

TOEIC Part 6 Practice #20

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 Employees

From: IT Department

Subject: Scheduled System Maintenance

Please be advised that the company's internal network will be temporarily unavailable on Saturday, November 9, from 1 a.m. to 6 a.m. during scheduled system maintenance. This is necessary to update software, improve security,

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(D) completed

During this maintenance period, email services and internal applications will also be inaccessible. IT staff will be monitoring the process to address any issues quickly and minimize downtime. Please avoid attempting to access the system until maintenance has been _____.

2. (A) completed
- (B) canceled
- (C) ignored
- (D) postponed

After maintenance is finished, you may notice slight changes in software layout and improved features. Training materials and guides will be available on the company intranet to help employees adapt. Staff are encouraged to review these resources and familiarize themselves with the updates to ensure that they can use the system _____.

3. (A) effectively
(B) incorrectly
(C) slowly
(D) randomly

If urgent technical support is required during the maintenance window, please contact the IT helpdesk by phone. We appreciate your patience and

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Questions 5–8 refer to the following advertisement.

Introducing the new EcoClean vacuum cleaner, designed to make household cleaning faster, easier, and more environmentally friendly. The vacuum features powerful suction, multiple attachments, and a washable HEPA filter that reduces allergens in the home. It is lightweight and easy to maneuver, allowing users to clean both carpets and hard floors with _____.

5. (A) difficulty
(B) hesitation
(C) ease

(D) delay

EcoClean also comes with a quiet operation feature, so you can clean without disturbing family members or neighbors. The vacuum's energy-efficient motor consumes less electricity than traditional models, helping reduce your household's carbon footprint while maintaining high performance. Customers have reported that it performs well and saves time, making household chores less _____.

6. (A) enjoyable
(B) tedious
(C) effortless
(D) relaxing

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7. (A) interfere
(B) confuse
(C) slow
(D) take long

For a limited time, new buyers will receive a one-year warranty and free delivery. Don't miss this chance to upgrade your cleaning routine and improve your home environment with EcoClean _____.

8. (A) eventually
(B) occasionally

(C) immediately

(D) randomly

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

Subject: Staff Recognition Program

Dear Team,

We are pleased to announce the launch of the company's annual Staff Recognition Program. This initiative aims to acknowledge employees who have demonstrated exceptional performance, innovation, or teamwork over the past year. Nominations can be submitted by supervisors or peers, and all employees are encouraged to participate. The deadline for submissions is

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Winners will be announced at the holiday party and will receive a certificate, a gift card, and public recognition in the company newsletter. Participation in the program is completely voluntary, but it is an excellent opportunity to show appreciation for colleagues and promote a positive workplace _____.

10. (A) culture

(B) ecology

(C) distraction

(D) project

All nominations must include specific examples of accomplishments and contributions to the team. Submissions without supporting details may not be

considered, so be sure to provide accurate and clear information that highlights the nominee's strengths. The HR department will review each nomination carefully and ensure fairness in the _____.

11. (A) complaint
(B) selection
(C) delay
(D) interruption

If you have any questions regarding the Staff Recognition Program, please contact the HR office. We look forward to celebrating the hard work and dedication of our employees and hope that this initiative will motivate everyone to continue striving for excellence in their _____.

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Answers

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

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