

TOEIC PART 6 – UNIT 3

Question 131-134 refer to the following notice.(3)

From: Vice President Donna Johnson

To: Helio Tech Employees

Date: July 5th

Subject: Lobby Renovation

Receiving the federal grant money last month(131).....us to invest in upgrading a few areas of our building.(132).....We will be remodeling the lobby starting July 12th. It should take approximately two weeks.(133).....that time, if you have a meeting with anyone from outside of the company, please schedule to have it at the Rose Street Café on the corner. We have set up a special account that anyone from the company can use over those two weeks. Please, just sign and date your check and return it to your server. We are (134).....that this is a bit of an inconvenience, and we thank you for your cooperation.

131. (A) did allow (B) has allowed (C) allows (D) are allowing

132.

(A) Construction will begin when the building permits are received.

(B) This celebration will last for most of the month of July.

(C) Considering the cost, the renovation might be postponed

(D) The first area that will benefit from this is the lobby.

133. (A) Upon (B) During (C) Around (D) until

134. (A) aware (B) disciplined (C) reluctant (D) content

Question 135-138. Refer to the following e-mail.

Date: June 21

To: Mike Harris

From: Rhonda Cross

Subject: RE: Landscaping and Maintenance

Thank you for your (135)about our services. Arbor Care is a green lawn care and landscaping business. We only use environmentally friendly techniques and products when caring for the grounds of any business. We've been working in the Portland area for (136)..... 20 years. Currently, we are serving more than 150 businesses in the downtown area.

As to your specific request, yes, we can easily remove dead trees and replace them with something that fits the (137)..... landscaping. To give you an exact quote, we would need to stop by and assess the situation in person. To have one of our garden technicians stop by, please call us at (713) 678-9916. (138).....

135. (A) submission (B) placement (C) review (D) inquiry

136. (A) over (B) around (C) until (D) through

137. (A) exist (B) existed (C) existing (D) exists

138.

(A) It is a pleasure doing business with you

(B) We hope to hear from you soon.

(C) Please send us an email.

(D) Best wishes for your continued success.

Question 139-142 refer to the following advertisement.

City Realty

City Realty is Washington's number one real estate company, serving the state for over 50 years. We (139).....recognized as the state's leading experts in the industry and many of our agents have been awarded for their excellence in service by Forbes Property Magazine. Our agents are (14).....to bringing their best knowledge and expertise to the table, and they have extensive know-how about the housing market dos and don'ts. Our agents specialize in different areas of the industry including corporate real estate, residential real estate, and rental properties. (141).....

Our headquarters is located in the central downtown area where you can meet with one of our agents (142).....a free consultation. You can also visit our website www.cityrealty.com for property listings and further information.

139. (A) been (B) had been (C) are being (D) have been

140. (A) attached (B) faithful (C) committed (D) loyal

141.

(A) You can be confident that they serve your specific needs.

(B) You can rent hundreds of properties from our listings.

(C) The agents in corporate real estate make the most earnings.

(D) The residential agents are very busy with the rising housing market.

142. (A) with (B) for (C) to (D) from

Question 143-146. Refer to the following notice.

From: James Jones, Executive Manager

To: Sales Agents

Date: July 15

Subject: Policy Change

Dear Sales Agents

There has been a recent change to our reimbursement policy. In the past, you simply had to pay out of pocket first then provide your receipts after renting vehicles, taking business trips, or (143).....other business expenses.(144)....., now you will be required to fill out an application which will need to be approved by the accounting department first.(145).....If you spend beyond the amount given in the card, you will have to pay out of your own pocket and will not be reimbursed for that.

Please read the attachment to get further details on what expenses can and cannot be(146)..... by the company.

143.(A) incur (B) incurred (C) incurring (D) to incur

144. (A) However (B) Therefore (C) Furthermore (D) Since

145.

(A) They will not approve any card not authorized by a bank.

(B) You will have to spend from your own credit card.

(C) Then you will be provided with a company card which holds limited funds.

(D) They must decide whether our budget allows for our expenses.

146. (A) certain (B) acknowledged (C) established (D) approved