

TOEIC Reading Comprehension Test 002

Instructions

- **Directions:** You will read a passage, followed by questions about it. Carefully read the question text. Then choose the correct answer.

TO: All department heads

FROM: Lydia Park, Human Resources

DATE: October 1, 20

In light of the recent concerns about the efficiency of inter-departmental communications, we are introducing a new software system that aims to streamline correspondence and improve team collaboration. The software, "ComLink," will be implemented next month and training sessions will be conducted for all team leaders. It is imperative that all departments participate actively in this initiative. Feedback about the software will be collected after three months to ensure that it meets our organizational needs. Kindly schedule your teams accordingly and inform your members about the upcoming change.

Question 1: What is the primary purpose of the email?

- A) To inform about a new cab service
- B) To discuss inter-departmental concerns
- C) To announce the implementation of new software
- D) To collect feedback about ongoing projects

Question 2: Which of the following is NOT mentioned about the new software, "ComLink"?

- A) It is designed to improve team collaboration.
- B) There will be training sessions for team leaders.
- C) It will automatically delete older messages.
- D) Feedback will be collected after three months.

Question 3: What can be inferred from the email regarding the department heads' role?

- A) They should immediately start using "ComLink."
- B) They are responsible for gathering initial feedback.
- C) They need to inform their team members about the change.
- D) They have to design the interface of "ComLink."

Answer Keys

Question	Answer
1	C
2	C

Question	Answer
3	C