

TACTICS FOR TOEIC

Unit 21

Reading Test Part 7 – Reading Comprehension

Tactics for TOEIC – Reading Comprehension

Reading Test
Part 7

Reading Comprehension

Unit 21

FOCUS: Learning how to answer “NOT” questions, and questions with names, numbers, dates or times

Both “NOT” questions and questions that focus on names, numbers, dates, and times require you to first pick out the key in the question, then skim the passage to find the correct answer. This unit familiarize you with this type of questions.

Test Tip

Leave “NOT” questions to last

Answer the other questions may help you to answer “NOT” questions or to know where in the passage to find the answer.

1 Test Tactic: Pick out key ideas, eliminate incorrect answers in turn

A. Underline the key words in the question and each answer choice. The question is done for you.

1. Which of the following is NOT true about the refund policy?
 - (A) You must return your pass if you want a refund.
 - (B) Cancelations will be accepted for medical reasons.
 - (C) Credit card customers will not receive refund checks.
 - (D) You must inform your instructor when leaving the course.

B. If you know the answer (based upon the questions you answered about this text in Units 7 and 1), mark it and move on. If not, cross out the letter of any of the answer choices above that you feel are wrong.

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Test Tip

For “NOT” questions use what you’ve learnt doing the easier questions

Doing the other questions should help you to answer these questions. If not, skim the passage to confirm the most likely answer choice. To simulate this, task C uses a text that was also used in Units 7 and 14.

C. For each of the remaining answer choices, skim the text below to find words with the same meaning. Eliminate all these options and choose the remaining answer.

Summer program refund policy

The effective of the withdrawal/cancellation is the date the withdraw 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). If the request is received after the first class, but before the second class, the amount refunded will be the full amount, less the cost of the first class and less the 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 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

Eliminate incorrect answer choices and choose what's left.

Ignore options with similar meanings in the passage (you need to find the one that is NOT true). The option you can't find is the correct answer.

C. For each of the following, choose the option which does NOT have the same meaning as the original phrase.

1. Pets are not allowed in this establishment
 - a. animals prohibited from entry
 - b. No dogs or cats allowed
 - c. Owners are responsible for their pets' behavior

2. No refunds for opened goods.
 - a. Goods must be returned in a sealed condition.
 - b. All products come with an unconditional money-back guarantee.
 - c. Exchange only, on unopened products

3. Discounts for seniors
 - a. Flat price all ages
 - b. Senior citizens get special rates
 - c. Reduced prices for older people.

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Test Tip

Eliminate incorrect answer choices and choose what's left

Ignore options with similar meanings in the passage (you need to find the one that is NOT true). The option you can't find is the correct answer.

2 Test Tactic: Name, number, date, and time questions

A. Underline the key words in the question.

1. At what time will Dr. Lee catch a plane?
(A) 11:30 A.M (C) 8:30 P.M
(B) 3:00 P.M (D) 9:00 P.M

B. Scan the passage to find the first answer choice. Decide if it refers to the same event or a different one. Continue until you have found the correct answer.

From: mmcpeg@gltech.research.com

To: jholmes@gltech.com

Date: Feb 17

Subject: Dr. Lee's visit

John, here is the outline for Dr. Lee's visit.

You will meet Dr. Lee at the airport on Monday night at 8:30 and drive him to the hotel. The next day Tuesday, just after breakfast, we will bring him to the senior staff meeting, which is set for 11:30. we aim to have the conference call with the Zurich laboratories from 3:00, but we may have to reschedule it if the Swiss team are delayed.

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Wednesday will be taken up with touring the plant and the research building. That should leave Dr. Lee enough time to interview the team leaders on Thursday before his flight back to Singapore at 9:00 on Friday evening.

Time is very tight on this visit and it is important that things go smoothly. Please ensure that all arrangements are made at your end.

Malcolm

- C. Use the same tactics for the question below.
2. When is Dr. Lee scheduled to have a conference call?
- (A) On Monday night
 - (B) On Tuesday morning
 - (C) On Tuesday afternoon
 - (D) On Friday afternoon

Follow up: Confirm your answer with a partner.

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Test Tip

- ✓ Leave “NOT” questions to last
- ✓ Use what you’ve learnt doing the easier questions
- ✓ Eliminate incorrect answers and choose what’s left.

3 Tactic Practice: Name, number, date, time and “NOT” questions

Use the tactics you have practiced to answer the following questions.

Question 1 – 3 refer to the following e-mail.

From: Alison Lockwood ali_cat@inmail.com
To: susan77@yourmail.com
Date: 29 May 0--, 3:30 P.M
Subject: Julia’s Party

Hi Susan,

Just a quick note to remind you we really need to organize Julie's party as soon as possible. Her birthday is on 10 June, but she’s not working that day so I thought we could have it on her first day back, 11 June. This might be a good day to have it as everyone in the section is working an early shift that day. That means they will finish at 5 P.M, so there should be plenty of time to get to the restaurant for 6:30 start What do you think?

I’ve already spoken to the manager about it all. He says it’s fine, but just needs to get the numbers by Friday so he can organize the food. I think we should book for around 12-15 people ...is that OK? Let me know what do you think.

Ali

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1. What is NOT true?
 - (A) The party will be held in a restaurant.
 - (B) Alison is writing to Susan about a party.
 - (C) A party is being planned.
 - (D) Between 10 and 15 people are expected.

2. At what time will the party start?
 - (A) 12:15 P.M
 - (B) 3:31 P.M
 - (C) 5:00 P.M
 - (D) 6:30 P.M

3. When will the party be held?
 - (A) On May 29
 - (B) On June 10
 - (C) On June 11
 - (D) On December 15

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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 – 3 refer to the following memo.

Memorandum

To: All staff
From: Dave Perrett
Re: Trip to Breakout Adventure Center

As promised, here' the revised schedule for next week's activities. I've spoken to the staff at the center and they've agreed that the changes can be made at no cost. See you all bright and early on Monday morning in the staff parking lot. (Please be there by 8:00 A.M as the bus will depart promptly at 8:15.)

Date	Time	Activity	Place
Mon May 16	Noon	Arrival	Center
	7:00 P:M	Barbecue	Beach
Tue May 17	All Day	Hiking	Holden Forest

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Wed May 18	A.M	Canoeing	Axe Lake
	P.M	Surfing/Wind surfing	Axe Lake
Thu May 19	All Day	Mountain Biking	Center/Axe Valley
	9:00 P.M	*Music Night*	Center
Fri May 20	All Day	Mountain Climbing	Center/Axe Valeey
		OR	
		Paragliding*	Stratton Hill
	7:00 P.M	Barbecue	Beach

•There is a minimum of 12 people for this activity, so sign up early.

1. Who would NOT stated in the memo?
(A) Canoeing will take place after hiking
(B) Water sports will be held at Axe Lake
(C) Both barbecues are at the beach
(D) Participates can go paragliding and mountain climbing
2. What time is the bus scheduled to leave on Monday?
(A) At 8:00 P.M
(B) At 8:15 A.M
(C) At 7:00 P.M
(D) At 8:30 P.M
3. Where will the staff be on Monday evening?
(A) In the parking lot
(B) At the center
(C) On the bus
(D) At the beach

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Question 4 – 6 refer to the following notice.

A-Com Ltd.
PO Box 10
Western Avenue
Aylesbury

To whom it may concern:

I am delighted to provide a letter of reference for Jason McCarthy, who worked as a graphic designer for this firm for eighteen months. I worked with Jason for twelve months, and was his project supervisor for eight months. Although Jason came to us straight out from college, his potential was quickly noticed and within six months he was transferred to the marketing department, where he produced work of a consistently high standards. In his time here he was able to make significant improvements in his computer skills and, although this is not his strongest point, he worked hard to develop in this area.

During his time at S-Com, Jason maintained an exemplary attendance record and was always punctual, often arriving early for work in order to better prepare himself. He completed work on or ahead of schedule and was consistently a leader in group projects. We are very sorry to lose him here at S-Com, but I am more than confident that he will be able to adapt quickly to a new work environment.

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Please don't hesitate to contact me if you have any further questions.

Yours faithfully,

Alan Knight
Marketing Manager
S-Com Ltd..

4. Why did Alan Knight write this letter?

- (A) To assist Jason McCarthy in applying to graduate school.
- (B) To justify giving Jason McCarthy a pay raise
- (C) To assist Jason McCarthy in finding another job
- (D) To encourage Jason McCarthy to improve his computer skills

5. How long did Jason work in the marketing department?

- (A) For 6 months
- (B) For 8 months
- (C) For 12 months
- (D) For 18 months

6. How is Jason described in the letter?

- (A) Overconfident
- (B) Reliable
- (C) Uncooperative
- (D) Experienced

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Question 7 – 9 refer to the following information.

Nagamori Department Store's Countdown to the Holidays!

only 2 days to go
to place your order and get
SPECIAL FREE DELIVERY*
for delivery by June 24

It's almost your last chance to place your holiday gift orders and ensure free city-wide delivery* by June 24. don't miss out on this great deal, and avoid leaving loved ones disappointed by submitting your order before 5 P.M on Friday June 16.

Orders placed after this time and before 3P.M on Thursday June will still be guaranteed to arrive by June 24 using our standard delivery option. This remains at our year-end-round low price of \$7 per item (to anywhere in the city – regular rates apply outside of the Townsburg Metropolitan area).

Don't forget to wrap it: If you are short of time, go to our Gift Wrapping corner on this floor for a number of great options (at just \$5.95 per item) and put a personalized message on your complimentary card.

*Free delivery applies to gifts delivered to addresses within Metropolitan area only and to orders of \$10 or more. For all other delivery rates (including international), please ask the staff at our Delivery Service on the ground floor of this store.

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7. Where does this information most likely appear?
- (A) On a website
 - (B) In a newspaper
 - (C) In a store
 - (D) In an employee manual
8. How much does it cost to have an item gift wrapped?
- (A) \$3.00
 - (B) \$5.95
 - (C) \$7
 - (D) \$10
9. What is NOT stated about the special free delivery?
- (A) Orders must be placed before June 24
 - (B) Delivery must be to locations within the city.
 - (C) items must cost ten dollars or more.
 - (D) Items must be gift-wrapped within the store.

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Question 10 – 12 refer to the following notice.

Mountain Printers, Inc.

CHARITABLE CONTRIBUTION APPLICATION FORM

Instructions: Please complete the form and submit to Mountain Printers, Inc., Corporate Communication Dept, 159 N Parkway, Mississauga, Ontario L5S 1N9 by mail, or fax to (905) 555-7234.

1. PROJECT TITLE: Center for Volunteers
2. LEGAL NAME OF ORGANIZATION: Southern Ontario City Helpers Group
3. TAX ID NUMBER: Under application
4. CONTACT: David Ison, Funding Coordinator
5. CONTRIBUTION REQUESTED: Office partner

Please answer the following questions.

A. What will be accomplished with the requested contribution(s)?

Use of a printer for our Peel Country Office will allow to print information handouts, maintain client records, and produce business correspondence o assist volunteer projects in the region.

B. Summarize the proposed activities. (Attach additional information as required.)

We organize an outreach program that solicits local community volunteers to assist a variety of local organizations.

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C. How will the organization and the constituency you serve benefit from the contribution(s)?

We lack basic office supplies to maintain our records and correspondence with local companies and volunteers. A printer would allow us to maximize our costs.

Please attach the following information:

A brief summary of the organization: history, mission programs, other contributors, and highlights of your significant achievements. Please include financial information with explanations as required.

David Ison, Funding Coordinator
City Helpers Group
Goergestown, Ontario, CANADA
L7G 4S7

Dear Mr. Ison:

In response to your donation request, we at Mountain Printers are pleased to offer you a laser printer. This donation is part of our community service project in which we make donations to non-profit organizations in regions where we operate.

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It is our hope that this printer will assist City Helpers Group in continuing to organize volunteers and support for the community. Technical support may be obtained through our company Web site, www.mountain-printer.com/techsupport.

Before taking delivery of the printer, however, we would like you to send us the information from the item number 3 on the application form. We require this information for our accounting records and will ship the printer immediately we receive your response.

Thank you for your work, and best wishes to your organization.

Beatrice Petrenko

Beatrice Petrenko

Public Relations Officer

Mountain Printer

Enclosures

Tactics for TOEIC – Reading Comprehension

10. What does the City helpers Group provide to the community?
- (A) Printing services
 - (B) Package delivery
 - (C) Technical assistance
 - (D) Volunteer workers
11. What does Mountain Printers require from City Helpers before they will ship the printer?
- (A) A tax ID number
 - (B) An application from
 - (C) Accounting records
 - (D) Client records
12. How should technical problems with the printer be addressed?
- (A) In person
 - (B) Over the phone
 - (C) Through the internet
 - (D) By mail

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C Reading in Action: Names, numbers, dates and times

The text below is a brochure for upcoming events in Bakerstown.

Student A look at the top three events (1 Jan-1Apr)

Student B look at the bottom three events (3 April-10 June)

Choose:

Two names Two numbers Two times/dates

Then make a questions for each to test your partner.

Examples:

A. *Who should I call to get information on the Winter Carnival?*

B. *Sally Jameson.*

A. *What time is the Fiesta Days re-enactment?*

B. *It's at 2:30.*

A. *How much does the JazzFest cost?*

B. *It's free.*

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Upcoming events in Bakerstown

- Polar Bear Dip. 1 January:** The Bakerstown Polar Bear Club hosts this popular, annual splash-around in the icy York river from 9:00 A.M. afterwards, everyone joins in the local New Year's Day tradition of warming up with home made bean and bacon soup, good music and beverages. Tickets \$15 on the day. Call Burton Henderson at 555-8611.
- Winter Carnival, 6-11 February:** One of the country's original festivals and parades, this year with 75 floats, as well as various contests and culinary festivals. Call Sally Jameson at 555-1234.
- Festival on the Green, 31 March-1 April:** Festivities at this year's event will include a fine arts show and craft fair, dog show, musical performances, sporting events, over 25 local food vendors, a children's fair and more. FREE and open to public. Open from 8:30 A.M Call Billy Madison at 555-3000.
- Bakerstown JazzFest, 3-9 April:** Bakerstown historic Seville Square hosts this event year filled with great jazz music performed by local and national talents. Over 16 hours of great music! Free admission. Call Monica Bell at 555-8382.
- 23rd Annual Barestown Salmon Toss, 28-30 April:** This is the twenty-third year in a row for the wacky annual tournament where participants compete in an actual (frozen) salmon toss. Open from 10 A.M but fish tossing starts from 1:00 P.M. Live music, food, and drinks accompany this weekend. Admission (plus 1 fish) \$35. call 555-6838 and talk to Bob Plunkton.

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• **Fiesta Days Celebration and Boat Parade, 1-10 June:** The 56th annual Fiesta Days Celebration starts with light-hearted re-enactment of the founding of the city by English explorer Francis Baker, who first landed in Barestown in 1779. immediately following is an evening of outdoor musical entertainment. Re-enactment from 2:30 P.M, but the park is open all day. Free admission. Call Herman Frost at 555-6512.

D Further Study

Write three more questions about things in the text, and for each one write three answer choices. One answer choice should be correct and two should be in the text but incorrect. Test your classmates in the next lesson.

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Quiz 21

1. Choose the correct word.

- Children under 21 are entry.
(A) prohibited from (B) prohibited to (C) prohibited
-get a discount on their tickets.
(A) Explorers (B) Vendors (C) Senior citizens
- I'd like to see thefor tomorrow's course.
(A) tradition (B) schedule (C) beverages
- This product still has aso I'd like my money back.
(A) vendor (B) founding (C) guarantee
- There isn't going to be any food, but there will be
- (A) traditions (B) re-enactment (C) beverages
- The show will start with a(n)of the climbing of Everest.
(A) re-enactment (B) hiking (C) guarantee
- Theof the city was an important historical event.
(A) elderly (B) founding (C) re-enactment
- The offer isso they do not need to get any licenses.
(A) personalized (B) unconditional (C) culinary
- The food is expensive, but there's adrink with every meal.
(A) complimentary (B) unconditional (C) culinary

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2. Find eleven words in the puzzle. Then match them with their definitions.



1. Cooking
2. A person who sells things.
3. Make certain
4. Fun events
5. Customs and beliefs
6. Somebody who discovers new places
7. Racing across the countryside
8. Old people
9. Made for a particular person
10. Changed
11. The person holding a party

Next:

Tactics for TOEIC

**Listening Test
Part 1**

Photographs

Unit 22