

SUCCESSFUL KEYS TO THE TOEIC® TEST 3

Unit 1 Worksheet

Class	No.	Name	Score
			/2

► Choose the best answer to the following questions.

Live with prestige in the incredible Heart Hill Apartment Complex.

Located in the exclusive Heart Hill neighborhood, our rental apartments offer the highest quality residences in the whole county. The Heart Hill Complex is so popular it is even considered a landmark by the city chamber of commerce.

We used nothing but the best materials in building the apartments. All kitchen cupboards are made with Canadian walnut and countertops are made from Italian marble.

Based on a nationwide survey of what people like, the apartments were planned with comfort and convenience in mind. The units have original layouts and all spaces are neatly designed.

Safe and neat, Heart Hill residences are popular with families and retirees alike. Many residents commute less than 30 minutes to their jobs in the city. In addition, the entire complex has wheelchair access.

Browse over one of our downloadable brochures for more details of our remarkable living spaces. Follow the driving instructions on the brochure if you would like to pay us a visit.

Our six current vacancies are expected to be filled shortly so contact us soon!

1. What is the purpose of this message?

- (A) To inform people of a new business.
- (B) To advertise houses for sale.
- (C) To advertise apartments for rent.
- (D) To announce a construction project.

(A) (B) (C) (D)

2. What can be said about the Heart Hill Apartment Complex?

- (A) It is a new structure.
- (B) Rent is inexpensive.
- (C) It is in the center of town.
- (D) It is luxurious.

(A) (B) (C) (D)

SUCCESSFUL KEYS TO THE TOEIC® TEST 3

Unit 2 Worksheet

Class	No.	Name	Score
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► Choose the best answer to the following questions.

Spacious Convention Center to be Built

July 19th, Washington D.C. There will be something new in Montgomery county when construction on a convention center is completed. The state government announced on Tuesday that a vast complex will be built in the rather isolated municipality of Montgomery Village at a cost of 25 million taxpayer dollars.

Because of the reasonable property costs and a location only 16 miles from key federal institutions, Montgomery Village was chosen as the site, according to a Department of Commerce spokesperson. In addition to its close proximity to the congress building, the complex will also be near embassies of nations that are important to the US economy.

The site is planned to blend in with local architecture and the natural environment. A long, tree-lined driveway is scheduled to be built so that the complex will have a minimal impact on the local scenery. In addition, the pavement for the driveway will be made from recycled materials. An underground parking lot will also help preserve the views of nearby residences.

Construction is scheduled to begin next fall and is expected to be completed within three years.

1. How will the convention center project be funded?

- (A) By private donations.
- (B) Through charitable contributions.
- (C) Through the sale of property.
- (D) By publicly collected funds.

(A) (B) (C) (D)

2. Which word best describes the planned convention center driveway?

- (A) Ecological.
- (B) Organic.
- (C) Residential.
- (D) Biological.

(A) (B) (C) (D)

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Unit 3 Worksheet

Class	No.	Name	Score
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► Choose the best answer to the following questions.

If you're bored with your current job, you might want to think about having a second career. Many people are not aware of the fact that there are many attractive professions waiting for them. The change usually cannot be made immediately, but with some research, education, and a bit of luck, there are some fabulous opportunities for finding a second career.

For example, I personally know of a bookkeeper, bored with his job, who ended up being the founder of a very successful trading business. Now, he is an expert on international trade in the Asia-Pacific region.

I have also heard of an individual who used to be a librarian, but now is a bureaucrat for the national government. She took advantage of the books available at her former workplace to study for the civil servant examination and is now very pleased with her career change.

Perhaps the most successful career changer I know is a young man who was a technician, or more accurately a repairman, who was responsible for fixing broken PCs at a computer company. He decided to use his creative talents to become a successful entrepreneur of his own computer business.

No matter how long you've been at your current job, there are always opportunities to find a second career. All it takes is a lot of effort and a little luck.

1. Who might be most interested in this article?

- (A) A person who has just started a new career.
- (B) Someone dissatisfied with his or her job.
- (C) Someone who isn't interested in changing careers.
- (D) An individual that is very close to retirement.

(A) (B) (C) (D)

2. According to the article, which job did a repairman change to?

- (A) Technician.
- (B) Entrepreneur.
- (C) Bureaucrat.
- (D) International broker.

(A) (B) (C) (D)

SUCCESSFUL KEYS TO THE TOEIC® TEST 3

Unit 4 Worksheet

Class	No.	Name	Score
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► Choose the best answer to the following questions.

Hello Cole,

I just got back from a sightseeing trip to Guatemala and I thought I would tell you about it.

Because their specialty is booking unique excursions, the agency that I used was really good. I just told them about my interests and they gave me a number of brochures to look at. A lot of the tours were overpriced, so it was easy to make my selection.

After all, I booked round-trip ticket with hotel reservations for a very reasonable price. There were two connections on my flights, but, since I'm a student with lots of time on my hands, I didn't complain about time I lost in transit.

For most of the trip, I stayed at bed and breakfast inns that were usually in authentic Guatemalan homes. These types of places were like hotels in how they gave service. For example, they could promptly exchange currency, help me prepare my day trip itineraries, and reconfirm my return flight. Anyway, I'll tell you more next time we meet.

Take care,
Jody

1. What was the main purpose of Jody's trip?

- (A) Production.
- (B) Importation.
- (C) Tourism.
- (D) Exportation.

(A) (B) (C) (D)

2. The word "promptly" in paragraph 4, on line 3, is closest in meaning to

- (A) monetary
- (B) gradually
- (C) immediately
- (D) increasingly

(A) (B) (C) (D)

SUCCESSFUL KEYS TO THE TOEIC® TEST 3

Unit 5 Worksheet

Class	No.	Name	Score
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► Choose the best answer to the following questions.

Company newsletter for the month of November

1. Our branch manager was able to convince the main office to provide funds for three new full-time sales positions. The funds will be provided because the extra workers will most likely add significant gains to our branch's annual profits. Applications for the new positions will be accepted until the end of December.

2. We would like to congratulate Mr. John Franklin for winning the Employee of the Year award. Mr. Franklin was recognized for his outstanding work in routinely resolving disagreements between our subsidiaries and also enjoys a reputation of being one of the best managers in his profession.

3. There will be a new feature to your employee retirement investment plan from the beginning of next year. A dedicated stockbroker who is also a certified financial planner will be on call to help you build an effective strategy of investing for your retirement. If you are interested in this service, download the documents and fill out the paperwork thoroughly before you visit his office.

1. Why will the company hire three new sales employees?

- (A) Because they will help increase earnings.
- (B) So that the branch manager can reduce costs.
- (C) Because they will design a new company logo.
- (D) So that they can help the staff with investing.

(A) (B) (C) (D)

2. Which new benefit for workers is mentioned?

- (A) Increased hourly salaries.
- (B) Professional investing advice.
- (C) Awards for high sales.
- (D) Extra retirement bonuses.

(A) (B) (C) (D)

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Unit 6 Worksheet

Class	No.	Name	Score
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► Choose the best answer to the following questions.

From the desk of the Managing Director

A plan for re-designating part-time employees to full-time staff has been authorized by the company director. The plan was finalized late last week and will be implemented from the beginning of next month.

The director decided to classify part-time workers in the new way because many of them had a similar workload as full-timers, but they did not get financial support for commuting to work and running company errands on their own time.

Participants can get qualified for the plan by filling out a questionnaire and verifying that they reside more than 5 miles from the main branch or one of our affiliate offices.

We appreciate the hard work that all of our employees do for us, so we want to insure that everybody is content working here. We are always open to suggestions and advice on how to better achieve our goals in the future.

1. For whom is the new employee classification intended?

- (A) Part-time employees.
- (B) Affiliate branch managers.
- (C) Full-time employees.
- (D) The company director.

(A) (B) (C) (D)

2. What type of benefits can people receive under the new plan?

- (A) Health insurance.
- (B) Paid vacation days.
- (C) A yearly bonus.
- (D) Travel subsidies.

(A) (B) (C) (D)

SUCCESSFUL KEYS TO THE TOEIC® TEST 3

Unit 7 Worksheet

Class	No.	Name	Score
			/2

► Choose the best answer to the following questions.

Some tips on setting up your new printing apparatus

Thank you for purchasing one of the best printing devices on the market. We have designed the product with specifications that make it the most efficient one you can buy. We sincerely hope that you will be fully satisfied with your new printer.

Most of the printer's components are already set up for you, but you will have to install and align the ink cartridge manually. To do this, open the cartridge package and remove the protective tape from the nozzles. Next, open the printer door and insert the cartridge into the proper slot. Close the door, switch on the unit, and your printer will begin the alignment process. If the printer fails to produce a sample print, restart the unit by disconnecting it from the computer, reconnecting it and then turning it on.

Be sure to install the operating software for the unit and select the functions you would like it to use during normal printing. While printing, you should see a status bar on your display that shows the specifications of the document currently being processed.

If you experience a malfunction with the device, we advise you to reboot your computer and try reprinting your document. If you cannot print for technical reasons, please contact our customer service department and we will repair or replace it free of charge.

1. Where might this passage be found?

- (A) Along with a printer.
- (B) On a production line.
- (C) In a trade magazine.
- (D) On a photocopy machine.

(A) (B) (C) (D)

2. According to the passage, what should a customer do if the printer doesn't work?

- (A) Make sure that the cartridge's nozzles are clean.
- (B) Reboot the computer and try reprinting the document.
- (C) Try reinstalling the printer cartridge.
- (D) Take the device back to the electronics store.

(A) (B) (C) (D)

SUCCESSFUL KEYS TO THE TOEIC® TEST 3

Unit 8 Worksheet

Class	No.	Name	Score
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► Choose the best answer to the following questions.

To: All employees
From: The Human Resources Department
Subject: Labor negotiations

Dear valued workforce,

We are obliged to inform you of negotiations the company has launched with the labor union. Since many employees have expressed the opinion that they are underpaid, we are speaking with the union to try to find an alternative to the current situation.

The administration of this corporation understands that you are a hardworking group of people, so we would like to make room in the budget for a salary increase. The increase will tentatively take place at the beginning of the next fiscal year.

A representative appointed by the labor union will speak to you about renewal of employment contracts. We sincerely hope that we can provide a superior working environment for our valued employees.

1. Who will receive this e-mail message?

- (A) Current employees.
- (B) Retired individuals.
- (C) Prospective employees.
- (D) Potential workforce.

(A) (B) (C) (D)

2. What is the main subject of the negotiations?

- (A) An increase in working hours.
- (B) Choosing a new union chief.
- (C) Contacting fellow employees.
- (D) A salary increase for workers.

(A) (B) (C) (D)

SUCCESSFUL KEYS TO THE TOEIC® TEST 3

Unit 9 Worksheet

Class	No.	Name	Score
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► Choose the best answer to the following questions.

Meeting Agenda for March 4th.

1. Streamlining the inventory process. We hope to organize the process of taking the semi-annual inventory to save time. During the meeting we will consider using an expensive, but efficient computer program to conduct the next inventory process.
2. Discuss ways that company units can better cooperate. In the past, there have been many restrictions on how much different parts of the business work together, but we should look at how we can restructure the units to create better cooperation.
3. Outlook for next year. Mr. Hayes will present his views on business prospects for the next fiscal year. Due to our first ever markup in prices the outlook for more profits looks very good. The markups are a precedent for our business that might result in a big payoff.
4. A banquet for employees who will retire this year. Our retirees deserve a grand celebration for their hard work over the years and a banquet is the best way to do this. To register as an attendee and for inquiries about the event, please contact your immediate supervisor.

1. The word “agenda” in line 1 is closest in meaning to

- (A) arrange
- (B) gender
- (C) schedule
- (D) advance

(A) (B) (C) (D)

2. According to the passage, what can be said about next year’s profits?

- (A) They may be excellent.
- (B) They are linked to inventory.
- (C) They will be lower.
- (D) They depend on cooperation.

(A) (B) (C) (D)

SUCCESSFUL KEYS TO THE TOEIC® TEST 3

Unit 10 Worksheet

Class	No.	Name	Score
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► Choose the best answer to the following questions.

Payment policies for Olsen's Department Store

Customers may select to pay for their purchases by either cash, check, or credit card. While there are no restrictions on cash purchases, those done by check and credit card are subject to certain rules.

For purchases by personal check, a current photo ID must be shown at the time of payment. An ID that will expire within one week of the purchase cannot be accepted. Items bought by credit can only be purchased with a Olsen's credit card that is more than one month away from its expiration date. Third party cards cannot be accepted.

We request that any coupons from our advertisements be presented to the clerk before payment. Also, at the time of purchase, customers may donate an amount of their choice to the charity that Olsen's supports. In addition, there will be a surcharge for all items that are gift-wrapped and also for those that are scheduled for delivery.

Exchangeable items include consumer goods such as clothing and household goods, but not consumables such as food items.

1. With which mode of payment must customers show a photo ID?

- (A) Large cash purchases.
- (B) Personal checks.
- (C) Layaway items.
- (D) Olsen's credit cards.

(A) (B) (C) (D)

2. Which type of item is NOT inferred as an exchangeable item?

- (A) Bed sheets.
- (B) Pots and pans.
- (C) Jackets.
- (D) Vegetables.

(A) (B) (C) (D)

SUCCESSFUL KEYS TO THE TOEIC® TEST 3

Unit 11 Worksheet

Class	No.	Name	Score
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► Choose the best answer to the following questions.

Smart investing for your future

Many people don't know the difference between speculation and investing, yet they are as different as success and failure. Speculation gives you a slightly better chance than 50-50, but the potential for failure is still high. Investing, on the other hand, is a disciplined plan of earning a good enough yield to outpace the rate of inflation.

The most important component of a good investing strategy is allocation and diversification. Allocation means dividing your money between stocks, bonds, and cash so that all of your money is not in only one type of investment. If one type of investment fluctuates greatly, the other types probably will not. Diversification is also a way to reduce risk. For example, if you have only one stock and it drops in value, your whole savings will suffer. However, if you have 20 stocks and one of them drops, your total loss will be much lower.

If you have a pension plan, keep it with a reputable brokerage company and ask a competent stockbroker to oversee your account. Also, don't try to anticipate the future, but rather stay with your disciplined investing plan.

1. What is the main point of this article?

- (A) How to use investing to purchase real estate.
- (B) The strategy for wise investing.
- (C) How to open a brokerage account with a stockbroker.
- (D) The substantial success you can get from speculation.

(A) (B) (C) (D)

2. Which type of investment is NOT mentioned in the article?

- (A) Options.
- (B) Bonds.
- (C) Cash.
- (D) Stocks.

(A) (B) (C) (D)

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Unit 12 Worksheet

Class	No.	Name	Score
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► Choose the best answer to the following questions.

Announcing Neptune Satellite Broadcasting

While satellite broadcasting is not a new phenomenon, we are now offering you the best service possible!

You will have access to over 235 channels for one low fee. Channels include drama, sports, news, and ones with children's shows.

Our service is reliable and our programs are relevant to the tastes of today's viewers. You can even enjoy interactive programs that include viewers' ideas and opinions we get from the Internet.

If you are interested in advertising your products via satellite, we are your best bet. Reaching thousands of subscribers at the same time on satellite TV is the most persuasive publicity your advertising dollars can buy.

Whether you're a viewer or an advertiser, join the latest trend in broadcasting. Sign up for Neptune Satellite Broadcasting!

1. What type of passage is this?

- (A) A contemporary news article.
- (B) An updated user's manual.
- (C) A consumer safety message.
- (D) A promotional message.

(A) (B) (C) (D)

2. According to the passage, what can be said about Neptune Satellite Broadcasting?

- (A) Programs are for adults only.
- (B) Broadcasts will begin soon.
- (C) It is internationally available.
- (D) Their service is very dependable.

(A) (B) (C) (D)

SUCCESSFUL KEYS TO THE TOEIC® TEST 3

Unit 13 Worksheet

Class	No.	Name	Score
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► Choose the best answer to the following questions.

Los Angeles May 21st. To say that the premiere of “Something More to Say,” the latest play by Sarah Foster, was satisfactory is an great understatement. The tickets for the play were sold out and admission for some 50 adoring but ticketless fans waiting near the entrance was rejected.

The lucky ones who did make it into the theater didn’t wait for the performance to end before applauding the actors - a rare occurrence for such a sophisticated audience. Praises were heard through the lounge as the audience was making its exit.

According to the brochure handed out at the door, Sarah Foster has the reputation of being one of the best contemporary playwrights. Her biography reads like a bizarre novel but she has obviously overcome hardships in her life to become, in my opinion, the best modern playwright.

“Something More to Say” will indeed be a popular performance, so order your tickets before the whole series is sold out.

1. In which newspaper section might this article be viewed?

- (A) Business and commerce.
- (B) Television and radio.
- (C) Arts and entertainment.
- (D) Political column.

(A) (B) (C) (D)

2. How does the writer feel about Sarah Foster?

- (A) She is not as popular as before.
- (B) She is the best playwright.
- (C) She is losing her skills.
- (D) She is beginning to improve.

(A) (B) (C) (D)

SUCCESSFUL KEYS TO THE TOEIC® TEST 3

Unit 14 Worksheet

Class	No.	Name	Score
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► Choose the best answer to the following questions.

Dear Ms. Adams,

The results of your yearly checkup have come in.

First of all, your nutrition seems to be good so you don't have any problems with anemia or high cholesterol and you're certainly not diabetic.

On the other hand, your immune system isn't as strong as it should be for someone your age. While there is no easy remedy, I can recommend that you get more rest and get a prescription for antibiotics as soon as you have signs of an infection.

Also, we now have a clear diagnosis for you of asthma. It is a difficult disease to treat, but rehabilitation is possible. One way is to have a series of injections that boost your immune system. By exposing your body to what it is allergic to, each dose of medication makes it stronger.

I suggest that you consult a specialist on allergies and asthma. I can refer you to a good doctor if you like.

Sincerely,
Dr. Jody Martin

1. What kind of person is Ms. Adams?

- (A) A specialist in allergies.
- (B) A patient of Dr. Martin.
- (C) A medicine salesperson.
- (D) A clinical nutritionist.

(A) (B) (C) (D)

2. What will probably happen next?

- (A) Ms. Adams will check into a hospital.
- (B) Dr. Martin will contact Ms. Adams.
- (C) Ms. Adams will get a referral.
- (D) Dr. Martin will perform a checkup.

(A) (B) (C) (D)

SUCCESSFUL KEYS TO THE TOEIC® TEST 3

Unit 15 Worksheet

Class	No.	Name	Score
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► Choose the best answer to the following questions.

Sandy's Catering invites you!

Tired of out-of-date or greasy food at banquets and other social events? Well, we have the answer for you.

Sandy's Catering can bring you just the spice you want to make your event truly memorable. Not only that, but we also do it in the most nutritional ways.

We only hire chefs who have a professional culinary education and years of experience. In addition, we use only the finest ingredients in making our famous dishes and pay attention to the highest standards of hygiene in our kitchens. We even have a professional nutritionist to insure that the food we produce is not only tasty, but also meets the dietary needs of our customers.

Although our food is of the highest quality, we also provide the best hospitality in town. We can provide seating for up to 100 people and make a cozy atmosphere that will be gratifying for all of your guests. Also, we are punctual in everything we do, so you don't have to worry about your party starting late.

Make Sandy's Catering your first choice!

1. According to the advertisement, how can food from Sandy's Catering best be described?

- (A) Inexpensive.
- (B) Pre-cooked.
- (C) Healthy.
- (D) Economical.

(A) (B) (C) (D)

2. The word "gratifying" in paragraph 4, line 3, is closest in meaning to

- (A) preparing
- (B) satisfying
- (C) exciting
- (D) filling

(A) (B) (C) (D)