INTRODUCTION 1

What is the TOEIC® test?

"TOEIC®" stands for the Test of English for International Communication. TOEIC® test scores indicate how well people can communicate in English with others in the global workplace. The test does not require specialized knowledge or vocabulary; it measures only the kind of English used in everyday activities.

What is the format of the TOEIC® test?

The TOEIC® test is a two hour, paper and pencil, multiple choice test that consists of 200 questions divided into two separately timed sections: listening and reading.

Listening Section

This section consists of 100 questions and is divided into four parts. The entire Listening Section takes approximately 45 minutes.

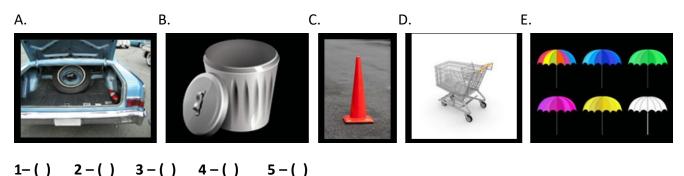
Part 1: Photographs (6 photographs each followed by 4 spoken statements)

Part 2: Question and Response (25 questions each followed by 3 spoken responses)

Part 3: Short Conversations (Total of 39 questions across 13 short conversations, more than two speakers in some conversations each followed by 3 spoken questions. Question types testing the connection of what is heard in a conversation and what is seen in a graphic. Each question has 4 answer choices)

Part 4: Short talks (Total of 30 questions across 10 short talks each followed by 3 questions. Question types testing the connection of what is heard in a conversation and what is seen in a graphic. Each question has 4 answer choices)

MATCHING WORDS



DICTATION

1.	He's pushing a	•
2.	are	on top of one another
3.	He's	baggage into the
4.	She's standing no	ext to the
5.	There's an	at the foot of the table.

HOMEWORK (Vocabulary)

- 1. During the flight, check the magazines in the seat pocket.
- 2. Use those maps to determine where your arriving and departing gates are located.
- 3. Listen closely to the announcements as the plane you're on has landed and is taxiing to the gate.
- 4. Make sure that the boarding pass for your connecting flight is on yourself.
- 5. You usually do not need to visit baggage claim.

INTRODUCTION 2

Reading Section

The Reading Section consists of 100 questions presented in written format in the test booklet. Candidates read a variety of materials and respond at their own pace to questions based on the materials. The entire Reading Section takes 75 minutes.

- Part 5: Incomplete Sentences (Total of 30 questions across 30 fill-in-the-blank sentences, each followed by 4 answer choices.)
- Part 6: Text Completion (Total of 16 questions across 4 sets of reading passages. Each passage has 4 fill-inthe blank sentences, each followed by 4 answer choices.)
- Part 7: Reading Comprehension (First portion has a total of 29 questions across 10 Single reading passages, each followed by 2 and 4 questions. Each question has 4 answer choices. / Second portion has a total of 25 questions across 2 sets of double reading passages and 3 sets of triple reading passages, each followed by 5 questions. Each question has 4 answer choices.)

PART 5

• **Directions:** A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence.

STRATEGY 1: Read all of the 4 choices before reading the sentence. Know the two types of answer choices.

	Example 1: The recent increase we		ne less to improv	e the busine	ss of small retai	ilers in this area than
	(A) original (E	3) originated (C) (originally	(D) originali	ty	
	Example 2: Conference parti Auckland's facto	icipants interested in ries.	industrial develo	pment shoul	d	schedule a visit to
	(A) recently	(B) definitely	(C) practically	(D) f	ortunately	
•	STRATEGY 2: TII	ME MANAGEMENT				
	Example 3: Example 4: Example 5: Example 6:	He is a person You have to think _ I would like to prop Nuclear warfare co	(creative/ creative/ c	ate/ creation new project	/ creatively). (creative/ creat	e/ creation/ creatively). /creatively)

Part of Speech Items

Answer Choice TYPE A: "Part of Speech Items" → 10 seconds

Step 1 First of all, check the <u>four answer choices</u> → if they have the <u>same stem and different suffixes</u> , the question typically asks about "Part of Speech". → Check each " <u>suffix</u> ".
Step 2 Check the "Word Order" to determine what part of speech is required.
• If the blank word is followed by a noun choose the <u>adjective</u> (what kind, what size, what color, how many, etc.)
Example: He is a person. (creative/create/creation/creatively).
• If the sentence is perfect without the blank word which modifies the verb or adjective, choose the <u>adverb</u> .
Example: You have to think (creative/create/creation/creatively).
• If the blank word follows a determiner such as an article (a/an/the) or a possessive adjective (my/ your, etc.) and is followed by a preposition, choose the <u>noun</u> .
Example: I would like to propose the of a new project (creative/create/creation/creatively).
• If an object is required, choose the <u>noun</u> .
Example 1: Nuclear warfare could destroy all (creative/create/creation/creatively).

<The preposition "of" requires an object.>

EXERCISE						
1. The report stresses	The report stresses the of eating plenty of fresh fruit and vegetables.					
(A) necessary	(B) necessity	(C) necessarily (D) nec	cessitate			
	2. The human resources manager who interviewed the candidate over the phone said that she lacks the skills for the job.					
(A) necessary	(B) necessity	(C) necessarily (D) nec	cessitate			
	thing is cheap does no (B) necessity					
4. Reduction in gover	nment spending will _	further cuts in	n public services.			
(A) necessary	(B) necessity	(C) necessarily (D) nec	cessitate			
	f recreational facilities (B) necessity		d are subject to change without			

Post-lesson Comments:

Part 5 Grammar Items; Parts of Speech (2)

• Skill Building Exercise A: Identifying missing parts of speech

		noun	VEIU	auvero	aujective	
2. 3.	QQ Trading achieve Services need to be	ered in agrowth emoreod workers will	during a time w rganized than t	hen the econom hey are at prese	ic situation ent.	
•	Skill Building Ex	xercise B: Identifying	correct word	forms		
1.		ered in a(B) various	•	<u> </u>		
2.	=	edgrowth (B) rapid	_			was unfavorable.
3.		e more	_	•		
4.		l workers will (B) increasing		=		

Apply your knowledge of suffixes to select the best part of speech.

- 1. Verb-forming suffixes: -ify (identify/ modify/ notify) -ize (categorize/ organize/ realize) -en (broadens/ strengthens)
- 2. Noun-forming suffixes: -sion/ -tion (decision/ presentation) -cy (agency/ emergency)

-ance (performance/ maintenance) -ity (facility/ community)

-ness (kindness/ fitness) -ment (department/ management)

-ology (biology/ psychology) -sis (analysis/ emphasis)

 $3.\ Adjective-forming\ suffixes:\ -able/\ -ible\ (reliable/\ edible)\ \ -ic\ (economic/\ drastic)$

-ical (economical/ historical) -ful (peaceful/ successful)

-ish (childish/ selfish) -less (doubtless/ painless)

-ous (dangerous/ various) -ive (supportive/ competitive)

-nal (personal/ additional) -cial (financial/ official)

-al (instrumental/ fatal)

4. Adverb-forming suffixes: -ly (recently/ usually)

• Skill Building Exercise C: Identifying word suffixes

- 1. expectation
- 2. dependable
- 3. government
- 4. clarify
- 5. expensive
- 6. governmental
- 7. continuous
- 8. productive
- 9. impressive
- 10. expansion
- 11. accurately
- 12. specialize
- 13. effective
- 14. considerable

1. PART 1 STRATEGIES

- STRATEGY 1: Take a quick look at the photograph before you hear the four statements.
- STRATEGY 2: Ask yourself these questions about each picture. Out of 6 photographs about 70 to 80% are photos with people and the rest are without people.
- Where was it taken?
- Who is in the picture? What is in the picture? (Check positions)
- What is happening? (People → Action; Things → State)

Skill Building Exercise A

NB: All the pictures in the official TOEIC® test book are NOT in colour but in black and white.

Example 1



Example 2



Example 3



By Anthony Crider: Driveway

• **STRATEGY 3**: Know common distractor types.

Part 1 Distractors

A. Similar-sounding words

As you listen to the four choices, pay close attention to **similar-sounding** words with different meanings.

(e.g. She's <u>setting</u> the table. Vs. She's <u>sitting</u> at the table.)

B. Wrong word usage

This type of distractor asks you to identify the correct word. It is a vocabulary item. (e.g. She's <u>setting</u> the table. She's <u>buying</u> the table. She's <u>waxing</u> the table.)

B

O Skill Building Exercise B

2. MATCHING WORDS

A





1-() 2-()

3. DICTATION

- 1. They're sitting on the
- 2. They're sitting each other.
- 3. The car is on the
- 4. All the seats on the bus are
- 5. He's taking a book from the

- 1. He was an <u>ambitious</u> young man with a remarkably detailed <u>blueprint</u> for becoming a millionaire by the age of 25.
- 2. He <u>calculated</u> the <u>likelihood</u> of success.
- 3. Why did the sales manager resign?
- 4. The offer is <u>valid</u> for travel before the end of June.
- 5. Mr. White is <u>in charge of</u> this project.

Part 5 Grammar Items; Parts of Speech (3)

Exercise

(A) supervised

(B) supervision

Direction	s: A word o	or phrase is	missing in	each of th	e sentences	below.	Four	answer	choices	are g	given	below	each
sentence.	Select the	best answei	to comple	te the sent	ence.								

(A) manage		(B) manages	(C) manageable	(D) management			
	Sentence express Subject represe thing th	tes a complete idea. = a noun, noun phronts the person or hat performs the action	case, or pronoun that usu	a subject (S) and a verb (V), and ally comes before a main verb and which something is stated.			
	Verb = a word or group of words that describes an action or state. A transitive verb has an object. An intransitive verb does not have an object. Object = A Direct Object refers to the person or thing affected by the action of the verb. (He bought <u>a ball.</u>) An Indirect Object usually refers to the person who 'benefits' from the action of the verb. (He bought <u>her</u> a ball.) Complement = A Complement tells us something about the nature of the Subject or Object. (She is <u>happy</u> . → S=C) (He made her happy. → O=C) Modifier = a word or group of words that modifies another word or group. N.B. 'Prep + Noun Group' and 'adverbs' are Modifiers. → (Put them in brackets)						
2. We are pl (A) popularl		•	mentary copy of our (C) popular				
3(A) Compete		•	the City is heating up. (C) Competitively	(D) Competition			
4. Adriana l (A) skill	Montagn	a's artwork (B) skilled		sical elements with modern materials and technic (D) skillfully			
5. Goods sh (A) receipt	ould be	supplied within 28 (B) receive	days after the(C) receivable	•			
6. Mr. Schw	eizer has	s worked under my	as an ed	litorial assistant for the past five years.			

(C) supervise

(D) supervisory

1. PART 1 STRATEGY 3: Known common distractor types. (Continued from Day 2)

○ Skill Building Exercise

Example 1



Example 2



By Mike Mozart: Lumber

2. MATCHING WORDS

A

B

 \mathbf{C}







D





1-() 2-() 3-() 4-() 5-()

3. DICTATION

- 1. He's himself on a
- 2. There is a against the building.
- 3. He's spraying hot water onto to kill
- 4. have been set in the
- 5. They're walking down the together.

- 1. Candidates interested in the position should <u>submit</u> their <u>résumés</u> to the Office of Human Resources.
- 2. There have been a lot of changes during the past two <u>decades</u>.
- 3. The <u>merchandise</u> will arrive by truck at noon.
- 4. The drug is only sold with a prescription.
- 5. He works for a pharmaceutical company.

Part 5 Grammar Items; Parts of Speech (4)

Exercise

1. Outsourcing can be	e an use	of time and money for	some businesses.
(A) efficacy	(B) efficiency	(C) efficient	(D) efficiently
2. The vitamin suppl	ements you've ordered	l are ou	t of stock.
(A) current	(B) currently	(C) currency	(D) concurrent
3. America's airlines	have	higher productivity that	an European ones.
(A) signify	(B) significance	(C) significant	(D) significantly
4. Presidential candi privacy.	date Anne Winters ha	as been comparatively	7 in maintaining her
(A) success	(B) succeeded	(C) successful	(D) successfully
5. What	me was their ability	to deal with any proble	em.
(A) impression	(B) impressed	(C) impressive	(D) impressively
6. The boxer won the	World Championship	for the third	year.
(A) success	(B) succeed	(C) successively	(D) successive

O Skill Building Exercise A

Example 1



by David Stanley: Shawnigan Lake School

Example 2



Example 3



2. Skill Building Exercise B

Similar-sounding words

This exercise practices similar-sounding words.

Listen to your teacher. Choose the correct sentence.

- 1 a. She's folding a piece of paper.
 - b. She's holding a piece of paper.
- 2. a. He's carrying a ladder.
 - b. He's carrying a letter.
- 3. a. She's moving her glass.
 - b. She's removing her glasses.
- 4. a. They're working in the office.
 - b. They're walking in the office.
- 5. a. They've no plans at the moment.
 - b. They've no plants at the moment.

3. DICTATION

1.	The man is a into a cup.
2.	has been put outside the store.
3.	The chairs areon of each other.
4.	They are sitting each other.
5.	The ship is being loaded with

- $1. \ CAL \ Bank \ has \ signed \ an \ \underline{agreement} \ with \ SST \ Corporation \ to \ \underline{implement} \ the \ largest \ ATM \ network \ in \ the \ area.$
- 2. Medicine should be kept out of reach of children.
- 3. The hotel suite offers a fully equipped kitchen.
- 4. There will be a public meeting to help <u>determine</u> Hasting Airport's future.
- 5. The <u>sluggish</u> economy <u>adversely affected</u> sales of automobiles.

Part 5 Grammar Items; Parts of Speech (5)

Exercise

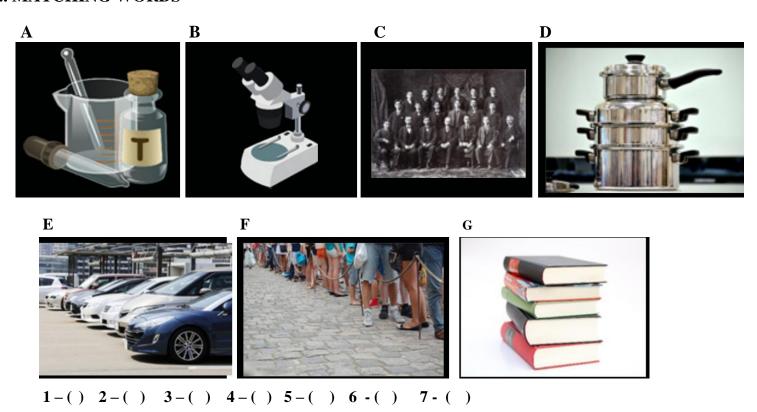
1. Seniors should be	able to fully	in society under	r optimal conditions.
(A) participate	(B) participation	(C) participant	(D) participating
_	e can be rea (B) ease		ngeles International Airport. (D) easily
3. The athlete had an and The Championsh		by winning age group	titles at both the Qualifying Tournament
_	(B) exception	(C) exceptionally	(D) except
environmental fields, individually.	_	of issues cannot be	endence in the economic, social and addressed by countries (D) effectiveness
(A) chect	(B) checuve	(c) effectively	(D) effectiveness
	are underway for the F (B) Preparations		and Prix at Circuit Gilles Villeneuve. (D) Preparedness
6. The assistant mana	agert	hrew away the copies	of the merger proposal.
	(B) mistakenly		
7. Recent research h retain them for longe		ses making a good firs	ston their customers
(A) impress	(B) impressive	(C) impressed	(D) impression

1. Skill Building Exercise

Picture 1



2. MATCHING WORDS



3. DICTATION

1.	She isa
2.	Cookware is for sale
3.	People are together.
4.	Cars are parked
5.	We found a large of books on the floor.

- 1. <u>Laboratory equipment</u> refers to the various tools and equipment used by scientists working in a laboratory.
- 2. There have been thousands of job openings this year in Miami's tourism industry.
- 3. The speaker explained why the new program is <u>effective</u> for <u>calculating</u> data.
- 4. Vickers, da Costa provides <u>innovative</u> investment techniques for its clients.
- 5. The company's new website appeals to people of all ages.

Part 5 Grammar Items; Parts of Speech (6)

Exercise

1. If you're about	to make hotel	for the first ting	me, there are a few things you ought to know.
(A) reserves	(B) reservists	(C) reservations	(D) reservoirs
2. The budget pro	posal for the next fiscal	l year should be examin	ed extremely
(A) care	(B) careful	(C) carefully	(D) carefree
3 th	ne sales quota is the firs	t priority for the compa	ny's sales representatives.
(A) Achievable	(B) Achieve	(C) Achieving	(D) Achievement
4. Cyclists who us	se the streets and off roa	d "mountain bikers" ne	ed to be clearly
(A) identify		(C) identifiable	
5. The final report made available too		al Change program, an	analysis of the world's water resources, is
(A) extend	(B) extensive	(C) extension	(D) extensively
	being warned to keep a	<u> </u>	gy meter readings, because the regional power e.
	(B) inaccurately	_	
7. In his reference valued member of	<u>-</u>	tated that Mr. Jones was	s always punctual, worked very, and was a
(A) diligence	(B) diligently	(C) most diligent	(D) diligent

○ Skill Building Exercise A

Picture 1



Picture 2



2. Skill Building Exercise B

Similar-sounding words

This exercise practices similar-sounding words.

Listen to your teacher. Choose the correct sentence.

- 1 a. Some boxes are under the desk.
 - b. Some books are under the desk.
- 2. a. Cars are being repaired.
 - b. Cards are being repaired.
- 3. a The man is fishing something.
 - b. The man is fixing something.
 - c. The man is finishing something.
- 4. a. He wants to retire.
 - b. He wants two tires.
- 5. a. Some fruits are on display.
 - b. Some flutes are on display.

3. DICTATION

1.	There	are some	ın the
2.	Some	are	on the floor.
3.	She's	wearing a	shirt.
4.	She's	the	
5	He's	a T-shir	t

- 1. If you would like to know whether you have any outstanding debts, contact an administration fees officer.
- 2. Soave Corp. encourages people to sample its new brand of perfume.
- 3. The manager allows us to dress <u>casually</u> on Fridays.
- 4. During the meeting, I would like to <u>address</u> our problems regarding the staff <u>shortage</u>.
- 5. The mayor <u>paid tribute to</u> the work of volunteers who gave up their time to support the fire fighters.

Exercise

Part 5 Grammar Items; Parts of Speech (7)

1. The publisher's chi	ief editor advised the a (B) orderly	uthor to arrange the ch (C) order	apters in of increasing difficulty. (D) ordering
2. The government w last year.	vas able to address the	country's eco	nomic difficulties and consequently was re-elected
•	(B) vary	(C) variance	(D) variety
3. The new cellphone	e model was b	pecause it outperformed	l its competitors in terms of reliability.
(A) succeed		(C) successfully	
4. Due to its main riv of shareholders.			re, Inc.'s sales rose last year to the delight
(A) sharply	(B) sharp	(C) sharpness	(D) sharpen
5. The department he	ead evaluated	every aspect of each in	terviewee's performance.
(A) thoroughness	(B) thoroughly	(C) thorough	(D) more thorough
6. Advancements in internet.	computer technology	have meant greater	in the speed of transferring data over the
(A) consisting	(B) consistently	(C) consistent	(D) consistency
7. The new edition of terms.	of Kilman's Business I	Dictionary contains an	updated index so that users may look up
(A) easily	(B) ease	(C) easiest	(D) easy
8. Due to the high nu	umber of immigrants o	ver the past 5 years, the	e of gas in the city has risen dramatically.
(A) consumer	(B) consumed	(C) consume	(D) consumption

1. Skill Building Exercise A

Picture 1



by Joseph Novak: Jeff, Doerr and I at Wrigley Field watching our Tigers beat up on the hapless Cubs

Picture 2



2. Skill Building Exercise B

Similar-sounding words

This exercise practices similar-sounding words.

Listen to your teacher. Choose the correct sentence.

- 1 a. The committee viewed her suggestion favorably.
 - b. The committee reviewed her suggestion favorably.
- 2. a. They are ascending the stairs.
 - b. They are sending her upstairs.
- 3. a. He's pushing a cart.
 - b. He's pushing a car.
- 4. a. There are boxes stacked on top of each other.
 - b. There are books stacked on top of each other.
- 5. a. The ladder is being set.
 - b. The ladder has been set.

3. DICTATION

1.	Some people are over the
2.	have been seated indoors.
3.	Some people are waiting at the
4.	are being from a truck
5.	An artist is drawing a on the ground.

- 1. The new director will be <u>responsible for</u> promoting public relations.
- 2. Applicants must have a <u>comprehensive</u> knowledge of emergency response methods.
- 3. The company plans to establish a network of central warehouses to make product distribution more efficient.
- 4. Our service is temporarily unavailable due to maintenance.
- 5. Mr. Smith is <u>currently</u> in a <u>board meeting</u>.

Part 5 Grammar Items; Pronouns (1)

Practice Question

Jenny Fox, a junior employee, wanted to complete the project by.....

(A) she (B) her (C) herself (D) hers

1. Personal Pronouns Table

Person	Person Pronoun	Possessive Adjective	Object Pronoun	Possessive Pronoun	Reflexive Pronoun
first singular	I	my	me	mine	myself
second singular	you	your	you	yours	yourself
third singular (male)	he	his	him	his	himself
third singular (female)	she	her	her	hers	herself
third singular (neither)	it	its	it		itself
first plural	we	our	us	ours	ourselves
second plural	you	your	you	yours	yourselves
third plural	they	their	them	theirs	themselves

Personal pronouns are used when it is clear who or what is being talked about.

E.g. Mike is my best friend. **He** is a teacher.

Subject pronouns: we use subject pronouns as the subject of the clause.

Object pronouns: we use the object pronouns in all positions apart from subject, e.g. after the verb, or after a preposition.

Possessive pronouns indicate ownership. (e.g. That car is **hers**. It is **mine**.)

If a pronoun is used to indicate to whom an object belongs, it is called a **possessive adjective** (e.g. that is **her** car.)

2. Skill Building Exercise A

1.	He cut () while he was shaving this morning.
2.	This camera is not (). =my camera
3.	His shoes are expensive, but () are cheap. =her shoes
4.	I met an old friend of ()
5.	What language do () speak in Canada?
6.	Please seat () and make () at home.
7.	You must do it ().
8.	The fire went out by ()
9.	() should love our parents.
10	. I believe human nature is good in ().

3. Skill Building Exercise B

- 1. (We/ Our/ Us) assistant manager is Mr. White.
- 2. (They/ Their/ Them) are kind to (we/ our/ us).
- 3. That is (he/ his/ him) desk and this is (I/ my/ mine).
- 4. I would like to introduce (me/ myself/ mine).
- 5. I (my/ me/ myself) want to do it.
- 6. John was hired as an assistant manager five months ago, and (himself/ him/ he) is now in line for a promotion.

1. Skill Building Exercise A

Example 1



Example 2



2. Skill Building Exercise B

Similar-sounding words

This exercise practices similar-sounding words.

Listen to your teacher. Choose the correct sentence.

- 1. a. The man's preparing a meal box.
 - b. The man's repairing a mail box.
 - c. The man's repairing a meal box.
- 2. a. She's preparing a meal.
 - b. She's comparing meals.
- 3. a. He accepted the price.
 - b. He accepted the rice.
 - c. He accepted the prize.
- 4. a. Let's meet at the rest stop.
 - b. Let's meet at the restaurant.
- 5. a. We have no contact with them.
 - b. We hold no contract with them.

3. DICTATION

1.	are located in the corner.
2.	A man is holding a in his hands.
3.	Workers are some branches.
4.	A is selling food in a market.

5. He's pushing a

- 1. I would like to thank you for your prompt reply.
- 2. Mandy has <u>frequently</u> requested a <u>cubicle</u> away from the air conditioner.
- 3. The Singapore dollar has gradually <u>strengthened</u> against the US dollar.
- 4. There has been <u>significant progress</u> with the design of our new ad posters.
- 5. Even relatively low amounts of air pollution can affect a community's health.

Part 5	Grammar	Items:	Pronouns	(2))
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Skill Buildin	g Exercise		
1. The manag (A) me	ger and (B) mine	are working h (C) I	ard on the budget problems (D) my
2. By register releases.	ring your softw	are with us, we	will be able to provide with information on updates and future
(A) you	(B) your	(C) yours	(D) yourself
3. Small busi customer base		n often respond	quickly to new economic trends because of extremely focused
(A) they	(B) them	(C) their	(D) theirs
4. You shoul	d give	. a holiday fron	n time to time.
(A) you	(B) your	(C) yours	(D) yourself
5. Mr. Gooda (A) him	all will need to (B) it	make copies of (C) us	all of the receipts, so it is advisable for you to keep in one file. (D) them
6. Please info (A) we	orm us of your a	availability for r (C) us	next week so thatcan set up an interview as soon as possible. (D) ourselves
2. Practice T	'est		
1. Workers (A) theirs	can help make (B) their	the company model (C) them	ore eco-friendly by recycling wastepaper at the office. (D) they
(A) thens	(D) then	(C) them	(D) they
2. Mary was managerial		ssistant manage	er a few months ago, and is now ready to apply for a top
(A) herself		(C) hers	(D) she
3. A widely market.	used logo help	s a company ret	ain its customers by reminding the public of presence in the
(A) its	(B) they	(C) it	(D) them
	_		ey's outstanding contribution to corporation, he will be ward at next week's formal dinner.
(A) us	(B) we	(C) our	

5. We hope to	5. We hope to send tax documents to you by the end of the month.						
(A) you	(B) your	(C) yours	(D) yourself				
6. Although Z (A) he		been successfu (C) him	l at his job, he does not consideran expert. (D) himself				
7. Sales depar reimbursemen		s must obtain pe	ermission from supervisors before applying for travel				
(A) they	(B) them	(C) their	(D) theirs				
8. Customers (A) they	who register for (B) them	r a membership (C) their	card can get a ten per cent discount on first purchase. (D) theirs				
9. Meiji Electroproject by		ire additional h	elp because the research manager is certain that he can complete the				
		(C) him	(D) himself				
10. Mr. Lee w (A) he		management so (C) him	eminar in London on				

1. Skill Building Exercise A

Example 1



"Plumber at work" by photo taken by flickr user rick - Flickr. Licensed under CC BY 2.0 via Commons -

Example 2



2. Skill Building Exercise B

Similar-sounding words

This exercise practices similar-sounding words.

Listen to your teacher. Choose the correct sentence.

- a. Let's try the coffee shop near the park.
 - b. Let's try the copy shop near the park.
- 2. a. She's leaning on his desk.
 - b. She's kneeling on the floor.
- 3. a. The lane has no traffic now.
 - b. The rain has begun to fall now.
- 4. a. We are looking for raw materials.
 - b. We are looking for law books.
- 5. a. We have no clue.
 - b. We have no crew.

3. DICTATION

1.	They're the people.
2.	They're playing
	She's her glasses.
4.	The buildings are by a fence.
5.	She's serving a

- 1. Economists <u>predict</u> there will be more <u>investment opportunities</u> by the end of this year.
- 2. Companies seem cautious about investing money in research and development.
- 3. They have signed an exclusive agreement.
- 4. The new agreement will <u>mutually benefit</u> both organizations.
- 5. Please refer to the section in your training manual entitled "Rules and Regulations".

Practice 1

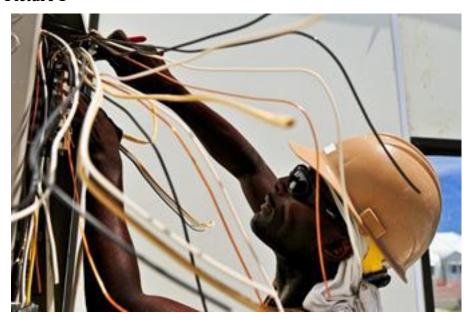
Part 5 Grammar Items; Preposition vs. Conjunction (1)

1. PRACTICE QUESTIONS

Dr. Johnson wa (A) in spite of	_	•		•	his presentation is finished. (D) during			
Practice 2								
(A) Because	_	living, New York is (B) In spite of			cople for its convenience. (D) Due to			
2. Skill Buildi	ng Exercise							
	1							
2. Construction (A) in	n will begin on (B) due to	the new park (C) du	•	y permits are au (D) as soon as				
3 retests of the area	-		in the area	, the local gove	rnment has announced it will begin extensive			
		(C) Ex	cept for	(D) As soon as	S			
4 the franchise has only been open for one year, it has been quite successful in establishing a large client base.								
(A) When	(B) In spite of	f (C) Al	though	(D) According	to			
5I c	annot say whe	n, there's a possibil	ity of a ge	neral strike.				
(A) But	(B) In spite of			(D) Although				

1. Part 1 Practice Test

Picture 1



Picture 2



By Lauren Horton: Making Bed

Picture 3



Picture 4



Picture 5



Picture 6



Picture 7



By Sunset Removals: A mover loading the removal truck with boxes photo

Picture 8



2. DICTATION

Ι.	The customers are waiting
2.	All the chairs are
3.	The tables are
4.	He's his shirt.
5.	The desk is with documents.

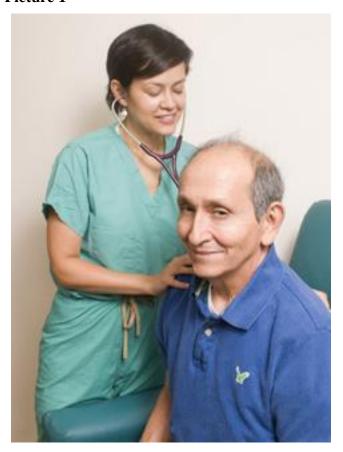
- 1. It's a small hotel with an <u>intimate</u> atmosphere.
- 2. Rising competition <u>separates</u> the strong from the weak.
- 3. Dr. Maxwell is an expert on <u>nutrition</u>.
- 4. Only RXC employees will have <u>access</u> to the cafeteria.
- 5. The <u>inaccurate</u> memo caused problems for those attending the meeting.

Part 5 Grammar Items; Preposition vs. Conjunction (2)

Practice Test			
1 the l (A) Although	hotels are always full d (B) Because of	•	we suggest that your room be booked in advance. (D) Because
2 the no (A) But	_	ing next week, no plan (C) Despite	s have been made to dispose of the old ones. (D) Although
3. You won't get pa (A) so	id for time off (B) in spite of	=	ote certifying your physical condition. (D) without
4. The train was del (A) because	ayed an accid (B) due	ent at Weybridge Stati (C) owing	on last night. (D) because of
5. The company sho (A) despite	ould try to modernize it (B) during	s plant the e	economic climate is favorable. (D) while
6 busy pe (A) While		nief engineer seldom go (C) The duration of	ets home before midnight. (D) When
7 you mag	y think that the worst is (B) Although	s over, I promise you it (C) Despite	
8. Children in the loc nearby.	cal area get up early	the summer va	acation to do their morning exercises in the park
(A) while	(B) during	(C) when	(D) at
9. Rapid Courier Ser (A) whether	vice can make overnigl (B) with	nt deliveries p (C) if	packages are brought in no later than 6 p.m. (D) before
10. ABC Enterprises their headquarters.	must select a new loca	tion for the company-v	wide training seminar a lack of space at
(A) according to	(B) although	(C) due to	(D) when
11. An invitation (A) while	the museum's (B) in	grand opening has alre (C) because	ady been sent by post. (D) to
12. In the(A) issue	of a power failure (B) function	e, switch off all electro (C) event	nic devices, exit the room and lock the door. (D) pause

1. Part 1 Practice Test

Picture 1



Picture 2



Picture 3



Picture 4



2. MATCHING WORDS

a. vehicle - () b. produce - () c. office equipment - () d. musical instrument - () e. utensils - () f. headgear - () g. tableware - () h. household appliances - () i. vessel - ()

3. DICTATION

- 1. Dr. Johnson is in of this project.
- 2. Are you being?
- 3. You were to be here half an hour ago.
- 4. Why did the sales manager?
- 5. The room is down the hallway.

- 1. Would you like to share a taxi to the venue?
- 2. The TV series has <u>attracted</u> an <u>audience</u> of more than 10 million.
- 3. She so resembles her mother.
- 4. His contract is due to <u>expire</u> at the end of the month.
- 5. Mr. Johnson acquired the firm in 1964.

Dont 5	Crammar	Ttome:	Coordinating	and Cor	rolotivo (Double)	Coni	unotions
Part 5	Grammar	mems;	Coordinating	g and Cor	reiauve (Double	Con	unctions

1. PRACTICE QUESTIONS

Practice 1
These products are designed nor produced for home use and should always be kept out of reach of children.
(A) both (B) also (C) neither (D) either
Practice 2
Summit's new sneakers are sold in six popular colors
Practice 3
The sales meeting will be held either in Room 431in Room 521. (A) but (B) or (C) and (D) not
2. PRACTICE TEST
 Every staff member of World Travel Inc. is friendly, attentive and (A) diligence (B) diligent (C) diligently (D) with diligence
2. After discussing the terms of the new fringe benefits plan, management and employees were satisfied.(A) both (B) also (C) either (D) too
3. Payment of monthly parking vouchers can be made either by personal check
4. The author of the book not only wrote the text, selected the illustrations as well. (A) neither (B) nor (C) and (D) but

5. Ms. Greene has earned the respect
(A) both (B) not only (C) nor (D) either
6. A majority of the customers who completed the survey rated EXA mobile phones as good or excellent.
(A) both (B) neither (C) nor (D) either
7. Dr. White did not know whether to exit the freeway at Orange Avenueto exit the freeway at Cherry Avenue.
(A) nor (B) or (C) and (D) either
8. The fax machine is not working, is the telephone. (A) nor (B) or (C) and (D) either
9. Mr. Kee visited London and Liverpool to see clients and make some new contacts. (A) neither (B) or (C) both (D) either
10. Despite her improved performance, Ms. Lee was promoted nor given a raise. (A) not only (B) neither (C) so (D) either

OPERATE 2: Question – Response

Directions: On the second part of the TOEIC®, you will hear a series of 25 questions or statements, each followed by 3 responses. Most of the items in Part 2 are questions; there are usually 2 or 3 statements. You must choose the best response to the question or statement. The questions and responses are spoken only once and are NOT printed in your test book. So, in this part, pure auditory memory is required.

Part 2 Example

You will hear: Where is the meeting room?

You will also hear: (A) To meet the new director.

(B) It's the first room on the right.

(C) Yes, at two o'clock.

The best response to the question "Where is the meeting room?" is choice (B).

3. Part 2 Strategies

You have only 5 seconds between the choice (C) and the next question. So don't forget to mark the answer within 5 seconds. If you are still answering a question when the next one begins, you might not hear the beginning of the question. The questions and statements typically deal with routine workplace situations or everyday activities. As soon as you hear the question, try to visualize the situation (who is speaking and to whom and where).

○ STRATEGY 1: Focus on the first word and check the question types (1)

Skill Building Exercise

Listen to your teacher and fill in the blanks.

- 1. () you working late last night?
- 2. () you know the name of the new secretary?
- 3. () there any toner cartridges in the supply room?
- 4. () Jane take a taxi to work?
- 5. () you want me to send the letter now?
- 6. () Mr. White sick today?
- 7. () Mr. White called in sick?
- 8. () you finished the report?
- 9. () you happy with your new job?
- 10.() hiring more workers help your production problem?

4. DICTATION

1.	I'm Jane Johnson's call.
2.	What is the of my order?
3.	Has Dr. Johnson the management?
4.	You should the meeting time with Mr. Baker.
5.	Could you the radio, please?

- 1. The rise in sales <u>was attributed</u> to the advertising campaign.
- 2. Please <u>make a note</u> of your customer and receipt numbers in case you need to contact us about your order.
- 3. The monthly rent includes all <u>utilities</u>, with the <u>exception</u> of telephone charges.
- 4. An outside <u>auditor</u> will visit the factory to <u>determine</u> whether acceptable air-quality standards are being <u>observed</u>.
- 5. You have to show respect for your colleagues, and by the same token they have to respect you.

Dant 5	Grammar	Ttomas.	Cubana	linatina	Cani	ations
Pari 5	TRIHINAL	Hems:	20000	шини	COIL	HHICHOUS

1. PRACTICE QUESTIONS

Practice 1
Most of the restaurants in the town open only on weekends the tourist season is over. (A) even (B) early (C) always (D) once
Practice 2
Practice 3
North Hamilton is due to decideor not it will back controversial plans for a new coal-fired power station. (A) whether (B) since (C) whereas (D) when
2. PRACTICE TEST
1. Humanists believepeople should be generally nice to each other and help each other out. (A) after (B) that (C) before (D) although
2. Ms. Popolo got the job with a real estate firmshe was the best candidate for the position. (A) before (B) until (C) because (D) whether
3
4. Mr. Saito indicatedthere may soon be an opening for an apprentice technician.(A) before (B) that (C) because (D) although
5. The work crew will have finished the owner arrives tomorrow. (A) if (B) that (C) because (D) before
6. Ms. Hakkonen will wait
7. The directors discussedthe difficulty could be overcome. (A) since (B) how (C) because (D) although
8. Sales of fuel efficient new cars are increasing rapidlythe car industry on the whole is suffering from the economic downturn. (A) since (B) whether (C) because (D) whereas

9. Jane's desk is usually cluttered with papers;her colleague's desk is always neat and clean.

(A) while (B) as (C) because (D) unless

1. Part 2 STRATEGY 1: Focus on the first word and check the question types (2)

Skill Building Exercise

Listen to your teacher and fill in the blanks.

) you drive to London () fly there? 1. (2. () Mr. White arrived yet?) you live in this town? 3. () you in charge here? 4. (5. () you want me to sign now () after the meeting?) I wear a tie tonight? 6. () you like tea () coffee? 7. () Jane drive a car? 8. () we go there earlier? 9. () I help you?

2. DICTATION

10. (

1.	1. How may I your call?	
2.	2. When did you this he	ouse?
3.	3. Don't forget to take you're	
4.	4. Why don't you make some cuts to the trave	·1?
5	5 Where can I find a near here	?

- 1. The company's products are more innovative than those of their competitors.
- 2. Payment of monthly parking vouchers can be made by automatic withdrawal from a bank account.
- 3. Seats will be assigned on a first-come, first-served basis.
- 4. The company plans to hire <u>additional</u> workers because of the increased production <u>quota</u>.
- 5. John strives hard to keep himself very fit.

Part 5 Grammar Items; Relatives (1)
1. PRACTICE QUESTIONS
Practice 1
Ms. Connelly and Mr. Church were two of the senior partnersvisited some prospective clients in China. (A) when (B) whose (C) who (D) what
Practice 2
Sales of the latest car model are flat, is a major surprise for most people in the industry. (A) who (B) whose (C) which (D) what
Practice 3
This company needs a leader abilities are up to the task of rebuilding the company's sluggish sales. (A) who (B) whose (C) which (D) what
2. PRACTICE TEST
1. Driversleave their cars parked on Oxford Street after six o'clock will be ticketed. (A) whose (B) who (C) which (D) whom
2. When Ms. Popolo and Mr. Holmes had lunch together, she mentioned a booktitle slipped his memory (A) who (B) whom (C) whose (D) that
3. The government officialwas convicted of stealing cars has been fired from his post at the ministry. (A) whom (B) whose (C) who (D) which
4. Unfortunately, there are thosewill probably not respect the arbiter's decision. (A) whose (B) who (C) whom (D) which
5. The car stopped suddenly, led to the other cars crashing.(A) which (B) what (C) it (D) who
6. Ms. Lee doesn't enjoy serving customers likes are difficult to ascertain. (A) whom (B) which (C) that (D) whose
7. I have a friendgrandfather was a famous Himalayan climber. (A) whom (B) whose (C) that (D) which

Part 2 STRATEGY 1: Focus on the first word and check the question types (3)

1. Skill Building Exercise

Listen to your teacher and fill in the blanks.

1.	() is the woman in the red dress?
2.	() your email address?
3.	() did you find that book?
4.	() did the meeting begin?
5.	() did Mike call the restaurant?
6.	() did you get here?
7.	() does the new shopping mall open?
8.	() would you choose, love or money?
9.	() () do you call your parents?
10.	() do you prefer, gas or electric stoves?
"W	hen	or where, that is the question."
		to your teacher and fill in the blanks.
1.	() () the best place in town to go for sushi?
2.	() () Alex supposed to be here?
3.	() should I send the invoice?
4.	() should I send the invoice?
) would you like me to mail these boxes?
6.	() would you like me to mail these boxes?

2. DICTATION

1.	The waiter made a mistake on our
2.	Will the conference be held here or at the?
3.	It didn't come out of our regular departmental
4.	The meeting is about the acquisition.
5.	You should probably take the train to traffic.

- 1. The company's establishment of an <u>on-site</u> childcare center is intended to <u>encourage</u> new parents to return to work.
- 2. All receipts for travel expenses should be <u>submitted</u> to Mr. Smith for <u>processing</u>.
- 3. Our direct marketing promotion for magazine <u>subscriptions yielded</u> such positive results.
- 4. A fine of \$100 will be imposed upon any drivers who park illegally.
- 5. No plans have been made to dispose of the old machine.

SPEED READING TRAINING

(Your teacher will send you PDF files for this part of the lesson.)

Part 2 STRATEGY 1: Focus on the first word and check the question types (4)

1. Skill Building Exercise

Listen to your teacher and fill in the blanks.

1. () () going out tomorrow?
2. () go out tomorrow.
3. () () go out tomorrow?
4. () () go out tomorrow?
5. () () to go out tomorrow?
6. () you open the window?
7. () () opening the window?
8. ()() () you could open the window.
9. () () a ride to the station?
10. () () help you prepare the handouts?

2. DICTATION

Ι.	w no r	nas been	to	 the niring	committee	
2.	Is the	bank	.?			
_	T 1	.1				

- 3. I hope these are correct.
- 4. When did he send orders for new?
- 5. What is the price for two airfare tickets to Hawaii?

- 1. In Mr. Bennett's <u>performance review</u>, the department <u>supervisor</u> wrote that he always finished his <u>assignment</u> on time.
- 2. Admission to the fitness center is free for all employees and their family members.
- 3. The school is presently advertising several job openings for teachers.
- 4. Rising gas prices are cutting into our profits, so we need to look for <u>alternative delivery</u> methods
- 5. Due to the abundant rainfall, water levels are much higher than normal.

their

(Vocabulary Review)

(A) which

(B) whose

Part 5 Grammar Ite	ems; Relatives (2)		
1. PRACTICE QU	ESTIONS		
Practice 1			
•	the electorate cle (C) whom (D) who	•	ew to politics.
Practice 2			
effective time manage	-	uringh	ne will share some perspectives on
Practice 3			
	been decided at the boardsee (C) That (D) Wh	•	e to everyone.
Practice 4			
• •	rectly to its headquarte ose/ who/		nal Inc. does not have any offices should send
2. PRACTICE TEST	Γ		
 Jonathan can clear (A) on when 	rly remember that the de (B) when	lay hi (C) where	s friend arrived in the country was wet. (D) in which
2. The format in assistant is.	the data i	is presented in this re	esearch paper shows how efficient the new
(A)that	(B) when	(C) which	(D) where
3. The police are still (A) with which	l looking for the weapo (B) which	on the as	esailant attacked his victim. (D) that
4. The music to (A) whose	the research state (B) who	aff listened last night v (C) that	vas by Beethoven. (D) which
5. Mr. Honjo wants to	o know ł	nis assistant has been v	vorking on.

(C) what

(D) when

6. The university professor.	well-establi	shed reputation for scie	entific research is looking for a new physics
(A) whose	(B) that has a	(C) of which a	(D) which
	rant to learn to speak E (B) those who	•	classes every Saturday morning. (D) who
8. Mrs. Stein, of Women's World.	to an enthusias	tic audience at the fash	ion show, is the chairwoman and founder
(A) that she spoke	(B) was spoken	(C) who spoke	(D) who she spoke
9. The office design staff can suggest chan	=	proposed by the manage	gement is being circulated so that the
	(B) whom	(C) of which	(D) that
	•	•	r their daily needs is in need of rebuilding.
(A) which	(B) on which	(C) of which	(D) on that
	aves the office last sho	_	
(A) who	(B) whom	(C) whoever	(D) whatever
	appens, the company no		
(A) what	(B) on which	(C) whoever	(D) whatever

Part 2 STRATEGY 1: Focus on the first word and check the question types (5)

1. Skill Building Exercise

Listen to your teacher and fill in the blanks.

1. This new product () sell well, () it?
2. This office () so hot today.
3. I () prefer to stay at the First Hotel, () you?
4. I () the documents that () missing from the folder.
5. It () uncomfortably warm in here today.
6. This product () developed just last year.
7. You () seen the new company letterhead, () you?
8. You just () back from vacation, () you?
9. The new marketing director () () from London tomorrow
10. You () the new manager, () you?

2. DICTATION

1.	Have you sent the out, or are they still here?
2.	Will we need extra waiters for the?
3.	Who will be covering the morning tomorrow?
4.	How should I send the documents, by service or by regular mail
5.	you prefer.

- 1. Both the museum and gallery will waive all fees during the national holiday.
- 2. NXY Flooring took advantage of the niche market by opening its shop in Queenstown.
- 3. Everything has been done in accordance with the rules.
- 4. It is <u>mandatory</u> that drivers take a new photo and <u>renew</u> their driving licenses in order to <u>retain</u> driving <u>privileges</u>.
- 5. We need to deal with industry emissions as soon as possible.

Part 5	Grammar	Items:	Linking	words	(Miscellaneous))
_ ~ ~ ~	OI WILLIAM			TT OF CED	(IIII) COLLECTION (III)	,

1. PRACTICE QUESTIONS

Practice 1				
The manager	told Ms. Suzuki th	at she shouldn't talk on	the cell phone driving.	
(A) even	(B) beside	(C) while	(D) which	
Practice 2				
	the data were an	nalyzed, the results rema	ained consistent.	
(A) Even	(B) Howe	ver (C) Nevert	heless (D) According to	
Practice 3				
Some news r Milan.	reports say that Emo	ne Food Company is cu	arrently deciding to open a new factory in	
(A) whether	(B) even	(C) wherea	s (D) on	
2. PRACTIO	CE TEST			
1full-time em	-	kers are looking for a pe	rmanent job, a temporary position may serve as a brid	ge to
(A) So	(B) While	(C) During	(D) That	
2. A new sys (A) of	tem (B) where	-	st data-analysis methods were implemented this week. (D) such	
3. Mr. Johns	on will support	candidate w	vins.	
(A) what	* *	(C) that	(D) whichever	
4. Ms. Lee is this area.	a friendly and outg	oing person who will do	o well in sales she has limited experience	e in
(A) already	(B) as far as	(C) even though	(D) whichever	
5. Those tead adopting the	_	become	prevalent that almost every school in the country is	
(A) very	(B) such	(C) so	(D) still	
6. This information (A) which	mation guide is inte	nded help (C) for	address redeployment issues. (D) considerably	

wi	7. New recruit th clients.	ts at Vickers, da Costa	receive three months of	of intensive training they begin working
	(A) whereas	(B) rather	(C) before	(D) nearly
	8. Ms. Lee has handbooks, an		resources	includes recommended books, teacher
	(A) that	(B) what	(C) whichever	(D) almost
		y 10% last year, and (B) because		ny has to close down one of its factories. (D) unless
	(A) despite	(b) because	(C) as a result	(D) unless
	-	= -		s andproduces spare parts.
	(A) too	(B) also	(C) as well as	(D) either
	-	any managed to increas (B) like		an effective advertising campaign. (D) because
	10 TI 1	1		
		state market is still slug (B) whereas		e historically low interest rates. (D) in spite of
	(M) moreover	(B) whereas	(C) Histead of	(D) in spice of
	13. The managa better discou		e large-volume custom	er will sign the contractthe company gives him
	(A) in addition	n (B) prior to	(C) provided that	(D) which

O Part 2 STRATEGY 2: Understand the main features of English sounds.

1. Skill Building

Listen and fill in the blanks.

1. We've received some ()().		
2. () () (), please.			
3. We parked () () () ().		
4. We should () () () () () carefully.	
5. There's a () () near () ().	
6. () trying to () ().		
7. The () starts () nine.			
Exercise				
Listen and fill in the blanks				
1. The () () was () by dr	rinking () ().
2. () () () you (-	_	
3. () takeovers (s.

2. DICTATION

- 1. The are approximate only.
- 2. It's difficult to find a parking in the downtown area, isn't it?
- 3. Didn't you want to be to the head office?
- 4. Jane needs to her visa this month.
- 5. I was too much for this coat.

- 1. Jane is a very big <u>asset</u> to the publishing house.
- 2. When his <u>prospective</u> employers learned that he smoked, they said they wouldn't hire him.
- 3. The Prime Minister received two foreign dignitaries at 10 Downing Street.
- 4. The move is designed to boost sales during the peak booking months.
- 5. He let himself in with a duplicate key.

Part 5 Grammar Items; Verb Forms (a	Part 5	Grammar	Items;	Verb	Forms	(a)
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1. PRACTICE QUESTIONS

Practice 1
Peach cell phones very popular right now because they offer solid performance at a good price. (A) to become (B) becoming (C) are becoming (D) becomes
Practice 2
Suarez Corp its merger with Velcorp yesterday to combine their Asia operations. (A) announces (B) has announced (C) will announce (D) announced
Practice 3
Workmenrepairs to the north entrance to the City Museum, so it will reopen to the public as soon as they have finished. (A) making (B) had made (C) will have been made (D) have been making
Practice 4
Ms. O'Sullivan to London to attend the board meeting next week. (A) will have flown (B) has flown (C) is flying (D) has been flying
Practice 5
At the end of next month, Executive Sous Chef Mary Bianca
Practice 6
Mr. Coulter will return to the headquarters in London as soon as he

PRACTICE TEST

1. The directors	the merger	plan proposed by ABC	Corporation.
	(B) discussing		(D) to discuss
_	-	Greenew (C) to be honored	with an award for excellence in teaching. (D) was honored
<u> </u>	ion organized by the C Adam Johnson from Ne		nunications Authoritywith a
(A) open	(B) opened	(C) to open	(D) opening
	that brand of d	letergent in stock. (C) have been having	(D) have
(71) Had	(b) are naving	(C) have been having	(D) have
5. The manager(A) have been working		department at ABC Co (C) has worked	-
6 Peter Johnson	television last	night when the electric	city suddenly went out.
		(C) used to watch	•
	_	hen he had to leave for (C) has just returned	London. (D) had been returning
8. Heineken Children (A) has	's Bookshop makes su (B) will have	re they always (C) have	the best-selling titles in stock. (D) had
9. Please complete the	e paperwork before	in line.	
(A) get	(B) will get		(D) getting
10 :	front of a drivery avis	and mamaitted	
(A) You can park	n front of a driveway is (B) Park	(C) Parking	(D) Having parked
· · · •		. ,	one with brokersvery popular
(A) will become	(B) has become	(C) was become	(D) becomes
	•	s Day Award at a cerer	•
(A) receives	(B) is receiving	(C) received	(D) had received
13. At the end of Dec (A) has worked		lirector at the cog (C) will have worked	± •

Part 2 STRATEGY 3: Focus on the purpose of the question (or statement).

1. Skill Building Exercise A

Question	Purpose of the Question	
1	A. Asking for information (time)	
2	B. Asking for information (reason)	
3	C. Asking for confirmation (time)	
4	D. Asking for permission (action)	
5	E. Asking about choice or preference	
6	F. Extending an invitation	
7	G. Asking for information (person)	
8	H. Expressing disbelief	
9	I. Asking for information (location)	
10	J. Making a suggestion or request	
1() 2() 3() 4() 5() 6() 7() 8() 9() 10()

2. Skill Building B

Question	Response
1	A. The blue one.
2	B. Yes, I start in two weeks.
3	C. Nothing closer was available.
4	D. Only if it's really dirty.
5	E. Sorry, but I have a noon meeting.
6	F. I haven't decided yet.
7	G. Yes, we should.
8	H. I thought it was at eight.
9	I. The entire department is invited.
10	J. There's one across from the city park.
1 - () 2 - (3 - () 4 - () 5 - () 6 - () 7 - () 8 - () 9 - () 10 - ()

3. DICTATION

1.	Lemon and lime juice were both temporarily
2.	may exist in a warehouse or in a shop.
3.	He gave us an of the cost of repairing the sink.
4.	Why is it taking so long to the?
5.	Could you the files on the?

- 1. We offer a competitive salary <u>commensurate</u> with experience.
- 2. Two workers were <u>fined</u> for not following the correct <u>procedures</u>.
- 3. The Hotel can accommodate over 500 people.
- 4. Transfer the money to our bank account via bank transfer from your bank account.
- 5. The group acquired the site <u>adjacent</u> to the Broad Lane factory.

Part 5 Grammar Items; Verb Forms (b)
PRACTICE QUESTIONS
Practice 1
Children under twelve must by an adult. (A) accompany (B) be accompanying (C) accompanied (D) be accompanied
Practice 2
French classes which were supposed to start on Mondaydue to insufficient attendance. (A) canceled (B) were canceled (C) is cancelling (D) will cancel
Practice 3
According to a survey, consumers who feel optimistic about the future economic situation
Practice 4
One of the most popular mystery-detective novels written by Dan Brown
Practice 5
Those feeling sick all the time, especially if most of the sickness is in their gut,from one or more food intolerances. (A) suffers (B) is suffering (C) has suffered (D) are suffering

2. PRACTICE TEST

1. The cancer researche	erand ex	cited about the new adv	ances in medical technology.
(A) is interesting	(B) is interested	(C) is interested in	(D) is interesting in
2. The game of chess, o	one of the world most pop	ular games,	for many centuries.
(A) were played	(B) playing	(C) has been played	(D) played
	which has a circulation o		
(A) published	(B) has published	(C) was published	(D) has been published
-	uters Ltd. is to (B) dedicates		outers at affordable prices. (D) dedicate
5. The management teams, following the new guidelines set out by the board, to work closely together to achieve this quarter's financial targets.			
(A) needs	_	(C) is needed	(D) need
	the damage to the factory (B) is expecting		to be more than one million yen. (D) is expected
7. HK Landmark, Inc response by the end of		s proposal to fulfill a go	vernment project and is expecting
(A) has submitted	(B) had been submitted	(C) was submitted	(D) will be submitted

O Part 2 STRATEGY 4: Focus on the Content Word

1. Skill Building Exercise A

(Listen to the teacher's instructions.)

2. Skill Building Exercise B

Practice 1

- 1. Where have you been?
- 2. Why don't we meet for lunch tomorrow?
- 3. What color do you think we should paint the walls?
- 4. Do you have any suggestions for this evening?
- 5. What was Mr. Johnson's idea for increasing our sales?

Practice 2

- 1. It's hard to get a taxi at this time of the day.
- 2. Are we going to need our umbrellas today?
- 3. Where are you going on your business trip?
- 4. How may I direct your call?
- 5. When did you move into this house?

3. PRACTICE TEST

(Listen to the teacher's instructions.)

4. DICTATION

1 Could you look

1.	could you look the
2.	How much will it cost to have the printed?
3.	When does the on your computer expire?
4.	The fare has gone up today.
5.	The flight was because of a mechanical problem.

the

5. HOMEWORK (Vocab)

1. He has retired from the board of directors to become the president of one of our <u>affiliates</u>.

9

- 2. The local government allocated money for the new hospital in the budget.
- 3. Please acknowledge receipt of the letter by signing the enclosed form.
- 4. The wage disagreement was resolved by <u>arbitration</u>.
- 5. In general, incumbents have a 94 per cent chance of being re-elected.

Part 5 Grammar Items; Verb Forms (c)

1. PRACTICE QUESTIONS

1. Bags	the weight limit are subject to additional charges.		
(A) exceed	(B) exceeded	(C) exceeding	(D) excessive
2	100 kg, Mr.	Johnson decided	to lose weight.
(A) Weigh	(B) Weighing	(C) Weighed	(D) To weigh

2. NON-FINITE VERB EXERCISE

Identify the following non-finite verbs.

- 1. Worrying can lead to feelings of high anxiety.
- 2. Worrying economic signals from China sent stocks sharply down.
- 3. She is a mother <u>worrying</u> about the future of her children.
- 4. A worrying report appeared in The Daily Journal.
- 5. Part of a mother's job is to worry.
- 6. Worried about money and his financial future, he has anxiety attacks.
- 7. She is a worrying mother.

3. PRACTICE TEST

1. The land	by local busine	ssman, Joe Smith, is id	deally located for building the new City Library.
(A) is donated	(B) donates	(C) donated	(D) to donate
2. Earlier this week, a	a reportth	e details of the acciden	nt was submitted to the insurance company.
(A) outline	(B) outlined	(C) outlining	(D) outlines
3 to proposal by five per		BC Manufacturing has	offered to reduce the price of its original
(A) Try	(B) Trying	(C) Tried	(D) Tries
4 to (A) Donate	Auckland City Counci (B) Donating	l last year, the land car (C) Been donated	n be used for developing council houses. (D) Donated
5 on	ly a few blocks from th	ne beach, Trattoria Alf	redo is always packed with surfers.
(A) Situate	(B) Situated	(C) Situating	(D) To situate
6. Ms. Andrews appl	ied for the public relati	ons position	in yesterday's paper.
(A) was advertised	(B) advertising	(C) advertised	(D) to advertise
7 duı	ring the last World Wa	r, the building is in des	sperate need of restoration.
(A) Built	(B) Building	(C) Been built	(D) Having built
8. The discussion ses		ecture on communicat	ions will give attendees an opportunity to
(A) follow		(C) following	(D) followed
9. Bookshops have d		ant of 25% for Professo	or Suzuki's new book for 30 days
•	(B) follows	(C) followed	(D) following

Part 2 STRATEGY 5: Understand the types of distractors for Part 2 items.

1. Similar-sounding words "How many <u>cups</u> of coffee do you drink a day?" "I have two <u>caps</u> ."
2. Repeated words "How many <u>cups</u> of coffee do you drink a day?" "I won the <u>Cup</u> many times."
3. Homophones "Did you hear the news?" "He's here."
4. Associated words out of context "When is the <u>deadline</u> for corporate tax returns?" "The <u>line</u> is <u>dead</u> , I'm afraid."
5. Response to the incorrect type of question "Where will you stay in Rome?" "Next month." "Would you like tea or coffee?" "Yes, please."
6. Incorrect person "Do you want to go with her?" "Yes, she wants to go."
7. Incorrect verb tense "Where <u>did</u> Jane <u>go</u> ?" "She'll <u>go</u> there tomorrow."
8. Irrelevant responses "Who will meet me at the airport?" "There's a good one nearby."
1. Skill Building Exercise (Listen to the teacher's instructions.)2. DICTATION
2. DICINITON
1. Who has the key to the? 2. With California's orange
3. HOMEWORK (Vocab)

- 1. The newspaper will \underline{allot} a full page to each of the three $\underline{mayoral}$ candidates.
- 2. After the hurricane, officials <u>assessed</u> the town's need for aid.
- 3. I <u>assume</u> that you'd like time to decide.
- 4. He decided to take the post of the chairman and <u>assume</u> the responsibility
- 5. They took a 40 percent stake in the company last year.