

TOEIC Part 7 Practice #6

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

Questions 1-2 refer to the following advertisement.

Organic Farm Fresh Vegetables

Green Valley Market

- Weekly delivery of seasonal organic produce
- Subscription options for 1, 2, or 4 weeks
- Free delivery within city limits

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

1. What is being advertised?

- (A) Organic cooking classes
- (B) Vegetable seeds
- (C) Fresh produce delivery
- (D) Farmers' market coupons

2. What is included with the subscription?

- (A) Free delivery within city limits
- (B) Cooking instructions
- (C) Farm tours
- (D) Discounted kitchen tools

Questions 3-5 refer to the following advertisement.

InvestSure Retirement Plans — Secure Your Future Today

Are you worried about outliving your savings? With InvestSure, you can rest easy knowing your retirement is backed by one of the most trusted financial service providers in the nation. Our flexible retirement plans allow you to choose between guaranteed fixed returns or growth-based investment accounts tailored to your age and lifestyle. Clients over 50 may also qualify for our “Silver Security Bonus,” which increases the annual yield by 1.5% with no extra fees.

Switching from your current provider is simple — we offer complimentary transfer services and provide a financial advisor to help manage the transition.

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www.investsureplans.com to schedule a free consultation.

3. Who is this advertisement aimed at?

- (A) People planning for retirement
- (B) Students seeking scholarships
- (C) Businesses looking for loans
- (D) Investors in real estate

4. What is the “Silver Security Bonus”?

- (A) A one-time cash prize
- (B) An insurance policy
- (C) An interest-rate increase

(D) An online portal feature

5. What incentive is offered for enrolling before April 30?

- (A) A free consultation
- (B) Free transfer services
- (C) Higher investment returns
- (D) A \$250 account credit

Questions 6-8 refer to the following article excerpt.

Rising Transport Costs Impact Small Businesses

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already raised prices twice in the past six months, but we can't keep doing that without losing customers.”

Experts suggest that many companies are now turning to regional suppliers or even reducing their shipping zones to cut down on costs. Some firms are also experimenting with group-shipping arrangements, where multiple businesses share transport services. While large corporations often hedge against rising fuel prices, smaller retailers lack the resources to do so and remain vulnerable.

6. What problem is discussed in the article?

- (A) The rising cost of transportation
- (B) A shortage of raw materials

- (C) Declining customer demand
- (D) New government regulations

7. What is Karen Lawson's main concern?

- (A) Losing customers due to price increases
- (B) Finding reliable delivery staff
- (C) Managing regional suppliers
- (D) Shipping items internationally

8. What solution have some firms tried?

- (A) Group-shipping arrangements
- (B) Hedge-fund investments
- (C) ...

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Dear Mr. Hammond,

I am writing to express my appreciation for your continued partnership with Wellington Packaging Solutions. Over the past three years, your company has been one of our most valued clients, consistently ordering custom-printed cartons and promotional materials.

As you are aware, our operating costs have increased due to higher paper and ink prices. To maintain the quality of service and timely deliveries that you expect, we must implement a modest price adjustment beginning July 1. Standard carton orders will increase by 4%, while specialty printing jobs will see a 6% increase. We understand that any rise in cost can be challenging, so we are offering an early-renewal discount of 2% for orders placed before June 15.

We value your business and are committed to working closely with you to minimize any inconvenience. Please feel free to contact me directly at (212) 555-4812 if you would like to discuss how this adjustment may affect your upcoming orders.

Sincerely,
Lydia McGowan
Regional Sales Manager
Wellington Packaging Solutions

9. What is the purpose of this letter?

- (A) To confirm a delivery
- (B) To announce a price change
- (C) To

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- (C) 6%
- (D) None

11. How can Mr. Hammond reduce the impact of the change?

- (A) Cancel all orders
- (B) Place orders early
- (C) Switch suppliers
- (D) Use fewer cartons

Questions 12-14 refer to the following contract.

Independent Contractor Agreement

This agreement is made between Ralston Consulting, LLC (“Company”) and Fiona Lee (“Contractor”) effective May 2, 2023. The Contractor agrees to provide social media marketing services, including the creation of promotional content, campaign monitoring, and monthly reporting. The Company agrees to pay Contractor \$40 per hour for up to 20 hours per week.

Payments will be issued on a biweekly basis upon submission of an invoice. Contractor will provide her own laptop, software, and internet access. The Company may request additional work hours if necessary, subject to mutual agreement.

Either party may terminate this agreement by providing 14 days' written notice. If terminated early, the Contractor will be compensated for hours worked up

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12. What kind of services will Fiona Lee provide?

- (A) Social media marketing
- (B) Software development
- (C) Customer service
- (D) Graphic design

13. How often will Fiona Lee be paid?

- (A) Weekly
- (B) Biweekly
- (C) Monthly
- (D) At project completion

14. What happens if the contract ends early?

- (A) No payment is issued
- (B) A penalty fee must be paid
- (C) Work completed will still be compensated
- (D) Confidentiality is no longer required

Questions 15-17 refer to the following notice.

Notice to Guests: Temporary Closure of Fitness Center and Pool Facilities

Dear Valued Guests,

Please be advised that the Westbrook Grand Hotel will be conducting major

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

upgrade to the pool's filtration and heating systems. Our wellness area will also receive fresh décor, improved lighting, and expanded locker-room space to better accommodate peak usage.

While the renovations are underway, hotel guests are invited to use our partner facility, FitNation Health Club, located just three blocks away at 1128 Main Street. Complimentary shuttle service will be available every hour from the main lobby beginning at 6:00 A.M. until 10:00 P.M. Guests may obtain free passes from the front desk.

Please note that our sauna and massage services will remain operational, as they are located in a separate section of the hotel. We apologize for any inconvenience this may cause and encourage you to take advantage of the temporary arrangements.

The project is scheduled to conclude on November 18, after which time all facilities will reopen with expanded hours and enhanced amenities. We thank you for your patience and look forward to welcoming you back to a refreshed and revitalized wellness center.

Sincerely,
Hotel Management

15. Which facility is mentioned as remaining open?

- (A) The indoor pool
- (B) The fitness center
- (C) The locker rooms
- (D) The sauna

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17. When are the renovations scheduled to be completed?

- (A) November 18
- (B) October 7
- (C) December 1
- (D) October 30

Questions 18-20 refer to the following memo.

Interoffice Memorandum

To: All Department Heads

From: Sarah Collins, Director of Operations

Date: March 12

Subject: Implementation of New Expense Reimbursement Policy

The purpose of this memo is to inform you that, effective April 1, the company will be implementing a revised expense reimbursement policy. This change follows a review by our finance department and external auditors, who recommended greater consistency in expense reporting across all divisions.

Key points of the new policy are as follows:

- All reimbursement claims must be submitted electronically through the company's expense portal. Paper forms will no longer be accepted.
- Itemized receipts are required for any expense over \$25. Claims without

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

To help staff adjust to the new system, the finance department will hold two training sessions on March 20 and March 22. These sessions will provide a live demonstration of the online portal and answer questions about policy details. Department heads are strongly encouraged to ensure that at least one representative from each team attends.

We believe these changes will improve transparency, reduce processing delays, and ensure compliance with corporate accounting standards. Please review the policy carefully and communicate these updates to your staff promptly.

18. What is the purpose of this memo?

(A) To announce a company-wide meeting

- (B) To introduce a new training course
- (C) To explain recent audit results
- (D) To inform staff of a new reimbursement policy

19. What is required for expense claims over \$25?

- (A) Approval from the department head
- (B) An itemized receipt
- (C) A manager's signature
- (D) A written explanation

20. When will staff training sessions be offered?

- (A) March 12 and March 15

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

Notice to Guests: Limited Housekeeping Services

Dear Guests,

Please be advised that due to staff training sessions scheduled from September 5 through September 10, housekeeping services at the Bayshore Inn will operate on a reduced schedule.

During this period, rooms will be serviced every other day instead of daily. Standard cleaning will include fresh towels, trash removal, and light tidying. Full services, such as bed linen changes and deep cleaning, will be provided every third day. Guests who require additional services may request them by calling the front desk. Priority will be given to guests staying for extended periods or with special medical needs.

We understand the importance of maintaining a comfortable and clean environment, and we appreciate your understanding as we invest in the training and development of our staff. These sessions will focus on advanced cleaning techniques, environmental sustainability practices, and guest service excellence. Our goal is to improve both the efficiency and quality of our housekeeping operations once training is complete.

Please note that complimentary laundry facilities on the lower level will remain fully available during this time. Additionally, the hotel will provide free bottled water and small amenity kits at the front desk for guests who may experience delays in service.

Normal housekeeping schedules will resume on September 11. We sincerely apologize for any inconvenience this may cause and thank you for your

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- (D) Because of faculty renovations
- (C) Because of seasonal demand
- (D) Because of supply shortages

22. How often will full services such as linen changes be provided?

- (A) Daily
- (B) Every other day
- (C) Every third day
- (D) Once a week

23. What does the notice say will remain available to guests?

- (A) Daily laundry pickup service

- (B) Complimentary laundry facilities
- (C) Delivery of fresh linens each day
- (D) Access to temporary cleaning staff

24. When will the normal schedule resume?

- (A) September 5
- (B) September 10
- (C) September 11
- (D) September 15

Questions 25-28 refer to the following announcement.

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conditions, the defect may cause the unit to operate at inconsistent cooling levels, potentially leading to premature food spoilage.

While there have been no reports of injuries, customer safety and satisfaction remain our highest priorities. As such, all affected units are eligible for free repair or replacement, regardless of warranty status. Customers may confirm whether their refrigerator is included in the recall by checking the model and serial number, located on the inside wall of the unit. A full list of affected serial ranges is available on our company website.

To minimize inconvenience, Oakridge has partnered with certified service providers nationwide. Customers can schedule an in-home repair appointment by calling our toll-free hotline or submitting a request online. In

cases where immediate repair is not possible, a replacement unit will be offered at no additional cost.

We encourage all customers to take prompt action to ensure continued safe use of their appliances. Please note that Oakridge will cover all parts, labor, and shipping expenses related to this recall.

We apologize for any disruption this may cause and thank you for your cooperation in helping us maintain the highest product standards.

25. What is the main purpose of this announcement?

- (A) To promote a new refrigerator model
- (B) To provide warranty extension details
- (C) To offer a discount on new appliances

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

- (C) By checking the serial number inside the unit
- (D) By mailing their warranty card

27. What will Oakridge do if immediate repair is not possible?

- (A) Refund the customer's purchase
- (B) Provide a replacement unit
- (C) Extend the warranty coverage
- (D) Offer a store credit

28. What costs will customers be responsible for?

- (A) Replacement shipping only
- (B) Labor expenses only

(C) None

(D) A discounted repair fee

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

BrightStay Serviced Apartments – Downtown Chicago

Looking for a comfortable, fully furnished home in the city center? BrightStay Serviced Apartments offers short- and long-term accommodations designed for working professionals, visiting executives, and extended-stay travelers.

Amenities include:

- Private one- and two-bedroom apartments with modern furniture and

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

- Fitness center, laundry facilities, and underground parking available for residents.

Monthly rental rates start at **\$1,950** for a one-bedroom unit. Flexible lease terms range from 1 to 12 months. Discounts are available for corporate accounts and long-term stays.

For reservations or to schedule a viewing, please contact reservations@brightstay.com or call (312) 555-2980.

To: BrightStay Reservations

From: Jenna Morrison jmorrison@ltcconsulting.com

Date: May 20

Dear BrightStay Team,

I saw your advertisement for the downtown apartments, and I am very interested in arranging accommodations for a colleague who will be relocating to Chicago for a 6-month project. We would require a one-bedroom apartment beginning July 1.

Could you please clarify whether utilities such as water and electricity are included in the monthly rate, or if they are billed separately? Also, does the fitness center access require an additional fee, or is it included in the rental package?

Finally, since our company will be covering the lease, can you advise if BrightStay offers invoicing directly to businesses rather than requiring individual payment?

Thank you, and I look forward to your reply.

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

- B. A hotel booking service
- C. A serviced apartment provider
- D. A moving company

30. What feature is NOT mentioned as part of the apartments?

- A. Concierge desk
- B. Swimming pool
- C. Kitchen facilities
- D. Housekeeping

31. What is Ms. Morrison's main reason for writing?

- A. To negotiate a lower rental rate

- B. To ask questions about services and billing
- C. To request an urgent maintenance repair
- D. To reserve multiple apartments immediately

32. What does Ms. Morrison say about the rental period?

- A. It would last for six months
- B. It should be flexible month to month
- C. It must not exceed 3 months
- D. It should start in August

33. How does Ms. Morrison want to handle payment?

- A. Through an online booking portal

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

QUESTIONS 30-36 REFER TO THE FOLLOWING MEMO AND FORM.

Internal Memo from Human Resources

To: All Department Managers

From: HR Department

Date: August 5

Subject: Annual Health and Safety Training Requirements

As part of compliance with the **Occupational Health and Safety Act**, all employees are required to complete annual training no later than **October 15**. This year, the training will cover:

- Fire evacuation and emergency protocols
- Proper workstation ergonomics and injury prevention

- Cybersecurity awareness for handling sensitive data
- Mental health resources and stress management strategies

Managers are responsible for ensuring their teams register through the **Corporate Learning Management System (LMS)** by **August 31**. Employees who do not complete training by the deadline will be **temporarily locked out of the company network** until compliance is met.

Please post the attached **registration form** in your department and encourage early completion. Questions may be directed to HR at training@globaltech.com.

Health & Safety Training Registration Form

(To be submitted to HR by August 31)

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○ Manager's Name: _____

• Training Session Selection (check one)

- **Session A** – Sept. 5, 9:00–12:00, Room 204
- **Session B** – Sept. 12, 1:00–4:00, Room 310
- **Session C** – Sept. 19, 9:00–12:00, Room 204
- **Session D** – Sept. 26, 1:00–4:00, Room 310

• Additional Requirements (optional)

- Request ergonomic equipment assessment
- Request dietary accommodation (please specify): _____

- Request sign-language interpreter
- **Employee Signature:** _____
- **Date:** _____

34. What is the purpose of the memo?

- (A) To inform staff about required training
- (B) To announce new workplace benefits
- (C) To outline performance review procedures
- (D) To introduce a new computer system

35. What is the deadline for managers to ensure their employees are

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36. What happens if employees do not complete the training on time?

- (A) They must meet with their managers for evaluation
- (B) They will lose access to the company network
- (C) They must attend make-up sessions on weekends
- (D) They will be fined by the HR department

37. According to the form, when is **Session C** scheduled?

- (A) September 19 in the morning
- (B) September 12 in the afternoon
- (C) September 26 in the afternoon
- (D) September 5 in the morning

38. On the form, what is one optional service employees may request?

- (A) An extra vacation day
- (B) Ergonomic equipment assessment
- (C) Reimbursement for transportation costs
- (D) A private office

Questions 33-38 refer to the following letters.

Harrison & Whitefield LLP
Attorneys at Law
1020 North Harbor Drive, Suite 400
Boston, MA 02110

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Facilities Manager

Solara Tech Incorporated

78 Concord Avenue

Cambridge, MA 02139

Dear Ms. Ruiz,

We are writing regarding the matter of delayed rent payments for the Solara Tech office space at 78 Concord Avenue. Our client, Northbridge Properties, has informed us that rent for the months of May and June has not been received, and July's payment is also past due as of July 10. According to the lease agreement signed on February 1, 20XX, monthly rent in the amount of \$8,950 is due on the first of each month, with a five-day grace period.

As of today, the outstanding balance totals \$26,850, not including late fees. The lease stipulates that overdue payments are subject to a 3% late charge per month. Unless this amount is paid in full within ten business days, Northbridge Properties reserves the right to pursue termination of the lease and further legal remedies.

We urge you to remit payment immediately or contact our office to discuss arrangements. Please note that any agreement outside the current lease terms will require written approval from Northbridge Properties.

Sincerely,
Michael Harrington
Attorney at Law
Harrison & Whitefield LLP

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July 16, 2025

Harrison & Whitefield LLP
Attorneys at Law
1020 North Harbor Drive, Suite 400
Boston, MA 02110

Attention: Michael Harrington

Dear Mr. Harrington,

Thank you for your letter of July 12 concerning rent arrears. We acknowledge the seriousness of the matter. However, please be advised that Solara Tech has

been undergoing an internal financial restructuring since May following the loss of a major client. This has temporarily affected our ability to meet lease obligations on time.

We have already secured a line of credit with First New England Bank, and payment for the full amount of \$26,850 plus all late fees will be wired by July 22. Please allow two business days for processing. We respectfully request that Northbridge Properties refrain from pursuing legal action, as our payment will bring the account current.

Solara Tech values its tenancy at 78 Concord Avenue and hopes to maintain a positive relationship with Northbridge Properties. We apologize for the inconvenience this delay has caused and appreciate your patience as we stabilize operations.

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39. What is the main subject of the first letter?

- A. A request for lease renewal
- B. An update on property renovations
- C. A notice regarding unpaid rent
- D. A demand for office maintenance

40. How much monthly rent is Solara Tech required to pay?

- A. \$2,685
- B. \$8,950
- C. \$26,850
- D. \$3,000

41. What action does Solara Tech say it will take?

- A. Request a reduction in rent
- B. Wire the overdue payment and fees
- C. Relocate to another office space
- D. Cancel the lease with Northbridge Properties

42. In her reply, what reason does Ms. Ruiz give for the late payment?

- A. Delays in client billing systems
- B. A financial restructuring at Solara Tech
- C. Legal disputes with Northbridge Properties
- D. Problems with the banking system

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Questions 44–48 refer to the following table and report.

Quarterly Departmental Expenditure Report – Glenwood Manufacturing Ltd. (Q1–Q2, 20XX)

(All figures in US dollars)

Department	Q1		Variance	Q2		Variance	Notes
	Budget	Actual		Budget	Actual		
Research & Development	120,000	138,500	+18,500	125,000	142,000	+17,000	Prototype costs exceeded estimate; higher

Department	Q1		Variance	Q2		Variance	Notes
	Budget	Actual		Budget	Actual		
Production	210,000	205,800	-4,200	215,000	227,500	+12,500	material expenses.
Sales & Marketing	95,000	91,200	-3,800	100,000	108,700	+8,700	Supplier price increases in steel and plastics during Q2.

Digital ad campaign higher than expected in June.

Efficiency

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Facilities & Utilities	80,000	84,600	+4,600	83,000	95,400	+12,400	Electricity and water rates rose; HVAC repair in May added expense.
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Internal Analysis – Prepared by: Finance Department, July 15, 20XX

The Q1–Q2 expenditure review indicates several areas of consistent overrun. Most notable is the **Research & Development department**, which exceeded its budget by over \$35,000 across two quarters due to unforeseen prototype testing costs. While this overspending may accelerate new product launches, tighter cost forecasting will be required in future quarters.

Production also exceeded its Q2 budget by \$12,500, largely attributable to supplier price hikes in raw materials. Procurement has reported ongoing negotiations with alternative vendors to stabilize costs for Q3.

Sales & Marketing came in under budget in Q1 but exceeded by nearly \$9,000 in Q2 after approving an expanded digital ad campaign targeting international markets. While the expense was higher than forecasted, preliminary returns suggest a positive impact on lead generation.

In contrast, **Customer Service** consistently came in below budget due to operational efficiencies and reduced reliance on overtime. Similarly, **Administration** underspent in Q2 as staff turnover temporarily lowered payroll obligations.

The most concerning trend is in **Facilities & Utilities**, which exceeded budget

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recurring upward trends in R&D and facilities expenditures warrant close
oversight. Recommendations include: strengthening forecasting procedures,
securing fixed contracts with suppliers, and evaluating potential energy
efficiency initiatives before Q4.

44. Which department showed consistent underspending in both quarters?

- A. Research & Development
- B. Production
- C. Customer Service
- D. Administration

45. What was the primary reason for the R&D budget overrun?

- A. Increased overtime costs
- B. Expanded advertising campaign
- C. Staff turnover in the department
- D. Higher-than-expected prototype expenses

46. According to the analysis, how does the company view the overspending in Sales & Marketing?

- A. It was wasteful and unnecessary.
- B. It was caused by staff inefficiency.
- C. It had potential benefits for business growth.
- D. It resulted from faulty supplier contracts.

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48. What is the overall conclusion of the finance department?

- A. All departments remained within budget.
- B. Overspending was severe and required layoffs.
- C. Overruns were manageable but need monitoring.
- D. Cost increases were limited to Q1 only.

Answers

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

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