

UNIT 1: DANH TỪ (NOUN)

I. LUYỆN TẬP TRÊN LỚP

01. I'd like to delay the _____ of the copy machine until we can move the old one into the basement.

- (A) delivered
- (B) deliver
- (C) deliverable
- (D) delivery

02. The feasibility study which was postponed a few months ago is expected to resume in time for the New Projects Committee's _____.

- (A) evaluated
- (B) evaluation
- (C) evaluator
- (D) evaluates

03. Prescription service and the purchase of medication over the Internet are provided at great _____ to sickly and aging patients.

- (A) convened
- (B) convenient
- (C) conveniently
- (D) convenience

04. With so many products to choose from, consumers demand a high _____ of customer service when choosing which company to support.

- (A) level
- (B) leveling
- (C) levels
- (D) leveled

05. Many of the policyholders of National Insurance receive ten percent _____ for cars or houses covered in their contracts.

- (A) discount
- (B) discounts
- (C) discounting
- (D) discounted

06. We became one of the most recognized digital camera manufacturers through an _____ that both young adults and parents could relate to.

- (A) advertise
- (B) advertisable
- (C) advertising
- (D) advertisement

07. _____ merchandise returned to the store after purchase must be checked for flaws or alterations before being put back on the shelf.

- (A) An
- (B) Many
- (C) Any
- (D) A few

08. After spending a full year on redesign, our programmers have developed a program that offers customers several convenient new _____.

- (A) to feature
- (B) feature
- (C) featuring
- (D) features

09. _____ probationary accounting trainee must undergo six months' instruction before he is allowed to work in financial systems.

- (A) All
- (B) Much
- (C) Each
- (D) A few

10. If long-term _____ is a possibility at this company, I would be interested and willing to relocate myself to this site.

- (A) employs
- (B) employee
- (C) employed
- (D) employment

II. BÀI TẬP VỀ NHÀ

11. The chemical company gave local government officials a report detailing the _____ of its plant in Westbury.

- (A) operative
- (B) operator
- (C) operation
- (D) operate

12. It is common practice today for psychologists to serve as _____ to toy companies in the design of toys for children of different ages.

- (A) consult
- (B) consultants
- (C) consultancy
- (D) consultations

13. The _____ program is being financed privately, although the government is looking into the possibility of supporting the program.

- (A) researching
- (B) researched
- (C) research
- (D) researches

14. The _____ equipment at the new fitness club is guaranteed to help men and women achieve greater muscle tone in just a few weeks.

- (A) exercise
- (B) exercisable
- (C) exercising
- (D) exercised

15. With nearly two _____ orders placed within the first day, the manager has decided to add another work shift to meet product demand.

- (A) thousands
- (B) a thousand
- (C) thousand
- (D) thousands of

16. Any _____ submitted without the requirements listed in the contest rules will automatically be disqualified.

- (A) enter
- (B) entries
- (C) entering
- (D) entrance

17. Visitors are not allowed to use the back of the building to park their cars without obtaining a parking _____ from the attendant.

- (A) permit
- (B) permission
- (C) permitting
- (D) to permit

18. Having a good business _____ can help one to plan a career that involves long-term goals and strategies.

- (A) to sense
- (B) sensing
- (C) sensation
- (D) sense

19. During Henry Ford's time, the _____ of the Model-T was divided into eighty-four distinct steps, with each step assigned to a single worker.

- (A) assemble
- (B) assembly
- (C) assembler
- (D) assembled

20. The factory supervisor said that there was no _____ but to shut down the production until the technicians could repair the defective machine.

- (A) alternate
- (B) alternative
- (C) alternation
- (D) alternatively

LE QUOC BAO – TOEIC Reading Comprehension

21. Market Solutions is one of Europe's leading international business magazines, with _____ in over 50 countries.

- (A) subscribers
- (B) spectators
- (C) witnesses
- (D) participants

22. Sending a letter of thanks immediately after a job interview is a highly recommended _____.

- (A) reference
- (B) plot
- (C) resource
- (D) practice

23. Retail properties in the downtown area generally stay on the _____ for periods of three to six weeks before they are sold.

- (A) sale
- (B) place
- (C) market
- (D) advertisement

24. Customers unhappy with the performance of their stereo equipment have two months to request a refund or _____.

- (A) complaint
- (B) receipt
- (C) replacement
- (D) promotion

25. Patients who wish to reschedule their _____ must give at least 24 hours advance notice.

- (A) appointments
- (B) positions
- (C) assignments
- (D) subscriptions

UNIT 2: TÍNH TỪ (ADJECTIVE)

I. LUYỆN TẬP TRÊN LỚP

01. Commercial banks are advised to take _____ action to amend the serious currency shortfall.

- (A) quickness
- (B) quicken
- (C) quickly
- (D) quick

02. If we continue with the _____ production rate, inventory in all stores should be stocked by next week.

- (A) present
- (B) presented
- (C) presently
- (D) presenting

03. Workers in general are much less _____ to detail during the day if they haven't had sufficient rest.

- (A) attentive
- (B) attention
- (C) attentively
- (D) attentiveness

04. _____ order that comes to our department is processed with the utmost care and attention.

- (A) Many
- (B) All
- (C) Every
- (D) Most

05. The unconventional manner of leadership by the company's new marketing manager was the cause of _____ debate in the office.

- (A) much
- (B) many
- (C) mostly
- (D) almost

06. Pharmacists have publicly refused to condone any cream which claims to provide _____ impossible cosmetic results and skin altering benefits.

- (A) every
- (B) a lot
- (C) many
- (D) some of

07. Given the recent trends in stocks and bonds, the market is _____ to drop by 2 percent in the next couple of quarters.

- (A) like
- (B) alike
- (C) likely
- (D) likelihood

08. Unless the company's proof of age requirement is satisfied, application for membership in the online shopping club may be _____ to rejection.

- (A) subject
- (B) subjects
- (C) subjective
- (D) subjecting

09. Persons with disabilities are not _____ to apply for labor positions because of the extensive physical demands.

- (A) eligibility
- (B) eligibleness
- (C) eligible
- (D) eligibly

10. Erickson & Co. has called in a number of professional _____ advisors to give their opinions about the company's potential merger.

- (A) finance
- (B) financial
- (C) financed
- (D) financing

II. BÀI TẬP VỀ NHÀ

11. To avoid giving clients misleading advice on investments, brokers must have access to information that is completely _____.

- (A) reliance
- (B) reliable
- (C) reliant
- (D) relying

12. Visitors to the United States often see signs in public places that state, "Management is not _____ for any loss or damage of personal belongings left unattended."

- (A) responsibly
- (B) responsible
- (C) responsibility
- (D) responsive

13. The report indicated that _____ independent broker agents in the European continent were being put on of business by larger corporations.

- (A) the most
- (B) almost
- (C) most of
- (D) most

14. Larger discount stores that sell products in bulk are _____ to middle-class families that lead busy lives.

- (A) attracted
- (B) attractive
- (C) attraction
- (D) attractively

15. The _____ interests of the corporation make it difficult for management to form definite decisions.

- (A) diverse
- (B) diversification
- (C) diversifying
- (D) diversity

16. Every means _____ will be used to ensure that your valuables are delivered quickly and safely.

- (A) possibility
- (B) possible
- (C) possibilities
- (D) possibly

17. An outstanding tenor and a captivating plot made last night's opera at the Carnegie Hall very _____.

- (A) exciting
- (B) excitable
- (C) excitedly
- (D) excitement

18. Customer complaints have become much more _____ since we installed the automatic messaging system that filter calls.

- (A) managing
- (B) manage
- (C) manageable
- (D) management

19. The health club management keeps customers _____ by providing quality service and discounted memberships on a monthly basis.

- (A) satisfaction
- (B) satisfy
- (C) satisfyingly
- (D) satisfied

20. It is _____ that with the glut of digital products coming into the market, the electronics industry is entering a challenging phase.

- (A) cleared
- (B) clearly
- (C) clearest
- (D) clear

LE QUOC BAO – TOEIC Reading Comprehension

21. The jacket you ordered is currently _____ in the color you requested, but we will send the rest of your order promptly.

- (A) related
- (B) stylish
- (C) disinterested
- (D) unavailable

22. When the copying process is _____, a small “Done” window appears on the computer screen.

- (A) total
- (B) entire
- (C) complete
- (D) whole

23. The sales representatives consider the size of the space before recommending an _____ air-conditioning system.

- (A) enlisted
- (B) opportune
- (C) intentional
- (D) appropriate

24. Because this document contains confidential information, please keep it in a _____ location.

- (A) cautious
- (B) secure
- (C) distinguished
- (D) strict

25. Because our supplies are _____, we can only make this offer to the first fifty customers who come to the store.

- (A) limited
- (B) speedy
- (C) available
- (D) presentable

UNIT 3: TRẠNG TỪ (ADVERB)

I. LUYỆN TẬP TRÊN LỚP

01. A surveyor's inspection shows that it may be _____ impossible to lay the foundation for the memorial on the suggested site.

- (A) technically
- (B) technician
- (C) technicality
- (D) technical

02. Recent advances in telephony have made it possible for mobile phone owners to _____ transmit clear and sharp images to other users.

- (A) easy
- (B) easier
- (C) easiest
- (D) easily

03. He was fired _____ after getting into a heated debate with the manager about appropriate office etiquette.

- (A) short
- (B) shorter
- (C) shortly
- (D) shorten

04. The manager sent a memo complaining about the timeliness of report submissions and mentioned that monthly reports are being submitted one or two days _____.

- (A) lately
- (B) later
- (C) lateness
- (D) late

05. Sales of compact disc players have gone down _____ 15 percent this fiscal year.

- (A) nearly
- (B) near
- (C) quite
- (D) very

06. Kurt Drew works _____, his communication skills are very exemplary, and I have no doubt he will be an asset to your company.

- (A) hardly
- (B) harden
- (C) hard
- (D) hardened

07. The traffic was so heavy that by the time we arrived at the theater, the award-winning play had _____ started.

- (A) yet
- (B) already
- (C) once
- (D) still

08. We have the production laborers change schedules _____ to prevent laziness from too much routine.

- (A) soon
- (B) often
- (C) shortly
- (D) hardly

09. Mr. Johnson expressed interest in a marketing job; _____, the previous positions on his résumé were exclusively in accounting.

- (A) moreover
- (B) however
- (C) therefore
- (D) otherwise

10. This business visa allows you to travel to your destination _____ on the days listed at the bottom of the paper.

- (A) also
- (B) only
- (C) even
- (D) however

II. BÀI TẬP VỀ NHÀ

11. The company decided that a _____ more aggressive approach to advertising was needed to pull ahead of the competition.

- (A) so
- (B) very
- (C) much
- (D) really

12. Mrs. Dorsey is _____ being considered for a promotion to the position of head manager for the company's technology division.

- (A) present
- (B) presently
- (C) presenter
- (D) presentation

13. The new PowerPoint software is the most _____ advanced presentation program on the market today.

- (A) high
- (B) higher
- (C) highly
- (D) highest

14. The drafting programs available at our firm are _____ too advanced for the trainees to use.

- (A) well
- (B) quite
- (C) far
- (D) pretty

15. Although the restaurant is _____ new, it has already been praised by Food Review and most of other restaurant rating services.

- (A) relatively
- (B) related
- (C) relative
- (D) relatedly

16. Consumer views are becoming an _____ important factor in determining the way a product is presented and packaged.

- (A) increase
- (B) increased
- (C) increasing
- (D) increasingly

17. To register for your online account, _____ proceed to the website and click on the "sign up" button.

- (A) simply
- (B) simple
- (C) simplify
- (D) simplicity

18. All purchases made on the company credit card should be listed _____ on the monthly statement.

- (A) direct
- (B) directly
- (C) directed
- (D) directing

19. The task force spent an entire day selecting applications that most _____ matched the requirements of the positions being offered.

- (A) closer
- (B) closest
- (C) closely
- (D) close

20. The fat content of food products sold in supermarkets should be labeled much more _____ to allow people to make informed decisions.

- (A) clear
- (B) clearly
- (C) clearing
- (D) clearness

LE QUOC BAO – TOEIC Reading Comprehension

21. According to the Cosmopolitan News, Gemstone Records will soon be opening a store _____ located on Grand Avenue.

- (A) conveniently
- (B) correctly
- (C) greatly
- (D) widely

22. Fordham Stationers recently decided to switch suppliers because Valley Paper has been _____ late in shipping their orders.

- (A) steadily
- (B) sensibly
- (C) exactly
- (D) consistently

23. We at TPG Financial Planning welcome the opportunity to assist you in your business and look forward to a _____ beneficial relationship.

- (A) mutually
- (B) punctually
- (C) respectively
- (D) precisely

24. Ms. Rivera made it clear that _____ the landowner may authorize improvements to the property.

- (A) only
- (B) easily
- (C) simply
- (D) merely

25. Due to technical problems, Nelson's Electronic Auctions is _____ not accepting any picture submissions via e-mail.

- (A) quickly
- (B) currently
- (C) precisely
- (D) temperately

UNIT 4: SO SÁNH (COMPARISON)

I. LUYỆN TẬP TRÊN LỚP

01. Management has decided to rotate workers to keep the assembly line running as _____ as possible.

- (A) efficiency
- (B) efficiently
- (C) more efficient
- (D) efficient

02. Studies have proven that laborers work twice _____ hours on average as skilled professionals in any field.

- (A) much
- (B) more
- (C) as many
- (D) more than

03. In order to serve you best, we ask that you take time to fill out our questionnaire in _____ detail as possible.

- (A) as
- (B) more
- (C) as much
- (D) many

04. _____ we put off finishing these case, the more work there will be to do over the weekend.

- (A) Longer
- (B) Longest
- (C) The long
- (D) The longer

05. Sending the memos by fax is far _____ than attempting to deliver them by express mail.

- (A) quickest
- (B) quickly
- (C) quicker
- (D) quick

06. Although less popular than the phonograph, the projection box was the _____ of the home viewing devices available in the early 1900s.

- (A) success
- (B) successful
- (C) most success
- (D) most successful

07. Erickson Brands offers customers the _____ variety of cellular phone accessories in the marketplace.

- (A) wider
- (B) more widely
- (C) most widely
- (D) widest

08. I would rather make the reservation now _____ risk not getting a ticket down the road.

- (A) than
- (B) else
- (C) whereas
- (D) rather

09. Garson's Manufacturing boasts in its advertisement that it can produce steel rods _____ than any other producer in the business.

- (A) fast
- (B) faster
- (C) fastest
- (D) the fastest

10. Improving our customer outreach program is _____ important than reorganizing our office system right now.

- (A) better
- (B) more
- (C) well
- (D) greater

II. BÀI TẬP VỀ NHÀ

11. Recent changes in the regulations and procedures at the American embassy have made it _____ to get a visa in a timely manner.

- (A) such difficult
- (B) not difficult
- (C) fewer difficult
- (D) more difficult

12. A meeting sometime after the project deadline fits _____ for my schedule than trying to have one this week.

- (A) better
- (B) good
- (C) any better
- (D) any good

13. At this firm, young and motivated candidates who show enthusiasm have _____ value as experienced professionals.

- (A) a lot
- (B) also
- (C) as much
- (D) so many

14. The company is currently much _____ than it was five year ago.

- (A) weaker
- (B) weakest
- (C) weak
- (D) weakness

15. Piles of old newspapers must be stacked and tied as _____ as possible before being loaded into the truck and brought to the plant.

- (A) tight
- (B) tighter
- (C) tightly
- (D) tightest

16. Bringing all of the brochure and website information up to date is the _____ task the office team has ever faced.

- (A) challenged
- (B) challenging
- (C) more challenged
- (D) most challenging

17. Installing a new blower for an air ventilation system may seem expensive but actually costs _____ in the long run than repairing an existing one.

- (A) less
- (B) lesser
- (C) lessen
- (D) least

18. The more _____ a camera is, the more the customers are willing to spend on the features that it provides.

- (A) sophisticate
- (B) sophisticated
- (C) sophisticating
- (D) sophistication

19. In determining whether to close a bank branch, the impact on the majority of community members is the _____ important factor.

- (A) very
- (B) most
- (C) much
- (D) mostly

20. Orders are filtered to separate departments when they are arrive _____ given to the shipping personnel right away.

- (A) than
- (B) rather
- (C) rather as
- (D) rather than

LE QUOC BAO – TOEIC Reading Comprehension

21. In an effort to reduce _____, Barsom Cosmetics has halved its advertising budget.

- (A) values
- (B) expenses
- (C) customs
- (D) refunds

22. According to the commerce report released today, retail sales in apparel declined in August after a significant _____ in July.

- (A) increase
- (B) impression
- (C) access
- (D) accent

23. The new graphic design software program has improved the quality of the designers' work as well as their _____.

- (A) economies
- (B) harvest
- (C) measures
- (D) productivity

24. Our _____ is not to offer refunds to customers unless they return the item, accompanied by a receipt, within 30 days of the purchase date.

- (A) policy
- (B) adoption
- (C) exhibit
- (D) regard

25. The fax machine is out of service, and an experienced _____ has been called in to see if it can be repaired.

- (A) technician
- (B) factory
- (C) certificate
- (D) generator

UNIT 6: ĐẠI TỪ (PRONOUN)

I. LUYỆN TẬP TRÊN LỚP

01. When the trade negotiators arrived at the airport, _____ were picked up and brought to their hotel.

- (A) them
- (B) theirs
- (C) their
- (D) they

02. After delivering _____ proposal, Mr. Gouglas sat with committee advisors to listen to their comments.

- (A) he
- (B) his
- (C) him
- (D) himself

03. If you experience any problems using the website, you may contact _____ at any of the following telephone numbers or send an e-mail to website op@unicom.net.

- (A) we
- (B) us
- (C) our
- (D) ours

04. I have not been able to examine the statement _____ although it has been on my desk for the past two days.

- (A) me
- (B) myself
- (C) mine
- (D) my

05. Chad Reyes's total sales for this year topped everyone else's in the entire company, so the manager gave _____ the top employee award.

- (A) him
- (B) he
- (C) his
- (D) himself

06. Karen got the job by _____ despite rumors that she has friends in high places.

- (A) her
- (B) she
- (C) herself
- (D) hers

07. This factory's shoes can be distinguished from _____ of another factory because of the spiral imprint on the bottom.

- (A) this
- (B) them
- (C) that
- (D) those

08. Food prices in general rose nearly 14 percent, with the price of meat going up by 20 percent and _____ of vegetables by 5,8 percent.

- (A) this
- (B) that
- (C) these
- (D) those

09. The company has grown so quickly that its owners are planning to set up one branch in China and _____ in Japan.

- (A) each other
- (B) one another
- (C) other
- (D) another

10. The company purchased most of its necessities from a single supplier, but _____ were ordered from special sources.

- (A) other
- (B) others
- (C) the other
- (D) both

II. BÀI TẬP VỀ NHÀ

11. During the orientation for the new employees, it was discovered that two of the workers already knew _____.

- (A) ones
- (B) each other
- (C) another one
- (D) another

12. _____ of the clerks in the supply room faulted themselves for not accurately recording the inventory of supplies.

- (A) No
- (B) One
- (C) Some
- (D) Any

13. The library has its own collection of rare books, but _____ also sponsors local exhibits with books loaned by other libraries.

- (A) they
- (B) he
- (C) it
- (D) we

14. The executive committee decided that the task force would not have _____ own decision-making capacity, but would defer to management for resolutions.

- (A) its
- (B) his
- (C) her
- (D) theirs

15. The finance department would like to announce the addition of Jake Pasternak to _____ team of accountants.

- (A) its
- (B) it
- (C) his
- (D) him

16. One employee at the company prefers working during fixed hours, while _____ appreciates the flex-hour system recently installed by the manager.

- (A) any
- (B) other
- (C) either
- (D) another

17. We are waiting for Anrom to turn in its annual fiscal report before we calculate _____.

- (A) us
- (B) our
- (C) ourselves
- (D) ours

18. The company cannot let _____ present problem with organizational restructuring affect its plans to merge with Macro Technologies.

- (A) its
- (B) it
- (C) itself
- (D) them

19. Famous people sometimes make good use of _____ celebrity status by launching their own product lines.

- (A) they
- (B) their
- (C) them
- (D) themselves

20. It is the company's policy that the director _____ must abstain from any political involvement in carrying out his responsibilities.

- (A) him
- (B) himself
- (C) he
- (D) his

LE QUOC BAO – TOEIC Reading Comprehension

21. Super Discounts, Inc., reserves the _____ to limit quantities of certain sale items purchased by each customer.

- (A) importance
- (B) right
- (C) goal
- (D) selection

22. Baxter Consulting intends to combine information from various sources in order to provide a single _____ directory of local businesses.

- (A) variable
- (B) apparent
- (C) redundant
- (D) comprehensive

23. The training class on Internet security begins _____ at 8:00 A.M. and ends at 5:00 P.M., with a one-hour break for lunch.

- (A) promptly
- (B) vocally
- (C) openly
- (D) neutrally

24. Research grant proposals must be submitted by next Friday and should include a budget and a one-page _____.

- (A) meaning
- (B) belief
- (C) excursion
- (D) abstract

25. Because it covers nearly every aspect of French cooking, the Bleu School Guide is considered the _____ resource for preparing authentic French cuisine.

- (A) selective
- (B) expressive
- (C) definitive
- (D) competitive