Complete workplace sentences

TOEIC L&R - selected listening and reading skills

Name: _____ Date: _____

Understand the idea

Read the whole sentence. Check who or what it is about, the time, and how the words fit together.

Example: She plays every day. Yesterday she played.

Choose the correct option. These are selected incomplete-sentence practice items; no official score conversion is provided.

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Try it yourself

1. The manager ___ the revised schedule yesterday. A approve / B approved / C approving
2. Please contact reception ___ you arrive. A when / B during / C because of
3. All visitors must wear ___ badges. A they / B their / C them
4. The new room is ___ than the old one. A large / B larger / C largest
5. We look forward to ___ your team. A meet / B meeting / C met
6. The report was checked ___ the supervisor. A by / B at / C into
7. The delivery will arrive ___ 10.30. A at / B on / C in
8. A confirmation email ___ to each participant. A has sent / B has been sent / C have send
9. Please complete the form as ___ as possible. A clear / B clearly / C clearness
10. The lift is unavailable; ___, the meeting will move downstairs. A however / B therefore / C although
11. Neither of the meeting rooms ___ available. A is / B are being / C have
12. The coordinator asked us ___ the names by Thursday. A send / B to send / C sending

Read a workplace update carefully

TOEIC L&R - selected listening and reading skills

Understand the idea

Read once for the main idea. Read again to find the detail or evidence needed for each answer.
Example: A question beginning Why needs a reason supported by the text.
Read the fictional workplace notice before choosing your answers. Distinguish a confirmed change from an unchanged detail.
For the final task, write a concise message using only the information given; this page is reading and language practice.
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NOTICE TO TRAINING PARTICIPANTS

Tuesday's workshop will begin at 9.30 a.m. as planned. Because the projector in Room 5 needs repair, the session will take place in the ground-floor training room. Please bring the workbook sent by email. Tea will be served at 11.00. If you need an access arrangement, contact reception before Monday noon. The workshop's finishing time remains 12.30 p.m.

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Try it yourself

1. Which detail has changed? A starting time / B room / C finishing time. Write the letter and the new detail.

2. Choose the correct forms: The session has ___ (move / moved) downstairs. Participants should ___ (bring / bringing) their workbooks.

3. Write a short message to a colleague who has not seen the notice. Include the room change, the two unchanged times and what to bring.