

TOEIC Reading Text Completion Test 005

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: Linda Halley
From: John Lark
Subject: Workshop

Dear Linda,

As discussed during our last departmental meeting, we have organized a workshop on improving team dynamics. The workshop will be held on the 15th of this month, from 9:00 a.m. to 3:00 p.m. in Hall A of the main building. The main objective is (1) _____ effective strategies that can be incorporated into our daily operations. I'll email you a detailed schedule by tomorrow evening. This will give you a (2) _____ to understand the flow of events and prepare any necessary materials. I understand that scheduling events like these amidst our tight project deadlines can be challenging, and I truly value (3) _____ dedication and willingness to participate.

Hoping for a fruitful session.

Best regards,
John

Question: (1) _____

- A) design
- B) to design
- C) designing
- D) designed

Question: (2) _____

- A) change
- B) charge
- C) chart
- D) chance

Question: (3) _____

- A) you
- B) your

- C) you're
- D) you've

Answer Keys

Question	Answer
1	B
2	D

Question	Answer
3	B