

## TOEIC Part 6 Practice #13

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 memo.

To: All Sales Staff

From: Regional Manager

Subject: Quarterly Meeting

Our quarterly sales meeting will be held on March 15 at the downtown conference center. The purpose of this meeting is to review last quarter's performance, discuss upcoming goals, and share new strategies. Attendance

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伝え方: スカイプチャット or 予約時のコメント欄に記入

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(C) temporary

During the meeting, we will provide updates on several major client accounts and highlight successful case studies. Employees are encouraged to ask questions and participate actively in discussions. The event will also include a brief workshop on effective negotiation skills, which should help staff \_\_\_\_\_ better results in future deals.

2. (A) achieve  
(B) confuse  
(C) ignore  
(D) waste

To make the most of this opportunity, please arrive on time and bring your sales reports from the previous quarter. The meeting will conclude with a question-and-answer session, giving everyone a chance to raise concerns or share suggestions. We are confident that this gathering will be both informative and \_\_\_\_\_.

3. (A) unimportant
- (B) careless
- (C) harmful
- (D) beneficial

Thank you for your cooperation. If you have scheduling conflicts, please notify your supervisor immediately so that alternate arrangements can be \_\_\_\_\_.

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### Questions 5–8 refer to the following article.

City officials have recently launched a campaign to encourage residents to recycle more effectively. Although many people already separate paper, plastic, and glass, improper sorting still causes problems at recycling facilities. For example, food waste placed in recycling bins can contaminate entire loads. To address this issue, the campaign distributes educational brochures with clear \_\_\_\_\_ for households to follow.

5. (A) predictions
- (B) excuses
- (C) guidelines
- (D) reactions

In addition, the city is installing new collection containers in public areas. These bins are color-coded to make it easier for people to dispose of items correctly. Officials believe that this effort will significantly reduce the amount of material sent to landfills and will also lower overall waste-management

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6. (A) confusion
- (B) costs
- (C) agreements
- (D) loans

The campaign also includes school programs to teach children the importance of recycling at an early age. Students participate in activities that demonstrate

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Through combined efforts from residents, schools, and government, the city hopes to establish a cleaner environment that everyone can \_\_\_\_\_.

8. (A) prevent
- (B) waste
- (C) enjoy
- (D) damage

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**Questions 9–12 refer to the following e-mail.**

Subject: Change in Office Hours

Dear Employees,

This is to inform you that our office hours will be adjusted beginning next Monday. Instead of closing at 6:00 p.m., the office will now remain open until 7:00 p.m. The change was made after reviewing feedback from clients who requested more flexible service. We believe that this adjustment will better accommodate their schedules and reduce \_\_\_\_\_ waiting times.

9. (A) empty  
(B) late  
(C) complicated  
(D) unnecessary

While the office will stay open later, the start time will remain at 9:00 a.m.

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(D) unreliable  
(C) effective  
(D) temporary

Thank you for your cooperation during this transition. Should you have any questions about your shifts, please contact your department head. Your flexibility and teamwork are highly valued, and we are confident that this change will result in even better service to our \_\_\_\_\_.

11. (A) floors  
(B) clients  
(C) suppliers

(D) machines

We appreciate your support in implementing this new schedule and look forward to seeing positive results in the \_\_\_\_\_ weeks.

12. (A) coming  
(B) broken  
(C) distant  
(D) limited

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## Answers

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

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