. Student must type his/her answer on the Skype chat box.

PART V: MISSING WORDS

- A. Tell student that this part of test is like a
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講師のスカイプチャットにテキスト名を送って下さい

Your teacher can send you the complete material.

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Review Homework for Mastery
Refer to TOEIC 1-4...teachers for answers

PART 5 MISSING WORDS

1. Despite having four years of experience in software programming, Mr. Jones hadn't used a word processing program _____.

- A) prior
- B) advanced
- C) previous
- D) before

2. The person who is taking the minutes will be seated _____ the chairman.

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D) have known

4. She has been the president of _____ company for seven years.

- A. her self
- B. herself
- C. her owns
- D. her own

5. The turn _____ at the company picnic was greater than expected.

- A. out
- B. up
- C. in
- D. off

6. Since many of the managers were _____, and the chairman had a headache, the meeting was canceled.

- A. absence
- B. absenting
- C. absent
- D. in absence

7. The teleconference _____ for 3:00 PM, but was delayed due to telephone problems.

- A. is schedule
- B. was scheduling
- C. is scheduled
- D. was scheduled

8. The president signed just eight of the _____ spending bills that were supposed to be passed by Oct. 1.

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10. There are _____ employees in my company who can speak French.

- A. little
- B. less
- C. small
- D. few

11. Our lunch time is _____.

- A. from noon to 1:00
- B. from the noon to 1:00
- C. between noon to 1:00
- D. from noon before 1:00

12. Tom told me to finish the report tonight, but I told him that I had done it _____.

- A. already
- B. yet
- C. still
- D. until

13. The contract for the new leasing agreement is _____ ready for you to sign.

- A. once
- B. soon
- C. now
- D. forever

14. If you finish the contracted work _____ the contract period, a bonus of 5% will be paid.

- A. until

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16. We three executives have to help _____ to overcome the difficulties of the company.

- A. each other
- B. one another
- C. with each other
- D. with one another

17. You are required to _____ all cigarettes before you leave this room.

- A. burn out
- B. turn off
- C. put out
- D. cut down

18. Please read this booklet _____ very carefully.

- A. from cover to cover
- B. the cover to the cover
- C. through
- D. entirely

19. The end of year sales seminar will be held on _____ Saturday the 12th or Sunday the 13th.

- A. both
- B. either
- C. neither
- D. or

20. The last _____ for the new position did very poorly on his interview.

- A. applying
- B. application

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