

TOEIC Part 7 Practice #10

Read the passages and choose the best answer to the questions about each passage.

Questions 1-2 refer to the following advertisement.

Local Art Classes

Canvas & Brush Studio

- Painting classes for adults and children
- Sessions available on weekdays and weekends
- Small groups for one-on-one attention

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How to inform: Write it in the Skype chat or the comments section when making a reservation.

1. What is being promoted?
(A) Museum membership
(B) Art exhibitions
(C) Art supply store
(D) Art classes
 2. What is highlighted as a benefit for students?
(A) One-on-one attention
(B) Free travel
(C) Online tutorials
(D) Free meals
-

Questions 3–5 refer to the following business email.

Subject: Follow-Up on Marketing Proposal

Dear Ms. Patel,

Thank you for presenting the revised marketing proposal during yesterday's meeting. After reviewing the updated strategy, I am impressed with the more comprehensive breakdown of digital outreach, particularly the targeted social media campaigns. However, I would like to see a stronger emphasis on measurable outcomes. For instance, please include clear projections of conversion rates, engagement levels, and anticipated return on investment for each platform.

Additionally, we should consider expanding the timeline to allow for a trial

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your adjustments.

Sincerely,

Jonathan Hayes

Director of Marketing

3. Who is the sender of the email?

- (A) Ms. Patel
- (B) The board chair
- (C) Jonathan Hayes
- (D) A client

4. What does the sender request?
- (A) A report with measurable projections
 - (B) Additional funding for advertisements
 - (C) A summary of past campaigns
 - (D) A complete withdrawal of the proposal
5. By when does the sender expect the report?
- (A) Wednesday
 - (B) Next month
 - (C) Friday
 - (D) Tomorrow

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Subject: temporary parking relocation

Due to ongoing construction in the east parking lot, employees are asked to use the west side garage beginning Monday, September 12. Contractors will be repairing underground drainage pipes and repaving the lot, which is expected to take three weeks.

We recognize that the west garage has limited capacity, so please consider public transportation or carpooling when possible. In order to accommodate everyone fairly, spots will be available on a first-come, first-served basis. Visitors should be directed to the overflow lot behind the warehouse.

The construction team has promised to minimize disruptions and to work mainly during off-peak hours. However, please allow yourself extra time when

arriving to work, as traffic flow around the building may be redirected. Updates will be sent weekly until the project is completed.

Thank you for your patience and cooperation as we make these necessary improvements.

6. What is the main reason for the relocation?

- (A) Limited visitor parking
- (B) Safety inspections
- (C) Routine cleaning
- (D) Drainage and repaving work

7. How long will the project last?

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8. Who should be directed to the overflow lot?

- (A) Visitors
- (B) Senior staff
- (C) Contractors
- (D) Employees

Questions 9–11 refer to the following formal letter.

Dear Mr. Rosen,

I am writing to acknowledge receipt of your request to lease Suite 204 in the Riverbend Office Complex. After reviewing your application, we are pleased to

inform you that your request has been approved, pending the completion of the standard lease agreement.

Please note that the lease will begin on October 1, with a term of one year. Monthly rent will be \$1,800, inclusive of maintenance fees and security services. Utilities such as electricity, internet, and telephone service will remain the tenant's responsibility.

We kindly ask you to visit our office by September 20 to sign the contract and provide the security deposit equal to one month's rent. Keys and access cards will be issued once payment has been processed.

We look forward to welcoming your business to Riverbend and are confident you will find our facilities convenient and professional. Should you have any questions prior to signing, please contact me directly.

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- (A) To approve a lease request
- (B) To deny an application
- (C) To increase rental fees
- (D) To request repairs

10. When will the lease begin?

- (A) Immediately
- (B) September 20
- (C) October 1
- (D) Next July

11. What must Mr. Rosen provide before receiving the keys?
- (A) Utility service records
 - (B) A letter of recommendation
 - (C) One month's rent as a deposit
 - (D) Office furniture
-

Questions 12–14 refer to the following invoice.

Invoice No.: 10594

Date: September 8, 2025

Bill To: Horizon Tech Solutions

Address: 45 Westbrook Avenue, Suite 310, Seattle, WA 98104

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Ergonomic Task Chairs	6	\$145	\$870
Metal Filing Cabinets	3	\$195	\$585
Desktop Computers (i7)	5	\$720	\$3,600
High-Speed Laser Printers	2	\$260	\$520
Conference Room Projector	1	\$640	\$640
Whiteboards (4x6 ft)	3	\$95	\$285
Wireless Routers	2	\$110	\$220

Subtotal: \$7,820

Sales Tax (8%): \$625.60

Grand Total: \$8,445.60

Terms: Payment due within 30 days of invoice date. Please remit payment by October 8, 2025. Late payments may incur a service fee of 2% per month.

12. Who is the invoice billed to?

- (A) Riverbend Office Complex
- (B) Jonathan Hayes
- (C) Horizon Tech Solutions
- (D) Westbrook Avenue

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14. What is the total amount due?

- (A) \$7,820
- (B) \$8,285
- (C) \$625.60
- (D) \$8,445.60

Questions 15-17 refer to the following internal memo.

Internal Memo

To: All Department Managers

From: Office of Human Resources

Date: March 2

Subject: Updated Remote Work Policy

Effective April 1, the company will be updating its policy on remote work arrangements to better align with operational needs and employee feedback. Over the past two years, many employees have expressed appreciation for the flexibility of working from home. However, managers have also raised concerns regarding team collaboration, communication gaps, and difficulties in coordinating schedules across different departments.

To address these concerns, the company will now require all employees to be physically present in the office on Tuesdays and Thursdays. On these two days, in-person meetings, project updates, and cross-departmental collaborations will be prioritized. Employees will have the option to work remotely on

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An informational session will be held on March 10 at 10:00 a.m. in the main conference room to explain the policy in detail and answer questions. Department managers are strongly encouraged to attend and relay this information to their teams promptly.

Thank you for your cooperation as we implement this new policy designed to balance flexibility with teamwork.

15. What is the main purpose of this memo?
- A. To require employees to submit medical records
 - B. To announce a change in the company's remote work policy
 - C. To cancel all remote work opportunities

D. To promote an external training session

16. How often will employees be required to work in the office?

- A. Every day of the week
- B. Only one day per week
- C. Two days per week
- D. Three days per week

17. What will take place on March 10?

- A. The annual company conference
- B. The beginning of the new work schedule
- C. An informational session about the new policy

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March 5

Ms. Elaine Kwan

Purchasing Manager

Bright Horizons Educational Supplies

52 Market Lane

Toronto, ON

Dear Ms. Kwan,

I am writing on behalf of StarTech Printing Services to express our gratitude for your continued business partnership over the past five years. We value the trust you have placed in our company for your printing and distribution needs.

I would like to inform you of an upcoming adjustment to our pricing structure. Due to significant increases in the cost of paper and ink supplies, StarTech will be raising its standard printing rates by 7 percent, effective April 1. We have done our best to delay this change, but the rising cost of raw materials has made it unavoidable.

Please note that all projects confirmed before March 31 will be honored at the current rates. We encourage you to place any pending orders this month to take advantage of the existing pricing.

We remain committed to delivering the same high-quality service and on-time delivery that you have come to expect. If you have any questions about this change, please do not hesitate to contact me directly at (416) 555-8342.

We sincerely appreciate your understanding and look forward to continuing

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18. Why is the company increasing its prices?

- A. To match competitor rates
- B. To expand into new markets
- C. Due to increased staff salaries
- D. Because of higher supply costs

19. When will the new pricing take effect?

- A. March 31
- B. March 5
- C. April 1

D. May 1

20. What does the letter encourage Ms. Kwan to do?

- A. Attend a customer appreciation event
 - B. Change suppliers immediately
 - C. Cancel her current contract
 - D. Place orders before the end of March
-

Questions 21-24 refer to the following advertisement.

Advertisement

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- Scans up to 60 pages per minute in both color and black-and-white.
- Automatic double-sided scanning with a 250-sheet feeder.
- Advanced Optical Character Recognition (OCR) software that converts scanned documents into searchable, editable text.
- Secure cloud integration with platforms such as Dropbox, Google Drive, and OneDrive.
- Energy-efficient system that reduces electricity consumption by up to 30%.

For a limited time, businesses that purchase the ProScan X500 before June 30 will receive free installation, staff training, and a one-year maintenance package at no additional cost.

Our corporate clients consistently report improved workflow efficiency and reduced paper-handling costs after upgrading to the ProScan X500. One customer reported saving nearly 15 staff hours per week by automating their document archiving process.

Contact us today at **1-800-555-9012** or visit **www.proscanx500.com** to learn more. Transform your office efficiency with the ProScan X500.

21. What is the main purpose of this advertisement?
- A. To announce new cloud platforms
 - B. To recruit employees for ProScan
 - C. To promote a high-speed office scanner
 - D. To compare different scanner brands

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D. Complimentary OCR software upgrade

23. According to the advertisement, what is one benefit of the ProScan X500?
- A. It includes lifetime service.
 - B. It has unlimited storage space.
 - C. It reduces electricity use.
 - D. It guarantees faster delivery.
24. How did one customer benefit from the product?
- A. They reduced paper-handling time significantly.
 - B. They increased scanner resolution.

- C. They expanded their cloud storage.
 - D. They purchased the device at half price.
-

Questions 25-28 refer to the following news article.

News Article

Local Food Bank Expands to Meet Growing Demand

The Greenfield Community Food Bank has announced plans to expand its operations in response to a rising demand for food assistance. Over the past year, the organization has experienced a 20 percent increase in the number of households relying on its services. This surge is largely attributed to higher

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In addition to the physical expansion, the food bank has launched a new volunteer recruitment campaign. “We rely heavily on community support,” said Executive Director Carla Mendez. “With more space and more clients, we need more volunteers to help with food sorting, packaging, and distribution.”

The Greenfield Community Food Bank receives funding from a combination of private donations, corporate sponsorships, and government grants. Last year, more than 3,000 families received food through its distribution programs, and the number is projected to increase again this year.

Local businesses have also pledged to contribute, with BrightMart Superstores committing to donate surplus products weekly. The food bank hopes these

efforts will help meet growing community needs and ensure that no family goes hungry.

25. What is the main reason for the food bank's expansion?

- A. Government funding requirements
- B. A partnership with BrightMart
- C. Rising demand for assistance
- D. Relocation of local farms

26. What will the new facility provide?

- A. More storage capacity
- B. Additional fundraising events

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- B. Equipment
- C. Paid staff
- D. Delivery trucks

28. What has BrightMart Superstores promised to do?

- A. Provide government grant support
- B. Fund the construction of the warehouse
- C. Sponsor a community job fair
- D. Donate surplus food each week

Questions 29–33 refer to the following advertisement and response.

Now Hiring: International Project Coordinator

Global Horizons Consulting, Inc.

2214 Riverside Tower, London EC4R 2BB

Tel: +44 20 7946 2255

Global Horizons Consulting, an established firm specializing in cross-border business development, is seeking a highly motivated **International Project Coordinator** to join our London headquarters.

Key Responsibilities:

- Coordinate multiple international projects, ensuring timely communication with overseas partners in Europe, North America, and Asia.
- Prepare detailed progress reports for senior management

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How to inform: Write it in the Skype chat or the comments section when making a reservation.

- Bachelor's degree in International Relations, Business Administration, or a related field.
- Minimum of 3 years' experience in project management or international business.
- Excellent written and spoken English; proficiency in at least one additional language strongly preferred.
- Strong organizational and cross-cultural communication skills.

Benefits:

- Competitive annual salary (£48,000–£54,000, depending on experience).
- Comprehensive health and travel insurance.

- 25 days annual leave plus bank holidays.
- Professional development program including language and leadership courses.

Application Deadline: April 15, 2025. Please send a detailed résumé and cover letter to careers@globalhorizons.co.uk.

Emma Sinclair
17 Garden Court
Cambridge CB2 1TR
Tel: +44 7598 441 220
Email: emma.sinclair@gmail.com

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How to inform: Write it in the Skype chat or the comments section when making a reservation.

2214 Riverside Tower

London EC4R 2BB

Dear Hiring Manager,

I am writing to express my interest in the advertised position of International Project Coordinator at Global Horizons Consulting. With over four years of professional experience in cross-cultural project management, I believe I am well prepared to contribute to your dynamic international team.

In my current role at Cambridge Global Initiatives, I oversee collaborative ventures between academic institutions in the UK and technology firms in Japan and South Korea. This requires not only attention to logistical details but also daily communication across time zones, ensuring that all stakeholders

remain aligned. My fluency in Japanese, alongside advanced French, has been critical in negotiating agreements and drafting project documentation.

I am especially drawn to Global Horizons Consulting because of its reputation for developing sustainable partnerships and supporting professional growth. The advertised opportunity to participate in language and leadership training would allow me to enhance my skills while serving your clients more effectively.

Enclosed with this letter is my résumé, which provides additional details about my education, professional achievements, and volunteer activities. I would welcome the opportunity to discuss in an interview how my background can directly support your international projects.

Thank you very much for your consideration. I look forward to hearing from you.

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- (B) A job opening for an International Project Coordinator
- (C) An overseas training course
- (D) A consultancy tender opportunity

30. Which benefit is specifically listed in the advertisement?

- (A) A company car allowance
- (B) Stock options after one year
- (C) Relocation assistance for overseas hires
- (D) 25 days annual leave plus bank holidays

31. Which additional languages does the applicant Emma say she speaks?

- (A) Spanish and German
- (B) Mandarin and Portuguese
- (C) Japanese and French
- (D) Arabic and Russian

32. What is the application deadline stated in the advertisement?

- (A) March 25, 2025
- (B) April 15, 2025
- (C) May 1, 2025
- (D) June 30, 2025

33. Why does Emma say she is attracted to Global Horizons Consulting?

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Questions 34–38 refer to the following data and discussion.

Quarterly Sales Data — Aurora Electronics Ltd. (January–March 2025)

Product Line	Units Sold (Q1 2025)	Units Sold (Q4 2024)	% Change	Revenue Q1 2025 (£)	Customer Returns (%)
Smartphones	42,350	38,920	+8.8%	18,015,000	2.1
Laptops	15,240	16,870	-9.7%	12,192,000	1.6
Tablets	10,680	12,940	-17.5%	4,815,000	3.4
Smartwatches	21,950	18,220	+20.5%	6,813,000	2.8

Product Line	Units Sold (Q1 2025)	Units Sold (Q4 2024)	% Change	Revenue Q1 2025 (£)	Customer Returns (%)
Home Smart Devices	19,310	20,150	-4.2%	5,793,000	4.7
Accessories	35,480	29,770	+19.2%	3,902,000	1.1

Analysis and Discussion

Aurora Electronics Ltd. experienced a mixed performance in the first quarter of 2025. **Smartphones** remain the dominant revenue driver, generating over £18 million, an 8.8% increase in unit sales compared with the previous quarter. This growth can be attributed to the successful launch of the GalaxyNova X2 model, which received strong reviews in both Europe and Asia.

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reports.

A bright spot is the performance of **Smartwatches** and **Accessories**, both showing double-digit growth. The smartwatches benefited from a fitness-focused advertising campaign during the New Year season, while accessories (including wireless chargers and noise-cancelling earbuds) gained popularity due to bundled promotions.

One concerning factor is the relatively high **customer return rate for Home Smart Devices (4.7%)**, the highest among all categories. Complaints indicate installation difficulties and connectivity issues with older Wi-Fi routers. If unresolved, this could negatively affect Aurora's brand reputation in the smart home sector.

Moving forward, management should consider the following:

1. **Strengthen after-sales support** for Home Smart Devices by offering online tutorials and live chat assistance.
2. **Accelerate laptop supply chain improvements** to prevent further erosion of market share.
3. **Expand smartwatch marketing** into the North American market, where adoption remains slower than in Asia.
4. **Evaluate product line overlap** between smartphones and tablets to prevent cannibalization.

Overall, Aurora Electronics demonstrates resilience, particularly in core product lines, but strategic adjustments are needed to sustain growth.

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34. What factor is credited with the growth in Smartphone sales?

- (A) A decrease in competitor pricing
- (B) A new distribution agreement in North America
- (C) The launch of the GalaxyNova X2 model
- (D) Longer warranty periods

35. What specific problem is noted for Home Smart Devices in the analysis?

- (A) A relatively high customer return rate due to installation/connectivity issues
- (B) Low sales volume compared with expectations

- (C) Supply shortages caused by component delays
- (D) Poor marketing resulting in low awareness

36. Which immediate action is recommended for Home Smart Devices?

- (A) Strengthen after-sales support (tutorials, live chat)
- (B) Discontinue the product line altogether
- (C) Increase the retail price to offset returns
- (D) Move manufacturing to another country

37. Which strategic move is suggested for Smartwatches?

- (A) Reduce marketing to focus on core markets
- (B) Limit distribution to European retailers only

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Internal Memo – Staff Training Requirement

Date: April 3, 2025

From: Human Resources Department

To: All Department Managers

In line with updated occupational safety standards issued by the Health and Safety Executive (HSE), all staff must complete the new **Workplace Safety and Hazard Awareness Program** no later than **May 31, 2025**.

Instructions:

- Managers are responsible for registering all team members for training sessions by **April 20, 2025**.

- Sessions will be held on-site in the main conference hall every Tuesday and Thursday, from **10:00 a.m. to 12:30 p.m.**, starting **April 22**.
- Staff may also register for one of two online sessions if they cannot attend in person: **May 7 (9:00 a.m.–12:00 p.m.)** or **May 14 (1:00–4:00 p.m.)**.
- Completion certificates must be submitted to HR by June 5, 2025.

Failure to complete this training will result in suspension of site access until compliance is met.

For reference, please see the attached training attendance schedule draft.

Draft Training Schedule – April and May 2025

Session

May

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T-03	Apr 29, 2025	10:00– 12:30	Main Conference	40
T-04	May 1, 2025	10:00– 12:30	Main Conference	40
T-05	May 6, 2025	10:00– 12:30	Main Conference	40
T-06	May 7, 2025	9:00–12:00	Online (Zoom)	75
T-07	May 8, 2025	10:00– 12:30	Main Conference	40

Online session
option 1

Session ID	Date	Time	Location	Max Capacity	Notes
T-08	May 13, 2025	10:00–12:30	Main Conference	40	
T-09	May 14, 2025	1:00–4:00	Online (Zoom)	75	Online session option 2
T-10	May 15, 2025	10:00–12:30	Main Conference	40	Final session

39. What is the main purpose of the memo?

(A) To invite staff to attend a voluntary workshop

(B) To ensure all employees complete mandatory safety training

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(B) April 20, 2025

(C) May 31, 2025

(D) June 5, 2025

41. How many in-person training sessions are scheduled in total?

(A) 4

(B) 5

(C) 6

(D) 7

42. What consequence is mentioned for employees who do not complete the training?

- (A) They will lose access to the site until compliance is met
- (B) They will not receive a certificate of employment
- (C) They must retake the test in July
- (D) They will be fined by the HSE

43. Which statement is true about the online training sessions?

- (A) They are offered every week in May
- (B) They are limited to 40 participants
- (C) They are held on May 7 and May 14
- (D) They take place in the afternoon only

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United Kingdom

Tel: +44 (0)121 883 7425

Mr. Daniel Hughes
Procurement Manager
BrightWave Energy Ltd.
84 King Street
Manchester M1 6PL
United Kingdom
Tel: +44 (0)161 445 9832

Dear Mr. Hughes,

I am writing on behalf of **GreenTech Supply Solutions, Inc.**, following up on your request for quotations regarding solar panel inverters for your new renewable energy project in Leeds.

As per your specifications, we are pleased to provide the following offer:

- **Model GT-5000 Inverter:** Output 5 kW, efficiency 97.6%, warranty 10 years.
- **Unit Price:** £1,050 (exclusive of VAT).
- **Quantity Discount:** Orders over 100 units receive a 7% discount.
- **Delivery Time:** 6–8 weeks from order confirmation.
- **Support:** Installation guidance and on-site training available upon request.

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How to inform: Write it in the Skype chat or the comments section when making a reservation.

GreenTech Supply Solutions, Inc.

April 15, 2025

Ms. Rebecca Allen

Sales Director

GreenTech Supply Solutions, Inc.

1250 Industrial Drive

Birmingham B3 1TX

United Kingdom

Dear Ms. Allen,

Thank you for your detailed quotation regarding the GT-5000 Inverters. We appreciate the clarity of your proposal and the inclusion of installation support.

We are currently evaluating multiple suppliers, and while your unit pricing is competitive, delivery lead time is a critical factor for us. Our project timeline requires delivery within **five weeks** at the latest. Could you confirm whether expedited shipping or partial delivery is possible? Additionally, please specify after-sales service availability in northern England.

We aim to finalize our supplier selection by **April 30**, so a prompt response would be greatly appreciated.

Kind regards,
Daniel Hughes

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- (B) To request payment from a client
- (C) To complain about late delivery
- (D) To apply for a job at BrightWave Energy

45. What discount does GreenTech Supply Solutions offer?

- (A) 5% for orders over 50 units
- (B) 10% for orders over 100 units
- (C) 7% for orders over 100 units
- (D) 15% for repeat customers

46. What concern does Mr. Hughes raise in his reply?

- (A) The warranty period is too short

- (B) The installation guidance is insufficient
- (C) The delivery time is too long for his project schedule
- (D) The unit price is higher than expected

47. By what date does Mr. Hughes expect to make a supplier decision?

- (A) April 10
- (B) April 15
- (C) April 20
- (D) April 30

48. What additional information does Mr. Hughes request?

- (A) Payment terms and conditions

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Answers

1. D

2. A

3. C

4. A

5. C

6. D

7. A

8. A

9. A

10. C

11. C

12. C

31. C

32. B

33. C

34. C

35. B

36. B

37. A

38. C

39. B

40. B

41. D

42. A

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18. D

19. C

20. D

21. C

22. A

23. C

24. A

25. C

26. B

27. B

28. D

29. B

30. D

48. D