

(Vocabulary Review)**Part 5 Grammar Items; Coordinating and Correlative (Double) Conjunctions****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 come with two pairs of replacement laces.

(A) but (B) or (C) and (D) if

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

1. 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 checkby automatic withdrawal from a bank account.

(A) but (B) both (C) and (D) or

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 respectof her colleagues in the law firm but also of the clients she represented.

(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

© Part 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?

5. HOMEWORK (Vocab)

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