

TOEIC Part 7 Practice #4

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

Questions 1-2 refer to the following advertisement.

Professional Dog Walking Services

Happy Paws Pet Care

- Daily walks for dogs of all sizes
- Flexible scheduling, including evenings and weekends
- Insured and trained walkers

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

1. What service is being advertised?

- (A) Dog grooming
- (B) Dog walking
- (C) Veterinary care
- (D) Pet adoption

2. What feature is highlighted for elderly or anxious pets?

- (A) Special care during walks
- (B) Discounted subscription
- (C) Personalized diet plans
- (D) Grooming services

Questions 3–5 refer to the following article excerpt.

Excerpt from Business Outlook Weekly (April Issue)

Analysts are closely watching the construction sector after three consecutive quarters of sluggish growth. Rising material costs, particularly steel and lumber, have discouraged developers from initiating large-scale projects. Smaller firms report difficulty securing financing, as banks are tightening lending standards amid fears of defaults. On the other hand, commercial property demand remains steady, driven by technology companies seeking office space in urban centers.

A recent government proposal to offer tax credits to firms investing in energy-efficient buildings has sparked cautious optimism. If approved, the measure

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3. What problem are smaller construction firms facing?

- (A) High labor turnover
- (B) Shortages of land
- (C) Difficulty obtaining financing
- (D) Limited market demand

4. What has increased the cost of construction?

- (A) Rising wages
- (B) Delays in shipping
- (C) Higher insurance premiums
- (D) Expensive raw materials

5. What concern is mentioned about long-term industry recovery?

- (A) Lack of government incentives
- (B) Oversupply of office space
- (C) Uncertainty over interest rates
- (D) Low demand for new homes

Questions 6–8 refer to the following employment contract.

EMPLOYMENT AGREEMENT

This contract is entered into on June 1, 2025, between Mountain Ridge Logistics (hereafter “the Company”) and Jennifer L. Owens (hereafter “the Employee”). The Employee shall serve in the capacity of Operations

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How to inform: Write it in the Skype chat or the comments section when making a reservation.
after six months of employment.

The Employee agrees not to disclose proprietary information or engage in competing business activities for a period of 12 months following termination of employment. Either party may terminate this contract with 30 days’ written notice.

Questions

6. When will Ms. Owens begin working?

- (A) June 15, 2025
- (B) June 1, 2025
- (C) July 1, 2025
- (D) June 30, 2025

7. What benefit becomes available after six months?

- (A) Paid annual leave
- (B) Health insurance coverage
- (C) Participation in a retirement plan
- (D) A salary increase

8. According to the contract, what is required to end the agreement early?

- (A) Written notice of 30 days
- (B) Payment of one month's salary
- (C) Approval by both parties
- (D) A six-month probationary review

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

Date: September 12, 2020

Subject: Security Badge System Update

Beginning October 1, our company will implement new electronic security badges for all employees. These badges will replace the existing plastic cards and must be scanned at entry points throughout the building. The purpose of the update is to improve both safety and record-keeping.

Badges will be distributed by the IT department during the week of September 22. Please bring a valid photo ID when picking up your badge. Lost badges should be reported immediately to security; a replacement fee of \$20 will apply.

Supervisors are asked to remind team members of these requirements. Thank you for your cooperation in keeping our workplace secure.

Questions

9. What is the purpose of the new system?

- (A) To simplify payroll processing
- (B) To improve safety and record-keeping
- (C) To replace the IT department's software
- (D) To increase employee attendance

10. When will the new badges be required for use?

- (A) September 22
- (B) September 30
- (C) Immediately after distribution
- (D) October 1

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

Questions 12–14 refer to the following formal letter.

Letter from Client Relations

September 20, 2025

Mr. Paul Carver
Greenway Furnishings Ltd.
1027 Parkside Avenue
Seattle, WA 98104

Dear Mr. Carver,

On behalf of Evergreen Bank, I would like to thank you for your continued relationship with our Commercial Lending Division. We value the trust you have placed in us and are pleased to have supported your company's expansion over the past three years.

We are writing to inform you of a new fixed-rate loan program designed for small and mid-sized businesses. This product offers competitive rates and repayment terms of up to 10 years. We believe this program may be of interest to your firm, given your plans for warehouse upgrades.

If you would like more details, please contact me directly at (206) 555-4982. We would be delighted to schedule a consultation at your convenience.

Sincerely,

Elaine Whitman

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(C) To introduce a new loan program

(D) To announce a change in branch location

13. What is implied about Greenway Furnishings Ltd.?

- (A) It has recently changed ownership
- (B) It borrowed money only once
- (C) It manufactures residential products
- (D) It has expanded in recent years

14. What is suggested as the next step for Mr. Carver?

- (A) Renewing his existing contract
- (B) Visiting a local branch

- (C) Contacting the letter's sender
- (D) Sending financial statements

Questions 15-17 refer to the following notice.

Notice to All Guests of Riverside Hotel

Effective next Monday, Riverside Hotel will be undergoing scheduled improvements to its wellness and leisure facilities. The swimming pool and adjoining hot tub will be temporarily closed for comprehensive maintenance. The work will include resurfacing the pool floor, replacing outdated water filtration systems, and upgrading the temperature controls. While we understand this may be an inconvenience, the improvements will ensure a

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How to inform: Write it in the Skype chat or the comments section when making a reservation. charge. vouchers can be collected at the reception desk upon request.

We anticipate that the project will take two weeks, with the pool reopening on May 14. We sincerely appreciate your patience and cooperation during this necessary upgrade. Please note that all other hotel amenities—including the restaurant, business center, and spa—will continue operating as usual.

Should you have any questions or require assistance in arranging transportation to Harborview Fitness Club, kindly contact the front desk. Our staff will be happy to help.

Thank you for your understanding, and we look forward to welcoming you to our improved facilities soon.

Riverside Hotel Management

15. What facility will be unavailable during the renovation?

- (A) The fitness center
- (B) The restaurant
- (C) The swimming pool
- (D) The business center

16. What arrangement has the hotel made for its guests?

- (A) Free use of another fitness club's pool
- (B) Discounted spa services
- (C) Extended restaurant hours
- (D) Complimentary shuttle service

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Questions 18-20 refer to the following memo.

Interoffice Memorandum

To: All Sales Division Staff

From: Kelly Parsons, Director of Sales

Date: March 22

Subject: Department-Wide Training Session

As part of our continuous effort to improve performance and customer satisfaction, we will be holding a mandatory training session for all members of the Sales Division. The session will take place on Friday, March 29, from 9:00 A.M. to 3:00 P.M. in the Lakeside Conference Hall.

The training will focus on three key areas: effective client communication, negotiation strategies, and use of the company's new customer relationship management (CRM) software. Industry consultants with extensive experience in corporate sales will lead the workshops, offering both theoretical insights and practical exercises.

Please bring your company-issued laptops, as one segment of the training will involve hands-on practice with the CRM system. Lunch and refreshments will be provided, but staff are expected to remain on-site for the entire session.

Employees unable to attend must inform their supervisors no later than March 25 and provide a valid reason. A make-up session will be scheduled only in exceptional circumstances.

We believe this training will be beneficial for both individual career growth and

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

- (B) To introduce a new manager to the division
- (C) To summarize sales performance statistics
- (D) To request volunteers for a client event

19. What will participants practice during the training?

- (A) Preparing financial reports
- (B) Using the new CRM software
- (C) Giving marketing presentations
- (D) Designing advertising materials

20. What should employees bring with them to the session?

- (A) Printed contracts

- (B) Laptops
- (C) Reference books
- (D) Notebooks only

Questions 21-24 refer to the following notice.

Notice to Employees: Temporary Relocation of Staff Cafeteria

Due to ongoing construction work in the lower level of Tower B, the staff cafeteria will be closed for renovations beginning April 1 and lasting approximately six weeks. The renovations will include expanding the seating area, modernizing kitchen equipment, and installing new ventilation systems to improve air quality.

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

For those preferring external options, partnerships with nearby restaurants have been arranged. Employees can receive a 15% discount at participating establishments by presenting their staff ID card. A full list of these restaurants will be distributed via email.

Please note that while the cafeteria is closed, employees may not use Tower B's lower level for any reason due to safety concerns. Construction zones will be clearly marked, and entry is restricted to authorized personnel only.

We appreciate your patience during this transition and are confident that the improvements will provide a much more enjoyable dining experience for all staff.

21. What facility is being renovated?

- (A) The staff cafeteria
- (B) The conference center
- (C) The reception area
- (D) The ventilation system

22. Where will employees be able to eat inside the building?

- (A) On the ground floor of Tower B
- (B) In Tower A's 5th-floor conference rooms
- (C) In the staff lounge area
- (D) In the Tower B lobby

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24. What are employees instructed NOT to do?

- (A) Enter the construction zone
- (B) Order meals in advance
- (C) Bring food from home
- (D) Use their staff ID cards

Questions 25-28 refer to the following advertisement.

Product Announcement: ClearScreen Pro Monitor

Are you tired of blurry visuals and eye strain after long workdays? The ClearScreen Pro Monitor, developed by Horizon Electronics, offers a cutting-

edge solution for professionals and gamers alike. Featuring a 32-inch ultra-high-definition display with enhanced color accuracy, the ClearScreen Pro provides stunning clarity for spreadsheets, design projects, and streaming entertainment.

One of its key innovations is the Adaptive Brightness System, which automatically adjusts the screen's brightness according to surrounding light conditions, ensuring comfortable viewing throughout the day. The monitor also incorporates a flicker-free technology and an anti-glare coating, reducing eye fatigue even during extended use.

Connectivity has been made simple, with multiple HDMI and USB-C ports allowing users to connect laptops, gaming consoles, and other devices simultaneously. The slim, ergonomic design includes height and tilt

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Please inform your teacher “name of the material” before the lesson.
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How to inform: Write it in the Skype chat or the comments section when making a reservation.
Visit our website or authorized retailers to learn more, and experience the
difference ClearScreen Pro can bring to your work and leisure.

25. What product is being advertised?

- (A) A laptop computer
- (B) A gaming console
- (C) A desk mount
- (D) A computer monitor

26. What feature of the product is emphasized?

- (A) Expanded storage capacity
- (B) Touch-screen capability

(C) Adaptive brightness system

(D) Built-in speakers

27. What benefit is offered to early purchasers?

(A) A free keyboard

(B) An extended warranty

(C) A complimentary desk mount

(D) A discount on technical support

28. What is included with the product purchase?

(A) A three-year warranty

(B) A free software package

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Table: Results of Employee Satisfaction Survey — Apex Manufacturing (July 2025)

Category	2024 Score	2025 Score	Change
Salary & Compensation	61%	65%	+4
Work-Life Balance	55%	62%	+7
Training & Development	68%	70%	+2
Career Advancement Opportunities	49%	54%	+5
Workplace Facilities	72%	77%	+5
Management Communication	58%	63%	+5

Category	2024 Score	2025 Score	Change
Overall Job Satisfaction	60%	66%	+6

Internal Report — From: HR Department

To: Executive Leadership Team

Date: August 5, 2025

Subject: Summary of Annual Employee Satisfaction Survey

This year's employee satisfaction survey was conducted across all departments, with 1,148 responses collected (an 84% participation rate). Overall results indicate modest but consistent improvement in nearly every category compared with last year.

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However, while **salary and compensation** improved slightly, this remains the second-lowest scoring category at 65%. Exit interviews over the past year also revealed pay competitiveness as a recurring concern. Although **training & development** and **workplace facilities** continue to receive strong ratings, the perception of limited growth opportunities still weighs on morale.

In summary, progress has been made, but compensation and long-term career paths remain key areas of concern. HR recommends that leadership review the current salary bands relative to industry standards and consider expanding the internal mobility program to better address employee expectations.

29. What is the main purpose of the report?

- (A) To introduce a new remote-work policy
- (B) To announce budget cuts for training programs
- (C) To recommend building new facilities
- (D) To summarize the results of a survey

30. Which category showed the largest year-over-year increase?

- (A) Training & Development
- (B) Work-Life Balance
- (C) Salary & Compensation
- (D) Career Advancement Opportunities

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32. What is identified as a positive effect of the quarterly town hall meetings?

- (A) Increased employee pay
- (B) Improved work-life balance
- (C) Reduced turnover rates
- (D) Higher satisfaction with management communication

33. What does HR recommend management do next?

- (A) Increase participation in surveys
- (B) Eliminate the mentoring program
- (C) Close underperforming departments
- (D) Review compensation and mobility policies

Questions 34–38 refer to the following e-mail and attached document.

E-mail — From: Corporate Training Department training@metroinsure.com

To: All Regional Managers

Date: October 12, 2025

Subject: Mandatory Compliance Training

Dear Managers,

As part of our annual risk-management program, all regional managers must complete the **2025 Compliance Certification Training** no later than **November 30, 2025**. This training ensures our operations remain aligned with federal regulations and internal audit standards.

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Please inform your teacher “name of the material” before the lesson.
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How to inform: Write it in the Skype chat or the comments section when making a reservation.

Failure to complete the training will result in a formal compliance notice being placed in your personnel file. Should you have any questions about scheduling or content, please contact Training Coordinator Jonathan Lee (ext. 4579).

Sincerely,

Corporate Training Department

Attachment — Training Registration Form (Excerpt)

Section A: Participant Information

- Name, Employee ID, Region, Contact E-mail

Section B: Preferred Session (select one)

- Tuesday, Oct 21 – 10:00–12:00
- Thursday, Oct 23 – 14:00–16:00
- Tuesday, Oct 28 – 10:00–12:00
- Thursday, Nov 6 – 14:00–16:00
- Tuesday, Nov 18 – 10:00–12:00
- Thursday, Nov 20 – 14:00–16:00
- Tuesday, Nov 25 – 10:00–12:00

Section C: Certification Acknowledgment

I acknowledge that completion of this training is mandatory and that failure to do so will result in a compliance notice in my personnel file.

Signature: _____ Date: _____

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伝え方: スカイプチャット or 予約時のコメント欄に記入

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35. How will the training be delivered?

- (A) At an in-person seminar
- (B) Through printed materials
- (C) By private coaching sessions
- (D) Via an online platform

36. By when must participants complete the training?

- (A) November 30, 2025
- (B) October 21, 2025
- (C) October 12, 2025

(D) November 6, 2025

37. What consequence is mentioned for those who do not complete the program?

- (A) A formal compliance notice
- (B) A reduction in salary
- (C) Cancellation of work assignments
- (D) Suspension from the training platform

38. On which date is a morning session available?

- (A) Thursday, October 23
- (B) Thursday, November 6

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~~NOTICE POSTED IN CAFETERIA AND SENT VIA MAIL — OCT. 5, 2020~~

Subject: Temporary Closure of Main Cafeteria Kitchen

Due to scheduled maintenance and safety upgrades, the **main cafeteria kitchen** on the 5th floor will be closed from **October 10 through October 21**. During this period, only pre-packaged meals and cold beverages will be available at the café counter. Hot meal service will resume on **Wednesday, October 22**.

As alternatives, employees may use the following options:

1. **Satellite Café** (Building B, 2nd floor) – Full hot meal menu available.
2. **Food Trucks** – Licensed vendors will operate in the courtyard between 11:00 a.m. and 2:00 p.m. daily.

3. **Reimbursement Option** – Employees who purchase meals outside the premises may submit receipts up to a daily limit of \$10 for partial reimbursement through the Finance Department.

We apologize for any inconvenience and appreciate your cooperation.

E-mail Exchange

From: *Maya Brown, Finance Officer*

To: *Facilities Department*

Date: Oct. 5, 2025

Subject: Clarification on Meal Reimbursements

Hello,

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

Thank you,

Maya

From: *Facilities Department*

To: *Maya Brown*

Date: Oct. 6, 2025

Subject: Re: Clarification on Meal Reimbursements

Hello Maya,

Yes, receipts from convenience stores are acceptable as long as they are itemized. The \$10 limit applies per day, regardless of the number of purchases. Reimbursements will be processed monthly, and employees should submit

receipts through the HR portal no later than the last working day of each month.

Regards,
Facilities Department

39. What is the reason for the cafeteria closure?

- (A) Staff shortages
- (B) Food supply issues
- (C) Poor sales figures
- (D) Maintenance work

40 When will hot meal service resume?

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

41. What option is available between 11:00 a.m. and 2:00 p.m. during the closure?

- (A) Food truck service in the courtyard
- (B) Reimbursement for outside purchases
- (C) Satellite Café on the 5th floor
- (D) Free meal vouchers

42. What does Maya Brown mainly request in her e-mail?

- (A) A copy of the maintenance schedule
- (B) Details about the reimbursement policy
- (C) Information about food truck menus

(D) Confirmation of cafeteria reopening hours

43. According to the reply, what must be true of receipts from convenience stores?

- (A) They must show items individually
- (B) They must be submitted daily
- (C) They must total over ¥1,000
- (D) They must be signed by a supervisor

Questions 44–48 refer to the following letter and reply.

Evergreen Office Supplies Ltd

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

Mr. Paul Singh

Purchasing Manager

Northshore Consulting Group

45 Kingsway Road, London

Dear Mr. Singh,

We are writing to follow up on your company's order of **model LX-400 multifunction printers** placed on September 5. While the original expected delivery date was September 20, we regret to inform you that shipment has been delayed due to supply chain disruptions at the manufacturer's plant in Germany.

The revised delivery date is now **October 18**. We understand the inconvenience this may cause and are offering a **10% discount** on the total

invoice as compensation. Additionally, if your office urgently requires printing capacity before the shipment arrives, we can provide **loaner units** from our rental stock at no extra cost.

We appreciate your patience and continued partnership. Please let us know how you wish to proceed regarding the loaner units.

Sincerely,
Helen Carter
Account Manager
Evergreen Office Supplies Ltd.

From: Northshore Consulting Group

October 4, 2025

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

request **three loaner units** to be delivered to our London office as soon as possible.

Please confirm the expected delivery date for these temporary units, and we will ensure our staff is available to receive them. We look forward to receiving the full shipment on October 18 as scheduled.

Sincerely,
Paul Singh
Purchasing Manager

44. What is the purpose of Evergreen's letter?

(A) To cancel an order due to production issues

- (B) To inform a customer of a shipping delay
- (C) To promote a new model of printer
- (D) To request payment for an invoice

45. What action did Evergreen take to reduce inconvenience?

- (A) Refunding the entire order
- (B) Providing free installation services
- (C) Offering a discount and loaner units
- (D) Substituting a different product

46. In his reply, what does Paul Singh specifically request?

- (A) Confirmation of a refund

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。
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伝え方: スカイプチャット or 予約時のコメント欄に記入

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- (A) They are required for upcoming audits
- (B) They are less expensive than the original order
- (C) They have more advanced functions
- (D) They are covered under warranty

48. What does Paul Singh ask Evergreen to confirm?

- (A) The size of the discount
- (B) The availability of spare parts
- (C) The delivery date for temporary units
- (D) The shipping method for the full order

Answers

1. B	31. C
2. A	32. D
3. C	33. D
4. D	34. C
5. C	35. B
6. A	36. A
7. C	37. A
8. A	38. C
9. B	39. D
10. D	40. B
11. B	41. A
12. C	42. B

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18. B	48. C
19. B	
20. D	
21. A	
22. A	
23. D	
24. B	
25. D	
26. D	
27. C	
28. D	
29. D	
30. B	