



TEST OF ENGLISH  
FOR INTERNATIONAL  
COMMUNICATION

# TOEIC Reading Comprehension 1 (Intermediate)

## Read the passage and answer the questions

Are you setting up a small business? Worried about the costs of renting office space and employing the right people?

**Rebus Virtual Office World** can help you in setting up your business. With our **Basic Office Deal**, we can set up a virtual office for you practically overnight.

We will give your business a professional image and our polite, friendly staff will handle your calls and present your business in the best possible way. We can provide you with: a professional business address, a local phone number and we will also handle mail.

For a more personal approach, with the option of forwarding mail and messages to your home address, don't hesitate to ask us about our **Premier Office Deals**.

### **1) Where is the text from?**

- a. A message from a business to a current client
- b. An advertisement for a new business service
- c. An email from one business worker to another
- d. A newspaper article about a new business's success

### **2) What does the service provide?**

- a. Off-site staff to perform general office duties
- b. A site where several businesses can locate their offices
- c. Advice on how to make your business more professional
- d. Temporary staff for local businesses

### **3) Which of the following is not included in the Basic Office deal?**

- a. A polite receptionist
- b. A mail-forwarding service
- c. A professional address
- d. A telephone-answering service