TOEIC Reading mini model paper 01

Thirty original questions in six groups: ten Part 5-style items, five Part 6-style items and fifteen Part 7-style items. Allow about 35 minutes for this shorter practice paper. It is not the 100-question official Reading section or a complete Listening & Reading test.

Choose ONE answer (A, B, C or D). Use the evidence provided. Record answers on separate paper.

Questions 1–5 | Part 5-style language practice

1. Please submit the completed form ___ Friday afternoon.

A. by B. during C. while D. until

2. The new safety guidelines apply to all ___ .

A. employ B. employees C. employs D. employment

3. The supplier will contact us as soon as the shipment ___ .

A. arriving B. arrival C. arrives D. to arrive

4. The conference room is ___ enough for the entire team.

A. largely B. largest C. enlarge D. large

5. Ms Perera has worked here ___ 2021.

A. since B. for C. during D. by

Questions 6–10 | Part 5-style language practice

6. The manager requested a ___ explanation of the delay.

A. detail B. detailed C. detailing D. details

7. You may use the side entrance ___ the main doors are being repaired.

A. despite B. during C. while D. because of

8. The revised schedule is attached for ___ reference.

A. you B. yours C. yourself D. your

9. The finance team has ___ the final invoice.

A. approved B. approval C. approves D. approving

10. The afternoon session will begin ___ at two o'clock.

A. prompt B. promptly C. promptness D. prompted

After the timed attempt, identify the evidence for each answer and explain why the nearest alternative fails.

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Questions 11–15 | Part 6-style text completion

Email
To: All staff
Subject: Printer installation
A new printer will be installed on Thursday morning. The current printer will be unavailable [11] 9 a.m. to noon. Please use the device on the second floor during this period.
The technician will test the connection before [12] the new printer available. Staff should not connect their own cables, [13] this may interrupt the setup. [14]
If you still cannot print after noon, [15] the support desk and include your computer number. Thank you for your cooperation.

11. Choose the best word for gap 11.

A. since B. from C. by D. until

12. Choose the best word for gap 12.

A. makes B. made C. making D. make

13. Choose the best word for gap 13.

A. although B. despite C. unless D. because

14. Choose the sentence that best fits gap 14.

A. The support team will email everyone when the printer is ready. B. Please approve the catering menu by Friday. C. The printer was removed permanently last year. D. All staff must purchase their own printers.

15. Choose the best word for gap 15.

A. contacting B. contact C. contacted D. contacts

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Questions 16–20 | Part 7-style single text

Notice: Saturday skills workshop

The town business centre will run a workshop on creating clear customer emails on Saturday 18 May, from 9.30 a.m. to noon. The fee includes a printed guide and refreshments. Participants should bring a laptop with a working email application. Registration closes on Wednesday 15 May. Places are limited to twenty, and payment confirms a booking. If a participant cancels before noon on Thursday, the fee can be transferred to another workshop within three months; cash refunds are not offered. The centre is beside the public library, and visitors should use its rear entrance.

16. What is the workshop mainly about?

A. Designing library buildings B. Repairing laptops C. Writing customer emails D. Preparing refreshments

17. What should participants bring?

A. A printed guide B. Their own refreshments C. A library card D. A laptop

18. What confirms a place?

A. Payment B. A telephone enquiry C. Owning a laptop D. Arriving early

19. What is offered for a cancellation that meets the deadline?

A. An immediate cash refund B. Transfer of the fee to another workshop C. A free laptop D. Unlimited entry to later events

20. Which entrance should visitors use?

A. The library entrance B. The front entrance C. The rear entrance D. Any staff entrance

After the timed attempt, identify the evidence for each answer and explain why the nearest alternative fails.

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