

TOEIC Part 6 Practice #8

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 memorandum.

To: All Employees

From: Human Resources Department

Subject: Annual Leave Policy

As part of our commitment to supporting work-life balance, the company has updated its annual leave policy. Beginning next month, employees will be entitled to an additional three days of personal leave per year. This adjustment

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(C) conveniently

(D) closely

Please note that all requests must still be submitted through the online HR portal at least two weeks in advance. The system will automatically notify supervisors, who must approve the request before it becomes official. Employees are reminded that leave cannot be transferred between colleagues and must be used within the _____.

2. (A) calendar year
- (B) seasonal
- (C) periodic

(D) months

We trust that this policy will contribute positively to both productivity and morale. Should you require further information, please contact the HR office, where our staff will be happy to provide the necessary _____.

3. (A) clarify
(B) advises
(C) details
(D) informing

We thank you for your continued dedication and encourage you to take full advantage of the benefits available to you as part of your employment

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Questions 5–8 refer to the following article.

A new study has shown that the popularity of electric bicycles, or e-bikes, is growing rapidly in urban areas. These bicycles are equipped with rechargeable batteries that assist riders when pedaling, making it easier to travel long distances or climb hills. Many city residents say that e-bikes are a convenient alternative to cars, especially for short commutes. Another factor behind their rise in popularity is that e-bikes are generally cheaper to operate and maintain than automobiles, which require fuel and costly repairs. As a result, sales of e-bikes have nearly doubled in the past two years, and the trend is expected to _____.

5. (A) stop
(B) refuse
(C) continue
(D) complete

Local governments have also taken notice of this change. Several cities have built special bike lanes and charging stations to encourage the use of e-bikes. Officials believe that if more commuters switch to this form of transportation, it will reduce traffic congestion and lower pollution. However, some safety experts warn that more regulations may be necessary to ensure that riders _____ the same rules as other vehicles on the road.

6. (A) followed

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while also protecting the _____.

7. (A) environment
(B) expense
(C) schedule
(D) neighborhood

With rising fuel prices and increased public awareness of environmental issues, it is likely that e-bikes will play an even larger role in the years to _____.

8. (A) come
(B) gone

(C) past

(D) late

Questions 9–12 refer to the following email.

Subject: Office Renovation Update

Dear Staff,

I am writing to inform you about the upcoming renovation of our main office. Construction will begin on November 3 and is expected to last approximately four weeks. During this period, certain sections of the building will be closed, and employees may be temporarily relocated to other work areas. Please be assured that every effort is being made to minimize disruption so that daily

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All staff members are asked to keep their personal belongings in labeled boxes during this time, as contractors will need access to desks and storage units. In addition, meetings normally held in Conference Room A will be moved to the training center. A detailed schedule of room assignments will be sent out next week, so please check your email _____.

10. (A) rarely

(B) regularly

(C) suddenly

(D) lightly

We appreciate your patience and cooperation throughout this process. The renovation will include new furniture, upgraded lighting, and improved ventilation, all of which are intended to make the office a more comfortable and efficient _____.

11. (A) project
(B) tool
(C) workplace
(D) meeting

If you have any concerns or special requirements during the renovation period, please notify the administration office as soon as possible. Your feedback is greatly _____.

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Answers

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

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