

TOEIC Part 6 Practice #7

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 Library Members,

Please note that beginning September 1, the Central Library will adjust its hours of operation. The new hours will be from 9:00 A.M. to 8:00 P.M., Monday through Saturday. On Sundays, the library will open at 10:00 A.M. and close at 6:00 P.M. This change is intended to better accommodate student schedules during the academic year. In addition, several new computer terminals will be

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(D) efficiently

Members are reminded that all borrowed items must be returned on time. Overdue fines will continue to be charged at the usual rate. Please be aware that reference books and special collections are not available for home use and must remain on the _____.

2. (A) premises
- (B) shelves
- (C) owners
- (D) borrowers

Thank you for your cooperation and support as we strive to offer the highest quality services. If you have any questions, please do not hesitate to contact the information desk, where staff members will be happy to provide _____.

3. (A) clarify
(B) advising
(C) assistance
(D) informed

We look forward to seeing you soon and hope you will enjoy the new facilities as much as we have enjoyed preparing them for your _____.

4. (A) operate
(B) use

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accounting software to manage their finances. The main reason for this shift is the convenience of being able to access financial data from any device connected to the Internet. Many business owners say that cloud services are less expensive and easier to update than traditional accounting programs, which often require manual installation. Another advantage is that data stored online is automatically backed up, reducing the risk of losing important records in case of _____.

5. (A) emergencies
(B) faults
(C) accidents
(D) concerns

However, experts warn that companies must also pay attention to security. While most providers use advanced encryption to protect client information, small firms should still establish strong passwords and update them regularly. They should also limit access to sensitive data so that only authorized employees can _____.

- 6. (A) reaches
- (B) view
- (C) viewers
- (D) accessible

The trend toward cloud-based solutions is expected to continue as software companies release new features designed specifically for small businesses.

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Analysts believe this will make cloud technology one of the most significant drivers of business growth in the years to _____.

- 8. (A) past
- (B) gone
- (C) arrive
- (D) come

Questions 9–12 refer to the following email.

Subject: Team Building Workshop

Dear Staff,

I am pleased to announce that our annual team building workshop will take place on October 15 at the Green Valley Conference Center. This full-day event is designed to strengthen communication and cooperation among departments. The program will include group activities, problem-solving challenges, and a keynote address from a well-known motivational speaker. Attendance is mandatory, as the event is considered an important part of our company's professional development _____.

9. (A) program
(B) goal
(C) work
(D) planning

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10. (A) joined
(B) join
(C) joining
(D) participate

We are confident that the workshop will not only help employees develop new skills but also foster stronger relationships within the _____.

11. (A) projects
(B) tasks
(C) workplace
(D) schedules

Please confirm your attendance by replying to this email no later than September 25. Your cooperation is greatly _____.

12. (A) appreciate
(B) appreciated
(C) appreciating
(D) appreciates
-

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Answers

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

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