



**TOEIC Preparation Course**

**ADMISSION TEST**

---

Name:

Date:

---

DIRECTIONS: Please follow the directions for each section of the test. Do NOT use any dictionaries or textbooks. You may return the examination

By email at: [info@englishschoolhawaii.com](mailto:info@englishschoolhawaii.com)

By FAX: (808)922-3559

---

**A. Incomplete Sentences. Choose the one word or phrase that best completes the sentence.**

1. New employees \_\_\_\_\_ only a small salary during the first six months  
a) win                      b) gain                      c) reach                      d) earn
2. Because the equipment is very delicate, it must be handled with \_\_\_\_\_.  
a) caring                      b) careful                      c) care                      d) carefully
3. Mr. Smith's trip will \_\_\_\_\_ him away from the office for ten days.  
a) withdraw                      b) continue                      c) retain                      d) keep
4. If your shipment is not delivered \_\_\_\_\_ Tuesday, you can request a full refund for the merchandise.  
a) at                      b) by                      c) within                      d) while
5. The hotel breakfast \_\_\_\_\_ fresh fruit juice and a choice of pastries.  
a) includes                      b) to include                      c) including                      d) to be included
6. We regret to announce the \_\_\_\_\_ of the training session scheduled for April 21.  
a) denial                      b) incapability                      c) postponement                      d) dismissal
7. Pacific Gas and Electric refused to acknowledge receiving our letter \_\_\_\_\_ complaint.  
a) by                      b) of                      c) with                      d) in
8. She has yet to achieve her goal \_\_\_\_\_ the company on sound financial footing.  
a) by putting                      b) of putting                      c) with putting                      d) in putting

9. You \_\_\_\_\_ an accountant calculate your taxes and complete your return.

- a) should let                      b) can let                      c) might need                      d) could have been

10. \_\_\_\_\_ John accomplished little as production supervisor, he was fired.

- a) Even though                      b) In spite of                      c) While                      d) Because

**B. Text Completion. Choose the word or phrase that best completes the blanks.**

**Questions 1 – 5 refer to the following E-Mail:**

To: [gloriacummings@bargainboy.com](mailto:gloriacummings@bargainboy.com)

From: [hankrichards@bargainboy.com](mailto:hankrichards@bargainboy.com)

Re: Offices

Gloria,

I need a favor. My office is being painted, and I was hoping I could use your office this afternoon while you are at your client's reviewing their account. I need to \_\_\_(1)\_\_\_ several people for the job opening in our department. Sorry this such a last-minute \_\_\_(2)\_\_. I just found out myself about the painters coming in.

I thought of you because I overheard you telling George that you would be out of the office for some meetings late this afternoon. There are four \_\_\_(3)\_\_, and I have appointments with all of them after lunch.

I don't know if you were even planning on coming back to the office after your \_\_\_(3)\_\_. If not, then you won't even notice that I'm here. Either way, it won't \_\_\_(4)\_\_\_ long. I can easily finish before 3:30. Then you can have your office back.

Before you leave for the afternoon can you \_\_\_(5)\_\_\_ to clear any confidential papers from your workspace? Thank you in advance.

Hank

1. a) review                      b) preview                      c) interview                      d) overview  
2. a) suggestion                      b) request                      c) suggest                      d) demand  
3. a) applications                      b) appliance                      c) applicable                      d) applicants  
4. a) meetings                      b) accounting class                      c) luncheon                      d) interview  
5. a) please                      b) don't forget                      c) make sure                      d) mind

**Questions 6 -1 0 refer to the following Memo:**

*DISCOUNT SHOE EMPORIUM*

MEMORANDUM

To: Sales Staff

From: Management B.K

Date: March 4, 2011

Subject: FLYER MISPRINT

Please be aware that there was a misprint in an \_\_\_(6)\_\_\_ for our store in this week's local free press. The ad states that on Saturday all men's formal footwear is on for 55% percent off rather \_\_\_(7)\_\_\_ 15% off.

If customers come in and ask about this sale, please \_\_\_(8)\_\_\_ and explain the printing error. Offer them an additional 5% off coupon to thank them for coming into our store. The coupon can be given out \_\_\_(9)\_\_\_ the customer decides not to purchase any shoes.

Please call a manager to the sales floor \_\_\_(10)\_\_\_ you encounter any customers who have the ad with them and demand to receive the 55% discount. These cases will be handled on an individual basis.

Thank you.

B.K.

- |                 |               |               |                  |
|-----------------|---------------|---------------|------------------|
| 6. a) advertise | b) announcing | c) announce   | d) advertisement |
| 7. a) that      | b) than       | c) then       | d) they're       |
| 8. a) apologize | b) compromise | c) categorize | d) analyze       |
| 9. a) even      | b) even so    | c) not even   | d) even if       |
| 10. a) because  | b) whether    | c) if         | d) before        |

**C. Reading Comprehension. Read the following passages and choose the best answer.**

**Questions 1 and 2 refer to the following advertisement:**

***LET ESPRESSO WASH DO YOUR LAUNDRY FAST!***

Now you can stop worrying about your laundry! Leave it to Espresso Wash! Just bring in your laundry and we'll do all the rest. At Espresso Wash, we do all the washing and the ironing. No need to wait at all! Within 24 hours, we'll deliver your washed and ironed clothes. What's more, you can avail yourself of our 5th anniversary promo. You'll get a 10% discount for every 5 kilos of your laundry, and 25% discount for every 10 kilos. This promo lasts only until December 30, so hurry! Visit us with your laundry today!

1. What service is not included?  
a) Delivery                      b) Pick-up                      c) Washing                      d) Ironing
2. How much is the discount for laundry weighing 10 kilos?  
a) 10%                              b) 15%                              c) 24%                              d) 25%

**Questions 3- 5 refer to the following advertisement:**

The new Futura 320 Laser Printer is here! It has a high-speed processor for quick processing of documents with complex visuals. It delivers 30 clear, crisp copies per minute. It is compatible with both Windows and Apple operating systems. It comes with a 700-sheet paper tray, and can take three more trays for a maximum paper capacity of 2,300 sheets for much faster paper reloading. The new Futura 320 Laser Printer—for speedy, high-quality printing you can always trust!

3. What does the advertisement emphasize?
  - a) Availability
  - b) Size
  - c) Cost
  - d) Speed
4. Up to how many sheets of paper can the printer tray hold?
  - a) About 700
  - b) Less than 320
  - c) At most 2,300
  - d) More than 2,300
5. Which of the following printing jobs would best use the machine's capabilities?
  - a) A book containing text entirely
  - b) A company's financial statement
  - c) Handwritten letters for reproduction
  - d) A stack of paperwork with heavy visuals

**Questions 6 and 7 refer to the following advise column from a magazine:**

Dear Miss Household Adviser,

My vacuum cleaner isn't performing properly. There's no suction when I switch it on. I have checked the wirings but found them in good order. I also checked the dirt bag inside and there was no hole in it whatsoever. I suspect that the compressor has been busted. Please let me know what to do.

Ms. Adamson

---

Ms. Adamson,

Did you observe a loud whirring sound before the vacuum cleaner malfunctioned? If you did, the compressor may indeed be the problem. Don't tinker with the compressor mechanism to avoid further damage to other parts of the vacuum cleaner. Call a qualified technician to undertake repairs on the unit immediately.

Miss Household Adviser

6. What is the problem with Ms. Adamson's vacuum cleaner?
  - a) The switch mechanism is defective
  - b) It has defective wiring
  - c) The dirt bag inside is punctured
  - d) It doesn't suck dirt anymore
7. Who should Ms. Adamson call about her problem?
  - a) An engineer
  - b) An electrician
  - c) A technician
  - d) A salesman

**Questions 8 – 10 refer to the following news article:**

The author of the best-selling *The Da Vinci Code*, Dan Brown has now sold over 80 million copies of the book, making him one of the richest novelists of all time. All four of his novels were on *The New York Times* bestseller list in the same week, and he made it to *Time* magazine's list of the 100 most influential people of the year 2005. His income from the sales of *The Da Vinci Code* alone was over \$200 million. This latter figure makes his fortune next to that of *Harry Potter* series author J. K. Rowling, whose wealth from the sales of her novels is estimated at over \$800 million.

But Brown's first three novels had little success, with fewer than 10,000 copies in each of their first printings. However, his fourth, *The Da Vinci Code*, became a runaway bestseller, going to the top of the New York Times best seller list during its very first week of release in 2003.

8. By how much does Dan Brown's income from his books compare to that of J. K. Rowling?
- a) One fourth            b) One third            c) One half            d) Two thirds
9. One magazine has declared Dan Brown as what?
- a) Among the 100 wealthiest people.            b) More popular than J.K. Rowling.  
c) Among the 100 most influential people.            d) More prolific than J.K. Rowling.
10. How much is the estimated wealth of Dan Brown?
- a) \$10 million            b) \$80 million            c) \$200 million            d) \$800 million