

TOEIC Part 5 Practice #20

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

1. The new regulations require all companies to submit their annual financial reports no later than March ____.
(A) fifteen
(B) 15th
(C) fifteenth
(D) fifteens
2. The receptionist explained that the meeting would begin at 2:00 p.m., but that Mr. Alvarez might arrive a few minutes ____.
(A) early
(B) earliest
(C) earlier

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- (C) friendly
(D) friendliness
4. Due to rising demand, the company has decided to expand its production facilities in ____ city.
(A) another
(B) others
(C) the other
(D) each
5. The final contract will not be signed until all parties agree on the ____ terms.
(A) condition
(B) conditions
(C) conditioning

(D) conditioned

6. The HR department is responsible for ensuring that every employee's personal data remains strictly ____.

- (A) confidence
- (B) confide
- (C) confidential
- (D) confidently

7. After several hours of negotiations, both sides reached a ____ that benefited everyone involved.

- (A) decide
- (B) decision
- (C) decisive
- (D) compromise

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9. The factory has implemented new procedures to improve worker safety and reduce the number of on-the-job ____.

- (A) accident
- (B) accidence
- (C) accidents
- (D) accidental

10. The training session will focus on how employees can work more effectively as part of a ____.

- (A) team
- (B) teaming
- (C) teams

(D) teamed

11. A large ___ of the company's profits comes from international markets.

- (A) proportionally
- (B) proportions
- (C) proportion
- (D) proportional

12. The new project will require additional funding, as the current budget is not ___ to cover all expenses.

- (A) suffice
- (B) suffices
- (C) sufficient
- (D) sufficiency

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14. Mr. Yamamoto will be unavailable tomorrow because he is attending a conference in another ___.

- (A) cities
- (B) city's
- (C) city
- (D) cite

15. All employees must wear their ID badges while inside the building for security ___.

- (A) reasons
- (B) reason
- (C) reasoning

(D) reasonably

16. The technician advised us to keep the equipment in a cool and dry location to avoid any ___ damage.

- (A) potential
- (B) potentials
- (C) potentially
- (D) potentiality

17. The board of directors voted to postpone the launch date until all technical issues had been ___.

- (A) resolve
- (B) resolves
- (C) resolving
- (D) resolved

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19. The report must be completed by Friday, and the supervisor has made it clear that no delays will be ___.

- (A) tolerance
- (B) tolerate
- (C) tolerable
- (D) tolerated

20. The new marketing strategy was designed to increase brand awareness while also reducing overall ___.

- (A) expend
- (B) expended
- (C) expenditure

(D) expenses

21. Employees must submit all travel receipts to the finance department for ___ within one week.

- (A) reimbursing
- (B) reimburse
- (C) reimbursement
- (D) reimbursed

22. The manager asked his staff to provide him with weekly updates on the project's ___.

- (A) progressing
- (B) progress
- (C) progressed
- (D) progressive

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24. The company cafeteria is popular among employees because it serves healthy meals at ___ prices.

- (A) afford
- (B) affordable
- (C) affords
- (D) affordability

25. The CEO stressed the importance of maintaining good relationships with business partners and other key ___.

- (A) stake
- (B) stakes
- (C) stakeholders

(D) staking

26. The technician assured us that the new system is both reliable and cost-___.
(A) effect
(B) effected
(C) effective
(D) effectiveness

27. The revised schedule was distributed to all employees, but some departments had trouble __ the changes.
(A) adapt
(B) adapting
(C) adopted
(D) adoption

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29. Ms. Gupta has been recognized by the company for her outstanding contributions to the ___ of new products.
(A) develop
(B) developer
(C) development
(D) developing

30. The CEO requested that the final report be submitted no later than Friday, without any further ___.
(A) delaying
(B) delay
(C) delays
(D) delayed

31. Our office is located on the 12th floor, so visitors should take the elevator to reach the ___ reception area.

(A) main
(B) mainly
(C) maintain
(D) maintains

32. The human resources manager reminded employees to submit their vacation requests well in ___.

(A) advance
(B) advanced
(C) advancing
(D) advancement

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34. The new software is much faster than the previous version, making it easier for staff to handle large amounts of ___.

(A) inform
(B) information
(C) informs
(D) informative

35. The employees were required to attend a safety workshop, and attendance was strictly ___.

(A) option
(B) optional
(C) optionally
(D) mandatory

36. The company is considering opening a new branch office in Singapore because of its __ economic growth.

- (A) strong
- (B) strongly
- (C) strength
- (D) strengthen

37. The __ purpose of the annual meeting is to review company performance and discuss goals for the coming year.

- (A) main
- (B) mainly
- (C) maintain
- (D) maintained

38. The airline offered free meals to all passengers whose flights were

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director asked them to focus only on the most __ ones.

- (A) practical
- (B) practice
- (C) practically
- (D) practiced

40. The company's relocation plan was approved, and construction on the new headquarters will begin as soon as permits are __.

- (A) granting
- (B) grants
- (C) grant
- (D) granted

Answers

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

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