

## TOEIC Part 5 Practice #4

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

1. The quarterly report showed that sales had increased steadily, but profits grew at a slower rate \_\_\_\_\_ rising production costs.
- (A) although
  - (B) however
  - (C) because of
  - (D) unless

2. The CEO insisted that all employees attend the training session, \_\_\_\_\_ it

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3. Due to a system error, some invoices were sent to the wrong customers, \_\_\_\_\_ caused confusion and delays in payment.
- (A) what
  - (B) who
  - (C) which
  - (D) whose

4. The company will reimburse travel expenses \_\_\_\_\_ the trip has been approved in advance by a manager.
- (A) if
  - (B) as

- (C) whom
- (D) unless

5. The marketing department has proposed a new campaign, but it still requires final \_\_\_\_\_ from the board of directors.
- (A) instruction
  - (B) approval
  - (C) notification
  - (D) arrangement

6. To improve energy efficiency, the office building is equipped with lights

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7. Please ensure that all safety equipment is inspected regularly and \_\_\_\_\_ according to the manufacturer's guidelines.
- (A) maintain
  - (B) maintained
  - (C) maintaining
  - (D) maintains
8. The customer service team received positive feedback for their ability to respond to inquiries quickly and \_\_\_\_\_ resolve issues.
- (A) prompt
  - (B) promptly

- (C) prompts
- (D) prompting

9. Employees are encouraged to use video conferencing for meetings \_\_\_\_\_ of traveling to other offices.
- (A) although
  - (B) instead
  - (C) in case
  - (D) despite
10. All applicants must submit their résumés and cover letters to the HR department no later \_\_\_\_\_ next Friday.

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11. After years of service, MS. LIM was \_\_\_\_\_ promoted to the position of vice president.
- (A) eventual
  - (B) eventuality
  - (C) eventually
  - (D) eventualness
12. The meeting will be postponed until all the necessary documents \_\_\_\_\_ by the finance department.
- (A) prepare
  - (B) prepared

(C) are prepared

(D) preparing

**13.** The policy change was announced last month, but many employees have not yet \_\_\_\_\_ the updated guidelines.

(A) received

(B) reviewed

(C) returned

(D) required

**14.** All staff members are required to attend the orientation session, which will cover company rules and \_\_\_\_\_ safety procedures.

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**15.** The sales team exceeded their targets this quarter, \_\_\_\_\_ earning them recognition from senior management.

(A) yet

(B) even though

(C) thus

(D) in spite of

**16.** Ms. Gomez has been \_\_\_\_\_ in the company newsletter for her volunteer work in the community.

(A) feature

(B) featuring

(C) featured

(D) features

17. The bank will offer a lower interest rate to customers \_\_\_\_\_ open a savings account along with a loan.

(A) who

(B) which

(C) where

(D) whose

18. The new safety regulations take effect next month, so all construction sites must comply \_\_\_\_\_ that date.

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19. The management team is considering expanding operations to Asia, but the plan has not yet been \_\_\_\_\_ approved.

(A) formally

(B) frequent

(C) frequenting

(D) frequentness

20. The IT department has implemented a new password policy to protect the company's network from unauthorized \_\_\_\_\_.

(A) access

(B) accessing



- (C) accesses
- (D) accessed

21. The CEO emphasized that customer satisfaction would remain the company's top priority, regardless of any \_\_\_\_\_ changes.
- (A) industry
  - (B) industries
  - (C) industrial
  - (D) industrialize

22. The shipping delay was due to a mechanical problem with the delivery truck not to \_\_\_\_\_ demand.

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23. The restaurant was praised for its excellent service and its ability to handle large groups \_\_\_\_\_ advance notice.
- (A) by
  - (B) without
  - (C) until
  - (D) during

24. Please be advised that the parking lot will be closed for maintenance from Monday \_\_\_\_\_ Wednesday next week.
- (A) through
  - (B) into

- (C) along
- (D) during

25. A new employee handbook will be distributed to all staff, and the old one will be considered \_\_\_\_\_.  
(A) outdated  
(B) update  
(C) updating  
(D) outdatedness

26. The director promised to review the proposal and respond \_\_\_\_\_ the end of the week.

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27. The online store's return policy allows customers to exchange items within 30 days, provided the goods are in \_\_\_\_\_ condition.  
(A) use  
(B) unused  
(C) unusable  
(D) usefulness

28. Mr. Tanaka has been working at the company for 20 years, \_\_\_\_\_ he is the most experienced member of the team.  
(A) so  
(B) but

- (C) for
- (D) therefore

29. The new intern was assigned a mentor who would help him \_\_\_\_\_ the company's operations.

- (A) learn
- (B) learned
- (C) learning
- (D) learns

30. Please make sure the form is signed by your supervisor before \_\_\_\_\_ it to the HR department.

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31. The construction project will be delayed because the permit has not yet been \_\_\_\_\_ by the local government.

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

32. The new schedule was distributed to all employees, \_\_\_\_\_ there were still some who were not aware of the changes.

- (A) because
- (B) therefore



- (C) so
- (D) however

- 33.** The manager encouraged staff to share their ideas, believing that innovation can come from \_\_\_\_\_ department.
- (A) anyone
  - (B) much
  - (C) each
  - (D) every

- 34.** The travel agency offers discounted rates for customers who book their trips at least three months in

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- 35.** The marketing team's proposal was rejected because it lacked a clear budget and \_\_\_\_\_ timeline.
- (A) detail
  - (B) detailing
  - (C) detailed
  - (D) details
- 36.** The company cafeteria has introduced a new menu, featuring healthier options and locally sourced \_\_\_\_\_.
- (A) ingredient
  - (B) ingredients

- (C) ingrediented
- (D) ingredienting

- 37.** The finance department will review all expense reports to ensure they comply with the company's reimbursement \_\_\_\_.
- (A) police
  - (B) policemen
  - (C) policies
  - (D) politic

- 38.** Ms. Choi has received several awards for her innovative designs and her dedication to \_\_\_\_\_ service.

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- 39.** To avoid penalties, all tax documents must be submitted to the accounting office before the \_\_\_\_ deadline.
- (A) official
  - (B) officially
  - (C) officiate
  - (D) office

- 40.** The environmental report recommends reducing waste by encouraging employees to \_\_\_\_ reusable containers.
- (A) bring
  - (B) bringing

(C) brought

(D) brings

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## Answers

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

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