

TOEIC Part 6 Practice #12

Read the passages and for each blank choose which of the four possible answers best fits into the blank.

Questions 1–4 refer to the following notice.

To: All Employees

From: Human Resources

Subject: Staff Training Program

We are pleased to announce that the company will introduce a new training program next month. The program will focus on leadership development, communication skills, and problem-solving strategies. Participation will be

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(C) statements

(D) satisfaction

The sessions will be led by professional trainers with years of experience in corporate education. They will use case studies and role-playing activities to help participants practice effective management techniques. By working through real-world examples, attendees can better understand how to handle challenges that _____ in daily operations.

2. (A) replace

(B) invite

(C) arise

(D) construct

Each session will last approximately two hours, and employees may choose from morning or afternoon options. Since space is limited, we ask that you register in advance. Those who complete the program will receive an official certificate that can be added to their professional _____.

3. (A) recipes
(B) profiles
(C) distances
(D) discounts

If you have any questions or need assistance with registration, please contact

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(D) equipment

Questions 5–8 refer to the following article.

A growing number of bookstores are redesigning their spaces to create a more welcoming environment for customers. In addition to selling books, many stores now offer coffee, comfortable seating, and free Wi-Fi. These changes have helped attract more visitors and increase the amount of time people spend browsing. Store owners have noticed that customers are more likely to purchase books when they feel relaxed and _____.

5. (A) tired
(B) forgotten
(C) invisible

(D) comfortable

One popular feature is the addition of small cafés inside bookstores. Customers can order drinks or light snacks while they read. This combination of services has been particularly appealing to students and young professionals who want a quiet place to study. As a result, bookstores that adopt these features often experience higher _____.

6. (A) sales
(B) repairs
(C) accidents
(D) losses

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7. (A) miss
(B) limit
(C) prevent
(D) occur

Because of these efforts, independent bookstores have managed to survive despite competition from online retailers. They continue to thrive by offering unique experiences that the Internet simply cannot _____.

8. (A) forget
(B) advise
(C) match
(D) answer

Questions 9–12 refer to the following email.

Subject: Request for Updated Inventory Report

Dear Mr. Lopez,

I am writing to request an updated copy of the inventory report for the downtown warehouse. The previous version you sent was helpful, but we require the most recent figures in order to finalize next month's supply orders. Please include all incoming shipments as well as any items that are currently on backorder. This information is crucial for us to avoid _____ stock shortages.

9. (A) limited

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necessary adjustments to our purchasing schedule. Without accurate information, the planning process can become unnecessarily _____.

10. (A) simple
(B) flexible
(C) complicated
(D) automatic

Thank you very much for your prompt attention to this matter. Your careful record-keeping makes our work much easier and ensures that the distribution process runs smoothly. We truly value your reliability and the professionalism you bring to your role. Please send the report directly to me as soon as it is _____.

11. (A) available
(B) hidden
(C) delayed
(D) absent

If you have any questions or require clarification, do not hesitate to contact me by phone or email. Your assistance in maintaining accurate inventory data is greatly _____.

12. (A) refused
(B) discovered
(C) appreciated
(D) avoided

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Answers

1. D
2. C
3. B
4. B
5. D
6. A
7. D
8. C
9. B
10. C
11. A
12. C

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