



---

**TOEIC: Listening and Reading**

**Part 6: Text Completion**

**Directions:** Read the texts that follow. A word or phrase is missing in some of the sentences. Four answer choices are given below each of the sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

SAMPLE QUESTIONS

Questions 141–143 refer to the following e-mail:

To: All Employees  
From: Camille Raynes  
Date: December 14  
Re: Performance bonus

Dear Employees,

As you know, the past year was a great success for us. To reward you for your excellent performance, the Board of Directors has approved a bonus for all employees. This bonus will be \_\_\_\_\_ in your next paycheck.

- 141.(A) involved  
(B) joined  
(C) composed  
(D) included

\_\_\_\_\_, we are now calculating wage increases for the upcoming year. Each employee's performance

- 142.(A) Instead  
(B) In addition  
(C) Beforehand  
(D) Otherwise

will be examined carefully as we determine the appropriate increase. All full-time employees are eligible for this increase. Your supervisor \_\_\_\_\_ you of the amount of your increase during the first week of January.

- 143.(A) informed  
(B) to inform  
(C) will inform  
(D) was informing

Thank you again for making last year such a success!

Sincerely,  
Camille Raynes  
Human Resources

