

## TOEIC Part 5 Practice #19

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

1. The manager asked the staff to submit their reports by Friday, but only a few employees actually \_\_\_ them on time.  
(A) submitting  
(B) submitted  
(C) submits  
(D) submit
2. The company's new policy will be implemented next month, and all employees are expected to \_\_\_ it carefully.  
(A) adhere to

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- (A) produce
- (B) produced
- (C) producing
- (D) produces

4. The technician explained that the machine would not operate properly \_\_\_ the main power supply was restored.  
(A) unless  
(B) if  
(C) while  
(D) although

5. Mr. Khan was recognized for his dedication and hard work, which greatly \_\_\_ the success of the project.  
(A) contributed to

- (B) contribute
- (C) contributing
- (D) contribution

6. The marketing campaign was successful largely because the team \_\_\_ the right audience at the right time.

- (A) targeted
- (B) targets
- (C) targeting
- (D) target

7. The financial advisor suggested that the company \_\_\_ its budget more carefully to avoid overspending.

- (A) reviewing
- (B) reviewed

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- (C) locked
- (D) locks

9. The customer service department is committed to resolving all complaints \_\_\_ possible.

- (A) quick
- (B) as quickly as
- (C) quicker
- (D) quickest

10. The seminar will provide useful insights into how companies can remain competitive in a market that is constantly \_\_\_.

- (A) changes
- (B) changing

- (C) changed
- (D) change

11. The new policy requires that all expense claims be submitted with proper receipts in order to be \_\_\_\_.

- (A) approve
- (B) approving
- (C) approved
- (D) approval

12. The software update was released yesterday, but several users reported that it still contained some minor \_\_\_\_.

- (A) error
- (B) errors
- (C) erroneous

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- (D) succeeding

14. The research team found that customer satisfaction improved significantly \_\_\_\_ the new service procedures were introduced.

- (A) besides
- (B) while
- (C) if
- (D) after

15. The supervisor reminded employees that safety guidelines must be followed at all times to prevent workplace \_\_\_\_.

- (A) incident
- (B) incidents
- (C) incidentally

(D) incidentals

16. The shipment was delayed because the supplier \_\_\_ to confirm the order in time.

- (A) fails
- (B) failed
- (C) failing
- (D) fail

17. The conference center can accommodate up to 1,000 participants, making it an ideal location for large \_\_\_.

- (A) gather
- (B) gathers
- (C) gatherings
- (D) gathered

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- (D) considered

19. The executive board agreed to postpone the vote until all members had \_\_\_ to review the proposal.

- (A) chance
- (B) chances
- (C) chanced
- (D) changing

20. The airline announced that all flights would be delayed due to the storm, but passengers would be rebooked at no \_\_\_ cost.

- (A) add
- (B) added
- (C) additional

(D) addition

21. The manager emphasized that all employees should arrive at least ten minutes early for meetings to ensure they begin on \_\_\_\_.

- (A) timely
- (B) time
- (C) timing
- (D) times

22. The new policy will not take effect until it has been officially \_\_\_\_ by the board of directors.

- (A) approval
- (B) approved
- (C) approving
- (D) approve

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24. Due to unexpected demand, the company decided to hire more workers to meet production \_\_\_\_.

- (A) schedules
- (B) scheduled
- (C) scheduling
- (D) schedule

25. The new office building was designed with several environmentally friendly features, including energy-efficient \_\_\_\_ systems.

- (A) ventilate
- (B) ventilated
- (C) ventilation

(D) ventilating

26. The director insisted that every employee \_\_\_ the training before using the new software system.

- (A) complete
- (B) completes
- (C) completing
- (D) completed

27. The accounting team is responsible for ensuring that all invoices are processed \_\_\_ and accurately.

- (A) prompt
- (B) promptly
- (C) prompting
- (D) prompts

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29. The CEO noted that the company's profits have increased steadily \_\_\_ the last five years.

- (A) for
- (B) at
- (C) during
- (D) since

30. The museum offers free admission on Mondays, which encourages more people to \_\_\_ the exhibits.

- (A) visit
- (B) visits
- (C) visiting

(D) visitor

31. The equipment should be inspected regularly to prevent accidents that could occur if it is not properly \_\_\_\_.

- (A) maintain
- (B) maintaining
- (C) maintenance
- (D) maintained

32. All employees are encouraged to take part in the charity event, which will \_\_\_\_ place downtown this weekend.

- (A) take
- (B) took
- (C) takes
- (D) taken

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34. The candidate was chosen for the position because she demonstrated excellent problem-solving skills during the \_\_\_\_ interview.

- (A) initial
- (B) initials
- (C) initiate
- (D) initiation

35. The director announced that all staff must attend the workshop, regardless of their department or work \_\_\_\_.

- (A) assignment
- (B) assign
- (C) assigning

(D) assigned

36. The budget proposal was accepted after several changes \_\_\_\_ made by the finance committee.

- (A) were
- (B) was
- (C) being
- (D) are

37. The new software application is easy to use, even for employees who are not very \_\_\_\_ with computers.

- (A) familiar
- (B) familiarity
- (C) familiarly
- (D) familiarize

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39. The company has implemented stricter policies to ensure that confidential information is not shared without prior \_\_\_\_.

- (A) permission
- (B) permit
- (C) permissible
- (D) permits

40. The manufacturer announced that the defective products would be replaced at no cost to the customer, and shipping fees would also be \_\_\_\_.

- (A) include
- (B) including
- (C) included
- (D) includes

## Answers

1. B	30. A
2. A	31. D
3. B	32. A
4. A	33. C
5. A	34. A
6. A	35. A
7. C	36. A
8. C	37. A
9. B	38. C
10. B	39. A
11. C	40. C

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17. C
18. A
19. A
20. C
21. B
22. B
23. B
24. A
25. C
26. A
27. B
28. C
29. A