

## TOEIC Part 7 Practice #8

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

Questions 1-2 refer to the following advertisement.

Summer Music Lessons

Harmony School of Music

- Beginner to advanced lessons available
- Piano, guitar, violin, and voice classes
- Experienced instructors

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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.

(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.

1. What is the purpose of this advertisement?
  - (A) To sell musical instruments
  - (B) To promote music lessons
  - (C) To hire music teachers
  - (D) To announce a music festival
2. What is emphasized about the classes?
  - (A) Small groups for personalized attention
  - (B) They are available online only
  - (C) Free instruments included
  - (D) Lessons are only in the morning

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**Questions 3–5 refer to the following office memo.**

**Interoffice Memo**

To: All Sales Department Staff

From: Richard Han, Regional Sales Director

Date: November 3, 2023

Subject: Mandatory Training on Updated Compliance Standards

As part of our company's effort to strengthen ethical practices and align with new state regulations, we will be holding mandatory training sessions on compliance standards this month. The training will cover appropriate handling of client data, new disclosure requirements for financial products, and

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Please note that employees who fail to attend may face corrective action, including delayed eligibility for quarterly bonuses. We strongly encourage everyone to review the attached compliance handbook before attending to make the most of the training. Thank you for your cooperation.

3. What is the main topic of the memo?

- A. Vendor performance review
- B. Upcoming product launch
- C. Travel policy updates
- D. Compliance training sessions

4. How many sessions are being offered?
- A. One
  - B. Three
  - C. Two
  - D. Four
5. What consequence might employees face if they do not attend?
- A. Loss of bonus eligibility
  - B. Loss of vacation days
  - C. Job termination
  - D. Required relocation

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preparing for shifting consumer habits. Analysts report that while in-person shopping is expected to rise slightly compared to last year, online sales will continue to dominate. Retailers face higher shipping costs, labor shortages, and supply chain delays, which are pushing them to adjust strategies.

Several large chains are extending store hours and hiring temporary staff to handle increased foot traffic, while online platforms are offering early discounts to spread demand over a longer period. Small businesses, meanwhile, are finding it harder to compete with the fast shipping and large advertising budgets of national retailers.

The National Retail Federation projects overall holiday spending will increase by about 3.5%, though growth will be slower than the 6.7% increase reported last year. Experts caution that inflation could still limit discretionary

purchases, especially for lower-income households. Nevertheless, retailers remain optimistic that creative promotions will help sustain steady sales.

6. What is the main issue discussed in the article?

- A. Government regulations on shipping
- B. Declining interest in online shopping
- C. Strategies retailers are using during the holiday season
- D. Rising international tourism

7. What adjustment are large retailers making?

- A. Extending store hours
- B. Closing physical stores

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- A. 3.3%
- B. 5%
- C. 6.7%
- D. 10%

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

**INVOICE**

North Coast Office Supplies

442 Pine Street, Portland, OR 97204

Tel: (503) 452-8841

Bill To:

Harbor Financial Group

1210 Bay Avenue, Suite 400

Seattle, WA 98121

Invoice Date: October 28, 2023

Payment Due: November 27, 2023

Invoice #: 3429-A

Item No.	Description	Qty	Unit Price	Line Total
101	Laser Printer Cartridge (B/W)	4	\$72.50	\$290.00
202	Toner Pack (Color)	2	\$129.00	\$258.00
305	Ream of Copy Paper (500)	10	\$6.25	\$62.50

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850	Box of Envelopes (100)	6	\$9.75	\$58.50
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**Subtotal:** \$1,354.50

**Tax (7%):** \$94.82

**Total Due:** \$1,449.32

**Payment Terms:** Payment is due within 30 days of invoice date. A late fee of 1.5% per month will be charged on overdue balances. Returns must be requested within 14 days of receipt, and all returned items must be unused and in original packaging.

9. What is the invoice total?

A. \$1,354.50

B. \$1,488.20



C. \$1,499.00

D. \$1,449.32

10. What is the late fee for overdue payments?

A. A flat \$25

B. \$15 per item

C. 7% per month

D. 1.5% per month

11. What is the return policy?

A. Within 14 days, unused and in original packaging

B. Within 30 days, used items allowed

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**November 6, 2023**

Mr. William Foster

Vice President, Operations

Sunrise Logistics Inc.

1500 Harbor View Road

Boston, MA 02110

Dear Mr. Foster,

I am writing to follow up on the shipment delays that have affected several of our recent deliveries from your company. While we appreciate the challenges posed by high seasonal demand, our clients rely on timely service, and repeated delays risk damaging our professional reputation.

Our records show that three shipments scheduled for delivery between October 15 and October 28 arrived between four and six days late. This not only created internal scheduling problems but also caused us to incur additional storage and staffing expenses.

We value our partnership with Sunrise Logistics and hope to resolve this matter quickly. We request a meeting within the next two weeks to review your updated capacity plan and discuss how to ensure timely deliveries moving forward. Please confirm your availability at your earliest convenience.

Sincerely,

Elizabeth Tran

Director of Operations

Northpoint Distribution Ltd.

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D. TO CANCEL AN EXISTING CONTRACT

13. What problem did the delays cause for Northpoint Distribution?

- A. Loss of a business partner
- B. Higher staffing and storage costs
- C. A canceled contract with Sunrise Logistics

D. Missing product specifications

14. What does Ms. Tran request from Mr. Foster?

- A. Immediate termination of services
- B. A full refund for late shipments

- C. A discount on future services
  - D. A meeting to discuss solutions
- 

Questions 15-17 refer to the following letter.

September 10, 2025

Mr. Daniel Kim  
Procurement Manager  
Riverfront Construction Ltd.  
Boston, MA

Dear Mr. Kim,

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

comfort and durability in high-use environments. Our desks are made with reinforced steel frames and environmentally sustainable laminates, while our chairs are certified to meet occupational health standards for long-term use.

We are pleased to offer Riverfront Construction a **10% corporate discount** on any order placed before October 31. In addition, purchases exceeding \$25,000 will qualify for **free delivery and installation** within the greater Boston area.

Should you require assistance customizing your order or wish to schedule an in-person demonstration, please contact me directly at (617) 555-3499 or via email at sales@summitoffice.com. Our design consultants would be happy to visit your offices to provide layout suggestions tailored to your workspace.



We look forward to working with you and building a productive relationship with Riverfront Construction. Thank you again for considering Summit Office Interiors as your trusted partner.

Sincerely,

**Rebecca Lawson**

Sales Director

Summit Office Interiors

15. Who wrote the letter?

- A. A procurement manager
- B. A sales director
- C. A company president

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

- C. A catalog with product details
- D. A warranty card

17. What special offer is mentioned?

- A. A 10% discount
- B. Extended payment terms
- C. Free maintenance service
- D. An additional product line

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Questions 18-20 refer to the following memo.

## Interoffice Memorandum

Date: September 5, 2025

To: All Department Heads

From: Human Resources Division

Subject: Upcoming Staff Training Requirement

Effective October 15, all employees must complete the **Workplace Security and Data Privacy Training Program**. This program is part of our ongoing compliance with federal regulations and internal security policies. The course will be offered both online and in-person, giving staff the flexibility to choose the format that best fits their schedule.

Managers are responsible for ensuring that every member of their team completes the training by **December 1**. Completion certificates should be

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How to inform: Write it in the Skype chat or the comments section when making a reservation.  
the company intranet under the training resources section. Questions  
should be directed to the HR helpdesk at extension 2205.

Thank you for your cooperation in ensuring our workplace remains safe and compliant with regulations.

18. What is the main purpose of the memo?

- A. To inform staff about a mandatory training program
- B. To announce new hiring procedures
- C. To report results of a compliance audit
- D. To introduce new software

19. What will happen if employees fail to meet the deadline?

- A. Their training fees will increase
- B. They will lose vacation days
- C. They will pay a penalty
- D. Their access to systems may be restricted

20. By when must managers submit completion certificates?

- A. October 15
- B. December 5
- C. November 1
- D. December 15

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recognition for its innovative approach to supporting small-scale farmers in the region. With more than 150 members, the cooperative helps growers pool resources, access equipment, and negotiate better prices with distributors.

Recently, the cooperative secured a **\$750,000 state grant** aimed at improving food distribution infrastructure. The funds will be used to purchase refrigerated trucks and build a regional storage facility, allowing fresh produce to reach urban markets more quickly. This move is expected to reduce spoilage and increase earnings for farmers.

Beyond financial support, the cooperative provides educational workshops on sustainable farming techniques, such as crop rotation and water conservation. According to Executive Director Paula Chen, “Our goal is not just to strengthen

the farmers' incomes, but also to build environmentally responsible practices that will benefit the community long-term."

Local grocery chains and restaurants have already committed to sourcing more of their produce through the cooperative. In addition, the initiative has generated new jobs in packaging, logistics, and marketing. Economists note that the cooperative model could serve as a blueprint for other agricultural regions facing similar challenges.

With continued investment and member participation, the Green Valley Cooperative is expected to expand its reach across three neighboring counties within the next two years.

21. What is the Green Valley Cooperative?

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22. What will the grant money be used for?

- A. Storage and transportation improvements
- B. Hiring additional staff
- C. Purchasing farmland
- D. Advertising

23. What benefit do farmers gain by joining the cooperative?

- A. Government subsidies
- B. International shipping
- C. Equipment sharing
- D. Free labor



24. According to the article, what broader impact has the cooperative had?

- A. Increase in exports
  - B. Lower property taxes
  - C. Reduction in food prices
  - D. Creation of new jobs
- 

Questions 25-28 refer to the following product recall announcement.

### **Urgent Recall Notice – MetroTech Electronics**

MetroTech Electronics is issuing a recall of its **SmartCharge Portable Power Banks (Model SC-500)** sold between January and August 2024. The recall

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

Customers may submit a recall request form through the company’s official website or return the product to any authorized retailer. Proof of purchase is not required; however, customers should provide the **model number** printed on the underside of the unit to confirm eligibility.

MetroTech has already notified regulatory authorities and instructed retail partners to remove the product from shelves. The company regrets any inconvenience this may cause but emphasizes that safety remains its top priority.

For further information, customers can visit **www.metrotechrecall.com** or call **1-877-555-0199** (available Monday to Friday, 9:00 A.M. – 7:00 P.M. EST).



25. What product is being recalled?
- A. SmartCharge Portable Power Banks
  - B. Laptop batteries
  - C. Smartphone adapters
  - D. Wireless headphones

26. What is offered to customers?
- A. Refund or upgrade
  - B. Extended warranty
  - C. Repair service only
  - D. Store credit

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

28. What is emphasized in the company's announcement?
- A. Safety as the highest priority
  - B. Speed of shipping
  - C. Lower product cost
  - D. Future expansion plans

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Questions 29–33 refer to the following Data and Analysis.

Quarterly Regional Sales Performance Report – Q2 2025

Region	Q1 2025 Sales (\$)	Q2 2025 Sales (\$)	% Change	Primary Product Lines	Notable Comments
Northeast US	2,150,000	2,480,000	+15.3%	Office supplies, printers	Growth driven by new school district contracts
Southeast US	1,870,000	1,760,000	-5.9%	Furniture, electronics	Decline due to two major store closures
Midwest US	1,430,000	1,390,000	-2.8%	Cleaning products, office chairs	Lower sales caused by increased competition
West Coast US	2,680,000	3,040,000	+13.4%	Software, premium furniture	Growth from strong tech sector partnerships
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Latin America	1,120,000	1,340,000	+19.6%	Basic office supplies	Growth driven by new distributor agreements

## Analysis by Corporate Strategy Team – July 15, 2025

Overall company revenue increased by **8.7% compared to Q1**, largely driven by the **West Coast US, Asia-Pacific**, and **Latin America** markets. Latin America recorded the **highest percentage growth**, although its total revenue contribution remains the smallest.

The **Southeast US region requires immediate attention**: two store closures reduced sales volume, and additional competition in furniture and electronics

continues to pressure margins. Meanwhile, the **Midwest showed only a slight decline**, but if trends persist, it may reflect a broader loss of competitiveness in traditional office product lines.

The **West Coast and Asia-Pacific markets** are the most promising areas for expansion. West Coast growth is being driven by **partnerships with technology firms**, particularly bulk purchases of premium office furniture for new corporate campuses. Asia-Pacific's success can be attributed to the **rise of hybrid work solutions** in Singapore, Tokyo, and Seoul.

Europe continues steady growth, helped in part by **currency exchange fluctuations** favorable to US-based exporters. Northeast US sales surged thanks to multi-year contracts signed with **public school systems**, which helped secure bulk purchases of printers and office supplies.

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3. Monitor **currency risks in Europe** closely, as future shifts could negatively affect performance.
4. Expand **West Coast partnerships** with technology firms, as this sector is proving highly profitable.

29. What is the main purpose of this document?
- (A) To report regional sales trends and make recommendations
  - (B) To outline staffing changes at regional offices
  - (C) To announce new product launches
  - (D) To compare Q2 sales to those of Q2 last year

30. Which region recorded the largest percentage growth?
- (A) Latin America
  - (B) Asia-Pacific
  - (C) West Coast US
  - (D) Northeast US
31. According to the analysis, what caused strong sales in the Northeast US?
- (A) Exchange rate changes
  - (B) Increased distributor agreements
  - (C) Contracts with school districts
  - (D) Expansion of technology partnerships

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

33. What factor most contributed to Europe's growth in Q2?
- (A) School district contracts
  - (B) Latin American distribution growth
  - (C) Technology firm partnerships
  - (D) Favorable currency exchange

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**Questions 34–38 refer to the following Instruction and Document.**

**Internal Memo**

From: Human Resources Department



To: All Department Heads

Date: August 2, 2025

Subject: Annual Compliance Training – Mandatory Registration

As part of our company's ongoing compliance obligations, all employees must complete the **2025 Workplace Compliance Training Program** before **October 15, 2025**. This training covers updated regulations related to **anti-harassment policies, data privacy requirements, and workplace safety standards**.

Department heads are responsible for ensuring that all staff register for a session and complete the training. Please distribute the attached registration form to your team members. Completed forms should be returned to Human Resources no later than **September 1, 2025**, to allow adequate time for scheduling.

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

## 2025 Workplace Compliance Training Registration Form

- Employee Name: \_\_\_\_\_
- Department: \_\_\_\_\_
- Employee ID: \_\_\_\_\_
- Preferred Session (select one):
  - ☐ September 8, 9:00 AM – 12:00 PM (Conference Room A)
  - ☐ September 15, 1:00 PM – 4:00 PM (Training Center Room 3)
  - ☐ September 22, 9:00 AM – 12:00 PM (Online Webinar – Zoom)
  - ☐ September 30, 1:00 PM – 4:00 PM (Conference Room B)
- Training Topics of Highest Interest (check up to two):
  - ☐ Anti-Harassment Policy Updates



[ ] Data Privacy and Security Standards

[ ] Workplace Safety Regulations

[ ] Cybersecurity Threat Awareness

- Supervisor's Signature: \_\_\_\_\_
- Date Submitted: \_\_\_\_\_

34. What is the main purpose of the memo?

- (A) To announce a change in HR staffing
- (B) To inform managers about compliance training requirements
- (C) To distribute workplace safety regulations
- (D) To request department head feedback on training content

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

36. What is required of department heads?

- (A) Personally attend all training sessions
- (B) Approve new workplace policies
- (C) Review safety standards in advance
- (D) Ensure staff members register and submit forms

37. What consequence is mentioned for employees who fail to attend training?

- (A) Suspension until training is completed
- (B) Deduction of annual leave days
- (C) Permanent dismissal from the company

(D) Mandatory reassignment

38. What option is available for employees who prefer not to attend in person?
- (A) They can complete a video course at home.
  - (B) They can join an online webinar.
  - (C) They can reschedule after October 15.
  - (D) They can skip the training with supervisor approval.
- 

Questions 39–43 refer to the following Advertisement and Response.

Advertisement – Horizon Fitness Club “Corporate Wellness Package”

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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.

- **Unlimited gym access** at all three Horizon Fitness Club branches in downtown Boston, open 5:30 AM to 11:00 PM, seven days a week.
- Complimentary access to **weekly yoga, spin, and strength-training classes**.
- Use of **swimming pool, sauna, and lounge facilities**.
- Monthly **fitness assessments** and personalized workout plans.
- **Discounted rates** on massages, nutrition counseling, and personal training sessions.
- Exclusive use of **meeting and seminar rooms** (by reservation) for wellness workshops.

## Pricing:

- Standard Corporate Rate: **\$45 per employee/month** (minimum 15 employees).
- Premium Corporate Rate: **\$65 per employee/month** (includes two personal training sessions per month per employee).

Companies that register by **August 15, 2025**, will receive a **10% discount on annual contracts**.

For further details or to arrange a facility tour, please contact:

Sales Coordinator, Horizon Fitness Club

Phone: (617) 555-7390 | Email: corporate@horizonfit.com

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

about 40 employees in the downtown Boston area. We are very interested in your Corporate Wellness Package, especially the Premium option that includes personal training sessions.

Could you confirm whether the 10% discount applies if we sign up for a **six-month trial** before committing to the full year? Also, several of our employees already hold **individual memberships** at Horizon Fitness Club—would they be able to **transfer their accounts** to the corporate plan without paying duplicate fees?

Lastly, we often conduct in-house wellness workshops. If we were to reserve your seminar room facilities, could we bring in our **own external speakers**, or must they be Horizon-affiliated trainers?

I look forward to your clarification so we can finalize a proposal to our executive team before the August 15 deadline.

Best regards,  
Jennifer Morales  
HR Manager  
Bayview Design

39. What is the primary purpose of the advertisement?
- (A) To offer fitness packages to businesses
  - (B) To promote an employee discount program
  - (C) To advertise individual gym memberships
  - (D) To announce the opening of a new branch

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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.

(D) Unlimited yoga and spin classes

41. What is the deadline to receive a 10% discount?
- (A) July 20, 2025
  - (B) August 1, 2025
  - (C) September 1, 2025
  - (D) August 15, 2025
42. In her email, what does Ms. Morales ask about existing memberships?
- (A) If they can be refunded
  - (B) If they include free guest passes



- (C) If they qualify for additional discounts
- (D) If they can be transferred to the corporate plan

43. What is Ms. Morales seeking clarification about regarding seminar rooms?
- (A) Whether the rooms can be used for fitness classes
  - (B) If external speakers may be brought in
  - (C) Whether the rooms are available at no cost
  - (D) If the rooms require long-term reservations
- 

**Questions 44–48 refer to the following Business Correspondence.**

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

New York, NY 10001

Tel: (212) 555-7824

Mr. Daniel Fischer  
Operations Manager  
Greenfield Office Supplies, Inc.  
1450 Riverside Drive  
Newark, NJ 07102  
Tel: (973) 555-4862

Dear Mr. Fischer,



I am writing regarding the order we placed on **July 22, 2025** (Order #GF-7125), which included bulk purchases of laser printers, toner cartridges, and ergonomic office chairs. While we appreciate the timely delivery of the items, we have identified two issues requiring immediate attention.

First, **six of the ergonomic office chairs arrived damaged**—the wheels on three were broken, and the armrests on three others were cracked. Second, although we ordered **200 toner cartridges**, the shipment contained only **180**. This shortfall is already creating inconvenience for our staff, as toner usage has increased during a major printing project.

We ask that the missing toner cartridges be shipped to us promptly and that the defective chairs either be replaced or refunded. Please confirm how you will resolve these issues.

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Administrative Director

Franklin & Hart Legal Associates

120 West 34th Street, 9th Floor

New York, NY 10001

Tel: (212) 555-7824

Dear Ms. O'Neill,

Thank you for your letter dated August 5 regarding Order #GF-7125. I sincerely apologize for the inconvenience caused by the damaged chairs and the shortage of toner cartridges.

Our records confirm that the chairs were inspected before shipment, so the damage must have occurred during transit. We have already filed a report with

the delivery carrier. Meanwhile, **six replacement chairs will be dispatched to your office this week at no additional cost.**

Regarding the toner cartridges, we regret the oversight in packing. The remaining **20 units** will also be shipped immediately, with an expected delivery by **August 12.**

As a gesture of goodwill, Greenfield Office Supplies will extend a **5% discount on your next bulk order**, valid for any purchase made before December 31, 2025.

We greatly value Franklin & Hart Legal Associates as a client and thank you for bringing these matters to our attention.

Sincerely,

Daniel Fischer

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- (A) Late delivery of all items
- (B) Billing discrepancies on the invoice
- (C) Incorrect model of printers delivered
- (D) Damage to some chairs and missing toner cartridges

45. How many toner cartridges were missing from the order?

- (A) 6
- (B) 12
- (C) 200
- (D) 20

46. According to Mr. Fischer, when will the missing toner cartridges arrive?
- (A) By August 12
  - (B) By August 8
  - (C) By August 22
  - (D) By December 31
47. What action did Greenfield Office Supplies take regarding the damaged chairs?
- (A) Requested photographic evidence of the damage
  - (B) Offered a refund instead of replacements
  - (C) Advised the customer to return the items at their own expense
  - (D) Filed a report with the delivery carrier and sent replacements

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- (C) A refund for the broken items
  - (D) Complimentary toner cartridges
-

## Answers

1. B

2. A

3. D

4. C

5. A

6. C

7. A

8. A

9. D

10. D

11. A

12. A

25. A

26. A

27. D

28. A

29. A

30. A

31. C

32. B

33. D

34. B

35. B

36. D

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18. A

19. D

20. B

21. B

22. A

23. C

24. D

49.

42. D

43. B

44. D

45. D

46. A

47. D

48. A