TOEIC: Workplace Reading Practice

Paper 1 - Separate answers

Free original EWS skills practice | TOEIC reading skills | 20 practice marks

Original selected reading skills practice. This 20-mark paper is not a full TOEIC test and cannot be converted to a TOEIC score.

Answers, explanations and marking guidance

පිළිතුරු සහ ලකුණු දීමේ උපදෙස් වෙනම දක්වා ඇත. අර්ථය නිවැරදි සමාන පිළිතුරු ද පිළිගන්න.

Accept equivalent correct answers. For personal responses, the learner must use truthful details. These short-paper marks are for practice and are not official exam scores.

A. Incomplete sentences - 10 marks

1. at [2 marks]

Use at for a clock time.

2. complete [2 marks]

A polite imperative uses the base verb.

3. approved [2 marks]

Present perfect: has + past participle.

4. delivered [2 marks]

Future passive: will be + past participle.

5. further [2 marks]

Further information means additional information.

B. Read an office message - 10 marks

1. All staff. [2 marks]

The message opens by addressing all staff.

2. Friday, 1-2 p.m. [2 marks]

This is the maintenance period.

3. Router maintenance. [2 marks]

The stated purpose is maintenance.

4. Any online work. [2 marks]

This is the action requested.

5. The IT desk. [2 marks]

This is the contact named in the message.

Workplace reading: sentence and text completion

FREE EXTENDED PRACTICE - SEPARATE ANSWERS / MODELS

Models are examples. Accept other accurate responses. Give feedback on task completion, clarity and suitable language. Extension tasks are unscored unless stated.

1. 1 A: must + base verb. 2 B: by email is the standard phrase. 3 C: the verb require needs the noun assistance. 4 C: comparative earlier goes with than. 5 A: because introduces the reason; the following words form a clause.

2. 1 B: scheduled describes the session that was arranged. 2 C: please + base verb. 3 A: the unchanged venue is useful information about the rescheduled session; the other sentences do not fit this message.

Workplace reading: use two connected texts

FREE EXTENDED PRACTICE - SEPARATE ANSWERS / MODELS

Models are examples. Accept other accurate responses. Give feedback on task completion, clarity and suitable language. Extension tasks are unscored unless stated.

1. 1 B: the email updates the original room. 2 C: the notice explains how a permit is requested, and the email confirms that one is waiting. The word apparently invites this supported inference.

2. 3 B: 9 a.m. in the notice; the email says the start is unchanged. 4 A: the email explicitly requests the confirmation. 5 C: the room changes from 2 to 5. There is no change to the other listed details.

3. Model: The notice provides the workshop time and registration information. The later email changes the room and confirms the individual parking arrangement. Accept equivalent accurate explanations.