

TACTICS FOR TOEIC

Unit 14

Reading Test Part 7 – Reading Comprehension

Tactics for TOEIC – Reading Comprehension

Reading Test
Part 7

Reading Comprehension

Unit 14

FOCUS: Using context to answer vocabulary questions

Using what you have learnt to help infer meaning

In Unit 7 we looked at answering specific information questions. In this unit we will look at the type of questions you should answer next – vocabulary, main idea and inference.

Test Tip

The content of the passage can give clues to vocabulary meaning.

Read the sentences around the target word to try to guess the meaning.

1 Test Tactic: Use context to answer vocabulary questions

A. Look at the vocabulary question 1 below. Find the word in the passage and cross it out. Brainstorm other words that might fit in the sentence and discuss your ideas with a partner.

1. the word “constitute” in paragraph 2, line 2, is closest in meaning to ...

If there is a medical reason for the request, it must be received prior to the mid-point of the program. Refunds for sports and fitness programs will NOT be processed until ALL gym and pool passes have been returned.

Please note that advising an instructor or not attending a program will not constitute a notice of withdrawal.

Cash/check remittances will be refunded by check. Please allow our office 4 to 6 weeks to process your refund. Credit card refunds will go back on the original card.

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Test Tip

These questions sometimes use challenging vocabulary.

If you don't know all of the words, ignore the ones you do know that don't answer the question. This will increase your chances of a successful guess.

B. Look at the answer choices the one that seems closest to your idea.

(A) begin

(C) remove

(B) signify

(D) understand

If you aren't familiar with some of the words and can't see an obvious answer, ignore any incorrect words you do know and make a guess with the remaining choices. Read the sentence (silently) with each remaining choice and choose the one that "sounds" the best.

C. Do the same for the following question.

The word "process" in paragraph 3, line 2, is closest in the meaning to

(A) Examine

(C) handle

(B) replace

(D) maintain

2 Test Tactic: Use what you have learnt to infer meaning

A. Underline the key words in the answer choices. Choice (A) is done for you.

2. What is this notice mainly about?

(A) The costs of summer college programs

(B) The way to obtain refunds for unattended courses

(C) Details of payment for summer programs

(D) Common reasons for withdrawal from college courses

Follow up: Compare your choices with a partner.

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Test Tip

Answering the easier questions first gives you information.

Answering the specific information and vocabulary questions first should help you to answer the main idea or inference questions. If not, skim the passage to confirm the most likely answer choice.

- B. Now answer the question above. You should already have enough understanding of the passage to make a choice (it is the same passage you used with specific information questions in Unit 7). If you still aren't sure, skim the passage and choose the one that seems closest to the overall meaning.

Summer program refund policy

The effective date of the withdrawal/cancellation is the date the withdrawal notice is received by the center, regardless of the date the participant stopped attending the class.

Withdrawal requests from all registered courses must be made before the second class is held. If the request is received 5 business days prior to the first class, the amount refunded will be the full amount, less the refund administration fee (\$25.00). From the second lesson onwards, no refunds/credits will be issued.

If there is a medical reason for the request, a doctor's note must be received prior to the mid-point to the program. Refunds for sports and fitness programs will NOT be processed until ALL gym and pool passes have been returned. Please note that advising an instructor or not attending a program will not constitute a notice of withdrawal.

Cash/check remittances will be refunded by check. Please allow our office 4 to 6 weeks to process your refund. Credit card refunds will go back on the original card.

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Test Tip

In inference questions the answers will not be stated directly in the passage..

The correct option will relate to or paraphrase ideas in the passage related to the things noted in each answer choice.

C. Write the letter of the answer choice in the appropriate column in the chart . Choice (A) is done for you.

3. When might you see this notice?
- (A) A student alumni magazine
 - (B) An insurance policy
 - (C) A medical journal
 - (D) A community services bulletin

			A
Things that are insured and things that aren't covered	Profile of a famous doctor	Upcoming courses, services, or events	Profile of famous ex-students
Monthly payments	Research on diseases	Details of costs and schedules for	Fund-raising information
The insurance company name	description of new medical techniques	community services	Information on student admission
Policy number/date	Ads for health services	Available facilities	upcoming special events at the university

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Tactics checklist

- ✓ Use context to answer vocabulary questions.
- ✓ Use what you've learnt to answer main idea questions.
- ✓ In inference questions, look for words or ideas in the passage related to the things noted in each answer choice.

3 Tactic Practice

Use the tactics you have practiced to answer the following questions. Remember to start with the easiest questions and then go to the more difficult ones. Then answer them as quick as you can.

1. What is the purpose of this letter?
 - (A) To thank someone for a meeting held last week
 - (B) To confirm the launch dates for a product line
 - (C) To request information on future marketing strategies
 - (D) To describe the ingredients in a skin care product
2. What can be inferred about the New Health product line?
 - (A) It is aimed at women.
 - (B) it will be expensive.
 - (C) It will sell well.
 - (D) it relates to skin care.
3. The word “anticipated” in paragraph 1, line 2 is closest in the meaning to
 - (A) expected
 - (B) promised
 - (C) required
 - (D) awaited

Question 1 – 3 refer to the following letter

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Roger,

It was a great pleasure to speak with you on the phone last week regarding our new product line that we will be introducing next year in Europe. Unfortunately, at that time, I was unable to confirm the anticipated launch date for the New Health line and the expected level of marketing support this product will receive.

I am now able to confirm that the launch date for our new range in our non-U.S. markets will be April 1. Prior to this date we will be launching a major marketing campaign for our new products which will include the placing of two-page spreads in leading health and fashion magazines, and TV advertisements. We are expecting to shortly confirm a well-known international model as the face for the campaign.

I will be coming to London early next month and I was wondering if we could meet to discuss our products and pricing strategies in more detail? I will be able to supply you with more information about not only the New Health line, but also the other facial and body moisturizing products that we offer.

I look forward to meeting you and discussing the sales opportunity with you further.

Regards,
Lewis

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B Mini Test

Now practice what you have learnt at the actual test speed with questions 1-10.



Recommended Time: 12 minutes (or less)

Try to spend no more than about 60 seconds on each item; if you don't know the answer, guess and move on. If you have time at the end review any answers you weren't sure about.

Question 1 – 2 refer to the following memo

Memorandum

To: Sales Department Staff

From: P.B. Anderson, Office Administrator

Subject: garbage disposal

We received a complaint last Wednesday about improper garbage disposal by your department. Despite the recent guidelines, several bags of garbage were found in black plastic bags. We would therefore like to remind you of the following:

- Transparent garbage bags should be used for all garbage.
- Burnable and non-burnable items should be separated as previously advised.
- All garbage must be taken out before 6 P.M. on Tuesday and Friday evenings. If garbage is not out by this time, the collection will be missed.

All glass and metal waste should be placed in the separate receptacle near the rear gate for pickup on Monday morning before noon.

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1. What is the main purpose of this memo?
 - (A) To describe how to dispose of metal and glass
 - (B) To outline procedures for burnable waste
 - (C) To reinforce waste disposal guidelines
 - (D) To remind staff of the collection schedule
2. What have the sales staff failed to do?
 - (A) Use specific garbage bags
 - (B) Separate the garbage
 - (C) Place metal waste in the correct receptacle
 - (D) Take out the garbage at the correct time

Question 3– 5 refer to the following advertisement

New Muscles Gym opening in Collingwood

Muscles Gym is the place for serious fitness, with over 50 multi-purpose gyms nationwide. We are pleased to announce that a new Muscle gym is set to open in January next to Main Street Station. This new Muscle gym features a fully stocked workout gym including free weights, machines and a range of cardiovascular equipment. There is also an exercise studio, which will offer a comprehensive program of dance, aerobic and martial arts classes. Membership in the Man Street branch also allows full use of the pool and aquatics programs in either the Central or Lansdowne branches.

We are now open for membership applications, so please visit us, take a tour of our wonderful facilities and see how we can truly add power to your dreams!

- Monthly membership rates from as little as \$60
- Family packages available from \$100

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- 20% discount for group membership (min. of 4 members)
- Many other membership rates and packages
- Sign up by December 31 and get a 10% discount and complimentary locker

Membership inquiries:

Reception open 12 – 6 P.M. weekdays, 9 A.M. – 6 P.M. Sat/Sun

3. What is the main purpose of this advertisement?
 - (A) To announce the opening of a new gym
 - (B) To give details of group membership rates
 - (C) To notify the public of an equipment sale
 - (D) To describe the available facilities in Lansdowne
4. What do people who join before the end of the year get?
 - (A) A \$60 membership rate
 - (B) A 20% discount
 - (C) A free locker
 - (D) Special passes for family members
5. What is suggested in the advertisement?
 - (A) People may sign up from 9 – 6 all week.
 - (B) joining will be more expensive after new year.
 - (C) Children are not able to use this gym.
 - (D) the main Street branch gym is convenient for swimmers.

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Question 6– 9 refer to the following notice.

Notice to all guests of the Glevnale Inn

The management of the Glenvale Inn would like to apologize to all its guests for any inconvenience caused by our remodeling efforts. We assure you that the greatest efforts are being made to ensure all public spaces are kept immaculately clean, that all guests are provided with courteous professionalism, and that noise is kept to a minimum.

During the remodeling, we are also offering all guests 10% off their next stay as well, when the remodeling is complete.

Our new and improved facilities

- A 24-hour coffee bar in the lobby with a menu that will feature all your favorite specialty beverages as well as home-made baked goods.
- An expanded exercise room with spa and sauna will be available to melt away any chill you get on the slopes, plus personal trainers on hand for workouts or lessons in skiing or snowboarding.
- A massage salon will relieve any aches from your exercise in our gym or on the mountain.
- 20 log cabins, each complete with antique furnishings and bay windows overlooking the scenic valley and the main hotel building, will provide a little extra privacy but with all the amenities of one of our suites.

Once again, the management thanks you for your patronage and patience.

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6. Why is the management apologizing?
- (A) There has been a lack of professionalism.
 - (B) The exercise room is too small.
 - (C) Some construction is underway.
 - (D) Guests are being overbilled.
7. What is being offered to current guests because of the problem?
- (A) A discount on their stay.
 - (B) A personal training
 - (C) Free coffee
 - (D) A massage
8. The word “feature” in paragraph 3, line 1 closest in meaning ?
- (A) make
 - (B) include
 - (C) highlight
 - (D) introduce
9. What is stated about the log cabins?
- (A) They have a good view of the area.
 - (B) They have ultra-modern furniture.
 - (C) They are not as well as equipped as the suites.
 - (D) They are connected to the main hotel.

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Question 10 – 12 refer to the following job advertisement and letter.

Global Architecture Associates

Business Development Director

The person filling this position will develop the company's development plan and oversee the expansion of the business. Candidates should be able to demonstrate a background in successful business planning.

JOB DESCRIPTION

Responsible for managing external contracts and relationships with local businesses and the local government offices. Responsible for tracking and evaluating the success of contracts and services.

QUALIFICATIONS, TRAINING and EXPERIENCES

A degree in business management. Minimum of five years relevant experience, preferably managing a multi-functional team. Excellent sales, negotiation and interpersonal skills are key requirements of the job. Strong numerical and analytical ability and a solid group of computer spreadsheet applications are essential. Personnel management required. Good communication skills are essential, both written and verbal. Must be willing to travel.

Send cover letter and resume to:

Makro Cerise

Human Relations Manager

Global Architecture Associates

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Dear Mr Cerise,

I read your job advertisement in *Professional Monthly* and believe that I am well suited to fill the position.

For the past 6 years I have been working as the regional promotions manager for a national chain of stationery stores. In this position, I was responsible for overseeing a team of six promotions and marketing staff. It was my responsibility to plan the sales events and promotional campaigns, and produce evaluation reports on the impact of each campaign. This position entailed regular visit to each of the nine branches in the area, so I am used to spending a significant part of my working week on the road.

As big part of the job was interacting with both senior management and individual store managers to ensure that new product lines were appropriately supported and within budget targets. I have found working in this position to be very rewarding but I feel I am ready for a change of horizons and look forward to facing new challenges.

In respect to my current position, I would be willing to start within one month of receiving a job offer.

For further employment and educational details please see the accompanying resume.

Sincerely,

Jennifer Dankert

Jennifer Dankert

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10. What kind of work is advertised?
- (A) Human resources
 - (B) Architecture
 - (C) Management
 - (D) Marketing
11. In the letter, the word “impact” in paragraph 2, line 4, is closest in meaning to
- (A) effect
 - (B) collision
 - (C) force
 - (D) problem
12. What requirement stated in the advertisement does Ms. Dankert NOT address?
- (A) Budget management experience
 - (B) Experience with promotional events
 - (C) Knowledge of computer software
 - (D) Supervisory skills

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Reading in Action

Role play

You bought a watch (a Seimex Accuron) a month ago. Yesterday, after swimming you realized your watch wasn't working. You noticed there was some water inside the face. The watch is clearly labeled as “water-resistant” and is almost brand new!

Read the warranty below. Then answer the questions with a partner.

1. How long is the warranty good for?
2. What two things may the company do if it is broken?
3. What situations does the warranty not cover?
4. What should you do if you want to make a warranty claim?

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SEIMEX INTERNATIONAL WARRANTY

Your SEIMEX watch is warranted against manufacturing defects by Seimex Corporation for a period of ONE YEAR from the original purchase date. Please note that Seimex may, at its option, repair your watch or replace it with a identical or similar model.

IMPORTANT – PLEASE NOTE THAT THIS WARRANTY DOES NOT COVER DEFECTS OR DAMAGE TO YOUR WATCH:

1. if the watch was not originally purchased from an authorized Seimex retailer.
2. from repair services not performed by Seimex.
3. from accidents, or use for purposes outside of those specified in the user's manual.

Report all warranty claims to your local authorized SEIMEX dealer for prompt service.

Task

With your partner, write a complaint letter (or complete the model on the next page) to the local Seimex dealer where you bought the watch. Include the following details:

- Tell them when you bought the watch (note the model)
- Explain what happened.
- Point out that
 - The watch hasn't been bumped or dropped
 - it is supposed to be water-resistant
 - There must be a problem with the watch
- Since it is still under warranty, find out how soon they can repair or replace the watch.

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Cultural note

When making complaints, try not to sound rude or personal, e.g. *You must fix the problem you caused...*

It is better to say, *I really think this problem is covered by the guarantee, so it's only fair you should fix it.*

To whom it may concern,

I am writing to complain about a Seimex _____ watch I purchased _____ in your shop. I was quite happy with it until yesterday, after swimming, _____ and _____ inside the face.

During the time I have owned it, it hasn't been _____ and since it is clearly labeled as water-resistant there is obviously a _____.

Since it is still under warranty I would like to _____.

I look forward to hearing from you soon.

Yours sincerely,

D Further Study

Using your completed letter, write two part 7 type questions (at least one should be a vocabulary, main idea or inference question) to test a partner in the next lesson.

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Quiz 14

1. Complete the sentences with the following words.

alumni application bulletin campaign withdrawal
cancellation cardiovascular complaints memorandum
participants refund remittances strategy

1. There has been a longby the union to improve working conditions.
2. There have been threefrom the class and one person never attended.
3. There was a(n), so I was able to get a seat on an earlier flight.
4. There were sevenin the company football match.
5. There have been severalthis month from unhappy customers.
6. He got a small For his train ticket and other expenses.
7. There was a(n)reunion at the university.
8. The weeklygives information about staff benefits.
9. We have had sixfor the job of foreman.
10. I usually doexercise at the gym.
11. We hope our new marketingwill improve sales.
12. Please could you confirm you have received mysent on 20 March?
13. I have been unable to download the software and so would like a

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2. Read the definitions and write *true* or *false*..

1. If a meeting is *unattended* it means a lot of people were there.
2. If you *infer* something you say something clearly.
3. When you *anticipate* something you expect it to happen.
4. To *feature* means to include.
5. *Medical* relates to doctors and hospitals.
6. If a program is *comprehensive*, it's incomplete.
7. If you *fail to do something*, you do not do it.
8. *Improper* means inappropriate.
9. If you do something *regardless*, you aren't worried about any potential problems.
10. *Onwards* means in the past.
11. If you want to discuss something *further* you haven't finished talking.
12. An *opportunity* is a chance.
13. *Disposal* means getting rid of something.

Next:

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**Listening Test
Part 1**

Photographs

Unit 15