

TOEIC Part 7 Practice Questions

11 questions with a full answer key - free, no signup

Three passage sets in the genres Part 7 actually uses: an internal email, a supplier notice, and a double passage pairing an email with a schedule. The answer key at the end explains why each correct answer is correct and what the most tempting wrong answer is built from. Written for this worksheet - no material is reproduced from a real test.

How to attack Part 7

- Part 7 gives you 54 questions and no separate timer. Budget 55 minutes: roughly one minute per single-passage question and a little more for the multi-passage sets at the end.
- Read the questions before the passage. You are hunting for specific information, not reading for pleasure — knowing what to look for turns a three-minute read into a forty-second scan.
- Purpose questions ('What is the purpose of the email?') are almost always answerable from the subject line and the first two sentences. Answer them first.
- Detail questions quote or paraphrase one line of the passage. Find that line before you look at the choices; the wrong answers are built from words that appear elsewhere in the text.
- In double and triple passages, at least one question per set can only be answered by combining two documents. If an answer seems to require information that is not there, it is in the other document.
- Never leave a blank. There is no penalty for a wrong answer on TOEIC L&R.

Set 1 - Single passage

Questions 1-3 refer to the following email.

EMAIL

From: Marcus Delaney, Facilities
To: All Riverside Office Staff
Date: 14 March
Subject: Parking garage resurfacing

The east parking garage will be closed for resurfacing from Monday, 20 March through Friday, 24 March. During that week, all staff who normally park on levels 2 and 3 should use the overflow lot on Kestrel Street, a seven-minute walk from the main entrance. Shuttle vans will run between the overflow lot and the lobby every fifteen minutes from 7:30 A.M. to 9:30 A.M. and again from 4:30 P.M. to 6:30 P.M.

Employees with accessible parking permits will keep their existing spaces on level 1, which remains open throughout. If you require an exception for any other reason, contact my office by Thursday, 16 March. Requests received after that date cannot be accommodated, as the contractor's schedule is fixed.

We recognize this is an inconvenience and appreciate your patience.

1. What is the purpose of the email?

- (A) To announce a change in office hours
- (B) To notify staff of a temporary parking closure
- (C) To request volunteers for a construction project
- (D) To introduce a permanent shuttle service

2. What are employees who park on level 3 asked to do?

- (A) Arrive before 7:30 A.M.
- (B) Apply for an accessible parking permit
- (C) Park at a lot on Kestrel Street
- (D) Work from home during the closure

3. By when must exception requests be submitted?

- (A) 14 March
- (B) 16 March
- (C) 20 March
- (D) 24 March

Set 2 - Single passage

Questions 4-6 refer to the following notice.

NOTICE

NOTICE TO SUPPLIERS - Halvorsen Freight Group

Effective 1 June, Halvorsen Freight Group will move all invoice processing to an online portal. Paper invoices postmarked after 31 May will be returned unpaid.

To register, visit the supplier page on our website and enter the vendor number printed at the top of your most recent remittance advice. Registration takes about ten minutes and requires a valid business tax identification number.

Invoices submitted through the portal before 5:00 P.M. on the fifteenth of a month are paid on the last business day of that month. Invoices submitted after the fifteenth are paid at the end of the following month.

Suppliers who have not registered by 1 June may continue to submit invoices by fax for a transition period ending 31 August.

4. What change is being announced?

- (A) A new pricing structure for freight services
- (B) A move to electronic invoice submission
- (C) An extension of standard payment terms
- (D) The opening of a new distribution center

5. What information is needed to register?

- (A) A copy of a signed contract
- (B) A bank account number
- (C) A vendor number and a tax identification number
- (D) A letter from the accounts payable department

6. When will an invoice submitted on 20 September be paid?

- (A) At the end of September
- (B) On 15 October
- (C) At the end of October
- (D) Within ten business days

Set 3 - Double passage

Questions 7-11 refer to the following email and schedule.

EMAIL

From: Priya Raghunathan
To: Tomas Lindqvist
Date: 2 October
Subject: Site visit - Bergen plant

Tomas,

I have been asked to lead the audit at the Bergen plant during the week of 9 October and I would like you to join me for the first two days. The plant manager has offered to arrange a walkthrough of the packaging line, but only on a morning when the line is running, so we should choose either Monday or Wednesday.

I would prefer Monday, since I have to present preliminary findings to the regional director on Friday morning and the extra day would help. Could you confirm whether that works? If you can only travel midweek, I will shift the walkthrough and manage Monday on my own.

One more thing: the training session listed on the plant's schedule conflicts with our closing meeting. I have asked the plant manager to move the closing meeting an hour later, so please ignore the time printed on the schedule you were sent.

Priya

SCHEDULE

BERGEN PLANT - VISITOR SCHEDULE, WEEK OF 9 OCTOBER

Monday 9 October	09:00 Packaging line walkthrough / 13:00 Records review
Tuesday 10 October	09:00 Supplier interviews / 14:00 Warehouse inspection
Wednesday 11 October	09:00 Packaging line walkthrough / 13:00 Document sampling
Thursday 12 October	10:00 Safety training session (all plant staff)
	10:00 Closing meeting / 15:00 Departure
Friday 13 October	Reserved for follow-up

7. Why did Priya write the email?

- (A) To reschedule a presentation to the regional director
- (B) To ask a colleague to confirm which days he can travel
- (C) To complain about an error in the plant's schedule
- (D) To request a copy of the completed audit findings

8. What does Priya say she will do if Tomas cannot travel on Monday?

- (A) Cancel the audit
- (B) Ask the regional director for an extension
- (C) Carry out the Monday activities by herself
- (D) Postpone the visit to the following week

9. On which days is the packaging line running in the morning?

- (A) Monday and Tuesday
- (B) Monday and Wednesday
- (C) Tuesday and Thursday
- (D) Wednesday and Friday

10. What time will the closing meeting most likely begin?

- (A) 09:00
- (B) 10:00
- (C) 11:00
- (D) 15:00

11. What is indicated about Friday, 13 October?

- (A) The plant will be closed to visitors
- (B) No activities have been scheduled in advance
- (C) Tomas will present to the regional director
- (D) The packaging line will be inspected

Answer key

Check the letter first, then read the explanation for every question you missed - and for every one you guessed.

1. (B) To notify staff of a temporary parking closure

A purpose question. The subject line ('Parking garage resurfacing') and the first sentence ('will be closed for resurfacing from Monday, 20 March through Friday, 24 March') settle it. (D) is the trap: shuttle vans are mentioned, but they run only during the closure, so the service is temporary, not new and permanent.

2. (C) Park at a lot on Kestrel Street

A detail question. 'All staff who normally park on levels 2 and 3 should use the overflow lot on Kestrel Street.' (A) reuses 7:30 A.M. from the shuttle times, and (B) reuses the permit sentence, which applies to a different group.

3. (B) 16 March

A detail question built on a date cluster. Four dates appear in the passage and all four are answer choices. Only one is attached to exceptions: 'contact my office by Thursday, 16 March.' 14 March is the date of the email, 20 and 24 March are the closure.

4. (B) A move to electronic invoice submission

A purpose question, answerable from the first sentence: 'will move all invoice processing to an online portal.' Payment timing is discussed later, but the terms are described, not extended, so (C) is out.

5. (C) A vendor number and a tax identification number

A detail question with a two-part answer. The passage names both items in consecutive sentences: 'enter the vendor number printed at the top of your most recent remittance advice' and 'requires a valid business tax identification number.' A choice naming only one of the two would also be wrong.

6. (C) At the end of October

An inference question dressed as a detail. 20 September is after the fifteenth, so the rule 'invoices submitted after the fifteenth are paid at the end of the following month' applies: end of October. (A) is what you get by reading the first half of the rule and stopping.

7. (B) To ask a colleague to confirm which days he can travel

A purpose question. The request is explicit: 'I would like you to join me for the first two days ... Could you confirm whether that works?' The presentation and the schedule conflict are both mentioned, but neither is what she is asking Tomas to do.

8. (C) Carry out the Monday activities by herself

A detail question hanging on a conditional. 'If you can only travel midweek, I will shift the walkthrough and manage Monday on my own.' 'Manage ... on my own' is paraphrased as 'by herself'.

9. (B) Monday and Wednesday

A cross-passage question. The email says the walkthrough can happen 'only on a morning when the line is running'; the schedule places the walkthrough at 09:00 on Monday and Wednesday. Neither document answers this alone.

10. (C) 11:00

The hardest item in the set, and the classic double-passage synthesis. The schedule prints the closing meeting at 10:00, at the same time as the safety training session. The email says the manager was asked 'to move the closing meeting an hour later' and to ignore the printed time. 10:00 plus one hour is 11:00. (B) is the trap for anyone who reads only the schedule.

11. (B) No activities have been scheduled in advance

An inference question. The schedule says only 'Reserved for follow-up', which means nothing specific is booked. (C) misattributes the presentation, which Priya says she will give.

Want the other 43 questions?

A real Part 7 section is 54 questions in 55 minutes. TOEIC Ready drills all seven parts at the difficulty you are actually scoring at, and tracks whether your reading speed is improving. www.readyday.app