

## TOEIC Reading Text Completion Test 004

### Instructions

- **Directions:** Read the texts that follow. A word or phrase is missing in some of the sentences. Four answer choices are given. Select the best answer to complete the text.

To: Jacob Turner  
From: Olivia Smith  
Subject: Office Relocation

Hi Jacob,

Our department has been informed about the upcoming relocation. We'll be moving to the 10th floor of the Crest Building on 1st November. Everyone is expected (1) \_\_\_\_\_ by 8:00 a.m. on the moving day. The relocation company will assist in transferring all essential items, but please ensure you have backed up all (2) \_\_\_\_\_ data beforehand. I recognize this move might disrupt our routine for a short while, but I'm confident in (3) \_\_\_\_\_ adaptability and commitment to make this transition smooth. The new office promises to offer a more spacious and comfortable working environment.

I'll provide further updates closer to the date. Thank you for your understanding.

Warm regards,  
Olivia

**Question: (1)** \_\_\_\_\_

- A) arrive
- B) to arrive
- C) arriving
- D) arrival

**Question: (2)** \_\_\_\_\_

- A) your
- B) yours
- C) you
- D) you're

**Question: (3)** \_\_\_\_\_

- A) you
- B) your

- C) you're
- D) you'll

## Answer Keys

Question	Answer
1	B
2	A

Question	Answer
3	B