

## 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  
Copyright © 2018 Surely work.co

完全版テキストはレッスン前に担当講師から受け取って下さい

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.

Please ask them to send the complete version of this material before the lesson.

**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.

Copyright © 2018 Surely work.co

完全版テキストはレッスン前に担当講師から受け取って下さい

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.

Please ask them to send the complete version of this material before the lesson.

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.

Copyright © 2018 Surely work.co

完全版テキストはレッスン前に担当講師から受け取って下さい

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.

Please ask them to send the complete version of this material before the lesson.

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

Copyright © 2018 Surely work.co

完全版テキストはレッスン前に担当講師から受け取って下さい

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.

Please ask them to send the complete version of this material before the lesson.

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

Copyright © 2018 Surely work.co

完全版テキストはレッスン前に担当講師から受け取って下さい

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.

Please ask them to send the complete version of this material before the lesson.