

## TOEIC Part 5 Practice #12

Choose which of the four answers would best fit the blank in the sentence.

1. The new employee was praised for her ability to handle tasks quickly and \_\_\_\_\_.  
A) careless  
B) slow  
C) timid  
D) efficiently
2. The manager will \_\_\_\_\_ the final decision after reviewing all the proposals.

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How to inform: Write it in the Skype chat or the comments section when making a reservation.

3. Our company has decided to \_\_\_\_\_ its headquarters to a larger facility downtown.  
A) locate  
B) location  
C) locating  
D) relocate
4. The new marketing strategy was designed to \_\_\_\_\_ sales during the holiday season.  
A) reduce  
B) limit  
C) discourage

D) increase

5. The supervisor requested that all reports be submitted by Friday \_\_\_\_\_ delay.

A) without

B) beside

C) despite

D) between

6. Employees are expected to follow company policies strictly, and any violation will be \_\_\_\_\_ punished.

A) easy

B) loosely

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B) rarely

C) widely

D) seldom

8. The conference will begin at 9:00 a.m., and all participants are asked to arrive \_\_\_\_\_.

A) early

B) earlier

C) earliest

D) earlying

9. The project could not be completed on time \_\_\_\_\_ the unexpected power outage.  
A) since  
B) because  
C) while  
D) due to
10. All employees must attend the safety training program, which is held once every \_\_\_\_\_.  
A) daily  
B) week  
C) monthly  
D) yearly

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- D) attraction
12. If you need assistance with your computer, please call the IT department \_\_\_\_\_.  
A) directly  
B) direct  
C) direction  
D) directing
13. The CEO will \_\_\_\_\_ the keynote speech at the international business forum next week.  
A) delivery

- B) given
- C) giving
- D) give

14. The seminar has been postponed to next month \_\_\_\_\_ the speaker's sudden illness.

- A) about
- B) because of
- C) across
- D) within

15. The technician checked the system thoroughly to make sure there were no \_\_\_\_\_.

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- A) difficulty
- B) easy
- C) complicated
- D) complexity

17. The restaurant has been \_\_\_\_\_ praised for the quality of its food and service.

- A) rarely
- B) occasional
- C) highly
- D) little

18. The financial report was prepared carefully, but a small error was still \_\_\_\_\_.  
A) found  
B) finding  
C) finds  
D) find
19. The director is known for making quick decisions, even when little information is \_\_\_\_\_.  
A) available  
B) requiring  
C) offering  
D) necessary

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- D) weaken
21. All staff members are required to wear ID badges while inside the building for security \_\_\_\_\_.  
A) purposes  
B) purpose  
C) purposeful  
D) purposing
22. The advertisement was designed to \_\_\_\_\_ the attention of young consumers.  
A) ignores



- B) ignoring
- C) attract
- D) attracted

23. Because of recent upgrades, the new model is much faster and more \_\_\_\_\_.

- A) efficiently
- B) effective
- C) effectiveful
- D) efficiency

24. The research team submitted their findings to the board for final \_\_\_\_\_.

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\_\_\_\_\_ sales.

- A) boost
- B) boosting
- C) boosted
- D) boosts

26. Employees are encouraged to provide feedback through the company's \_\_\_\_\_ survey.

- A) annual
- B) annually
- C) yearly

D) year

27. The CEO announced that the company will \_\_\_\_\_ a new product line next quarter.

- A) launch
- B) launching
- C) launches
- D) launched

28. Customers who order online can choose to have their purchases delivered \_\_\_\_\_.

- A) instantly
- B) quickly

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- B) favorable
- C) mild
- D) severe

30. All participants must submit their registration forms by Friday, or they will not be \_\_\_\_\_ to join.

- A) allow
- B) allowing
- C) allows
- D) allowed

31. The new employee received positive feedback from her manager for her \_\_\_\_\_ performance.
- A) excellence
  - B) excel
  - C) excelled
  - D) excellent
32. The accounting department is responsible for preparing financial statements \_\_\_\_\_.
- A) accurate
  - B) accuracy
  - C) accurately
  - D) accurateness

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- D) demands
34. Due to a scheduling conflict, the meeting was moved to the following \_\_\_\_\_.
- A) monthly
  - B) year
  - C) quarterly
  - D) week
35. The company offers flexible working hours to help employees maintain a better work-life \_\_\_\_\_.
- A) balanced



- B) balance
- C) balancing
- D) balances

36. The new mobile application is designed to be user-friendly and highly \_\_\_\_\_.

- A) competition
- B) compete
- C) competitive
- D) competing

37. The manager will call you back \_\_\_\_\_ she finishes the current meeting.

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online \_\_\_\_\_.

- A) transaction
- B) transact
- C) transacts
- D) transactions

39. The client appreciated the prompt service and said he would recommend the company to his \_\_\_\_\_.

- A) colleagues
- B) colleague
- C) collegial

D) colleging

40. The company has invested heavily in research and development to stay ahead of its \_\_\_\_\_.

- A) compete
  - B) competitive
  - C) competing
  - D) competition
- 

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## Answers

1. D

2. A

3. D

4. D

5. A

6. D

7. C

8. A

9. D

10. B

11. C

12. A

31. D

32. C

33. B

34. D

35. B

36. C

37. A

38. D

39. A

40. D

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18. A

19. A

20. B

21. A

22. C

23. B

24. A

25. A

26. A

27. A

28. D

29. D

30. D