# TOEIC: Workplace Reading Practice

## Paper 1 - Student paper

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.

Name: _____ Date: _____

Suggested time: 25-40 minutes. For speaking tasks, say your response before writing. Use extra paper where necessary.

මුලින් ඔබම පිළිතුරු ලියන්න. පසුව වෙනම පිළිතුරු පත්‍රය බලන්න.

## A. Incomplete sentences - 10 marks

Choose the correct option. Each question earns 2 EWS practice marks.

නිවැරදි පිළිතුර තෝරා ලියන්න.

1. The meeting will begin ___ 9 a.m. (at / on / in) [2 marks]

2. Please ___ the attached form. (complete / completion / completely) [2 marks]

3. The manager has ___ the report. (approved / approve / approving) [2 marks]

4. Orders placed today will be ___ tomorrow. (delivered / deliver / delivery) [2 marks]

5. Contact us if you need ___ information. (further / far / furthest to) [2 marks]

**Indika Mallawarachchi**
**WhatsApp 0703 101 101**

www.englishwithasmile.lk
info@englishwithasmile.lk

## B. Read an office message - 10 marks

Read the message and answer the questions. Each earns 2 EWS practice marks.

පාඨය කියවා ප්‍රශ්නවලට පිළිතුරු ලියන්න.

To: All staff
Subject: Friday network maintenance
The office internet will be unavailable from 1 p.m. to 2 p.m. on Friday while technicians maintain the router. Please save any online work before 1 p.m. Telephone lines will continue to operate. Contact the IT desk if you have questions.

1. Who is the message for? [2 marks]

2. When will the office internet be unavailable? [2 marks]

3. Why will internet access stop? [2 marks]

4. What should staff save before 1 p.m.? [2 marks]

5. Who can answer questions? [2 marks]

# Workplace reading: sentence and text completion

FREE EXTENDED PRACTICE - STUDENT WORKSHEET

Additional original reading practice using selected skills associated with Parts 5 and 6. This is not the full TOEIC Listening & Reading test. Write one answer per gap.

1. Choose A, B, C or D.
1. All visitors must ___ at reception. A sign B signature C signed D signing
2. The revised schedule will be sent ___ email. A with B by C at D under
3. Please contact the service desk if you require ___. A assist B assisting C assistance D assisted
4. The delivery arrived ___ than expected. A early B earliest C earlier D more early
5. The printer is unavailable ___ a technician is repairing it. A because B despite C unless D during

2. Complete the message with the correct options.
Dear colleagues, The training session (1) ___ for Wednesday has moved to Friday. Please (2) ___ your attendance by noon tomorrow. The updated agenda is attached. (3) ___ Lunch will be provided for registered participants.
1 A schedule B scheduled C scheduling D schedules
2 A confirmation B confirmed C confirm D confirming
3 A The venue remains the main conference room. B We delivered the equipment yesterday. C Our shop sells outdoor shoes. D His train left last month.

Use an extra sheet for longer writing if needed. Check the separate guide after your attempt.

# Workplace reading: use two connected texts

FREE EXTENDED PRACTICE - STUDENT WORKSHEET

Read both original texts and combine their information. Choose one answer for each question. These are selected reading skills, not a complete Part 7.

1. NOTICE: Saturday customer-service workshop. Venue: Lake Centre, Room 2. Start: 9 a.m. Finish: 12 noon. Bring a notebook. Register by Thursday. Participants who need parking should request a permit when registering.
EMAIL: Dear Ms Fernando, Thank you for registering for Saturday's workshop. Your parking permit will be waiting at the front desk. Because Room 2 is being painted, the workshop will now take place in Room 5. The starting time is unchanged. Please show this confirmation at reception. Regards, Training Team.
1. Where will the workshop actually take place? A Room 2 B Room 5 C The car park D The front desk
2. What did Ms Fernando apparently request? A A notebook B An earlier finish C A parking permit D A painting service

2. 3. What time should she expect the workshop to start? A 8 a.m. B 9 a.m. C 11 a.m. D 12 noon
4. What should she show at reception? A The workshop confirmation B A paint sample C A library card D A new timetable
5. Which detail was changed? A The day B The starting time C The room D The registration deadline

3. After checking the answers, write two sentences explaining why it is necessary to read both texts.

Use an extra sheet for longer writing if needed. Check the separate guide after your attempt.