

## TOEIC Part 7 Practice #14

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

**Questions 1-2 refer to the following advertisement.**

Weekend Yoga Retreat

Serenity Wellness Center

- Two-day retreat with morning and evening yoga sessions
- Healthy meals and meditation sessions included
- Scenic lakeside location, accommodations provided

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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 advertised?

- (A) A gym membership
- (B) A meditation app
- (C) A yoga retreat
- (D) A hiking trip

2. What is emphasized about the retreat?

- (A) Large group activities
- (B) Fitness competition
- (C) Online instruction
- (D) Personalized attention for participants

**Questions 3-5 refer to the following job application.**

## **Kenton Manufacturing Application Form**

**Full legal name:** Maria Lopez

**Position applying for:** Logistics Coordinator

**Desired wage:** \$52,000 annually

**Location preference:** Denver headquarters preferred; open to relocation

### **Relevant skills:**

- Certified in supply chain management (APICS)
- Proficient in SAP and Oracle logistics modules
- Fluent in English and Spanish
- Excellent organizational and team leadership skills

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Aug 2017–Jun 2018: Logistics Assistant, Front Range Supplies, Denver

### **References:**

Thomas Green, Director of Operations, Rocky Mountain Freight – (303) 555-8120

Sarah Edwards, Manager, Western Goods Distribution – (303) 555-4962

### **Where did you hear about this position?**

LinkedIn job posting, August 28

I hereby attest that the above information is true and accurate to the best of my knowledge.

Signed: Maria Lopez

Date: September 3, 2025

3. What position is Maria Lopez applying for?

- A. Shipping Supervisor
- B. Inventory Analyst
- C. Logistics Coordinator
- D. Operations Director

4. Which software systems does the applicant list under relevant skills?

- A. SAP and Oracle
- B. Microsoft Excel and QuickBooks
- C. Trello and Slack
- D. Salesforce and HubSpot

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

- D. Shipping Supervisor at Rocky Mountain Freight

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### Questions 6-8 refer to the following advertisement.

Looking for a secure and flexible way to manage your money? At **Summit Credit Union**, we offer a full range of personal and business financial services designed to meet your needs. Our new **SmartSavings Account** provides 3.2% annual interest, no monthly maintenance fees, and free access to over 20,000 ATMs nationwide.

Need business support? We also provide low-interest commercial loans, payroll solutions, and dedicated financial advisors who can guide you in

planning for expansion. With more than 40 years of service, Summit Credit Union has earned a reputation for reliability and customer care.

Sign up before **October 15th** and you'll receive a \$150 bonus when you open both a checking and savings account together. Don't wait—let us help you build your financial future today.

Call **1-800-555-7284** or visit **www.summitcreditunion.com** for details.

6. What interest rate is offered on the SmartSavings Account?

- A. 1.8%
- B. 3.2%
- C. 2.5%
- D. 4.0%

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- ↳ A bonus for opening multiple accounts

8. Which of the following services is specifically mentioned for businesses?

- A. Payroll solutions
- B. Stock trading platforms
- C. Office equipment leasing
- D. Travel expense reimbursement

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**Questions 9-11 refer to the following invoice.**

**Harbor Office Supply Co.**

452 West Grant Avenue

Boston, MA 02114

Tel: (617) 555-4921

**Bill To:**

Maplewood Architecture LLC  
86 Broad Street, Suite 220  
Cambridge, MA 02139

**Invoice Date:** September 5, 2025

**Invoice Number:** #98241

Item No.	Description	Qty	Unit Price	Total
101	Printer Paper (500 sheets)	4	\$7.25	\$29.00
212	Laser Printer Cartridge	2	\$68.00	\$136.00

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720	Filing Cabinets	1	\$210.00	\$210.00
834	Wall Calendar (2026)	4	\$6.40	\$25.60

**Subtotal:** \$927.10

**Tax (6.25%):** \$57.95

**Total Due:** \$985.05

**Payment due within 30 days of invoice date. Late payments subject to 2% monthly fee. Returns accepted within 14 days of delivery with receipt.**

9. What is the invoice number?

- A. #45286
- B. #21039

C. #72015

D. #98241

10. What is the total amount due including tax?

- A. \$985.05
- B. \$927.10
- C. \$57.95
- D. \$1,210.00

11. What is the policy on late payments?

- A. Service suspended after 14 days
- B. 2% monthly fee applies

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

From: Lisa Chen, Project Manager

To: Engineering Team

Subject: Timeline Update on Client Rollout

Dear Team,

I wanted to provide you with an update regarding the rollout of the upcoming software project for Evergreen Logistics. After reviewing the progress reports and discussing with the client, we have adjusted the testing phase deadline from **October 10th to October 15th** to allow additional time for quality checks. Please note that this change will not affect the overall launch date, which remains set for **October 30th**.

In addition, Evergreen has requested a short training session for their staff prior to deployment. I'd like two volunteers from the team to prepare a one-

hour virtual workshop on best practices for system usage. We'll schedule this for the week of October 20th.

Thank you all for your continued effort. Please confirm that you've noted the revised deadline and let me know if you are available to assist with the training.

Best regards,  
Lisa

12. When is the new deadline for the testing phase?

- A. October 30<sup>th</sup>
- B. October 10th
- C. October 20th

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- C. Conducting a virtual training session
- D. Attending a client meeting in person

14. What remains unchanged according to the email?

- A. The launch date
- B. The software features
- C. The testing schedule
- D. The training plan

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**Questions 15-17 refer to the following business letter.**

Harrison & Clarke Attorneys at Law  
1200 Northwood Avenue  
Boston, MA 02115

September 1, 2025

Mr. Anthony Richards  
Chief Operations Officer  
Brightline Manufacturing, Inc.  
45 Harbor Road  
Salem, MA 01970

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How to inform: Write it in the Skype chat or the comments section when making a reservation.  
expands distribution into new markets.

Following our initial consultation, our legal team has begun evaluating the agreements provided to us on August 28. We will carefully analyze provisions related to payment terms, delivery obligations, and arbitration procedures in the event of disputes. Our preliminary observations suggest that several clauses may need revision to reduce liability exposure and better protect your company's interests.

By September 22, we expect to deliver a written summary outlining specific recommendations. A follow-up meeting will then be scheduled at your convenience to discuss these findings in detail. We encourage you to review the attached engagement schedule, which includes hourly rates, staffing details, and estimated completion timelines.

We appreciate the confidence Brightline Manufacturing has placed in our firm and look forward to a productive working relationship. Should you have immediate questions or wish to request clarification before the final report, please feel free to contact me directly.

Sincerely,  
Laura Simmons  
Partner, Harrison & Clarke

15. What is the main purpose of the letter?

- (A) To announce new hiring at the firm
- (B) To request immediate payment from the client
- (C) To confirm legal review services

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- (D) Immediately

17. What does Ms. Simmons encourage Mr. Richards to do?

- (A) Cancel the contract
- (B) Submit additional invoices
- (C) Contact her with questions
- (D) Revise arbitration procedures

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**Questions 18-20 refer to the following product recall notice.**

EverClean Corporation is conducting a voluntary recall of its “FreshAir 300” home air purifiers sold between March and July 2025. The decision was made after internal testing revealed that a batch of filters distributed during this period may deteriorate prematurely, resulting in reduced air quality and, in rare cases, unit malfunction.

Approximately 18,000 units were sold through CleanLiving stores, major online retailers, and the EverClean website. The affected models can be identified by serial numbers beginning with FA3, located on the bottom panel of the device.

Consumers who purchased one of the recalled units are asked to stop using it until the filter has been replaced. EverClean will provide free replacement filters, including shipping costs. Customers can request the replacement by

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How to inform: Write it in the Skype chat or the comments section when making a reservation.  
to. what product is being recalled:

- (A) Kitchen ovens
- (B) Vacuum cleaners
- (C) Home air purifiers
- (D) Washing machines

19. What problem has been identified?

- (A) The power switch is missing
- (B) The filters deteriorate prematurely
- (C) The device is too noisy
- (D) The plug may cause shocks

20. What will EverClean provide free of charge?

- (A) A refund for all units
- (B) Replacement filters
- (C) A service technician visit
- (D) A gift card

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**Questions 21-24 refer to the following news article.**

*Community Chronicle – September 3, 2025*

### **Local Bank Expands Small Business Lending Program**

Harrison Valley Bank announced yesterday that it will expand its small

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may not qualify for traditional financing. “We recognize that small businesses are the backbone of our community,” Turner explained. “By giving them affordable resources, we help generate jobs and long-term stability.”

The expansion will increase the loan fund by an additional \$20 million this year, and eligibility requirements will be adjusted to include sole proprietors and family-run operations. Local business associations have praised the move, noting that it will allow more shop owners to invest in equipment, renovate storefronts, and hire additional staff.

Economists say the ripple effect could be significant. When businesses thrive, they generate higher tax revenues and foster growth in surrounding neighborhoods. While some analysts caution that repayment risks could

rise, Harrison Valley Bank maintains that careful screening procedures will remain in place.

21. What is the article mainly about?

- (A) A new business tax proposal
- (B) An expansion of a loan program
- (C) A decline in retail operations
- (D) A merger between two banks

22. What is a feature of the expansion?

- (A) Loans will be limited to large firms
- (B) Loan interest rates will be raised

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

(C) Fewer taxes for corporations

(D) Storefront renovations and new hiring

24. What concern do analysts mention?

(A) Repayment risks

(B) Decline in property values

(C) Reduction in loan fund size

(D) Higher unemployment

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**Questions 25-28 refer to the following internal memo.**

To: All Staff – Weston Financial Services  
From: Office Administration  
Date: September 5, 2025  
Subject: Revised Meeting Policy

Beginning October 1, Weston Financial Services will implement new guidelines for internal meetings. These changes are intended to reduce scheduling conflicts, make better use of company resources, and improve staff productivity.

First, all departmental meetings must be scheduled using the centralized calendar system. This will allow employees to view availability across teams and avoid overlapping appointments. Second, recurring weekly meetings will be limited to one hour unless prior approval is granted by a division

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

provided in a quick reference guide distributed by email later this week.

We thank you for your cooperation and look forward to seeing improved communication as a result of these new policies.

25. What is the main purpose of the memo?

- (A) To announce the opening of a new office
- (B) To request approval for additional staff
- (C) To advertise an intranet platform
- (D) To introduce changes to meeting policies

26. When do the new guidelines take effect?

- (A) September 5
- (B) October 1
- (C) September 20
- (D) September 22

27. What must be uploaded to the company's intranet?

- (A) Training schedules
- (B) Calendar invitations
- (C) Meeting minutes
- (D) Employee evaluations

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

**Questions 29–33 refer to the following Advertisement and Response.**

### **Professional Development Seminar – “Mastering Remote Team Leadership”**

Date: November 12–13, 2025

Location: Marriott Downtown Conference Center, Chicago, IL

Join industry experts for a **two-day seminar** designed to help mid-level managers lead remote and hybrid teams more effectively. Topics include:

- Building trust and accountability across time zones
- Choosing and integrating collaboration platforms

- Strategies for monitoring performance without micromanaging
- Case studies from companies that successfully transitioned to hybrid work

Registration fee: **\$450 per person** (includes seminar materials, breakfast, and lunch).

Early-bird discount: **\$395 if registered by October 15, 2025.**

Group discount: \$50 off per person for groups of 5 or more.

To register, visit **www.proleadseminars.com/register** or call (312) 555-9734.

To: info@proleadseminars.com

From: Daniel Kim dkim@northbridgefinance.com

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How to inform: Write it in the Skype chat or the comments section when making a reservation.  
few questions before completing the registration:

1. Our managers will be traveling from New York. Does the registration fee cover hotel accommodations, or should we arrange those separately?
2. If we are unable to attend in person due to unforeseen circumstances, will a recording of the sessions be available?
3. Is there a limit to the group discount? For example, if we eventually decide to send six or seven participants, would all of them qualify for the reduced rate?

Thank you in advance for your clarification. Once I have this information, I will confirm the registration and process the payment through our company's finance department.

Sincerely,  
Daniel Kim  
Training Coordinator  
Northbridge Finance

29. What is included in the \$450 registration fee?

- (A) Seminar materials and some meals
- (B) Hotel accommodations only
- (C) Transportation and lodging
- (D) A recording of all sessions

30. When does the early-bird discount end?

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

31. What is Mr. Kim's primary concern?

- (A) How long the sessions will last
- (B) Whether the fee includes accommodations
- (C) The identity of the guest speakers
- (D) The payment method

32. What is Mr. Kim's position?

- (A) Training Coordinator
- (B) Seminar Coordinator
- (C) Team Leader
- (D) Finance Director

33. What question does Mr. Kim ask about the group discount?

- (A) Whether six or more attendees qualify
- (B) If only three people can use it
- (C) If there is a maximum number of participants
- (D) Whether it applies to travel

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**Questions 34–38 refer to the following Correspondence.**

September 5, 2025

Ms. Felicia Morgan

Procurement Officer

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

Dear Ms. Morgan,

On behalf of **Vertex Office Supplies**, I would like to thank you for your recent inquiry regarding ergonomic furniture for your firm's new design studio. We specialize in high-quality office solutions, and we are pleased to provide a formal quotation.

Based on your request, we recommend the following items:

- **ErgoFlex Adjustable Chairs (Model EF-2000):** \$245 each (20 units)
- **Sit-Stand Desks (Model SS-500):** \$495 each (15 units)
- **Anti-Fatigue Floor Mats:** \$65 each (20 units)

Delivery is included for all items, with an estimated lead time of three weeks from the date of order confirmation. We can also offer a **5% discount** if payment is made within 15 days of invoice issuance.

Attached you will find a detailed product catalog and images. Please let us know if you would like to arrange a showroom visit to test the furniture before placing the order.

We look forward to working with you.

Sincerely,  
Caroline Hughes  
Account Manager  
Vertex Office Supplies

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

Newark, NJ 07102

Dear Ms. Hughes,

Thank you for your quotation regarding ergonomic furniture. We appreciate the detailed breakdown of products and costs. After reviewing the proposal, we would like to request a few clarifications before proceeding:

1. Could you confirm whether the sit-stand desks include built-in cable management features? This is essential for our design studio.
2. Our accounting department usually requires **30 days for invoice settlement**. Would you still honor the quoted prices if we are unable to meet the 15-day payment condition?

3. Finally, could you confirm the warranty period for the chairs and desks?

Once we receive this information, we anticipate placing a full order by the end of the month.

Sincerely,

Felicia Morgan

Procurement Officer

Harrison & Lee Architects

34. What type of items is Ms. Morgan considering purchasing?

- (A) Printing equipment
- (B) Ergonomic office furniture
- (C) Architectural software

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

- (C) Extended warranty
- (D) Free installation service

36. What feature is Ms. Morgan specifically asking about?

- (A) Warranty extensions
- (B) Chair adjustment settings
- (C) Anti-fatigue mats
- (D) Cable management for desks

37. What payment policy does Harrison & Lee Architects normally follow?

- (A) 15 days after invoice

- (B) 30 days after invoice
- (C) Payment upon delivery
- (D) Monthly installments

38. When does Ms. Morgan expect to finalize the order?

- (A) By the end of the month
- (B) Within three weeks
- (C) Immediately upon reply
- (D) After visiting the showroom

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**Questions 39–43 refer to the following Instruction and Document.**

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

teams will be revised effective January 1, 2026. The intention is to reward not only high sales volume but also account retention and client satisfaction. Please review the summary below and share it with your teams. A more detailed policy document will be uploaded to the company intranet later this week.

### **Sales Commission Policy – Effective January 1, 2026**

Performance Metric	Previous Policy	New Policy (2026)
Base Commission Rate	4% on all sales	3% on all sales
Quarterly Target Bonus	\$1,000 if quota met	\$1,500 if quota exceeded by 10%

Performance Metric	Previous Policy	New Policy (2026)
Account Retention Bonus	Not included	\$250 per client retained beyond 12 months
Client Satisfaction Incentive	Not included	\$200 for accounts scoring above 90% in surveys
Maximum Annual Bonus Cap	\$10,000	\$15,000

Please ensure all sales staff are aware of these changes by October 15, 2025. Managers will be required to confirm acknowledgment of receipt by that date.

39. What is the purpose of the new commission policy?

(A) To increase overall sales quotas

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

(A) \$1,500 bonus  
(B) \$1,000 bonus  
(C) \$250 bonus  
(D) \$200 bonus

41. What aspect of performance was not rewarded under the previous policy?

(A) Account retention  
(B) Sales volume  
(C) Quarterly target achievement  
(D) Bonus caps

42. By when must managers confirm acknowledgment of the new policy?

- (A) October 15, 2025
- (B) January 1, 2026
- (C) Within 90 days of implementation
- (D) By the end of the quarter

43. What is the new maximum annual bonus cap?

- (A) \$15,000
- (B) \$12,000
- (C) \$10,000
- (D) \$20,000

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

Mr. Jonathan Pierce

Human Resources Manager

Brightwell Insurance Group

2250 Westlake Plaza

Seattle, WA 98101

Tel: (206) 555-8790

Dear Mr. Pierce,

I am writing to inform you that the **annual employee wellness program** will take place from November 10 to November 21, 2025. This program is designed to provide staff members with access to free health screenings, vaccination clinics, and nutritional counseling sessions.

In order to ensure smooth scheduling, we kindly ask that your department submit the list of participating employees by **October 28, 2025**. Appointments will be scheduled on a first-come, first-served basis, but preference will be given to employees in high-stress positions such as claims adjusters and underwriters.

Additionally, we are introducing two new features this year:

1. A mental health workshop led by licensed therapists.
2. An on-site fitness assessment with personalized exercise recommendations.

Please encourage employees to take part in these sessions, as participation rates will be reviewed during the company's year-end wellness evaluation.

完全版テキストはレッスン前に“教材名”を講師に伝えてください。  
(リンクだけ送っても講師には伝わりません。)

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.)

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

October 20, 2025

Ms. Karen Ellis  
Corporate Health Coordinator  
Brightwell Insurance Group  
2250 Westlake Plaza  
Seattle, WA 98101

Dear Ms. Ellis,

Thank you for the information about the upcoming wellness program. I will circulate the details among our staff immediately. However, I would like to confirm a few points:

1. Several of our employees work on rotating shifts and may not be available during normal office hours. Will evening or weekend appointments be offered?
2. Could you provide additional information about the fitness assessment, such as whether it requires specialized clothing or prior preparation?
3. Finally, since our department has more than 60 staff members, is there a limit to how many can participate in the screenings?

We will aim to submit our participant list by the requested deadline.

Sincerely,

Jonathan Pierce

Human Resources Manager

Brightwell Insurance Group

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(D) To expand office facilities

45. When must Mr. Pierce's department submit the employee list?

- (A) October 28, 2025
- (B) October 20, 2025
- (C) October 21, 2025
- (D) October 14, 2025

46. Which employees will be prioritized for appointments?

- (A) Those with more than 60 colleagues
- (B) Those who submit fitness assessments
- (C) Those who work evening shifts

(D) Those in high-stress roles

47. What new activity is mentioned for this year's program?

- (A) Remote participation via video
- (B) Expanded vaccination clinics
- (C) Extended scheduling hours
- (D) A mental health workshop

48. What concern does Mr. Pierce raise?

- (A) The cost of participation
- (B) Whether screenings are mandatory
- (C) Appointment availability outside normal hours
- (D) Concerns about the new activity

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# Answers

1. C	25. D
2. D	26. B
3. C	27. C
4. A	28. C
5. C	29. A
6. B	30. C
7. D	31. B
8. A	32. A
9. D	33. C
10. A	34. B
11. B	35. B
12. D	36. D

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18. C	42. A
19. B	43. A
20. B	44. C
21. B	45. A
22. C	46. D
23. D	47. D
24. A	48. C