

TOEIC Part 6 Practice #18

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 Staff

From: Human Resources Department

Subject: Annual Health and Safety Training

As part of our commitment to workplace safety, all employees are required to attend the annual health and safety training program. The program is designed to provide staff with the knowledge needed to handle emergencies, operate

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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

Please inform your teacher “name of the material” before the lesson.

(Sending a link won't convey the message.)

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(C) postponed

(D) excused

The sessions will be held in the main training room, which has been updated with new audiovisual equipment. Employees are encouraged to take notes and actively participate, as the exercises are intended to enhance practical skills and _____.

2. (A) boredom
- (B) distraction
- (C) understanding
- (D) avoidance

During the training, staff will learn how to use fire extinguishers, first-aid kits, and other emergency equipment. They will also review evacuation procedures and learn proper communication methods in case of an incident. Completing the program successfully will ensure that employees are _____ to handle emergencies safely.

- 3. (A) unaware
- (B) hesitant
- (C) forgetful
- (D) prepared

Finally, please remember that attendance records will be kept on file. Failure to participate without prior approval from your supervisor may result in

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Questions 5–8 refer to the following advertisement.

Welcome to Evergreen Fitness, your local gym dedicated to helping you achieve your health goals. We offer state-of-the-art equipment, personal training sessions, and group classes including yoga, spin, and pilates. Membership includes unlimited access to all facilities and a complimentary fitness assessment. To make sure you take full advantage of our offerings, please schedule to _____ your first session as soon as possible.

- 5. (A) reserve
- (B) cancel
- (C) ignore

(D) remove

Our trainers are certified professionals who will design a program tailored to your needs. They will help you improve strength, flexibility, and endurance, while also providing nutritional guidance. Regular exercise can lead to better overall health and help prevent injury. Don't forget to check the class schedule online to _____ sessions that fit your availability.

6. (A) avoid
(B) neglect
(C) select
(D) disregard

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- (B) enjoy
(C) skip
(D) delay

To celebrate our grand opening, new members will receive a free month of membership and a welcome gift bag. This special promotion is available for a limited time, so act now to take full _____ of this opportunity.

8. (A) disregard
(B) advantage
(C) expense
(D) complaint
-

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

Subject: Office Supplies Order

Dear Team,

We are preparing to restock our office supplies for the upcoming quarter. Please review your department's current inventory and submit a list of required items by Friday. All requests should be submitted via the online form so that orders can be processed efficiently. Early submission will help us _____ delays and ensure that supplies arrive on time.

9. (A) create
(B) avoid
(C) ignore
(D) require

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us to _____ office supplies across all departments.

10. (A) ignore
(B) distribute
(C) delay
(D) cancel

Please remember that each department has a designated budget for supplies. Excessive ordering beyond the allocated amount may result in adjustments or restrictions. Proper planning will allow everyone to receive what they need without _____ the budget.

11. (A) ignoring
(B) delaying

(C) exceeding

(D) canceling

If you have any questions about the ordering procedure or need assistance with the online form, please contact the administrative office. We appreciate your cooperation and prompt response to this important _____.

12. (A) task

(B) complaint

(C) delay

(D) problem

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Answers

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

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