ABC TOEIC

Reading Comprehension

Park Hye Yeong & Jeong Ji Won

NHÀ XUẤT BẢN TỔNG HỢP
THÀNH PHỐ HỒ CHÍ MINH

NTV
Công ty TNHH
Nhân Trí Việt

Preface

Well begun is half done.

ABC TOEIC Listening Comprehension and *ABC* TOEIC Reading Comprehension have been written for beginners whose ultimate aim is to take the TOEIC test.

Before you start using this set of books, we would like to remind you that TOEIC is not the kind of general English you have so far been familiar with. Most TOEIC-related materials have special features in terms of their question format and business-oriented contexts. You should, therefore, familiarize yourself with the structure of the TOEIC test and some basic strategies to be able to achieve your goal.

ABC TOEIC Reading Comprehension has carefully been designed to meet your demand. The book is divided into two sections. Section 1 consists of 13 chapters which focus on fundamental grammar structures and vocabulary frequently found in TOEIC. You will certainly find this section truly helpful, not only for your general English but also for your TOEIC training. Section 2 presents typical question types and text types which are most given in the TOEIC test. Importantly, practical test-taking tips plus a wide range of practice activities in the book will provide you with a good preparation for your actual test.

ABC TOEIC Reading Comprehension can be used in class with the assistance of an instructor or for self-study.

Hopefully, you will find this book truly practical and helpful. As the saying goes "Well begun is half done," you are actually having a good beginning with the assistance of this series. Do believe that you will achieve your expected goal soon.

Last but not least, we would like to express our sincere thanks to our families and friends who have given us love and special consideration during the time we spent on writing this material. Next, our deepest appreciation goes to Darakwon Publisher, Chief Editor Lee Dong Ho, and Manager Ho Yoon Young, whose endless effort put into editing helped bringing about this book as it is now.

Park Hye Yeong & Jeong Ji Won

Contents

About the Book 8
About TOEIC 10
Diagnostic Test 17
Your Study Plan 19

Section 1 – Grammar & Vocabulary

Chapter 01 Sentence Structures

01 Main Elements of a Sentence in English 25
02 Sentence Structure – Structure 1 26
03 Sentence Structure – Structure 2 27
04 Sentence Structure – Structure 3 28
05 Sentence Structure – Structure 4 29
06 Sentence Structure – Structure 5 30
• **Common Vocabulary in the TOEIC Test** 31

Chapter 02 Nouns & Pronouns

01 Functions of a Noun 39
02 Noun Suffixes 40
03 Positions of a Noun 41
04 Types of Nouns 42
05 *Some* and *Any* + Noun 43
06 Personal Pronouns 44
07 Possessive Adjectives & Possessive Pronouns 45
08 Reflexive Pronouns 46
• **Common Vocabulary in the TOEIC Test** 47

Chapter 03 Adjectives & Adverbs

01 Functions and Positions of an Adjective 55
02 Useful Adjectives 56
03 Functions and Positions of an Adverb 57
04 Useful Adverbs 58
05 Comparisons of Equality of Adjectives and Adverbs 59
06 Comparative Forms of Adjectives and Adverbs 60
07 Superlative Forms of Adjectives and Adverbs 61
08 Common Expressions of Comparisons 62
• **Common Vocabulary in the TOEIC Test** 63

Chapter 04 Tenses

01 Present Simple Tense 71
02 Past Simple Tense 72
03 Future Simple Tense 73
04 Present Progressive Tense & Past Progressive Tense 74
05 Present Perfect Tense 75
06 Present Perfect Tense vs. Past Simple Tense 76
07 Past Perfect Tense & Future Perfect Tense 77
• **Common Vocabulary in the TOEIC Test** 78

Chapter 05 Active and Passive Voices

01 Active Voice vs. Passive Voice 85
02 Passive Voice of Present, Past, and Future Simple Tenses 86
03 Passive Voice of Modal Verbs and Present Perfect Tense 87
04 Passive Voice of Structures 4 and 5 88
05 Common Expressions 89
• **Common Vocabulary in the TOEIC Test** 90

Chapter 06 To-infinitives

01 To-infinitive as a Noun 97
02 To-infinitive as an Adjective/Adverb 98
03 Semantic Subject and Negative Form of a To-infinitive 99
04 Common Verbs, Nouns, and Adjectives Followed by a To-infinitive 100
05 Too ... to/Enough to 101
• **Common Vocabulary in the TOEIC Test** 102

www.thanhhangtoeic.edu.vn

Chapter 07 Gerunds

01 Functions of a Gerund 109
02 Verbs Followed by a Gerund 110
03 Common Expressions Followed by a Gerund 111
04 Verbs Followed by either a Gerund or a To-infinitive 112
- **Common Vocabulary in the TOEIC Test** 113

Chapter 08 Participles

01 Present Participles & Past Participles 121
02 Common Participial Adjectives 122
03 Participial Phrases 123
04 Types of Participial Phrases 124
- **Common Vocabulary in the TOEIC Test** 125

Chapter 09 Conjunctions

01 Coordinating Conjunctions & Correlative Conjunctions 133
02 Conjunctions in Noun Clauses (*that / if / whether*) 134
03 Conjunctions in Adverb Clauses (of Time and Condition) 135
04 Conjunctions in Adverb Clauses (of Reason, Concession, Purpose, and Result) 136
- **Common Vocabulary in the TOEIC Test** 137

Chapter 10 Prepositions

01 Prepositions of Time 145
02 Prepositions of Place / Position 146
03 Other Prepositions 147
04 More-than-one-word Prepositions & Prepositions Ending in *-ing* 148
05 Prepositions vs. Conjunctions 149
- **Common Vocabulary in the TOEIC Test** 150

Chapter 11 Relative Pronouns & Relative Adverbs

01 Relative Pronouns & Subject Relative Pronouns 157
02 Object Relative Pronouns & Possessive Relative Pronoun 158
03 Relative Pronoun *What* 159
04 Omission of Relative Pronouns 160
05 Relative Adverbs 161
- **Common Vocabulary in the TOEIC Test** 162

Chapter 12 Subjunctive Mood

01 Past Subjunctive 169
02 Past Perfect Subjunctive 170
03 Future Subjunctive 171
04 Mixed Subjunctive 172
05 Subjunctives with *I wish* 173
- **Common Vocabulary in the TOEIC Test** 174

Chapter 13 Agreement

01 Subject-Verb Agreement in Number (1) (Singular / Plural Nouns) 181
02 Subject-Verb Agreement in Number (2) (Indefinite Pronouns and Nouns with a Quantifier) 182
03 Subject-Verb Agreement in Number (3) (Conjunctions) 183
04 Agreement in Tense (of Main Clause and Subordinate Clause) 184
- **Common Vocabulary in the TOEIC Test** 185

Section 2 – Reading

Chapter 14 Question Types

01 Overview / Gist Questions 194
02 Information Questions 196
03 NOT Questions 198
04 Inference Questions 200
05 Synonym Questions 202

Chapter 15 Text Types

01 Letters & E-mails 206
02 Notices & Memos 208
03 Advertisements 210
04 Invoices & Schedules 212
05 Double Passages 214

- **Answers** 217

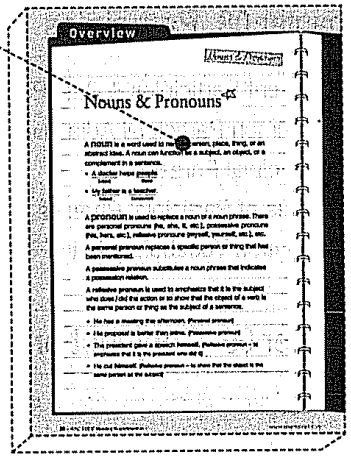
www.nhantriviet.com

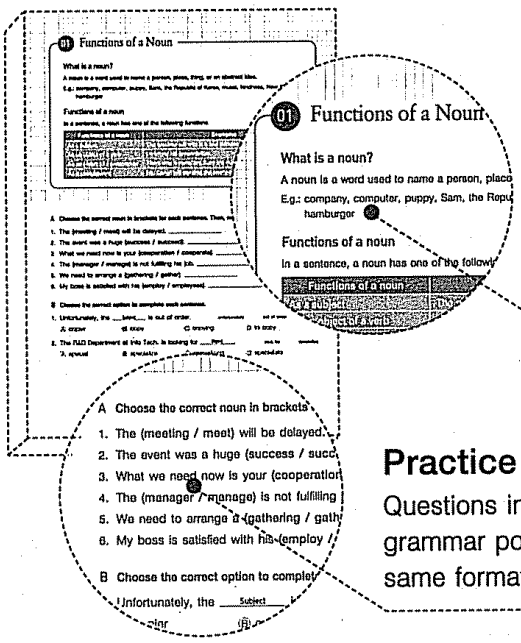
About the Book

Section 1 – Grammar & Vocabulary | Preparation for Parts 5 & 6

Overview

Each chapter in Section 1 starts with an overview which lists all the key items in the corresponding chapter. You may refer to this so as to have a general idea of what is about to be presented and focus on which grammar points you really need to improve.





Grammar Points

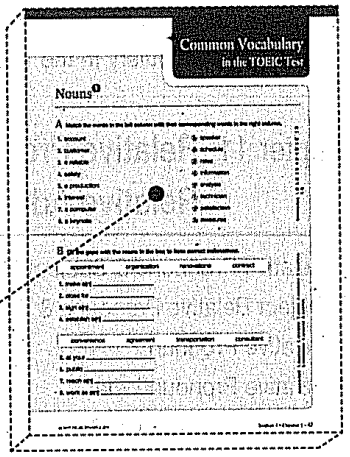
A brief presentation of a particular grammar point which is frequently given in the TOEIC Reading test is shown.

Practice

Questions in group A have variously been designed to help you consolidate the grammar point you have just learned, whereas questions in group B have the same format as that in Part 5 of the TOEIC Reading test.

Common Vocabulary in the TOEIC Test

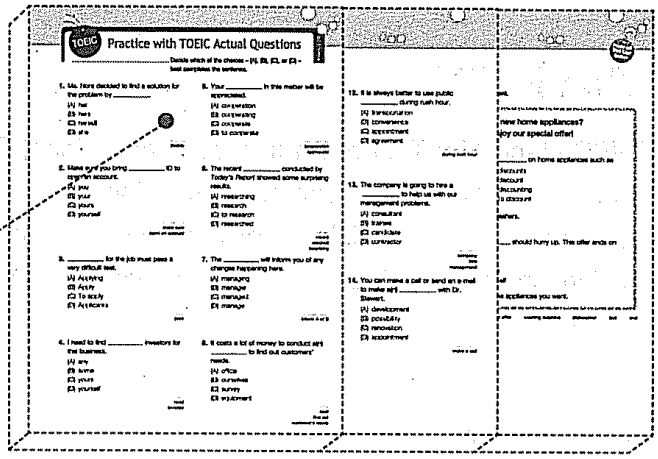
Lexical items which are often found in the TOEIC Reading test have selectively been arranged so that you can increase your stock of vocabulary in a systematic way and practice them in an interesting way.

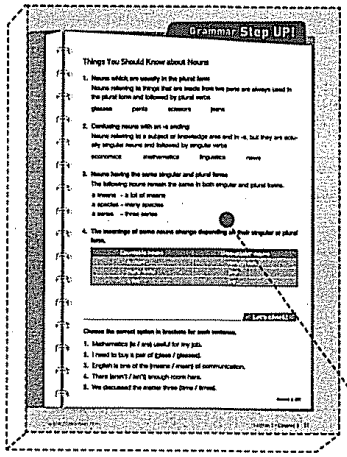


www.nhantriviet.com

Practice with TOEIC Actual Questions

16 questions on grammar and vocabulary in each chapter have been worked out so that you can familiarize yourself with the questions in Parts 5 and 6 of the actual test.





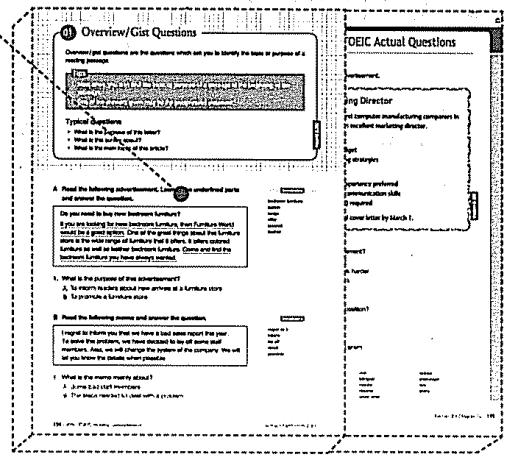
Grammar Step UP!

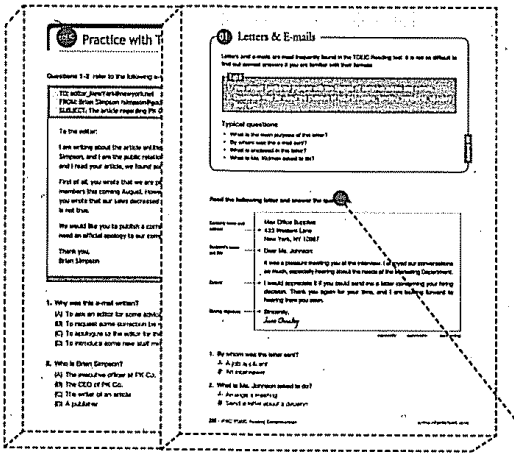
This provides you with more important or exceptional grammar points that have not yet been presented in the chapter.

Section 2 – Reading | Preparation for Part 7

Question Types

Chapter 14 in Section 2 introduces a variety of question types that are frequently given in the TOEIC Reading comprehension, and a list of typical TOEIC questions of each type is shown. Typical reading passages are also given for practice so that you can familiarize yourself with Part 7 of the actual test.





Text Types

The last chapter introduces different types of texts and lists of typical questions that are frequently found in the TOEIC test. Typical reading passages are also given for practice so that you can familiarize yourself with Part 7 of the actual test.

About TOEIC

What is TOEIC?

TOEIC stands for Test of English for International Communication. It is a standardized test which provides an accurate measurement of the English capabilities of non-native speakers and allows employers to make hiring decisions, promotions, or transfers depending on job seekers' qualifications and English proficiency. It also enables universities to better prepare their students for the international workplace.

A TOEIC Test Format

Section	Task		Number of Questions	Time	Maximum Score
Listening Comprehension	Part 1	Photograph Descriptions	10	45 minutes	495
	Part 2	Questions & Responses	30		
	Part 3	Short Conversations	30		
	Part 4	Short Talks	30		
Reading Comprehension	Part 5	Sentence Completion	40	75 minutes	495
	Part 6	Text Completion	12		
	Part 7	Single Passages	28		
		Double Passages	20		
Total	7 Parts		200	120 minutes	990

www.nhantriviet.com

B Topic Areas in TOEIC

TOEIC test questions are based on a variety of real-world settings and situations.

Below are specific topic areas found in the TOEIC test:

1. **Corporate Development**: research, product development
2. **Dining Out**: business and informal lunches, banquet, reception
3. **Entertainment**: cinema, theater, music, art, exhibition, museum, media
4. **Finance and Budgeting**: banking, investment, tax, accounting
5. **General Business**: contract, negotiation, merger, marketing, sales, warranty, business planning, conference, labor relation
6. **Health**: medical insurance, visiting a doctor/dentist/clinic
7. **Housing/Corporate Property**: construction, specification, buying and renting, electric and gas services
8. **Office**: board meeting, committee, letter, telephone, fax, e-mail, office equipment
9. **Personnel**: recruiting, hiring, retiring, salary, promotion, job application
10. **Purchasing**: shopping, ordering, supplying, shipping, invoice
11. **Travel**: train, airplane, taxi, ferry, car rental

C TOEIC Score Range

The TOEIC test is not the kind of test that one "passes" or "fails". TOEIC test scores are determined by the number of questions answered correctly. There is no penalty for wrong answers. The number of correct answers on each section, Listening and Reading, is converted to a number on a scale of 5 to 495.

The score reports provide Listening and Reading scaled scores, and a Total scaled score. The Total scaled score is derived from adding the two section scores together. The maximum score on TOEIC is 990 points. Certificate of Achievement, which is an acknowledgement of a test taker's English proficiency, will then be given to the test taker. Not every job or task requires the same level of English proficiency. A minimum TOEIC score will be decided by each individual institution or organization.

D Registration

You can register for the TOEIC test online or in person at a test site in your country.

Contact IIG Vietnam for registration information:

Ho Chi Minh City Office

Lầu 8, Tòa nhà số 538, Đường Cách Mạng Tháng 8, Phường 11, Quận 3,
Thành phố Hồ Chí Minh
Tel: (08) 3990 5888 Fax: (08) 3990 5999
E-mail: saigon@iigvietnam.com

Ha Noi Office

75, Đường Giang Văn Minh, Quận Ba Đình, Hà Nội
Tel: (04) 3773 2411/3773 2602/03 Fax: (04) 3835 9418
E-mail: info@iigvietnam.com
hanoi@iigvietnam.com

Da Nang Office

268, Đường Trần Phú, Quận Hải Châu, Thành phố Đà Nẵng
Tel: (0511) 3565 888 Fax: (0511) 3565 154
E-mail: danang@iigvietnam.com

You may also register at:
http://www.iigvietnam.com/VN/Home/Registerdirectly.aspx

www.nhantriviet.com

E Regulations

Candidates are not allowed to take any personal objects into the test room, except a valid identity card (ID card/passport/driving licence). All that are necessary for test-doing are provided by the supervisors in the test room.

F Preparations

Before taking the TOEIC test, there are several things you have to do to prepare for the actual test and improve your English proficiency.

1. Registration

Registration for the test must be done two weeks in advance. You must have an acceptable and valid ID with a signature and photograph and two passport-sized photographs.

2. Test practice

You should familiarize yourself with the test format and how to mark your answers on the answer sheet. More importantly, you should do plenty of practice by reading general English as well as business-oriented materials, watching TV and videos, listening to recordings, taking an English course, and speaking with friends or colleagues as regularly as possible. Actually, improvement in proficiency may take some time and is generally achieved through a combination of practice and study.

3. The night before the test

You should prepare comfortable clothes to save your time in the morning. Also, you have to go to bed early enough to get a good night's rest.

4. On the test day

You should have a light breakfast before leaving home. Importantly, you should get to the test center at least ten minutes early to check your test room and get ready for the test.

G Test Day Schedule

The TOEIC test may take place either in the morning or in the afternoon, depending on each specific test site.

Below is a tentative procedure on the test day.

	Procedure
1 hour	All candidates enter the test room and attend the orientation session, e.g. going through check-in procedures, receiving test explanations, and preparing for test administration.
	The test center supervisors will check each test taker's identification, and an answer sheet having the supervisors' signatures is given to each candidate.
	Candidates have to write their registered number and the test code on their answer sheet. If there is something wrong with the test booklet, they have to inform the supervisors of this right away.
45 minutes	**Listening Test** Part 1: 10 questions (Q1 – Q10) Part 2: 30 questions (Q11 – Q40) Part 3: 30 questions (Q41 – Q70) Part 4: 30 questions (Q71 – Q100) **Total:** 100 questions
75 minutes	**Reading Test** Part 5: 40 questions (Q101 – Q140) Part 6: 12 questions (Q141 – Q152) Part 7: 48 questions (Q153 – Q200) **Total:** 100 questions

TOEIC Reading Test

A Part 5

• Sentence Completion

In Part 5, there are 40 gapped sentences. Below each sentence are four words or phrases related to vocabulary (about 40%), lexical derivatives and grammatical points (about 60%). Your job is to decide which of these four choices gives a complete, grammatical, and logical sentence when it is put into the gapped sentence.

101. _____ you want to receive additional information regarding the services we offer, please log onto our website at www.healthclub.com today.

(A) If
(B) For
(C) Despite
(D) Whether

102. Sandy Duncan was handpicked by the general manager to head the next project because of _____ experience in this field

Tips You should begin by reading each item and use the context of the sentence to choose the correct answer choice. Also, you should look for any grammar clues that can help you eliminate distractors. You should not spend too much time on any item as you only have 20 minutes for 40 items. In other words, less than 30 seconds should be spent on each one. Finally, you may put a mark next to the items that you have found difficult so that you can come back to them if you have some time left.

B Part 6

• Text Completion

This part consists of four short reading passages. Each passage has three gaps, and below each gap are four answer choices. You must decide which of these four choices produces a complete, grammatical, and logical sentence. Basically, the testing points in Part 6 are the same as those in Part 5, except that they occur in longer passages.

Questions 147-149 refer to the following notice.

Promoting Cycling in our City

An essential element of the transportion system in many of the cities around the world is cycling. The city of Buffalo recognizes this and has developed a 10-year plan to promote more cycling in our city.

The city's development plan includes the addition of more cycling _____ to our streets. This, of course,

147. (A) admission
(B) entrance
(C) access
(D) pass

is with the intention of encouraging greater cycling _____ by our citizens in an effort to mimic the

148. (A) participate
(B) participation
(C) participates
(D) participated

benefits other global cities have experienced, such as the reduction of pollution and traffic congestion as well as health and social advantages.

Other plans include a coordinated network of bicycle lanes to be interconnected to the surrounding towns as well as the setting up of a number of social programs to provide information to the cyclists.

The city wishes to hear your thoughts about its _____. Further information and submission forms

149. (A) effects
(B) operations
(C) remedies
(D) proposals

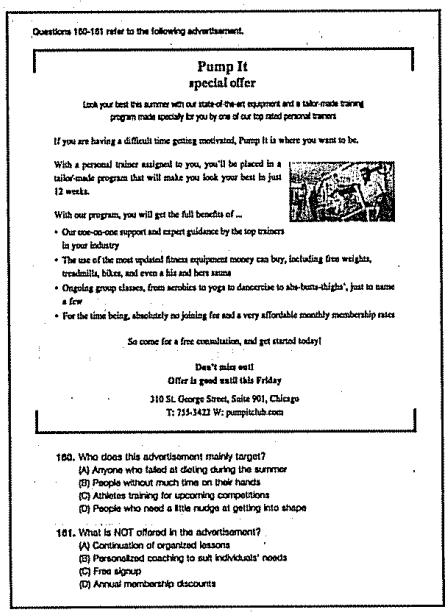
are available at our website at: www.cityofbuffalo.gov.us, by visiting your local Neighborhood Service Center, or by calling 755-9333.

Tips Similar to Part 5, you should begin by skimming through the passage quickly. Then, you have to look at the sentences that have gaps and try to find the best item in the four answer choices given. Note that at least one item in each passage requires you to read more than one sentence to find the correct answer. You have no more than 5 minutes on this part. So, remember not to spend too much time working on any one item.

Part 7

• Reading Comprehension

Part 7 is the longest part of the TOEIC test. It consists of 7 – 10 single reading passages with a total of 28 questions and four paired reading passages with a total of 20 questions. There are four possible answer choices for each question. You must choose the correct answers based on the information in the passages and then mark the corresponding letters on your answer sheet.



Questions 160-161 refer to the following advertisement.

Pump It
special offer

Look your best this summer with our state-of-the-art equipment and a tailor-made training program made specially for you by one of our top rated personal trainers

If you are having a difficult time getting motivated, Pump It is where you want to be.

With a personal trainer assigned to you, you'll be placed in a tailor-made program that will make you look your best in just 12 weeks.

With our program, you will get the full benefits of ...

- Our one-on-one support and expert guidance by the top trainers in your industry
- The use of the most updated fitness equipment money can buy, including free weights, treadmills, bikes, and even a his and hers sauna
- Ongoing group classes, from aerobics to yoga to dancercise to abs-buns-thighs', just to name a few
- For the time being, absolutely no joining fee and a very affordable monthly membership rates

So come for a free consultation, and get started today!

Don't miss out!
Offer is good until this Friday

310 St. George Street, Suite 901, Chicago
T: 755-3422 W: pumpitclub.com

160. Who does this advertisement mainly target?
(A) Anyone who failed at dieting during the summer
(B) People without much time on their hands
(C) Athletes training for upcoming competitions
(D) People who need a little nudge at getting into shape

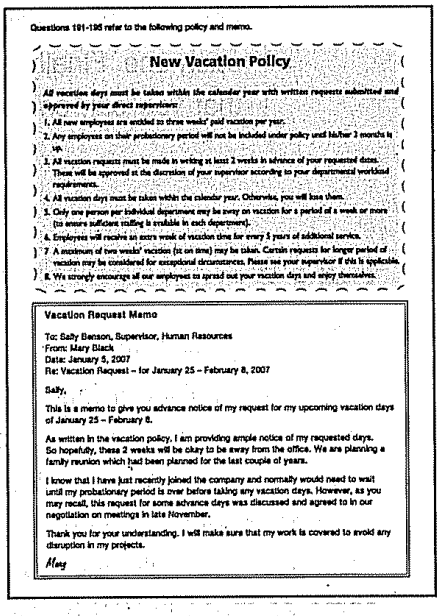
161. What is NOT offered in the advertisement?
(A) Continuation of organized lessons
(B) Personalized coaching to suit individuals' needs
(C) Free signup
(D) Annual membership discounts

• Single passages

Most of the single passages in Part 7 are short. These passages deal with a wide variety of topic areas, such as business letters, announcements, advertisements, etc. Each passage is followed by 2 – 5 questions.

• Double passages

Most of the paired reading passages in Part 7 are related to each other, for example, a business letter and an e-mail, an article and a letter. Some questions refer to only one reading passage, but there are also some that require you to read both passages to be able to choose the correct answers.



Questions 191-195 refer to the following policy and memo.

New Vacation Policy

All vacation days must be taken within the calendar year with written requests submitted and approved by your direct supervisor.

1. All new employees are entitled to three weeks' paid vacation per year.
2. Any employees on their probationary period will not be included under policy until his/her 3 months is up.
3. All vacation requests must be made in writing at least 2 weeks in advance of your requested dates. These will be approved at the discretion of your supervisor according to your departmental workload requirements.
4. All vacation days must be taken within the calendar year. Otherwise, you will lose them.
5. Only one person per individual department may be away on vacation for a period of a week or more (to ensure sufficient staffing is available in each department).
6. Employees will receive an extra week of vacation time for every 5 years of additional service.
7. A maximum of two weeks' vacation (at on time) may be taken. Certain requests for longer period of vacation may be considered for exceptional circumstances. Please see your supervisor if this is applicable.
8. We strongly encourage all our employees to spread out your vacation days and enjoy themselves.

Vacation Request Memo

To: Sally Benson, Supervisor, Human Resources
From: Mary Black
Date: January 5, 2007
Re: Vacation Request – for January 25 – February 8, 2007

Sally,

This is a memo to give you advance notice of my request for my upcoming vacation days of January 25 – February 8.

As written in the vacation policy, I am providing ample notice of my requested days. So hopefully, these 2 weeks will be okay to be away from the office. We are planning a family reunion which had been planned for the last couple of years.

I know that I have just recently joined the company and normally would need to wait until my probationary period is over before taking any vacation days. However, as you may recall, this request for some advance days was discussed and agreed to in our negotiation on meetings in late November.

Thank you for your understanding. I will make sure that my work is covered to avoid any disruption in my projects.

Mary

Tips You must be very careful in doing Part 7. You can first look at the passage quickly to have a general idea of what it is about. Then, you should read the questions about each passage and scan the related passage to look for the answers to the questions you have just read. In the paired reading section, you must read both passages to find the answer for at least one of the questions. If you are unsure of any answer, eliminate answer choices that are clearly wrong, and then guess at the remaining answers. Do not spend too much time on any one item; you can come back to it if you still have time.

www.nhantriviet.com

Diagnostic Test

Before you start studying *ABC* **TOEIC** Reading Comprehension, try to do this short test to see how much basic vocabulary and grammar points of English you have known. There are 15 questions (13 questions on grammar and 2 questions on vocabulary). You should finish this short test within 5 minutes.

Choose the best answer to each of the questions below.

1. His speech was _____ than mine.

(A) long
(B) longest
(C) more long
(D) longer

2. Dr. Patel introduced _____ before the speech.

(A) him
(B) himself
(C) he
(D) his

3. A decision should _____ right away.

(A) make
(B) is made
(C) be made
(D) made

4. The management seems to be pleased _____ the outcomes.

(A) in
(B) to
(C) at
(D) with

5. All employees enjoyed _____ in the seminar.

(A) participate
(B) participated
(C) participating
(D) to participate

6. Either you or he _____ to fill out this form.

(A) need
(B) to need
(C) needing
(D) needs

7. Mr. Hank _____ for International, Inc. since 2005.

(A) works
(B) has worked
(C) worked
(D) had worked

8. They _____ recommended the product.

(A) high
(B) higher
(C) highest
(D) highly

9. When _____ for the job, you should include at least three references.

(A) apply
(B) applying
(C) applied
(D) to apply

10. _____ I finish the meeting, I will call you.

(A) As soon as
(B) While
(C) Until
(D) Although

11. We look forward to _____ with you.

(A) working
(B) work
(C) worked
(D) be worked

12. We have to complete the project _____ the end of this year.

(A) at
(B) in
(C) by
(D) until

13. We talked about a man _____ quit the job two months ago.

(A) what
(B) which
(C) whom
(D) who

14. The accounting team has just finished the _____.

(A) analysis
(B) company
(C) increase
(D) workforce

15. The company is _____ a few employees.

(A) conducting
(B) recruiting
(C) beginning
(D) making

Answers

Questions	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Answers	(D)	(B)	(C)	(D)	(C)	(D)	(B)	(D)	(B)	(A)	(A)	(C)	(D)	(A)	(B)
Your own answers															

• Your current level

Level	Number of correct answers
Good	More than 12
Average	7 – 11
Poor	0 – 6

www.nhantriviet.com

Your Study Plan

First of all, you should set a target that you will be able to finish this preparation book for TOEIC within 20 days. In case you cannot meet your target within this period of time due to some personal reasons, you must be determined to complete it in no more than 40 days.

Then, in order to closely follow your study plan, you had better copy the table below into your notebook.

Lastly, remember to write down what you will actually study each day so as to speed up your learning process as planned.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:
Day 9	**Day 10**	**Day 11**	**Day 12**	**Day 13**	**Day 14**	**Day 15**	**Day 16**
Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:
Day 17	**Day 18**	**Day 19**	**Day 20**	**Day 21**	**Day 22**	**Day 23**	**Day 24**
Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:
Day 25	**Day 26**	**Day 27**	**Day 28**	**Day 29**	**Day 30**	**Day 31**	**Day 32**
Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:
Day 33	**Day 34**	**Day 35**	**Day 36**	**Day 37**	**Day 38**	**Day 39**	**Day 40**
Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:

- <Checklist> Put a tick in the boxes representing what you have found most difficult while studying *ABC* TOEIC Reading Comprehension.

☐ Sentence Structures ☐ Nouns ☐ Pronouns ☐ Adjectives
☐ Adverbs ☐ Tenses ☐ Active and Passive Voices ☐ To-infinitives
☐ Gerunds ☐ Participles ☐ Conjunctions ☐ Prepositions
☐ Relative Pronouns & Relative Adverbs ☐ Subjunctive Mood ☐ Agreement ☐ Others (Vocabulary & Reading Comprehension)

♥ Return to the corresponding chapters and study them one more time.

Sect

Grammar & Vocabulary

www.nhantriviet.com

Chapter 01 – Chapter 13

ion 1

Grammar

In the TOEIC Reading test, your knowledge of grammar is also tested. You should provide yourself with basic grammar knowledge, such as nouns, adjectives, adverbs, comparisons, tenses, verbal phrases, active and passive voices, to-infinitives, gerunds, participles, prepositions, conjunctions, pronouns, etc.

Vocabulary

Questions concerning word choice account for 40% in Part 5 of the TOEIC test. Business-related vocabulary is generally tested. Actually, you can easily get a high score on this part if you have a large amount of English vocabulary. You should try to learn all the vocabulary items presented in this preparation book.

Chapter 01

Sentence Structures

Overview

01. Main Elements of a Sentence in English
02. Sentence Structure – Structure 1
03. Sentence Structure – Structure 2
04. Sentence Structure – Structure 3
05. Sentence Structure – Structure 4
06. Sentence Structure – Structure 5

- Common Vocabulary in the TOEIC Test
- Practice with TOEIC Actual Questions

Grammar Step UP!

Five Sentence Structures in English

There are **five sentence structures in English**. Depending on the combination of key elements, such as subject, verb, object, and complement in a sentence, sentences will change their meanings.

- **Structure 1: Subject + verb**
  I work.

- **Structure 2: Subject + verb + subject complement**
  He is an engineer.

- **Structure 3: Subject + verb + object**
  She read a report.

- **Structure 4: Subject + verb + indirect object + direct object**
  The company sent me a letter of apology.

- **Structure 5: Subject + verb + object + object complement**
  My boss makes everything hard.

www.nhantriviet.com

www.thanhhangtoeic.vn

01 Main Elements of a Sentence in English

There are five main elements of a sentence in English: subject, verb, object, complement, and modifier.

- **Subject** is *who* or *what* does the action in a sentence.
- **Verb** refers to the action or state of the subject.
- **Object** is the receiver of the action in a sentence. There are indirect object and direct object.
- **Complement** completes the meaning of a verb and adds more information to the subject or object in a sentence. There are subject complement and object complement.
- **Modifier** is a word or a group of words that modify nouns, verbs, adjectives, or a whole sentence. It is not a must, but it adds more information to a sentence.

Among these elements, the subject and verb are the two basic ones forming a meaningful sentence. Depending on the combination of these elements, there are different sentence structures in English.

I (Subject) / like (Verb) / him (Object) / very much. (Modifier)

The teacher (Subject) / is (Verb) / so (Modifier) / kind. (Subject complement)

The man (Subject) / called (Verb) / me (Object) / Jack. (Object complement)

Answers p. 28

A Name each of the elements in the sentences below.

1. I / work / on Friday. _____
2. My brother / is / the manager. _____ manager
3. I / found / the report / very / useful. _____ report useful
4. The chair / is / very / comfortable. _____ comfortable
5. The secretary / writes / reports / every day. _____ secretary
6. I / cannot find / the file. _____

B Look at the elements in each of the following sentences and choose one correct option to complete the sentence.

1. The man _____ the marketing manager. (Subject / Subject complement) marketing manager

Ⓐ is Ⓑ he Ⓒ very Ⓓ it

2. Your sales report is very _____. (Subject / Verb / Modifier) sales report interest

Ⓐ them Ⓑ meeting Ⓒ interest Ⓓ interesting

02 Sentence Structure – Structure 1

What is Structure 1?

This is the most basic structure formed by only a **subject** and a **verb**. You are likely to see common verbs such as **go**, **work**, **live**, **come**, **arrive**, etc. in Structure 1.

	Subject + verb
Structure 1	Mr. White / came.
	The seminar / ended.
	The plane / arrived.

- **Structure 1 + modifier**

Sometimes, in Structure 1, a modifier may be added to make the sentence longer and more informative.

Some employees / work / at home. (Subject + verb + modifier)

The train / left / three hours ago. (Subject + verb + modifier)

The museum / opens / every day. (Subject + verb + modifier)

Answers p. 218

A Identify the elements in each of the following sentences and mark ○ below the subject, △ below the verb, and □ below the modifier.

1. The store closed 30 minutes ago. close
2. I work near downtown. near downtown
3. Mr. Wilson returned from his business trip. return business trip
4. The door opens automatically. automatically
5. Ms. Johnson works eight hours a day.
6. The bus leaves around noon. leave around noon

B Look at the elements in each of the following sentences and choose one correct option to complete the sentence.

1. The new employee _____ near the office. employee
   Subject Modifier

   Ⓐ he Ⓑ lives Ⓒ him Ⓓ living

2. The strategy meeting _____ in an hour. strategy meeting in an hour
   Subject Modifier

   Ⓐ they Ⓑ in the room Ⓒ it Ⓓ starts

www.nhantriviet.com

03 Sentence Structure – Structure 2

What is Structure 2?

Structure 2 is formed by **Subject + verb + subject complement.** The **subject complement** can be an **adjective** or a **noun/noun phrase.**

	Subject + verb + subject complement
Structure 2	She / is / the new manager.
	His speech / was / helpful.
	The project / seemed / impossible.

• Common verbs in Structure 2

Generally, you can see such linking verbs as **be, become, look, seem,** etc. in Structure 2.

Verbs	Examples
be / become	The job became easy.
look / sound / feel	The report looks difficult.
seem	The new product seems expensive.

Answers p.218

A Identify the subject and subject complement in each of the following sentences and mark ○ below the subject and △ below the subject complement.

1. The workshop sounds boring. — workshop, boring
2. They were customers. — customer
3. His idea seems useless. — useless
4. Some items in the store looked expensive. — item, expensive
5. Her presentation was very useful. — presentation, useful
6. Mr. Lee became the president of the company. — president

B Look at the elements in each of the following sentences and choose one correct option to complete the sentence.

1. Mr. Kim's suggestion about the problem _____ practical. — suggestion, practical
   (Subject / Subject complement)

   Ⓐ they Ⓑ seemed Ⓒ very Ⓓ useful

2. The relocation of the office wasn't _____ at first. — relocation
   (Subject / Verb / Modifier)

   Ⓐ easy Ⓑ easily Ⓒ seemed Ⓓ became

04 Sentence Structure – Structure 3

What is Structure 3?

Structure 3 is formed by **Subject + verb + object**. The **object** can be a **pronoun** or a **noun/ noun phrase**.

	Subject + verb + object
Structure 3	We / met / him.
	The team / finished / the project.
	The conference room / has / three tables.

- Confusing verbs in Structure 3

Learners are usually confused about the verbs **attend, mention,** and **discuss**. Be careful! An object, not a preposition, must follow right after these verbs.

Verbs	Examples
attend	He attended the meeting. (o) He *attended to* the meeting. (x)
mention	I mentioned it. (o) I *mentioned about* it. (x)
discuss	They will discuss the problem. (o) They will *discuss about* the problem. (x)

Answers p.218

A Put the words and phrases in brackets in the correct order to make complete sentences.

1. (they, the issue, discussed) _____
2. (the contract, our team, finished) _____
3. (my suggestion, the HR manager, liked) _____
4. (some packages, Mr. Green, sent) _____
5. (the conference, will attend, Sam and Sara) _____
6. (an invitation, received, yesterday, we) _____

B Look at the elements in each of the following sentences and choose one correct option to complete the sentence.

1. TeleCom _____ cellular phones at low prices. (cellular phone)
   Subject / Object / Modifier
   Ⓐ its Ⓑ us Ⓒ sells Ⓓ selling

2. Some of the executives will discuss _____ later this week. (executive)
   Subject / Verb / Modifier
   Ⓐ they Ⓑ them Ⓒ doing Ⓓ effective

www.nhantriviet.com

05 Sentence Structure – Structure 4

What is Structure 4?

Structure 4 is formed by **Subject + verb + indirect object + direct object.**

	Subject + verb + indirect object + direct object
Structure 4	The headquarters / sent / us / the form.
	He / gave / her / a copy of the sales report.
	The secretary / offered / me / some help.

- Common verbs in Structure 4

Common verbs in Structure 4 are **give, send, buy, offer, show, tell, lend,** etc.

Dr. Steven **gave** them some advice.

The man **showed** us the office.

Kevin will **tell** me the truth.

Transforming Structure 4 to Structure 3

You can change Structure 4 into Structure 3 by reordering the indirect object and direct object, then adding a preposition before the indirect object.

- Verbs followed by the preposition **to**: **give, send, offer, show, teach, tell,** etc.
- Verbs followed by the preposition **for**: **get, make, buy, find,** etc.

Answers p. 218

A Choose the correct option given in brackets to complete each sentence.

1. They (gave us / us gave) some documents.
2. Genie Electronics will (she offer / offer her) the position.
3. The company sent (us some chairs / some chairs us).
4. The store offers (a free coupon new customers / new customers a free coupon).
5. My coworker teaches computer language (for me / to me).

B Look at the elements in each of the following sentences and choose one correct option to complete the sentence.

1. The sales clerk (Subject) sold _____ (Verb) the copy machine. (Direct object) — sales clerk

Ⓐ hers Ⓑ our Ⓒ me Ⓓ he

2. The boss (Subject) _____ his staff (Indirect object) some helpful tips. (Direct object) — tip

Ⓐ was Ⓑ gave Ⓒ provided Ⓓ talked

06 Sentence Structure – Structure 5

What is Structure 5?

Structure 5 is formed by **Subject + verb + object + object complement**. The **object** can be a **pronoun** or a **noun/noun phrase**. The **object complement** can be an **adjective**, a **noun/noun phrase**, a **to-infinitive**, or a **bare infinitive**.

	Subject + verb + object + object complement
Structure 5	The resort / makes / guests / very comfortable.
	They / called / it / a big success.
	He / helped / me / to finish the project.
	The boss / made / us / work overtime.

- Common verbs in Structure 5

Common verbs in Structure 5 include **make, let, have, keep, find**, etc.

Verbs	Examples
make / let / have	The new policy will make the job *hard*.
keep	We keep the desks *clean*.
find	They found the machine *useless*.

Answers p. 219

A Identify the structure in each of the following sentences.

1. The chairs in the meeting room looked new. — meeting room, look
2. The engineer made his colleagues an effective device. — engineer, colleague, device
3. I found the discussion useful. — discussion
4. The printer over there is not working. — over, work
5. The company announced a new policy. — announce, policy
6. The new cleaning company keeps the office clean every day. — cleaning company

B Look at the elements in each of the following sentences and choose one correct option to complete the sentence.

1. He _____ the company profitable. — profitable
   (Subject / Object / Object complement)
   Ⓐ looked Ⓑ was Ⓒ made Ⓓ seemed

2. The employee in the Accounting Department _____ the job impossible.
   (Subject / Object / Object complement)
   Accounting Department, impossible
   Ⓐ seemed Ⓑ worked Ⓒ became Ⓓ found

Verbs 1

A **Match the verbs in the left column with their corresponding phrases in the right column.**

1. quit	ⓐ from a business trip
2. solve	ⓑ a job (two times)
3. participate	ⓒ an appointment
4. make	ⓓ a problem
5. return	ⓔ a taxi
6. fill out / in	ⓕ in an event
7. pay for	ⓖ a form
8. apply for	

Answers for Part A 1. ⓑ 2. ⓓ 3. ⓕ 4. ⓒ 5. ⓐ 6. ⓖ 7. ⓔ 8. ⓑ

B **Fill the gaps with the verbs in the box to form correct collocations.**

transfer	contact	announce	promote

1. _____ some money
2. _____ the office
3. _____ sales
4. _____ something

repair	recommend	do	complete

5. _____ a car
6. _____ a project
7. _____ business
8. highly _____

Answers for Part B 1. transfer 2. contact 3. promote 4. announce 5. repair 6. complete 7. do 8. recommend

Practice with TOEIC Actual Questions

Answers: p. 219

Decide which of the choices – (A), (B), (C), or (D) – best completes the sentence.

1. Mr. Smith decided to _____ for the job advertised in the newspaper.

(A) apply
(B) recommend
(C) do
(D) pay

decide
advertise

2. The company is going to run a new commercial to _____ sales.

(A) return
(B) quit
(C) transfer
(D) promote

run a commercial

3. I have to _____ this final report by the end of the week.

(A) solve
(B) repair
(C) participate
(D) complete

final report

4. The director strongly _____ Mr. Watson for the job of manager.

(A) contacted
(B) recommended
(C) quit
(D) transferred

director
strongly

5. The board of directors will gather to _____ the problem next month.

(A) do
(B) participate
(C) solve
(D) apply

board of directors
gather

6. The manual _____ lots of information on how to use the machine.

(A) makes
(B) is
(C) has
(D) seems

how to use the machine

7. Jackson's proposal about the new marketing policy looks _____.

(A) interests
(B) interest
(C) interesting
(D) to interest

marketing policy

8. The new manager made _____ work overtime without any exception.

(A) us
(B) we
(C) our
(D) ours

work overtime
without any exception

www.nhantriviet.com

9. Many people _____ in line in the lobby.

(A) made
(B) recommended
(C) wrote
(D) waited

10. All of the applicants _____ the system very inconvenient.

(A) became
(B) found
(C) turned
(D) mentioned

applicant
system
inconvenient

11. He _____ the doctor's office to make an appointment.

(A) called
(B) calling
(C) caller
(D) to call

make an appointment

12. The Madison Hotel _____ guests free coffee and drinks in the lobby.

(A) becomes
(B) finds
(C) offers
(D) keeps

13. The _____ looked effective, and the board of directors liked it.

(A) propose
(B) proposal
(C) proposed
(D) proposes

effective

14. The factory manager sent a memo _____ all of the employees.

(A) of
(B) for
(C) in
(D) to

factory manager
memo



Questions 15-16 refer to the following letter.

Dear Lost and Found,

I am writing this letter to ask you about my missing wallet.

Last Friday, I _____ on your airline to go to Boston. I had my wallet when I

15. (A) flew
(B) rode
(C) boring
(D) useful

boarded Flight No. 053 in Vancouver. After arriving in Boston, I took a taxi. When I tried to _____ for the taxi, I found my wallet was missing. I guess that I dropped

16. (A) fill
(B) pay
(C) enter
(D) make

my wallet on the plane. The wallet is brown leather, and there are several credit cards in my name in it. Could you kindly check if there is a missing wallet on the plane?

Thank you in advance.

Regards,
Luke Danes

lost and found　missing　wallet　board　drop
leather　several　credit card　in advance

www.nhantriviet.com

Phrases and Clauses in English

■ Phrases and Clauses

A phrase is a group of related words without a subject and a verb. A clause is a group of words that contain a subject and a verb.

The file is **on the desk.** (Phrase)

To get a job is difficult. (Phrase)

I know **that some engineers made a great plan.** (Clause)

They will get a bonus **when the sales increase.** (Clause)

■ Noun Phrases and Noun Clauses

Noun phrases and noun clauses can function as a subject or an object of a verb, or a complement in a sentence.

To increase the price is not a good idea. (Noun phrase = subject)

His suggestion is **to increase the price.** (Noun phrase = complement)

They don't want **to increase the price.** (Noun phrase = object)

I know **that he is not ready.** (Noun clause = object)

The truth is **that they cannot afford it.** (Noun clause = complement)

Let's check!

Decide whether each of the underlined parts is a phrase or a clause.

1. The meeting will start in the afternoon.
2. He knows that the company produces electronic goods.
3. We want to leave the company.
4. Many people believe that oil prices will go up.
5. To work for the company is not easy.

Answers: p. 219

Chapter 02

Nouns & Pronouns

Overview

01. Functions of a Noun
02. Noun Suffixes
03. Positions of a Noun
04. Types of Nouns
05. *Some* and *Any* + Noun
06. Personal Pronouns
07. Possessive Adjectives & Possessive Pronouns
08. Reflexive Pronouns

- Common Vocabulary in the TOEIC Test
- Practice with TOEIC Actual Questions

Grammar Step UP!

Nouns & Pronouns

A **noun** is a word used to name a person, place, thing, or an abstract idea. A noun can function as a subject, an object, or a complement in a sentence.

- A **doctor** helps **people**.
  Subject Object
- My **father** is a **teacher**.
  Subject Complement

A **pronoun** is used to replace a noun or a noun phrase. There are personal pronouns (**he**, **she**, **it**, etc.), possessive pronouns (**his**, **hers**, etc.), reflexive pronouns (**myself**, **yourself**, etc.), etc.

A **personal pronoun** replaces a specific person or thing that has been mentioned.

A **possessive pronoun** substitutes a noun phrase that indicates a possession relation.

A **reflexive pronoun** is used to emphasize that it is the subject who does/did the action or to show that the object of a verb is the same person or thing as the subject of a sentence.

- **He** has a meeting this afternoon. (Personal pronoun)
- His proposal is better than **mine**. (Possessive pronoun)
- The president gave a speech **himself**. (Reflexive pronoun – to emphasize that it is the president who did it)
- He cut **himself**. (Reflexive pronoun – to show that the object is the same person as the subject)

01 Functions of a Noun

What is a noun?

A **noun** is a word used to name a person, place, thing, or an abstract idea.

E.g.: company, computer, puppy, Sam, the Republic of Korea, music, kindness, New York, hamburger

Functions of a noun

In a sentence, a noun has one of the following functions:

Functions of a noun	Examples
As a subject	The seminar will end in a few minutes.
As an object of a verb	I enjoyed his presentation.
As an object of a preposition	There was a complaint *from* the customer.
As a complement	Mr. Danes will become the next president.

Answers p. 219

A Choose the correct noun in brackets for each sentence. Then, name its function.

1. The (meeting / meet) will be delayed. _____ delay
2. The event was a huge (success / succeed). _____ huge
3. What we need now is your (cooperation / cooperate). _____ cooperate
4. The (manager / manage) is not fulfilling his job. _____ fulfill
5. We need to arrange a (gathering / gather). _____ arrange
6. My boss is satisfied with his (employ / employees). _____ be satisfied with

B Choose the correct option to complete each sentence.

1. Unfortunately, the ___Subject___ is out of order. unfortunately / out of order / copier

   Ⓐ copier Ⓑ copy Ⓒ copying Ⓓ to copy

2. The R&D Department at Info Tech is looking for ___Object___. look for / specialize

   Ⓐ special Ⓑ specialize Ⓒ specializing Ⓓ specialists

02 Noun Suffixes

When a **noun suffix** is added to a verb or an adjective, a noun will be formed. Below are some common noun suffixes.

Noun suffixes	Examples	Noun suffixes	Examples
-ance/-ence/-ency	important – importance	-al	propose – proposal
-ion/-sion/-tion/ -ition/-ation	decide – decision define – definition	-sis	analyze – analysis
-ment	develop – development	-ness	kind – kindness
-ty/-ity/-ety	possible – possibility	-ure	fail – failure

- Noun suffixes indicating occupations or people

When the suffix **-ant, -or/-er,** or **-ee** is added to a verb or an adjective, a noun which means "a person who does an action" is formed.

-ant	-or/-er	-ee
account – accountant	supervise – supervisor	employ – employee
participate – participant	contribute – contributor	train – trainee
apply – applicant	contract – contractor	interview – interviewee
assist – assistant	interview – interviewer	refuge – refugee

Answers p. 210

A Choose the correct noun from the adjective or verb given.

1. significant → (significance / significature)
2. fulfill → (fulfilltion / fulfillment)
3. invest → (investition / investment)
4. safe → (safety / safer)
5. arrive → (arrivence / arrival)
6. distribute → (distributor / distributence)
7. conduct → (conductor / conductant)
8. train → (trainee / trainment)
9. apply → (applicant / applier)
10. supervise → (superviser / supervisor)

B Choose the correct option to complete each sentence.

1. _____ can get a brochure on the second floor.

brochure on the second floor

Ⓐ To participate Ⓑ Participate Ⓒ Participants Ⓓ Participating

2. _____ in computer courses has increased for the past few years.

enroll for the past few years

Ⓐ To enroll Ⓑ Enrollment Ⓒ Enrolls Ⓓ Enrolled

www.nhantriviet.com

03 Positions of a Noun

In a sentence, a noun is usually found after an article, an adjective, a possessive adjective, or a preposition.

Positions of a noun	Examples
After an indefinite article (a, an) or a definite article (the)	I am looking for *a* chair. (Article + noun)
After an adjective (nice, hard, etc.)	It is not an *effective* way. (Adjective + noun)
After a possessive adjective (my, his, her, etc.)	James is *my* coworker. (Possessive adjective + noun)
After a preposition (of, at, in, etc.)	They offer a variety *of* services. (Preposition + noun)

Answers: p. 219

A Look at the following sentences and place the nouns in brackets in the correct position – (A), (B), (C), or (D).

1. (applicant) The Ⓐ is not Ⓑ qualified Ⓒ for Ⓓ the job.
2. (supervisor) Ⓐ Your Ⓑ will inform Ⓒ you Ⓓ next week.
3. (campaign) An Ⓐ aggressive Ⓑ will Ⓒ be effective Ⓓ.
4. (renovations) The Ⓐ shop Ⓑ is closed Ⓒ for Ⓓ.
5. (accountant) An Ⓐ experienced Ⓑ will Ⓒ be hired Ⓓ soon.
6. (satisfaction) We will try Ⓐ to solve your Ⓑ problem Ⓒ to your Ⓓ.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. An **early** _____ is required, especially in this kind of situation. **early** **be required**

   Ⓐ decide Ⓑ decision Ⓒ to decide Ⓓ decided

2. We are looking for someone with two years **of** _____ in the marketing field. **experience** **field**

   Ⓐ experiencing Ⓑ to experience Ⓒ experience Ⓓ experienced

04 Types of Nouns

There are two types of nouns: **countable nouns** and **uncountable nouns**.

- **Countable nouns** are people or things that can be counted. They include common nouns (referring to a person or thing in a general sense, e.g. **article**, **company**, **discount**) and collective nouns (naming a group of people or things, e.g. **family**, **committee**).
- **Uncountable nouns** are people or things that cannot be counted. They include concrete nouns (naming anything that you can perceive by your physical senses: touch, sight, taste, hearing, or smell, e.g. **air**, **salt**), abstract nouns (opposite to concrete nouns, e.g. **advice**, **satisfaction**, **diligence**), and proper nouns (naming a specific person, place, or thing, e.g. **America**, **Monday**, **Mr. Johnson**).

· **Countable nouns** are used in the structures **a/an/the + singular noun** and **(the +) plural noun.**
· **Uncountable nouns** cannot follow the article **a/an** and cannot be used in the plural form. Its structure is **(the +) singular noun.**

Countable nouns	Uncountable nouns
an/the office – (the) offices	(the) information (o) – an information (x) – informations (x)
a/the discount – (the) discounts	(the) diligence (o) – a diligence (x) – diligences (x)

- Confusing countable nouns and uncountable nouns

Countable nouns		Uncountable nouns	
purpose	challenge	machinery	advice
attempt	agreement	information	clothing
day	survey	luggage	furniture
meeting	problem	research	equipment

Answers p. 219

A Choose the correct noun in brackets for each sentence.

1. The book provides general (information / informations) on health.
2. Your country should sign (agreement / an agreement).
3. My boss is always late for (meeting / meetings).
4. You cannot carry a lot of (luggages / luggage).

B Choose the correct option to complete each sentence.

1. You need to wear protective _____ at the construction site.
   Ⓐ cloth Ⓑ clothe Ⓒ clothings Ⓓ clothing
2. The research shows that this _____ can cause big noise problems.
   Ⓐ some machineries Ⓑ machineries Ⓒ machinery Ⓓ a machinery

05 *Some* and *Any* + Noun

Some and **any** are quantifiers used to refer to an indefinite quantity. **Some** and **any** have the following features:

1. **Some** and **any** come before a noun and function as an adjective indicating an indefinite quantity.

   Some people complained about overtime work.
   If you need any help, e-mail me.

2. **Some** and **any** can be used with both countable nouns and uncountable nouns.

   Some candidates were not present at the campaign event.
   I need some advice from you.
   You cannot use any services without my permission.

3. **Some** is mostly used in affirmative sentences, while **any** is used in negative, interrogative, and conditional sentences.

   I *have* some questions to ask you.
   I *don't have* any questions.
   If you *have* any problems, let me know.

Answers p. 219

A **Fill each gap with *some* or *any*.**

1. _____ companies make a lot of profits in this economic situation. make profits
2. The management doesn't want to fire _____ employees next year. management fire
3. Do you have _____ concerns about your new job? concern
4. Our office needs _____ equipment before we start a new project. equipment
5. You should not touch _____ furniture in this lobby. touch furniture
6. Mr. Norris found _____ mistakes in the final report. mistake final report

B **Look at the hints printed in bold and choose the correct option to complete each sentence.**

1. The trainees **didn't have** _____ questions about the new system. trainee

   Ⓐ theirs Ⓑ any Ⓒ some Ⓓ a

2. The engineers reported that _____ **machinery has** critical problems. machinery critical

   Ⓐ they Ⓑ some Ⓒ any Ⓓ a

06 Personal Pronouns

What is a personal pronoun?

A **personal pronoun** refers to a specific person or thing by using words like **I, me, you, he, him, she, her, it,** etc. There are subject pronouns and object pronouns.

- Types of personal pronouns

Number	Person	Subject pronoun	Object pronoun
Singular	First	I	me
	Second	you	you
	Third	he	him
		she	her
		it	it
Plural	First	we	us
	Second	you	you
	Third	they	them

Answers p. 220

A Choose the correct personal pronoun in brackets for each sentence.

1. Please give (**I** / **me**) some advice. — advice
2. (**You** / **Me**) should submit your résumé by Friday. — submit, résumé
3. Do you often contact (**he** / **him**) at work? — contact
4. Diana is from the UK. (**She** / **Her**) is English.
5. After many years, (**they** / **them**) returned to their homeland. — homeland
6. I was surprised to see (**she** / **her**) at the conference. — be surprised to, conference

B Choose the correct option to complete each sentence.

1. I finished writing up the report, but _____ hasn't finished it yet.
   Ⓐ him Ⓑ he Ⓒ they Ⓓ her
2. Please inform _____ of any schedule changes.
   Ⓐ I Ⓑ my Ⓒ mine Ⓓ me

www.nhantriviet.com

07 Possessive Adjectives & Possessive Pronouns

Possessive adjectives

A **possessive adjective** comes before a noun and modifies that noun.

Is that **your** book?
This is **their** house.

Possessive pronouns

A **possessive pronoun** is used to substitute a noun phrase that indicates a possession relation.

This is your car and that is **hers**.
He is a friend of **mine**.

Number	Person	Subject pronoun	Possessive adjective	Possessive pronoun
Singular	First	I	my	mine
	Second	you	your	yours
	Third	he, she, it	his, her, its	his, hers, -
Plural	First	we	our	ours
	Second	you	your	yours
	Third	they	their	theirs

Note: We cannot use **a/an/the, this/these, that/those, no, some, any, every**, etc. in front of a possessive adjective.

He is **a friend of mine**. (o) He is a my friend. (x)

Answers p. 220

A Choose the correct option in brackets for each sentence.

1. Do you have **(his / him)** contact information? — contact information
2. Here is my identification, and now I need to see **(your / yours)**. — identification
3. **(Our / Us)** new software program has become popular. — software program
4. They are going to make some changes in **(you / your)** proposal. — proposal
5. We want to see **(it / its)** historical monuments. — historical monument
6. He did his assignment, and she did **(her / hers)**. — assignment

B Choose the correct option to complete each sentence.

1. These are my teachers. _____ names are Paul and Rita.

   Ⓐ They Ⓑ Their Ⓒ Them Ⓓ Theirs

2. Her mobile phone is broken. She borrowed _____.

   Ⓐ I Ⓑ my Ⓒ mine Ⓓ me

08 Reflexive Pronouns

Reflexive pronouns are formed by adding the suffix **-self** (or **-selves** to plural forms) to the object pronouns or possessive adjectives.

I – myself	you – yourself	he – himself	she – herself
it – itself	we – ourselves	you – yourselves	they – themselves

Reflexive pronouns are used to show that the object of a verb is the same person or thing as the subject of a sentence.

Dr. Patel introduced **himself** before the speech. (himself = Dr. Patel)

Reflexive pronouns are also used to emphasize that it is the subject who does/did the action.

I completed it **myself**.

- **Common expressions with reflexive pronouns**

by oneself	for oneself	in itself	of oneself

Answers: p. 220

A Look at the underlined parts, then choose an appropriate reflexive pronoun for each sentence.

1. The manager will contact the applicants (herself / myself).
2. The president delivered the document by (himself / themselves).
3. She has to reserve a hotel (on herself / for herself).
4. Ms. Sanchez will give a tour of the factory (himself / herself).
5. Suddenly, the new copy machine started to work of (yourself / itself).
6. Martha and Kevin made up the plan (them / themselves).

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. **Jennifer Lee** said that **she** prefers traveling **by** _____ to traveling with lots of people.

   prefer A to B

   Ⓐ herself Ⓑ himself Ⓒ itself Ⓓ her

2. **The executives of the board** _____ decided to conduct the analysis.

   executive board conduct analysis

   Ⓐ himself Ⓑ herself Ⓒ themselves Ⓓ their

www.nhantriviet.com

Nouns

A **Match the words in the left column with their corresponding words in the right column.**

1. account	ⓐ speaker
2. customer	ⓑ schedule
3. a reliable	ⓒ rates
4. safety	ⓓ information
5. a production	ⓔ analysis
6. interest	ⓕ technician
7. a computer	ⓖ satisfaction
8. a keynote	ⓗ measures

Answers for Part A 1. ⓓ 2. ⓖ 3. ⓒ 4. ⓗ 5. ⓑ 6. ⓖ 7. ⓕ 8. ⓐ

B **Fill the gaps with the nouns in the box to form correct collocations.**

appointment	organization	renovations	contract

1. make a(n) _____
2. close for _____
3. sign a(n) _____
4. establish a(n) _____

convenience	agreement	transportation	consultant

5. at your _____
6. public _____
7. reach a(n) _____
8. work as a(n) _____

Answers for Part B 1. appointment 2. renovations 3. contract 4. organization 5. convenience 6. transportation 7. agreement 8. consultant

Practice with TOEIC Actual Questions

Answers: p. 220

Decide which of the choices – (A), (B), (C), or (D) – best completes the sentence.

1. Ms. Nora decided to find a solution for the problem by _____.

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

decide

2. Make sure you bring _____ ID to open an account.

(A) you
(B) your
(C) yours
(D) yourself

make sure
open an account

3. _____ for the job must pass a very difficult test.

(A) Applying
(B) Apply
(C) To apply
(D) Applicants

pass

4. I need to find _____ investors for this business.

(A) any
(B) some
(C) yours
(D) yourself

need
investor

5. Your _____ in this matter will be appreciated.

(A) cooperation
(B) cooperating
(C) cooperate
(D) to cooperate

cooperation
appreciate

6. The recent _____ conducted by *Today's Report* showed some surprising results.

(A) researching
(B) research
(C) to research
(D) researched

recent
conduct
surprising

7. The _____ will inform you of any changes happening here.

(A) managing
(B) manager
(C) managed
(D) manage

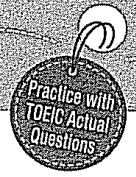
inform A of B

8. It costs a lot of money to conduct a(n) _____ to find out customers' needs.

(A) office
(B) ourselves
(C) survey
(D) equipment

cost
find out
customer's needs

www.nhantriviet.com



9. We asked Ms. Lee if _____ wants to come back later.

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

if

10. The assistant decided to deal with the problem by _____.

(A) he
(B) him
(C) his
(D) himself

deal with

11. The _____ was established in 1977 to help poor children in the world.

(A) consultant
(B) agreement
(C) transportation
(D) organization

be established
poor children

12. It is always better to use public _____ during rush hour.

(A) transportation
(B) convenience
(C) appointment
(D) agreement

during rush hour

13. The company is going to hire a _____ to help us with our management problems.

(A) consultant
(B) trainee
(C) candidate
(D) contractor

company
hire
management

14. You can make a call or send an e-mail to make a(n) _____ with Dr. Stewart.

(A) development
(B) possibility
(C) renovation
(D) appointment

make a call



Questions 15-16 refer to the following advertisement.

Do you want to get some new home appliances? Sears can help you. Enjoy our special offer!

This weekend, we are offering a special _____ on home appliances such as

15. (A) discounts
(B) discount
(C) discounting
(D) to discount

refrigerators, washing machines, and dishwashers.

The offer lasts only for three days. _____ should hurry up. This offer ends on

16. (A) You
(B) Your
(C) Yours
(D) Yourself

March 3. Visit Sears today and get the home appliances you want.

home appliances special offer washing machine dishwasher last end

Things You Should Know about Nouns

1. Nouns which are usually in the plural form

Nouns referring to things that are made from two parts are always used in the plural form and followed by plural verbs.

glasses pants scissors jeans

2. Confusing nouns with an -s ending

Nouns referring to a subject or knowledge area end in **-s**, but they are actually singular nouns and followed by singular verbs.

economics mathematics linguistics news

3. Nouns having the same singular and plural forms

The following nouns remain the same in both singular and plural forms.

a means – a lot of means
a species – many species
a series – three series

4. The meanings of some nouns change depending on their singular or plural form.

Countable nouns	Uncountable nouns
a room	enough room
many times	time
a fire	fire

Let's check!

Choose the correct option in brackets for each sentence.

1. Mathematics (is / are) useful for my job.
2. I need to buy a pair of (glass / glasses).
3. English is one of the (means / mean) of communication.
4. There (aren't / isn't) enough room here.
5. We discussed the matter three (time / times).

Answers: p. 220

Chapter

03

Adjectives & Adverbs

Overview

01. Functions and Positions of an Adjective
02. Useful Adjectives
03. Functions and Positions of an Adverb
04. Useful Adverbs
05. Comparisons of Equality of Adjectives and Adverbs
06. Comparative Forms of Adjectives and Adverbs
07. Superlative Forms of Adjectives and Adverbs
08. Common Expressions of Comparisons

- Common Vocabulary in the TOEIC Test
- Practice with TOEIC Actual Questions

Grammar Step UP!

Adjectives & Adverbs

An **adjective** is a word that modifies a noun or a pronoun by describing, identifying, or quantifying it. An **adjective** usually comes before the noun it modifies or after a linking verb. Sometimes, it comes after the object of such verbs as **find**, **make**, **keep**, etc.

- a **successful** *project* (Modifying the noun **project**)
- *The project* is **successful**. (Functioning as a subject complement)
- I found *it* **easy**. (Functioning as an object complement)

An **adverb** is a word that describes a state or an action in more detail by indicating manner, time, place, cause, or degree. An **adverb** can modify a verb, an adjective, another adverb, or a whole sentence. It is formed by adding the suffix **-ly** to an adjective (e.g. careful – carefully, safe – safely, skillful – skillfully).

- I **completely** *forgot* about the meeting. (Modifying the verb **forgot**)
- That was **very** *useful*. (Modifying the adjective **useful**)
- Thank you **very** *much*. (Modifying the adverb **much**)
- **Unfortunately**, *I couldn't make it*. (Modifying the whole sentence)

Note: Not all words ending in **-ly** are adverbs. There are some adjectives that are formed by adding **-ly** to their nouns.

friend – friendly love – lovely

01 Functions and Positions of an Adjective

Functions of an adjective

In a sentence, an adjective has two functions.

- Modifying a noun
  a difficult *decision* (The adjective **difficult** modifies the noun **decision.**)
- Modifying a subject or an object: it functions as a complement
  The service was very good. (The adjective **good** modifies the subject **the service.**)

Positions of an adjective

Positions of an adjective	Examples
Preceding a noun	We made a special *plan* for you.
Following linking verbs like be, become, seem, look, feel as a subject complement	Job searches are *becoming* hard nowadays.
Following objects of the verbs keep, find, make as an object complement	Many of the employees *find* the new system inconvenient.

Answers p. 220

A Look at the following sentences and place the adjectives in brackets in the correct position – (A), (B), (C), or (D).

1. (various) Ⓐ Companies Ⓑ attended Ⓒ the Ⓓ fair.
2. (useful) This pamphlet Ⓐ gives Ⓑ information on Ⓒ online Ⓓ shopping.
3. (difficult) The Ⓐ work Ⓑ became Ⓒ very Ⓓ.
4. (useful) Ⓐ I Ⓑ found Ⓒ it Ⓓ.
5. (convenient) Find Ⓐ a Ⓑ way Ⓒ to do Ⓓ the work.
6. (expensive) Ⓐ H&P Co. Ⓑ sells Ⓒ products Ⓓ.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. Everybody knows that it is a _____ market.
   Ⓐ compete Ⓑ competitive Ⓒ competitively Ⓓ competition
2. All the staff members **were** _____ during the workshop.
   staff member during
   Ⓐ cooperate Ⓑ cooperation Ⓒ cooperative Ⓓ cooperatively

02 Useful Adjectives

Confusing adjectives

considerable	considerate
successful	successive
terrible	terrific
favorite	favorable
awful	awesome

Common expressions of adjectives in the TOEIC test

be aware of	be likely to
be eligible for	be ready to
be able to	be responsible for
be capable of	be subject to

Answers p. 220

A Choose the correct adjective in brackets for each sentence.

1. My team had to face the **(awesome / awful)** results.
2. The employee training was quite **(successive / successful)**.
3. You should be **(capable / aware)** of the danger of this change.
4. He is **(likely / ready)** to step down.
5. Ms. Scott is not **(able / eligible)** for the promotion.
6. This schedule is **(subject / capable)** to change without notice.

B Choose the correct option to complete each sentence.

1. A _____ number of people attended the conference.
   Ⓐ consider Ⓑ considerate Ⓒ considerable Ⓓ consideration
2. Mr. Tanaka is _____ of dealing with unexpected problems in the office.
   Ⓐ ready Ⓑ responsible Ⓒ awesome Ⓓ capable

www.nhantriviet.com

03 Functions and Positions of an Adverb

Functions of an adverb

Most adverbs are formed by **adjective + -ly**. An adverb is used to emphasize a state or an action.

- Modifying a verb — They highly *recommended* the product. (Adverb + verb)
- Modifying an adjective — That was a very *creative* idea. (Adverb + adjective)
- Modifying another adverb — All of the employees worked very *hard*. (Adverb + adverb)
- Modifying a whole sentence — Unfortunately, *the tickets are sold out*. (Adverb + sentence)

Positions of an adverb

Positions of an adverb	Examples
Preceding an adjective	That is a very *useful* solution.
Preceding or following a verb	I strongly *agree* with it. He *spoke* clearly. She *read* the manual loudly.
Standing at the beginning or at the end of a sentence	Yesterday, *I came across my ex-coworker.*

Answer p. 221

A Choose the correct option in brackets for each sentence.

1. The sales clerk (high / highly) recommended this item.
2. The copy machine is (currently / current) out of order.
3. (Unfortunately / Unfortunate), he is not available now.
4. The computer was not working (properly / proper).
5. The R&D team (successfully / successful) completed the project.
6. When it rains, you should drive (careful / carefully).

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. The new policy was _____ **difficult** to implement. (policy, implement)

   Ⓐ extreme Ⓑ extremes Ⓒ extremely Ⓓ to extreme

2. The vice president _____ **retired** as of last Monday. (vice president, as of last Monday)

   Ⓐ office Ⓑ official Ⓒ officially Ⓓ offices

04 Useful Adverbs

Common adverbs of frequency

You will usually find adverbs of frequency following auxiliary verbs or the verb **be**, and preceding ordinary verbs.

always	sometimes
usually	rarely / seldom / hardly
often	never

The meeting **usually** *lasts* 90 minutes. (Preceding the ordinary verb **last**)
Mr. Kim *is* **rarely** late for work. (Following the verb **be**)
They *will* **never** care about it. (Following the auxiliary verb **will**)

Confusing adverbs

high – highly	late – lately
near – nearly	hard – hardly

Adverbs having the same form as their adjectives

late	hard	fast

This is a **hard** task for her to handle. (Adjective)
We are trying **hard** to increase the sales figures. (Adverb)

Answers p. 221

A Choose the correct option in brackets for each sentence.

1. He worked for Info Tech for **(near / nearly)** ten years.
2. My boss **(hard / hardly)** calls in sick.
3. Employees in the Public Relations Department work **(hard / hardly)**.
4. Some major stockholders arrived **(late / lately)**.
5. He went to a bank **(near / nearly)** the conference hall.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. Car prices **have decreased** _____ due to low demand. due to / low demand
   Ⓐ last Ⓑ lateness Ⓒ lately Ⓓ late
2. My coworker _____ comes in late. **He is always on time.** come in late / on time
   Ⓐ never Ⓑ always Ⓒ usually Ⓓ sometimes

www.nhantriviet.com

05 Comparisons of Equality of Adjectives and Adverbs

The structure **as + adjective/adverb + as** is used to say that two people or things are equal in some quality or some way.

This train is as *slow* as that one. (as + adjective + as)
Fill out this form as *quickly* as possible. (as + adverb + as)

- **as + adjective + as** vs. **as + adverb + as**

Structures	Functions
as + adjective + as	Functioning as a complement
as + adverb + as	Modifying a verb or a whole sentence

The new machine is as expensive as the old one. (Functioning as the subject complement of the new machine)
Please *respond* to this e-mail as promptly as you can. (Modifying the verb respond)

Answers p. 221

A Choose the correct option in brackets for each sentence.

1. The new printer is as (effective / effectively) as the old one.
2. His suggestion was as (creatively / creative) as mine.
3. They are as (qualified / qualify) as Mr. Armstrong for this work.
4. The plan is going as (smooth / smoothly) as we thought.
5. Mr. Thomson entered the meeting room as (quiet / quietly) as he could.
6. Please deal with these customer complaints as (fastly / fast) as you can.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. You should **hand in** the sales report to the boss as _____ as possible.
   hand in sales report

   Ⓐ quick Ⓑ quickly Ⓒ quicker Ⓓ quickest

2. This year's salary increase is as _____ as that of last year.
   this year salary increase

   Ⓐ largely Ⓑ larger Ⓒ largest Ⓓ large

06 Comparative Forms of Adjectives and Adverbs

Usage and formation of the comparative forms

The comparative form is used to compare only two people or things.

The comparative form of one-syllable adjectives/adverbs is **adjective/adverb + -er.**

The comparative form of more-than-one-syllable adjectives/adverbs is **more + adjective/adverb.**

The preposition/conjunction **than** is added to compare one person or thing with the other.

His speech was longer than *mine*.
The damage was more serious than *we had thought.*
You should speak more clearly.

· <Irregular comparative forms> Below are the irregular comparative forms of some adjectives/adverbs.
good/well – better bad/badly – worse much/many – more little – less

Adverbs emphasizing comparative forms

Adverbs like **even, much, still, far, a lot** are put in front of the comparative forms of adjectives/adverbs to emphasize them.

The marketing strategy is *much* better than we expected.

Answers p. 221

A Complete each sentence with the correct comparative form of the adjective or adverb given in brackets.

1. (high) The cost was _____ they had said.
2. (soon) The meeting finished _____ than we had thought it would.
3. (carefully) You should review the report _____.
4. (greatly) The exports increased _____ than we had expected.
5. (fast) The oil prices are going to increase _____ now.
6. (much, serious) The traffic jam is _____ before.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. The productivity of the factory became _____ **than** before. productivity
   Ⓐ low Ⓑ much low Ⓒ lower Ⓓ as lower
2. The usage of the device was _____ **more difficult than** I had thought. usage device
   Ⓐ a lot Ⓑ very Ⓒ many Ⓓ so

www.nhantriviet.com

07 Superlative Forms of Adjectives and Adverbs

Usage and formation of the superlative forms

The superlative form is used to compare more than two people or things.

The superlative form of one-syllable adjectives/adverbs is **adjective/adverb + -est.**

The superlative form of more-than-one-syllable adjectives/adverbs is **most + adjective/adverb.**

The article **the** is a must in superlative forms.

This store has **the widest** selection of CDs in the town.
Dream Co. is **the most important** client.
The company produces **the best** cellular phone in the world.

- <Irregular superlative forms> Below are the irregular superlative forms of some adjectives/adverbs.
  good/well – best bad/badly – worst much/many – most little – least

Common expressions of superlative forms

at least	at the latest	at most	at best

Answers p. 221

A Complete each sentence with the correct superlative form of the adjective or adverb given in brackets.

1. (small) The company developed _____ laptop computer in the world.
2. (impressive) That was _____ presentation.
3. (much) At least she worked _____ at the company.
4. (bad) We had _____ sales record this year.
5. (efficiently) I think he works _____.
6. (good) They offer _____ quality seafood in the country.

B Choose the correct option to complete each sentence.

1. Ms. Pitt is the _____ employee in the Sales Department.
   Ⓐ reliable Ⓑ most reliable Ⓒ more reliable Ⓓ reliablest
2. You should submit it by Friday at the _____.
   Ⓐ late Ⓑ latest Ⓒ later Ⓓ most

08 Common Expressions of Comparisons

Structures	Meanings
not as/so + adjective/adverb + as	to say that two people or things are not equal in some quality or some way
The + comparative form, the + comparative form	to show that two things change to the same degree
one of the + superlative form + plural noun	to say that someone or something is part of a group with the greatest degree of a particular quality
the + superlative form + noun + subject + have/has + ever + past participle	to express someone or something of the highest possible quality so far

His suggestion was **not so effective as** that of the manager.
The more we know about the problem, **the more difficult** it becomes.
That is **one of the most expensive products**.
This is **the biggest automobile factory I have ever seen**.

Answers: p. 221

A Choose the correct option given in brackets to complete each sentence.

1. The Hilton Hotel is one of the **(largest / large)** hotels in the world.
2. The more employees earn, **(the harder / the hardest)** they work.
3. Coit Tower is one of the **(tallest / tall)** buildings in the city.
4. The new computer was not so expensive **(as / than)** the old one.
5. Steven is **(the most / the more)** hard-working employee I have ever met.
6. The more difficult the work gets, the **(much / more)** interesting it seems.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. One of the _____ international **conferences** will be held in this country.

international conference be held

Ⓐ bigger Ⓑ as big Ⓒ most biggest Ⓓ biggest

2. The cost of living was **not so** _____ **as** we had expected.

cost of living

Ⓐ high Ⓑ higher Ⓒ highest Ⓓ as high

Adjectives

A **Match the words in the left column with their corresponding words in the right column.**

1. various	ⓐ staff
2. a prominent	ⓑ difference
3. proper	ⓒ plan
4. a permanent	ⓓ businessman
5. a significant	ⓔ factor
6. entire	ⓕ attempts
7. an essential	ⓖ actions
8. an innovative	ⓗ job

Answers for Part A 1. ⓕ 2. ⓐ 3. ⓖ 4. ⓑ 5. ⓔ 6. ⓖ 7. ⓔ 8. ⓒ

B **Fill the gaps with the adjectives in the box to form correct collocations.**

legal	competitive	impressive	productive

1. a(n) _____ speech
2. a(n) _____ suggestion
3. _____ conditions
4. a(n) _____ market

complimentary	formal	public	official

5. _____ clothes
6. a(n) _____ report
7. _____ attention
8. a(n) _____ meal

Answers for Part B 1. impressive 2. productive 3. legal 4. competitive 5. formal 6. official 7. public 8. complimentary

Practice with TOEIC Actual Questions

Answers: p. 222

Decide which of the choices – (A), (B), (C), or (D) – best completes the sentence.

1. The _____ report shows that Chilean wine's market share increased this year.

(A) various
(B) legal
(C) official
(D) productive

Chilean wine market share

2. Your company should take _____ action to solve the problem.

(A) proper
(B) permanent
(C) competitive
(D) complimentary

should take action

3. The president said that it was the _____ meeting he has ever had.

(A) more productive
(B) productive
(C) most productive
(D) productivity

productive

4. The team made a presentation in a very _____ way.

(A) impress
(B) impressive
(C) impressiveness
(D) impressively

make a presentation

5. We need to finish the report by next Friday at the _____.

(A) later
(B) late
(C) latest
(D) lately

by next Friday

6. Sales directors should go _____ to Room 100 for another meeting.

(A) direct
(B) directly
(C) direction
(D) directive

sales director

7. We found the manual absolutely _____ in dealing with customer complaints.

(A) importantly
(B) importance
(C) important
(D) importing

absolutely
deal with
customer complaint

8. The more motivated the workers are, the _____ the productivity becomes.

(A) high
(B) higher
(C) highly
(D) more highly

motivated
productivity

www.nhantriviet.com



9. Please read the instructions as _____ as possible.

(A) careful
(B) care
(C) carefully
(D) more carefully

instructions

10. The budget cut made our project _____ more difficult.

(A) many
(B) very
(C) so
(D) even

budget cut

11. Make sure you have all the _____ data with you.

(A) need
(B) necessary
(C) necessarily
(D) needs

make sure
data

12. They _____ renovated the stores in order to attract more customers.

(A) late
(B) recently
(C) likely
(D) hard

renovate
attract

13. We will discuss who is _____ for the position.

(A) afraid
(B) aware
(C) eligible
(D) subject

discuss

14. The solar panels were not so _____ as we had anticipated.

(A) efficient
(B) efficiently
(C) more efficient
(D) most efficient

solar panel
efficient
anticipate



Questions 15-16 refer to the following notice.

We would like to inform you that the employee cafeteria on the second floor will be closed for renovations. These renovations will enable us to provide all of our employees with _____ service and food than now.

15. (A) good
(B) best
(C) better
(D) well

The renovations will take _____ three days. The snack bar on the third floor

16. (A) approximate
(B) approximations
(C) approximately
(D) more approximately

will be open for drinks and snacks.

Thank you for your cooperation.

would like to inform employee cafeteria
renovation enable provide cooperation

www.nhantriviet.com

Kinds of Adverbs

■ Connecting adverbs

Connecting adverbs are used to join two sentences or clauses together to make them more natural in meaning. They are put at the beginning or in the middle of a sentence and between two clauses.

Connecting adverbs		
however	moreover	therefore
nevertheless	furthermore	thus

I gave a presentation. **However**, the audience didn't like it.
We met the sales target. **Therefore**, we got the incentive.

■ Adverbs of time

Besides direct adverbs of time such as **yesterday, last night, now**, etc., there are some other common adverbs of time as follows.

already	yet	still

The meeting has **already** started.
I haven't received the letter **yet**.
Have you read the letter **yet**?
We are **still** expecting a pay raise.

■ Negative adverbs

These adverbs themselves express the meaning of negation. Therefore, such negative words as **not** and **never** cannot be put in front of them.

seldom	hardly	rarely

He **seldom** says no to his boss.

Let's check!

Choose the correct option in brackets for each sentence.

1. The chairman hasn't signed the contract (already / yet).
2. Their office supplies are good. (However / Furthermore), they are cheap.
3. They (seldom / not) have problems with the product.
4. We were short of money. (Nevertheless / Moreover), we decided to develop a new product.

Answers: p. 222

Chapter

04

Tenses

Overview

01. Present Simple Tense

02. Past Simple Tense

03. Future Simple Tense

04. Present Progressive Tense & Past Progressive Tense

05. Present Perfect Tense

06. Present Perfect Tense vs. Past Simple Tense

07. Past Perfect Tense & Future Perfect Tense

- Common Vocabulary in the TOEIC Test
- Practice with TOEIC Actual Questions

Grammar Step UP!

Tenses

Tenses

In English, there are **simple tenses**, **progressive tenses**, and **perfect tenses**.

The time of an action or a state will decide the form of the verb in a sentence. In English, the verb forms show different tenses.

	Present	Past	Future
Simple tenses	**Present simple tense** I work She works	**Past simple tense** I worked She worked	**Future simple tense** I will work She will work
Progressive tenses	**Present progressive tense** I am working She is working	**Past progressive tense** I was working She was working	**Future progressive tense** I will be working She will be working
Perfect tenses	**Present perfect tense** I have worked She has worked	**Past perfect tense** I had worked She had worked	**Future perfect tense** I will have worked She will have worked

www.nhantriviet.com

01 Present Simple Tense

The **present simple tense** is used to describe a habitual action, a general truth, or an existing state at present.

The **present simple tense** is formed by using the bare infinitive, but if the subject is the third singular person, **-s/-(i)es** must be added to the verb. The verb **be** is conjugated as **am/is/are** depending on the subject.

They / start / their work / at 9 in the morning. (A habitual action)
Mr. Parker / is / busy / now. (A state at present)

The present simple tense expressing a future event

1. When referring to schedules (of films, events, matches, means of transportation, etc.), we mostly use the present simple tense.

   According to *this schedule*, the presentation starts at 7.
   The workshop ends in an hour.

2. In adverb clauses of time (starting with **when**, **before**, etc.) and first conditional clauses (starting with **if**), we also use the present simple tense.

   Before you submit it, you should check it once again. (*will submit:* x)
   If they complete the project tomorrow, they will have a party. (*will complete:* x)

Answers: p.222

A Complete the following sentences with the present simple tense of the verbs given in brackets.

1. (get) He always _____ to work at 8 o'clock.
2. (work) They _____ as consultants.
3. (go) The manager _____ on a business trip every month.
4. (review) When she _____ the report, she will bring it to you.
5. (start) My company's Christmas party _____ at 9 tonight.
6. (be) An analysis report on the stock market _____ on your desk.

B Choose the correct option to complete each sentence.

1. The sales meeting usually _____ at 5. sales meeting

   Ⓐ begins Ⓑ begin Ⓒ beginning Ⓓ will begin

2. If he _____ the team, we will start the project right away. join right away

   Ⓐ join Ⓑ joins Ⓒ joined Ⓓ will join

02 Past Simple Tense

The **past simple tense** is used to describe an action, an event, or a condition that happened in the past, sometime before the moment of speaking.

For regular verbs, it is formed by adding **-(e)d** to the bare infinitive.

I / received / your order sheet. (An action happened before the time of speaking)
The price / went up. (**Go** is an irregular verb.)

Common irregular verbs

Present	Past	Present	Past	Present	Past	Present	Past
go	went	make	made	leave	left	give	gave
take	took	cut	cut	write	wrote	quit	quit

- Common expressions used in the past simple tense

Below are adverbs and adverb phrases which are commonly used in the past simple tense.

yesterday	The audit ended *yesterday*.
number + day(s)/week(s)/month(s)/year(s) + ago	Thomas quit his job *three months ago*.
last + night/week/year	He left the company *last year*.

Answers on 222

A Complete the following sentences with the past simple tense of the verbs given in brackets.

1. (work) I _____ all night long yesterday.
2. (give) The president _____ a speech yesterday.
3. (close) They _____ the deal.
4. (like) The executive board _____ my suggestion.
5. (write) I _____ a letter of complaint last month.
6. (start) The firm _____ looking for workers three months ago.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. My boss _____ on a business trip **last Friday**. go on a business trip
   Ⓐ go Ⓑ went Ⓒ goes Ⓓ going
2. **Last week**, he successfully _____ the project. successfully
   Ⓐ finishes Ⓑ finish Ⓒ finished Ⓓ will finish

03 Future Simple Tense

The **future simple tense** is used to express an action that will happen after the moment of speaking.

The structure of the future simple tense is **will + bare infinitive**. Note that the structure **be going to + bare infinitive** is used to express a prediction or a future plan.

They / will begin / the project.
He / is going to sign / the contract.

- **Common expressions used in the future simple tense**

tomorrow	He is going to attend the seminar *tomorrow*.
next + week/month/year	The price is going to increase *next year*.
In + *duration*	The meeting will end *in a few minutes*.

Answers p. 222

A Choose the correct option given in brackets to complete each sentence.

1. The show (began / will begin) tomorrow.
2. The president (is going to retire / will retired) next year.
3. He (is going to join / are going to joining) the marketing team next month.
4. He (is going to visited / will visit) the L.A. branch in a few hours.
5. At this rate, Luke is going to (completed / complete) the project sometime next week.
6. The engineer (will drop / are going to dropping) by your office next Friday.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. Helen is going to _____ A&T Communications **next week.**

   Ⓐ leave Ⓑ to leave Ⓒ left Ⓓ will leave

2. Hopefully, the package _____ **in a few days.** hopefully package

   Ⓐ arrive Ⓑ arrived Ⓒ will arrive Ⓓ arriving

04 Present Progressive Tense & Past Progressive Tense

The present progressive tense

The **present progressive tense** is used to describe an action, an event, or a condition that is happening at present or at the moment of speaking, or to emphasize the continuing state of an action, an event, or a condition. It is occasionally used to indicate a future plan or event.

Its structure is **am/is/are + bare infinitive + -ing**.

The company / is recruiting / a few employees.
We / are conducting / research.
I / am meeting / my client / this evening.

The past progressive tense

The **past progressive tense** is used to talk about an action or a situation that lasted for some time in the past and whose duration is unknown or unimportant.

Its structure is **was/were + bare infinitive + -ing**.

Mr. Kerr / was preparing / his speech.
They / were having / a sales meeting.

Answers p. 222

A Choose the correct option given in brackets to complete each sentence.

1. I (am preparing / was preparing) a presentation at 9 last night.
2. The experts (discussing / are discussing) the matter in detail.
3. The technicians (was fixing / were fixing) the computers.
4. The committee (is reviewing / be reviewing) his application form now.
5. Some of the staff members (was participating / were participating) in the seminar.
6. They (have / were having) a reception with their clients an hour ago.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. Sam _____ for a job, but there **were** not many. look for
   Ⓐ is looking Ⓑ are looking Ⓒ was looking Ⓓ were looking
2. The executives _____ an argument **at the moment**. at the moment
   Ⓐ had Ⓑ are having Ⓒ were having Ⓓ having

05 Present Perfect Tense

The **present perfect tense** is used to describe an action or a state that began in the past and continues to the present or has just been completed at the moment of speaking. It is often used to suggest that a past action or state still has an effect upon the present.

Its structure is **have/has + past participle**. This tense is usually accompanied by adverbs or adverb phrases of time such as **just, since, over the past year, for the past/last year, so far**, etc.

Uses of the present perfect tense		Examples
Expressing continuation	Describing an action that began in the past and continues to the present	Johnson has worked for this company for three years.
Expressing completion	Describing an action that began in the past and has just been completed at present	The accounting team has just finished the analysis.
Showing changes/ results	Describing a past action or state which changes over the time or still has an effect upon the present	The role of team leader has changed a lot over the past year.
Expressing experiences	Describing an action that has taken place once or several times from the past to the present time	I have visited the website to download a new program before.

Answers p. 222

A Choose the correct option given in brackets to complete each sentence.

1. She (**has just completed / have just completed**) the work.
2. Oil prices (**increase / have increased**) a lot for the past two years.
3. They (**has already finalized / have already finalized**) the application.
4. We (**visit / have visited**) the city three times to attend conferences.
5. Pam International (**increases / has increased**) its workforce by 10 percent over the last two years.
6. Since last summer, Daniel (**has taken / took**) three business trips to Europe.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. **Since last winter**, they _____ financial difficulty. financial difficulty

   Ⓐ has experienced Ⓑ experienced Ⓒ have experienced Ⓓ experiencing

2. Mr. Jackson _____ for the firm **for ten years**.

   Ⓐ has worked Ⓑ have worked Ⓒ works Ⓓ working

06 Present Perfect Tense vs. Past Simple Tense

The present perfect tense

The **present perfect tense** is used to describe an action or a state that began in the past and continues to the present or has just been completed at the moment of speaking. It is also used to describe a past action or state which still has an effect upon the present.

Common time markers for this tense are **ever, never, already, just, for, since**, etc.

The company's sales / have increased / *for the past year.*
Mr. Hank / has worked / for International, Inc. / *since 2005.*

The past simple tense

The **past simple tense** is used to describe an action or a state that occurred at a specific time in the past and has no more effect on the present.

Common time markers for this tense indicate a specific time such as **yesterday, last month, ago, last year**, etc.

They / ordered / a new laptop computer / *yesterday.*
The team / made / a plan / to promote sales / *a few days ago.*

ANSWERS P. 222

A Look at the time markers printed in bold and write the correct tense of the verb given in brackets for each sentence.

1. (conduct) Last August, they _____ a survey. conduct survey
2. (try) They _____ to complete the report since last Monday. complete
3. (quit) He _____ his job two months ago. quit
4. (work) Steve _____ for this firm since 1998. firm
5. (finish) The team _____ the investigation a few days ago. investigation
6. (worry) Customers _____ about the service for the past few years. customer worry

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. The job fair _____ place in Chicago last month. job fair take place

   Ⓐ takes Ⓑ take Ⓒ took Ⓓ has taken

2. Since last September, they _____ a lot of profit. profit

   Ⓐ make Ⓑ will make Ⓒ made Ⓓ have made

07 Past Perfect Tense & Future Perfect Tense

The past perfect tense

The **past perfect tense** is used to indicate that one action occurred and completed before another action in the past. Generally, it is used to show which of the two actions happened first.

Its structure is **had + past participle**.

The man / **had lived** / in Los Angeles / *before he moved* to Boston.

The future perfect tense

The **future perfect tense** is used to express an action that will be completed before a specific point of time in the future or before another future action takes place.

Its structure is **will have + past participle**.

As of next week, / I / *will have worked* / for this company / for 10 years.

Answers p. 222

A Choose the correct option given in brackets to complete each sentence.

1. Jim **(has worked / had worked)** for a consulting firm before he came here.
2. They didn't realize that somebody **(had stolen / has stolen)** their files.
3. As of next month, we **(will work / will have worked)** on this project for 10 months.
4. I didn't know that somebody **(has broken / had broken)** into my office.
5. By 2017, he **(has been / will have been)** in this business for 20 years.
6. By next week, we **(will have completed / had completed)** the annual report.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. **As of next February**, the accounting manager _____ away for 2 years.

   as of next February accounting manager

   Ⓐ has been Ⓑ will have been Ⓒ had been Ⓓ been

2. **Before they submitted the proposal**, they _____ a lot of research for it.

   submit proposal

   Ⓐ has done Ⓑ had done Ⓒ will have done Ⓓ done

Common Vocabulary in the TOEIC Test

Verbs 2

A **Match the verbs in the left column with their corresponding phrases in the right column.**

1. book	ⓐ a product
2. reduce	ⓑ to buy a car
3. complain	ⓒ a new product
4. decrease	ⓓ a refund
5. order	ⓔ a flight
6. launch	ⓕ investment costs
7. request	ⓖ in sales
8. afford	ⓗ about its service

Answers for Part A 1. ⓔ 2. ⓕ 3. ⓗ 4. ⓖ 5. ⓐ 6. ⓒ 7. ⓓ 8. ⓑ

B **Fill the gaps with the verbs in the box to form correct collocations.**

renew　reserve　submit　confirm

1. _____ a visa
2. _____ the report
3. _____ a table
4. _____ my reservation

postpone　review　introduce　attract

5. _____ tourists
6. _____ a new system
7. _____ the data
8. _____ the meeting

Answers for Part B 1. renew 2. submit 3. reserve 4. confirm 5. attract 6. introduce 7. review 8. postpone

www.nhantriviet.com

Practice with TOEIC Actual Questions

Answers: p. 223

Decide which of the choices – (A), (B), (C), or (D) – best completes the sentence.

1. ICD Co. announced that it would _____ a new product next year.

(A) remain
(B) conduct
(C) launch
(D) renew

announce

2. The secretary _____ a ticket to New York.

(A) booked
(B) complained
(C) increased
(D) met

secretary

3. The company decided to _____ the workforce in the Maintenance Department.

(A) afford
(B) reserve
(C) postpone
(D) reduce

workforce
Maintenance Department

4. Mr. Brown _____ the sales report last week.

(A) submitted
(B) submit
(C) submits
(D) submission

sales report

5. We _____ a new model to the China market in a month.

(A) introduce
(B) introduced
(C) will introduce
(D) were introducing

introduce

6. Last year, my team _____ a seminar every month.

(A) held
(B) holds
(C) holding
(D) will holding

hold

7. There _____ increased concern about our competitors for the last year.

(A) have been
(B) has been
(C) was
(D) be

increased concern
competitor

8. The committee _____ the proposal at the moment.

(A) was reviewing
(B) is reviewing
(C) reviews
(D) reviewed

review
proposal

9. By next month, Morgan _____ in the department for 3 years.

(A) is
(B) was
(C) has been
(D) will have been

by next month

10. Ms. Sanderson _____ for a marketing firm before she came here.

(A) has worked
(B) works
(C) working
(D) had worked

marketing firm
before

11. Ms. Kimberly _____ out of the country until next Tuesday.

(A) was
(B) is
(C) will be
(D) has been

until

12. The manager asked if there _____ any calls for her.

(A) is
(B) are
(C) had been
(D) has been

if

13. By 2020, the demand for digital cameras _____ twofold.

(A) will increase
(B) has increased
(C) will have increased
(D) increases

demand
twofold

14. If managers _____ their employees to work overtime, they will have to pay them more money.

(A) want
(B) will want
(C) wants
(D) have wanted

work overtime

www.nhantriviet.com

Questions 15-16 refer to the following letter.

Dear Mr. Lee,

I am so sorry that we _____ a mistake while processing your order last week.

15. (A) made
(B) makes
(C) making
(D) has made

I understand this caused a terrible inconvenience for your business. I _____ the

16. (A) sent
(B) will send
(C) sending
(D) has sent

product you ordered as soon as possible as well as a free gift. Once again, I am sorry about the inconvenience, and I hope to continue to do business with you for many years.

process order cause terrible
inconvenience free gift continue

Exceptions to Verb Tenses

For special verbs such as **demand, advise, suggest,** etc., the verb in the noun clause as their object must be bare infinitive. Alternatively, you can use **should + bare infinitive** in the noun clause. Look at the following table:

Subject 1	insist recommend demand suggest advise request	that	subject 2	(should)	bare infinitive

The doctor **suggested** that he **quit** smoking for his health.
They **requested** that the guests **refrain** from making any noise.
She **insisted** that Mike **make** a presentation this time.

Let's check!

Choose the correct option given in brackets to complete each sentence.

1. The manager suggested that we (hired / hire) more secretaries.
2. My boss demanded that we (worked / work) even on weekends.
3. The accountant recommended that I (uses / use) the new accounting program.
4. I advised that he (quits / quit) complaining about his boss.

Answers: p. 223

www.nhantriviet.com

Chapter 05

Active and Passive Voices

Overview

01. Active Voice vs. Passive Voice
02. Passive Voice of Present, Past, and Future Simple Tenses
03. Passive Voice of Modal Verbs and Present Perfect Tense
04. Passive Voice of Structures 4 and 5
05. Common Expressions

- Common Vocabulary in the TOEIC Test
- Practice with TOEIC Actual Questions

Grammar Step UP!

Active and Passive Voices

The **active voice** is used when you want to emphasize the agent who performs the action, whereas the **passive voice** is used when the focus is on the action itself. Also, who or what performing the action is unimportant or unknown in the passive voice.

The structure of the passive voice is **be + past participle (p.p.)**. Depending on the tenses, the verb **be** will be conjugated differently as **is**, **was**, **will be**, etc.

(Active voice) **He manages the department.**

(Passive voice) **The department is managed by him.**

Subject — be + p.p. — by + agent (who does the action)

The phrase **by + agent** can be omitted in the following cases:

- When the agent is unknown (e.g. by someone, by anyone, etc.)
- When the agent is obvious or unimportant (e.g. The robbers finally got caught ~~by the police~~.)
- When the agent is very general (e.g. His writings are now widely accepted ~~by the readers~~.)
- When the agent is a personal pronoun (e.g. by him, by me, by them, etc.)

www.nhantriviet.com

01 Active Voice vs. Passive Voice

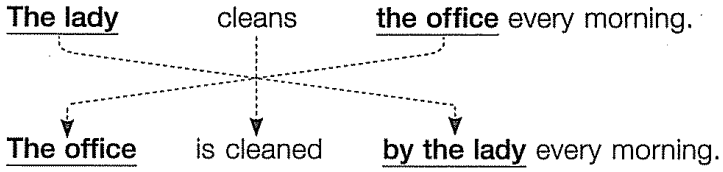
Active voice

The active voice is shown through the normal sentence structure as **Subject + verb + object.** Its focus is on the agent (who or what that performs the action).

The lady cleans the office every morning.
They broke the rules.

Passive voice

The structure of the passive voice is **Subject + be + p.p. (+ by agent).** Its focus is on the action itself, not the agent.



Answers p. 228

A **Choose the correct option given in brackets to complete each sentence.**

1. The report **(reviews / is reviewed)** by my boss.
2. They **(are held / hold)** a conference once a month.
3. All the windows in the office **(break / are broken).**
4. The book fair **(takes / is taken)** place in Germany every year.
5. New software **(install / is installed)** regularly by the team.
6. A letter **(sends / is sent)** to all the employees by the president once a year.

B **Choose the correct option to complete each sentence.**

1. Any news related to my company _____ on the bulletin board every week.
   Ⓐ posts Ⓑ posted Ⓒ is posted Ⓓ are posted
2. Computer technicians _____ the program on a regular basis.
   Ⓐ install Ⓑ is installed Ⓒ are installed Ⓓ installing

02 Passive Voice of Present, Past, and Future Simple Tenses

Passive voice of the present simple tense

Structure: **am/is/are + p.p.**

The memo **is sent** to all employees.
The computers **are checked** by the technician.

Passive voice of the past simple tense

Structure: **was/were + p.p.**

The job **was advertised** on the paper.
The reports **were reviewed** by the manager.

Passive voice of the future simple tense

Structure: **will + be + p.p.**
am/is/are going to + be + p.p.

The sales meeting **will be held** next week.
They **are going to be hired** soon.

ANSWERS p. 223

A Put the verbs in brackets in the correct tenses and voices.

1. (postpone) The project _____.
2. (clean) The office _____ tomorrow.
3. (pay) A lot of attention _____ to the project.
4. (make) Many changes _____ in the office because of it.
5. (distribute) The employee handbook _____ to all newcomers.
6. (complete) The construction work on Seventh Avenue _____ by next Friday.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. An agreement _____ at the meeting **last week.** agreement
   Ⓐ made Ⓑ are made Ⓒ was made Ⓓ makes
2. The assistant position _____ **no later than next month.** assistant position fill no later than
   Ⓐ will be filled Ⓑ be filled Ⓒ was filled Ⓓ filled

03 Passive Voice of Modal Verbs and Present Perfect Tense

Passive voice of modal verbs

Structure: **modal verb + be + p.p.** Note that after modal verbs, the verb **be** is always bare infinitive.

A decision **should be made** right away.
The problem **will be taken** care of by us.

Passive voice of the present perfect tense

Structure: **have/has + been + p.p.**

More than ten applications **have been reviewed** so far.
The photo **has been taken** by an amateur photographer.

Answers p. 228

A Correct the underlined parts in the following sentences.

1. The proposal has to review by Wednesday. _____
2. The event may canceled due to the heavy rain. _____
3. The problem has taken care of without much difficulty. _____
4. Hundreds of encouraging letters send to us so far. _____
5. The product loved by young people for more than 10 years. _____
6. The order form should is submitted to the office to process your order. _____

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. Many modifications _____ to the report **so far.** modification so far

   Ⓐ made Ⓑ is made Ⓒ have been made Ⓓ has been made

2. A new secretary **ought to** _____ right away. ought to right away

   Ⓐ hiring Ⓑ hire Ⓒ is hired Ⓓ be hired

04 Passive Voice of Structures 4 and 5

Passive voice of Structure 4

Structure 4 has the format **Subject + verb + indirect object + direct object.**

Depending on what you want to emphasize, you can transform Structure 4 from the active voice to the passive voice by changing the order of the elements in the sentence.

They **offered** me a managerial position.
(Verb: offered; Indirect object: me; Direct object: a managerial position)

→ I **was offered** a managerial position by them.
(Indirect object becomes the subject.)

→ A managerial position **was offered *to*** me by them.
(Direct object becomes the subject.)

Passive voice of Structure 5

Structure 5 has the format **Subject + verb + object + object complement.**

To transform Structure 5 from the active voice to the passive voice, you change the order of the elements in the sentence: **Object + verb (be + p.p.) + object complement + by subject.**

They **called** it a failure.
(Verb: called; Object: it; Object complement: a failure)

→ It **was called** a failure by them.

We **asked** the applicant to speak in English.
(Verb: asked; Object: the applicant; Object complement: to speak in English)

→ The applicant **was asked** to speak in English by us.

Answers p. 223

A Rearrange the words in brackets to make complete sentences.

1. (all, a free gift, to, was given, the customers)
   _____
2. (they, to leave, the conference room, were asked)
   _____
3. (MegaTech, the product, young children, by, is called)
   _____
4. (will, an official letter, all, to, be sent, the participants)
   _____

B Choose the correct option to complete each sentence.

1. Some of the part-timers _____ to leave the company.
   Ⓐ is asked Ⓑ were asked Ⓒ asked Ⓓ ask
2. A few days ago, the package _____ to us by the mailman.
   Ⓐ is delivered Ⓑ delivered Ⓒ delivers Ⓓ was delivered

www.nhantriviet.com

05 Common Expressions

Below are some expressions commonly found in the TOEIC test. These expressions are formed by a form of the verb **be** and a past participle. The past participle, in fact, functions as an adjective and is followed by a certain preposition. You should learn them by heart.

be interested in	be concerned with
be covered with	be faced with
be filled with	be confused with
be satisfied with	be accustomed to
be pleased with	be involved in
be dedicated to	be related to
be devoted to	be committed to

The customers are not **satisfied with** the quality of the product.
The management seems to **be pleased with** the outcomes.

Answers p. 228

A **Choose the correct option given in brackets to complete each sentence.**

1. We are faced **(with / of / in)** some economic difficulties.
2. They are dedicated **(at / to / with)** developing a new program.
3. This matter is not related **(about / of / to)** his mistake.
4. Mr. Yamamoto is involved **(to / by / in)** the crime.
5. The agency was interested **(at / in / with)** hiring more consultants.
6. The conference room is filled **(of / with / in)** newly hired employees.

B **Choose the correct option to complete each sentence.**

1. The new employee is not accustomed _____ working with lots of people.
   Ⓐ about Ⓑ to Ⓒ with Ⓓ in
2. We are committed _____ providing high-quality service to our customers.
   Ⓐ to Ⓑ with Ⓒ in Ⓓ of

Common Vocabulary in the TOEIC Test

Verbs 3

A **Match the verbs in the left column with their corresponding phrases in the right column.**

1. announce	ⓐ a meeting
2. participate	ⓑ from taking photos
3. renovate	ⓒ to call
4. cancel	ⓓ a plan
5. recharge	ⓔ batteries
6. refrain	ⓕ language learning
7. hesitate	ⓖ a hotel
8. facilitate	ⓗ in a seminar

Answers for Part A 1. ⓖ 2. ⓕ 3. ⓖ 4. ⓓ 5. ⓔ 6. ⓑ 7. ⓒ 8. ⓗ

B **Fill the gaps with the verbs in the box to form correct collocations.**

relocate evaluate address enclose

1. _____ a performance
2. _____ the office
3. _____ a check
4. _____ the issue

examine replace reach summarize

5. _____ the product
6. _____ parts
7. _____ a conclusion
8. _____ a lecture

Answers for Part B 1. evaluate 2. relocate 3. enclose 4. address 5. examine 6. replace 7. reach 8. summarize

www.nhantriviet.com

Practice with TOEIC Actual Questions

Answers: p. 224

Decide which of the choices – (A), (B), (C), or (D) – best completes the sentence.

1. A lot of errors _____ in the final report.

(A) were found
(B) found
(C) find
(D) be found

error
final report

2. The company is faced _____ a financial crisis.

(A) in
(B) from
(C) with
(D) on

financial crisis

3. The annual conference _____ in the Chicago Convention Center.

(A) holding
(B) holds
(C) is held
(D) to hold

annual conference

4. A new assistant can _____ within a month.

(A) be found
(B) is found
(C) finds
(D) find

assistant
within a month

5. This marketing position _____ at least two years of experience in a related field.

(A) require
(B) requiring
(C) requires
(D) is required

at least
related field

6. The training is going to _____ place in the seminar room at 1 p.m.

(A) took
(B) is taken
(C) taking
(D) take

training

7. The lawyer is dedicated _____ helping small businesses in trouble.

(A) to
(B) with
(C) of
(D) in

lawyer
dedicated
in trouble

8. Many changes _____ to the construction plan because the president didn't like it.

(A) have made
(B) have been made
(C) made
(D) are made

construction plan
president

9. The president _____ after he had worked for the company for 30 years.

(A) retired
(B) retiring
(C) was retired
(D) retirement

retire

10. The air conditioner _____ to your office no later than tomorrow.

(A) delivered
(B) will deliver
(C) delivering
(D) will be delivered

air conditioner
no later than

11. The team has been devoted _____ upgrading the system.

(A) in
(B) with
(C) to
(D) at

upgrade

12. The company technicians _____ to fix the broken computers.

(A) asks
(B) is asking
(C) was asking
(D) were asked

technician
fix
broken

13. The R&D team is going to _____ the new product.

(A) examine
(B) relocate
(C) solve
(D) refrain

R&D team

14. We need to discuss it in detail before we _____ any kind of conclusion.

(A) replace
(B) quit
(C) reach
(D) fill

discuss
in detail
conclusion

www.nhantriviet.com

Questions 15-16 refer to the following letter.

Best Buy, Inc.
3452 Seaside Street
Seattle

Dear Mr. Denis Lee,

We thank you for your order from Best Buy. We are glad to meet your order for ten printers, three copy machines, and two fax machines. Since this is your first order, we _____ a special 20% discount coupon for you. You can use this on your

15. (A) evaluated
(B) dedicated
(C) canceled
(D) enclosed

next purchase. We are certain you will be _____ with the quality of both our

16. (A) satisfy
(B) satisfying
(C) satisfied
(D) satisfaction

products and services.

We hope to do more business with you soon.

Sincerely,

John Hopkins
Sales Manager

order　meet (to satisfy one's needs or demands)　fax machine　discount coupon
purchase　quality　do business with

Common Expressions of *passive form + to-infinitive*

The expressions of **passive form + to-infinitive** are commonly found in the TOEIC test. You should learn the following expressions by heart.

be asked to	be required to
be allowed to	be advised to
be scheduled to	be invited to
be forced to	be expected to
be told to	be intended to
be supposed to	be encouraged to

They **were forced to** leave the company.

You **are** not **allowed to** use the computer.

They **were told to** attend the seminar.

The event **is scheduled to** take place next month.

Let's check!

Fill each gap with an appropriate expression.

1. Participants _____ make hotel reservations themselves.
2. The event _____ start in an hour.
3. The sales representatives _____ arrive soon.
4. The president _____ be here.

Answers: p. 224

www.nhantriviet.com

Chapter

06

To-infinitives

Overview

01. To-infinitive as a Noun

02. To-infinitive as an Adjective/Adverb

03. Semantic Subject and Negative Form of a To-infinitive

04. Common Verbs, Nouns, and Adjectives Followed by a To-infinitive

05. Too ... to/Enough to

- Common Vocabulary in the TOEIC Test
- Practice with TOEIC Actual Questions

Grammar Step UP!

To-infinitives

An **infinitive** is the base form of a verb.

An infinitive without **to** is known as a **bare infinitive.**

A **to-infinitive** is formed by **to** + **bare infinitive** and can function as a **noun**, an **adjective**, or an **adverb** in a sentence.

- **To go** on a trip is always fun.
  Noun (coming in the subject position)

- Can I get you something **to drink**?
  Adjective (modifying **something**)

- You should study hard **to pass** the exam.
  Adverb (modifying the verb **study** and expressing a purpose)

www.nhantriviet.com

01 To-infinitive as a Noun

What is a to-infinitive?

A **to-infinitive** is formed by **to** + **bare infinitive** and can function as a **noun**, an **adjective**, or an **adverb** in a sentence.

The CEO decided **to go** on a business trip. (To-infinitive)
cf. The CEO **goes** on a business trip every month. (Verb)

To-infinitive as a noun

Grammatically, when functioning as a noun, a to-infinitive can come in the position of a **subject**, an **object**, a **subject complement**, or an **object complement**. When it is a subject, the verb that follows is in the singular form.

Subject	To recruit good employees is difficult.
Object	She wants to quit her job.
Subject complement	The goal is to increase sales.
Object complement	He advised me to apply for the job.

Answers p. 224

A Read the following sentences and point out the positions of the underlined to-infinitives.

1. <u>To succeed</u> in finding a job is not easy. — succeed (in)

   Position: _____

2. The manager encouraged the employees <u>to work</u> hard. — encourage

   Position: _____

3. My dream is <u>to work</u> for the HD Corporation.

   Position: _____

4. The manager wanted <u>to interview</u> three applicants. — applicant

   Position: _____

5. They need <u>to solve</u> the problem now. — solve

   Position: _____

6. Jean helped me <u>to complete</u> the report. — complete

   Position: _____

B Choose the correct option to complete each sentence.

1. The SM Company needs _____ more people.

   Ⓐ to hire Ⓑ hire Ⓒ to hiring Ⓓ hired

2. The purpose of the meeting is _____ the issue.

   Ⓐ discussion Ⓑ discuss Ⓒ to discuss Ⓓ discussed

02 To-infinitive as an Adjective/Adverb

To-infinitive as an adjective

A to-infinitive can follow a noun and functions as an adjective modifying that noun.

He has a lot of *work* to do.
Ms. Smith has a *business call* to make.

To-infinitive as an adverb

A to-infinitive can function as an adverb and expresses a purpose/reason, a judgement, or a result.

Expressing a purpose/reason	To pass the bar exam, Steve studied hard. We were very pleased to hear the news.
Expressing a judgement	The owner must be stupid to say such a thing.
Expressing a result	The boss advised her only to offend her.

Answers p. 224

A Read the following sentences and point out the functions of the underlined to-infinitives.

1. They made a plan to visit the office in Chicago.

   Function: _____

2. He exercises regularly to keep in shape. keep in shape

   Function: _____

3. The first thing to do is to have a meeting with the staff. staff

   Function: _____

4. I am so glad to hear the news.

   Function: _____

5. It is hard to find a place to park at this hour. park

   Function: _____

6. The company downsized the workforce only to decrease its productivity. downsize workforce

   Function: _____

B Choose the correct option to complete each sentence.

1. Mr. Kim worked hard _____ a promotion.

   Ⓐ to get Ⓑ getting Ⓒ got Ⓓ get

2. All the staff members were surprised _____ the bad news.

   Ⓐ heard Ⓑ hear Ⓒ hearing Ⓓ to hear

03 Semantic Subject and Negative Form of a To-infinitive

The semantic subject of a to-infinitive

When the subject of a sentence and the subject of a to-infinitive are not the same, we will use a semantic subject. Semantic subjects are formed by **for + personal pronoun.**

It is impossible **for us** to read her handwriting.

In case there are adjectives showing emotions or feelings (**kind, nice, smart, silly, foolish,** etc.), we form a semantic subject by using the structure **of + personal pronoun.**

It is so *nice* **of you** to visit us.

The negative form of a to-infinitive

We can have the negative form of a to-infinitive by putting the negative word **not** in front of a to-infinitive.

The management decided **not** *to expand* the business.

Answers p. 224

A **Choose the correct option given in brackets to complete each sentence.**

1. It is very kind **(you / of you)** to help the poor.
2. It is difficult **(for Koreans / of Koreans)** to learn English.
3. My boss told me **(to be not / not to be)** late for work.
4. It is wise **(by Jeff / of Jeff)** to reconsider the offer.
5. It is not easy **(for Mr. Johnson / of Mr. Johnson)** to answer the question.
6. It is good **(for you / in you)** to sign up for the course to improve your job skills.

B **Choose the correct option to complete each sentence.**

1. It is dangerous for workers _____ safety gear.

   Ⓐ not wear Ⓑ to not wear Ⓒ not to wear Ⓓ to wear not

2. It was difficult _____ to explain the reasons for the decision.

   Ⓐ him Ⓑ of him Ⓒ as him Ⓓ for him

04 Common Verbs, Nouns, and Adjectives Followed by a To-infinitive

Common verbs followed by a to-infinitive

Below are some common verbs followed by a to-infinitive functioning as their object.

want to V	refuse to V	wish to V	manage to V
hope to V	propose to V	offer to V	ask to V
plan to V	expect to V	need to V	decide to V
fail to V	afford to V	agree to V	promise to V

Common nouns followed by a to-infinitive

ability to V	plan to V	time to V	chance/opportunity to V
right to V	effort to V	way to V	decision to V

Common adjectives followed by a to-infinitive

be able to V	be willing to V	be pleased to V	be easy/difficult to V
be eager to V	be likely to V	be about to V	be ready to V

Answers p. 224

A Fill the gaps with the correct forms of the verbs given in brackets.

1. (sign) The CEO agreed _____ the contract.
2. (review) You can take your time _____ the checklists.
3. (increase) The interest rates are likely _____ in the first quarter.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. We are eager _____ you and to talk about the issue.
   Ⓐ to meet Ⓑ meeting Ⓒ meet Ⓓ met
2. I don't think many people will have a chance _____ for the job.
   Ⓐ for applying Ⓑ applying Ⓒ to applying Ⓓ to apply

05 Too ... to/Enough to

Too ... to V

We use **too + adjective/adverb + to-infinitive** to express something *more than sufficient* or *more than necessary.*

This training program is **too** *difficult* for me **to follow.**
These issues are **too** *hard* **to resolve.**

Enough to V

We use **adjective/adverb + enough + to-infinitive** in a positive sentence to express something *sufficient*, and in a negative sentence to express something *less than sufficient* or *less than necessary.*

The digital camera is *easy* **enough** for customers **to use.**
He is *smart* **enough to make** the right choice for the company.

Answers p. 222

A Correct the mistakes in the following sentences.

1. The product is too expensive for me buying. _____
2. Stella is enough clever to pass the promotion test. _____
3. I think she is strong enough handling the problem. _____
4. The candidate was too arrogant be elected president. _____
5. We were tired too to attend the conference. _____
6. Jake is smart enough getting a job at one of the top companies in the U.S. _____

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. This place is **quiet enough** for the staff _____ on the project. quiet staff

   Ⓐ work Ⓑ works Ⓒ worked Ⓓ to work

2. This year's sales target was **too high** for us _____. sales target achieve

   Ⓐ achieve Ⓑ achieving Ⓒ to achieve Ⓓ to be achieved

Common Vocabulary in the TOEIC Test

Verb Phrases

A **Match the words in the left column with their corresponding words in the right column.**

1. account	ⓐ on/about
2. concentrate	ⓑ A of B (two times)
3. remind	ⓒ A with B
4. fill	ⓓ for
5. take advantage	ⓔ on
6. inform	ⓕ of
7. get	ⓖ on/over
8. comment	

Answers for Part A 1. ⓓ 2. ⓔ 3. ⓑ 4. ⓒ 5. ⓕ 6. ⓑ 7. ⓖ 8. ⓐ

B **Fill the gaps with the verbs in the box to form correct collocations.**

look prevent bid work

1. _____ forward to
2. _____ from home
3. _____ A from doing
4. _____ for

take apologize deal take

5. _____ steps
6. _____ with
7. _____ turns
8. _____ for

Answers for Part B 1. look 2. work 3. prevent 4. bid 5. take 6. deal 7. take 8. apologize

www.nhantriviet.com

Practice with TOEIC Actual Questions

Answers: p. 225

Decide which of the choices – (A), (B), (C), or (D) – best completes the sentence.

1. We called the mall _____ out whether the products were sold out.

(A) to finding
(B) for finding
(C) to find
(D) find

whether
be sold out

2. Mr. Taylor has the ability _____ people.

(A) persuading
(B) persuade
(C) to persuade
(D) persuasion

ability
persuade

3. All the employees were asked _____ the meeting on Saturday.

(A) attend
(B) attended
(C) attending
(D) to attend

attend

4. Ms. Watson tried hard to help the customer only _____ her.

(A) upset
(B) have upset
(C) upsetting
(D) to upset

upset

5. _____ sales, we decided to advertise our products in the local newspapers.

(A) Increase
(B) Increasing
(C) Increased
(D) To increase

advertise
local newspaper

6. They finished the research but failed _____ the results.

(A) reporting
(B) to report
(C) report
(D) for reporting

research
result

7. The company made every effort _____ customer satisfaction.

(A) boost
(B) boosting
(C) to boost
(D) for boosting

make an effort
customer satisfaction

8. I am very pleased _____ you of our decision.

(A) inform
(B) to inform
(C) to be informed
(D) information

9. The purpose of this meeting is _____ an agreement on our marketing strategy.

(A) to reach
(B) reach
(C) reached
(D) to reaching

reach an agreement
strategy

10. We believe that Jason is ready _____ with others.

(A) cooperate
(B) cooperating
(C) to cooperate
(D) of cooperating

cooperate
others

11. You have the right _____ for a refund.

(A) asking
(B) to ask
(C) of asking
(D) ask

right
ask for
refund

12. They tried to _____ the disease from spreading.

(A) deal
(B) comment
(C) prevent
(D) apologize

disease
spread

13. Many companies took _____ of the recent rising oil prices to raise the prices of their products.

(A) point
(B) exposure
(C) advantage
(D) means

rising
raise

14. We have to take _____ to deal with the problem.

(A) foots
(B) steps
(C) stairs
(D) feet

deal with
stair

www.nhantriviet.com

Questions 15-16 refer to the following letter.

Mr. David Hornsby
190 Broadway
Vancouver, BC

Dear Mr. Hornsby,

I am writing this letter _____ that you will start working for Big Office Supplies

15. (A) confirm
(B) to confirm
(C) confirming
(D) for confirming

on April 12. Your job duties will be explained during the training session.

As we discussed before, you will be able _____ twenty days of vacation and

16. (A) have
(B) having
(C) to having
(D) to have

three sick days. If you have any questions, please let us know.

confirm job duty explain training session vacation let us know

To-infinitives and Bare Infinitives as Object Complements in Structure 5

■ Verbs followed by a to-infinitive as an object complement

Below are the verbs followed by a to-infinitive as an object complement.

want, would like, advise, allow, encourage, force, ask, order, tell, invite, require, expect	+ object + to-infinitive (object complement)

Mr. Han is expecting me to attend the seminar.

They asked him to wait outside.

■ Verbs followed by a bare infinitive as an object complement

In Structure 5, causative verbs and verbs of perception are usually followed by a bare infinitive as an object complement.

I had the mechanic fix my car. (Causative verb)

My coworker helped me (to) finish the report. (Semi-causative verb)

I saw Jim talk with his boss yesterday. (Verb of perception)

Let's check!

Correct the underlined parts in the following sentences.

1. My boss made me to do the work.
2. He listened to people to talk about their experiences.
3. They invited me coming to the party.
4. The president ordered us develop a new plan.

Answers: p. 225

www.nhantriviet.com

Chapter 07

Gerunds

Overview

01. Functions of a Gerund

02. Verbs Followed by a Gerund

03. Common Expressions Followed by a Gerund

04. Verbs Followed by either a Gerund or a To-infinitive

- Common Vocabulary in the TOEIC Test
- Practice with TOEIC Actual Questions

Grammar Step UP!

Gerunds

A **gerund** is formed by adding the suffix **-ing** to a bare infinitive. However, not all words formed with **-ing** are gerunds. A gerund can be used as a **noun**. Grammatically, it can function as a **subject**, an **object**, or a **complement** in a sentence.

- **Making** a plan is important.
  Subject
- He enjoys **pointing out** mistakes in my reports.
  Object
- My hobby is **traveling** abroad.
  Complement

A gerund is a verbal; thus, it also has the characteristics of a verb. A gerund may be followed by an object or modified by an adverb.

- He enjoys answering **my questions**.
  Object
- My vacation plans involve traveling **abroad**.
  Adverb

www.nhantriviet.com

01 Functions of a Gerund

A gerund is formed by adding the suffix **-ing** to a bare infinitive. It can function as a **subject**, an **object**, or a **complement** in a sentence.

Gerund as a subject

Working overtime is sometimes unnecessary.
Speaking English well will help you get a good job.

Gerund as an object

All of the employees *enjoyed* **participating** in the seminar. (Object of the verb **enjoy**)
Thank you *for* **answering** my question. (Object of the preposition **for**)

Gerund as a complement

His concern is **expanding** his business quickly.

Tip Unlike nouns, gerunds may be followed by objects.

Explaining the concept was hard. (o)
Explanation the concept was hard. (x)

Answers p. 225

A Choose the correct option given in brackets to complete each sentence, then point out its function in the sentence.

1. They suggested (get / getting) a new office. _____ suggest
2. (Test / Testing) a new device is always fun. _____ test device
3. (Solving / Solve) the problem took lots of time and money. _____ solve take
4. You can make a reservation by (to call / calling) the hotel. _____ make a reservation
5. (Reduction / Reducing) the costs was more difficult than we had expected. _____ cost expect

B Choose the correct option to complete each sentence.

1. Her job is _____ phone calls from customers.
   Ⓐ answered Ⓑ answering Ⓒ to answering Ⓓ answer
2. Many employees in the office are interested in _____ medical checkups.
   Ⓐ get Ⓑ to get Ⓒ getting Ⓓ gotten

02 Verbs Followed by a Gerund

Verbs following some typical verbs below must always be in the form of a gerund. These gerunds function as the **objects** of the verbs.

enjoy	deny	practice	postpone
mind	avoid	suggest	recommend
consider	risk	admit	give up
finish	keep	miss	put off

They are *considering* renovating the cafeteria.
Do you *mind* working on the weekend?
James *suggested* getting new office furniture.

Answers p. 225

A Correct the mistakes in the following sentences.

1. They put off to have a meeting. _____ meeting
2. Have you ever considered quit your job? _____ quit
3. I don't mind worked overtime. _____ work overtime
4. You should avoid to use cell phones while working. _____ cell phone
5. The mayor kept to insist on increasing tax revenues. _____ mayor tax revenue
6. The technician suggested to get rid of a few computers in the office. _____ technician get rid of

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. They **postponed** _____ a new branch in San Diego. postpone branch
   Ⓐ open Ⓑ to open Ⓒ opened Ⓓ opening
2. The accounting team hasn't **finished** _____ up the proposal.
   Ⓐ write Ⓑ wrote Ⓒ writing Ⓓ to write

03 Common Expressions Followed by a Gerund

Below are some common expressions followed by a gerund, which are useful not only in the TOEIC test but also in daily life. You should learn them by heart.

have difficulty V-ing	can't help V-ing
be busy V-ing	look forward to V-ing
spend (time/money) V-ing	be good at V-ing
there is no use V-ing	be devoted to V-ing
be worth V-ing	be used to V-ing
feel like V-ing	be accustomed to V-ing

I *had difficulty* finding a firm to work at.
We *look forward to* working with you.
He *is* not *accustomed to* using a smartphone.

Answers p. 225

A Choose the correct option given in brackets to complete each sentence.

1. This proposal is worth **(to read / reading)**.
2. Do you feel like **(to go / going)** out to eat?
3. The director is devoted to **(promote / promoting)** sales.
4. The employees are not accustomed **(to using / to use)** the Intranet.
5. We are looking forward to **(hearing / hear)** from you.
6. The new secretary spends her time **(to shop / shopping)** online at lunchtime.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. The team **is busy** _____ a new software program.
   Ⓐ develop Ⓑ to develop Ⓒ developing Ⓓ development

2. Mr. Smith **had difficulty** _____ used to the new working environment. get used to
   Ⓐ getting Ⓑ to get Ⓒ get Ⓓ gotten

04 Verbs Followed by either a Gerund or a To-infinitive

Verbs followed by either a gerund or a to-infinitive with meanings unchanged

like	hate	start	can't stand
love	begin	continue	can't bear

They started *to work* on the project. / They started *working* on the project.

Verbs followed by either a gerund or a to-infinitive with meanings changed

	Gerund	To-infinitive
remember	An action that was done in the past	An action that needs to be done in the future
forget	An action that was done in the past	An action that needs to be done in the future
stop	An action that is being done	An action that is about to take place
try	Experimenting	Making an effort
regret	An action that was done in the past	An action that is going to be informed

You should remember *to mail* this invitation before noon.
I remember *meaning* the guy at the conference.

Answers p. 225

A Look at the following sentences and explain the meanings of the underlined parts.

1. Don't forget to submit the application form. — application form
   _____
2. I forgot applying for the position, so I was surprised when they called me. — surprised
   _____
3. I do not regret working at this company.
   _____
4. We regret to say that your proposal has been rejected after a careful review. — reject
   _____
5. We all try to get the best results. — result
   _____

B Choose the correct option to complete each sentence.

1. Please remember _____ all the windows before you leave the office.
   Ⓐ close Ⓑ closing Ⓒ closed Ⓓ to close
2. I do not regret _____ my previous job, and I am pleased with my current one.
   Ⓐ quit Ⓑ quitting Ⓒ to quit Ⓓ to quitting

www.nhantriviet.com

Verbs 4

A **Match the verbs in the left column with their corresponding phrases in the right column.**

1. notify	ⓐ a conference
2. seek	ⓑ the construction
3. resume	ⓒ a problem
4. discontinue	ⓓ of the changes
5. hold	ⓔ a survey
6. meet	ⓕ a solution
7. cause	ⓖ a deadline
8. conduct	ⓗ a meeting

Answers for Part A 1. ⓖ 2. ⓕ 3. ⓗ 4. ⓑ 5. ⓐ 6. ⓖ 7. ⓒ 8. ⓔ

B **Fill the gaps with the verbs in the box to form correct collocations.**

approve schedule purchase refer

1. _____ a meeting
2. _____ a proposal
3. _____ to a book
4. _____ a ticket

install adjust provide prohibit

5. _____ you with benefits
6. _____ to a new environment
7. _____ a new program
8. _____ from using a phone

Answers for Part B 1. schedule 2. approve 3. refer 4. purchase 5. provide 6. adjust 7. install 8. prohibit

Practice with TOEIC Actual Questions

Answers: p. 225

Decide which of the choices – (A), (B), (C), or (D) – best completes the sentence.

1. _____ the restaurant will attract more customers.

(A) Renovation
(B) Renovating
(C) Renovated
(D) To renovating

attract

2. The newly hired secretary is good at _____.

(A) organizing
(B) to organize
(C) organize
(D) organization

newly
organize

3. The president suggested _____ a new staff lounge to better serve the employees.

(A) to build
(B) build
(C) built
(D) building

staff lounge
serve

4. We would like to thank you for _____ in our annual conference.

(A) participate
(B) participating
(C) to participate
(D) participated

annual

5. Mr. Carter has had difficulty _____ experienced research specialists since last month.

(A) find
(B) finding
(C) to find
(D) found

experienced
research specialist

6. Because of the bad economic situation, we could not help _____ our New York branch.

(A) close
(B) closed
(C) closing
(D) to close

economic situation

7. You can simply book your ticket by _____ our website or dropping by one of our stores.

(A) visits
(B) visiting
(C) visit
(D) to visit

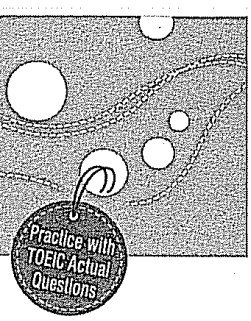
book
drop by

8. We regret _____ you that your application has been rejected.

(A) to tell
(B) told
(C) telling
(D) tells

application
reject

www.nhantriviet.com



9. They stopped _____ the old model in order to promote a newly released one.

(A) to sell
(B) selling
(C) sold
(D) sell

in order to
newly released

10. _____ the number of security guards will hopefully reduce the chance of thefts.

(A) Increase
(B) Increasing
(C) Increased
(D) To increasing

security guard
theft

11. Atlantis Co. strictly prohibits its employees from _____ an office phone for personal reasons.

(A) use
(B) to use
(C) used
(D) using

strictly
prohibit
personal

12. The company has considered _____ its branch to Boston for the past few weeks.

(A) relocation
(B) to relocate
(C) relocating
(D) relocated

relocate

13. They _____ a simple survey to find out about their customers' needs.

(A) talked
(B) conducted
(C) filled
(D) notified

survey
find out about

14. It usually takes a lot of time and effort to _____ to a new environment.

(A) accustom
(B) refer
(C) postpone
(D) adjust

effort
environment



Questions 15-16 refer to the following letter.

Dear Mr. Myer,

According to our records, your membership with California Fitness will expire in a few weeks. We would like to _____ you with a special offer. With your renewal of

15. (A) provide
(B) schedule
(C) cancel
(D) approve

your membership, you can continue _____ our facilities and services at a

16. (A) use
(B) used
(C) using
(D) uses

discounted price.

Sincerely,
Jane Miller

according to　record　expire　special offer　renewal　continue　facilities

www.nhantriviet.com

Differences between Gerunds and Nouns

1. **A gerund can be followed by an object, while a noun cannot.**

   A gerund can function as a noun. However, it is a verbal. It may be followed by an object, whereas there must not be any object after a noun.

   Improvement the service was much more difficult than we had thought. (x)
   Noun Object

   Improving the service was much more difficult than we had thought. (o)

   In case there is no object to follow, a noun should be used rather than a gerund as this is more natural. Look at the examples below: when there is no object, it is more appropriate to use the noun **confirmation**. But when there is an object to follow, the gerund **confirming** must be used to be grammatically correct.

   If you want to return the item, you should send us a written **confirmation**. (o)
   If you want to return the item, you should send us a written *confirming*. (x)

   I had difficulty **confirming** my reservation. (o)
   I had difficulty *confirmation* my reservation. (x)

2. **There is no article before a gerund, but there may be an article before a noun.**

   There has been a **decrease** in oil prices. (o) (*decreasing*: x)

3. **A gerund can be modified by an adverb, while a noun cannot.**

   My vacation plans involve **travelling** abroad. (o)
   My vacation plans involve *travel* abroad. (x)

Let's check!

Choose the correct option given in brackets to complete each sentence.

1. (Reducing / Reduction) unnecessary paperwork is required.
2. They considered (development / developing) a new system.
3. We all try hard to provide you with excellent (service / servicing).
4. They informed us of a (change / changing).

Answers: p. 225


LỘ TRÌNH TOEIC HOÀN HẢO
BASIC
TOEIC 400+
TOEIC 550+
TOEIC 700+


Điều Tạo Nên Sự Khác Biệt Của Chúng Tôi
THANH HANG
TOEIC CENTER
Lộ trình TOEIC
HOÀN HẢO
Giáo viên
Chuyên môn CAO
Học phí HỢP LÝ
nhất Hà Nội
Phương pháp Học
tập ĐỈNH CAO
CAM KẾT
Đầu ra

Chapter

08

Participles

Overview

01. **Present Participles & Past Participles**

02. **Common Participial Adjectives**

03. **Participial Phrases**

04. **Types of Participial Phrases**

- Common Vocabulary in the TOEIC Test
- Practice with TOEIC Actual Questions

Grammar Step UP!

Participles

A **participle** is a verbal adjective, sharing in part the characteristics of both a **verb** and an **adjective**. There are **present participles** (formed by **bare infinitive + -ing**) and **past participles** (formed by **bare infinitive + -ed** or irregular past participles).

- a **disappointing** result (Present participle modifies the noun **result**.)
- *newly* **released** products (Past participle modifies the noun **products**.)
  (**Newly** is an adverb.)
- He stood **reading** the memo. (Present participle is used as the subject complement.)
  Subject Verb Subject complement
  (**The memo** is the object of the participle **reading**.)

Similar to to-infinitives and gerunds, participles also share the characteristics of a verb. Therefore, there may be an object after a participle, and a participle may be modified by an adverb.

Cf. Differences between gerunds and present participles

Both gerunds and present participles have the same structure **bare infinitive + -ing**. If the structure **bare infinitive + -ing** states the purpose or function of a noun, such as **a sleeping car** (→ **a car for sleeping**), then it is a gerund. If the structure **bare infinitive + -ing** functions as an adjective, such as **a sleeping man** (→ **a man who is sleeping**), then it is a present participle.

www.nhantriviet.com

01 Present Participles & Past Participles

What is a present participle?

A present participle has the form **bare infinitive + -ing**. In a sentence, it can come before or after a noun to modify it, or it can be used as a complement to modify a subject or an object.

Look at the dropping *sales figures*. (Modifying the noun phrase **sales figures**)
My job is totally boring. (Subject complement)
My boss came smiling at me this morning. (Subject complement)
I saw *Mr. Simpson* getting into the president's office. (Object complement)

What is a past participle?

A past participle has the form **bare infinitive + -ed** or irregular past participles. In a sentence, it can come before or after a noun to modify it, or it can be used as a complement to modify a subject or an object.

Here is a detailed *schedule*. (Modifying the noun **schedule**)
The sculptures exhibited here are not for sale. (Modifying the noun phrase **the sculptures**)
The salesperson stood surrounded by customers. (Subject complement)
The man had *the fax machine* fixed. (Object complement)

Answers in 226

A **Choose the correct option given in brackets to complete each sentence.**

1. Please refer to the (attached / attaching) price list.
2. They should put (warning / warned) labels on the products.
3. After the seminar was over, we were all (impressed / impressing).
4. Please refer to the prices (listing / listed) in the catalogue.
5. Customers found our products (fascinated / fascinating).
6. An (increasing / increased) number of people use online shopping.

B **Look at the hints given and choose the correct option to complete each sentence.**

1. We are looking for _Modifying a noun_ workers.
   Ⓐ experience Ⓑ experiences Ⓒ experiencing Ⓓ experienced

2. The president ordered the meeting _Object complement_. order
   Ⓐ cancel Ⓑ canceled Ⓒ canceling Ⓓ being canceled

02 Common Participial Adjectives

What are participial adjectives?

Participial adjectives are a major subclass of adjectives. They are called participial adjectives because they have the same endings as verbal participles.

Present participial adjectives (V + **-ing**) are used to describe **the people or things that cause a certain feeling to somebody**. **Past participial adjectives** (V + **-ed**) are used to say **how people feel**.

Below is a list of common participial adjectives.

Present participial adjectives	Past participial adjectives
boring	bored
exciting	excited
interesting	interested
depressing	depressed
surprising	surprised
encouraging	encouraged
confusing	confused
disappointing	disappointed
pleasing	pleased

Answers p. 226

A Fill the gaps with the correct forms of participial adjectives from the verbs given in brackets.

1. (disappoint) Steven's proposal was _____.
2. (excite) The audience was _____ about the performance.
3. (please) They were _____ with our products.
4. (disappoint) The chief executive was _____ with the survey results.
5. (confuse) The new road system was _____ to the citizens.
6. (interest) The representatives were _____ in importing our electronic goods.

B Look at the hints given and choose the correct option to complete each sentence.

1. The customers (People) are so _____ by the new ordering system. (ordering system)

   Ⓐ confusing Ⓑ confuse Ⓒ confused Ⓓ confusion

2. The market share (A thing) was so _____ that we decided to take stronger action. (market share)

   Ⓐ depress Ⓑ depressing Ⓒ depressed Ⓓ depression

03 Participial Phrases

What is a participial phrase?

A **participial phrase** is formed from an adverb clause whose structure is **conjunction + subject + verb**. A **participial phrase** describes an action that is secondary to the main action of the sentence.

- How to form a participial phrase

Step 1	Omit the conjunction in the adverb clause.	~~Because~~ he is unemployed, he cannot support his family.
Step 2	In case the subjects of the two clauses are alike, omit the subject in the adverb clause.	~~He~~ is unemployed, he cannot support his family.
Step 3	Add -ing to the bare infinitive. The participle being may be omitted.	(Being) Unemployed, he cannot support his family.

Tip If you want to keep the meaning of the participial phrase clear, do not omit the conjunction. *When* applying for the job, you should include at least three references.

Answers p. 226

A Read the following sentences. Mark ✓ next to correct sentences and correct the mistakes in incorrect sentences.

1. Entered the building, you should present a proper form of identification. _____
2. When sending the form, please put it in the enclosed envelope. _____
3. Locating in a busy area, this restaurant is visited by a lot of people. _____
4. When promoted to vice president, he got a pay raise. _____
5. As explaining in the manual, this product is not compatible with color printers. _____
6. Being giving a speech, you should speak slowly and clearly. _____

B Choose the correct option to complete each sentence.

1. _____ from the USA, some books were seriously damaged. seriously damage
   Ⓐ Delivery Ⓑ Deliver Ⓒ Delivered Ⓓ Being delivering
2. Before _____ on vacation, you should report it to the manager. go on vacation report
   Ⓐ going Ⓑ go Ⓒ gone Ⓓ went

04 Types of Participial Phrases

Based on the omitted conjunctions, participial phrases can be grouped into phrases of reason, time, condition, concession, and entailment (Two actions happen at the same time, or one happens right after the other.).

Types of participial phrases	Examples
Reason	Because the items were delivered by air, they arrived quickly. = (Being) Delivered by air, the items arrived quickly.
Time	When he got the job offer, he hesitated to accept it. = Getting the job offer, he hesitated to accept it.
Condition	If you follow the manual, you can use the machine. = Following the manual, you can use the machine.
Concession	Although he is physically challenged, he is the best engineer in the company. = Being physically challenged, he is the best engineer in the company.
Entailment	(Two actions happen simultaneously.) As he drank coffee, he wrote the report. = Drinking coffee, he wrote the report. (One action happens after the other.) I turned on the computer and checked my e-mail first. = Turning on the computer, I checked my e-mail first.

Tip Based on the relation between the subject of the main clause and the verb in the adverb clause, we can form the participial phrase correctly. If it is an active relation, then a present participial phrase is used. If it is a passive relation, then a past participial phrase is used.

Answers p. 226

A Change the underlined parts into participial phrases.

1. Although he was promoted, he didn't get a raise. _____ get a raise
2. If you take a right turn, you will see Coit Tower. _____
3. When you make a decision, you should think twice. _____
4. As he looked around us, Mr. Spencer started the presentation. _____
5. Because it is updated regularly, the website provides lots of recent information. _____ regularly recent

B Choose the correct option to complete each sentence.

1. When _____ the payment, you should present your order number.
   Ⓐ sent Ⓑ send Ⓒ sending Ⓓ sends
2. _____ in Spanish, the report is hard to understand.
   Ⓐ Write Ⓑ Writing Ⓒ Written Ⓓ To write

www.nhantriviet.com

Participial Adjectives

A **Choose the option that best explains the meaning of each participial adjective printed in bold.**

1. **declining** sales	ⓐ increasing	ⓑ decreasing
2. **existing** staff	ⓐ current	ⓑ new
3. **missing** documents	ⓐ lost	ⓑ written
4. **experienced** workers	ⓐ skilled	ⓑ unskilled
5. **qualified** applicants	ⓐ suitable	ⓑ recruited
6. **written** permission	ⓐ oral	ⓑ in documents
7. **complicated** procedures	ⓐ simple	ⓑ complex
8. **extended** time	ⓐ prolonged	ⓑ limited

Answers for Part A 1. ⓑ 2. ⓐ 3. ⓐ 4. ⓐ 5. ⓐ 6. ⓑ 7. ⓑ 8. ⓐ

B **Fill the gaps with the participial adjectives in the box to form correct collocations.**

operating	limited	growing	promising

1. _____ candidate
2. _____ time
3. _____ hours
4. _____ company

valued	leading	detailed	attached

5. _____ information
6. _____ list
7. _____ corporation
8. _____ customers

Answers for Part B 1. promising 2. limited 3. operating 4. growing 5. detailed 6. attached 7. leading 8. valued

Practice with TOEIC Actual Questions

Answers: p. 226

Decide which of the choices – (A), (B), (C), or (D) – best completes the sentence.

1. Customers _____ our online store complained about the slow shipping.

(A) using
(B) used
(C) use
(D) to use

complain
shipping

2. The building is in _____ condition.

(A) damaging
(B) damaged
(C) damages
(D) damage

in ~ condition

3. When _____ out the application form, please make sure it does not have any typos.

(A) fills
(B) filled
(C) to fill
(D) filling

fill out
application form
typo

4. Anyone _____ in working abroad should talk to a supervisor.

(A) interest
(B) interests
(C) interesting
(D) interested

work abroad
supervisor

5. Sales this year have been _____ to both the management and the staff.

(A) disappoints
(B) disappoint
(C) disappointing
(D) disappointed

both A and B
management

6. They saw a group of people _____ the mayor's office.

(A) entered
(B) entering
(C) to enter
(D) entrance

a group of people
mayor

7. _____ big bonuses last week, all the employees seemed pleased.

(A) Given
(B) Giving
(C) Give
(D) To give

pleased

8. Mr. Kim's suggestion was _____, and some concepts were difficult to understand.

(A) confuses
(B) confused
(C) confuse
(D) confusing

concept

www.nhantriviet.com



9. Info Tech is one of the _____ multinational companies in the nation.

(A) leading
(B) led
(C) to lead
(D) lead

multinational company

10. Please post the _____ information on the bulletin board.

(A) request
(B) requesting
(C) to request
(D) requested

bulletin board

11. The participants at the book fair seemed quite _____.

(A) satisfaction
(B) satisfying
(C) satisfied
(D) satisfy

participant
book fair
quite

12. You can visit our website to find more _____ information on our products.

(A) detail
(B) detailed
(C) details
(D) detailing

13. They decided to renovate the _____ facilities in the factory.

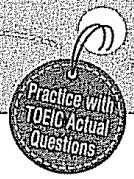
(A) existing
(B) leading
(C) built
(D) extended

facility

14. H&P Co. is one of the _____ companies in the field of fashion.

(A) warning
(B) operating
(C) promising
(D) missing

field



Questions 15-16 refer to the following notice.

To All Tenants in Madison Apartments,

As _____ on March 1 of this year, all Madison apartment rents will increase by

15. (A) announce
(B) announced
(C) announcing
(D) announces

10 percent on April 1. This increase is inevitable as we have recently made improvements in services and utilities. And we have also renovated the parking structure since some of the tenants complained about the _____ number of spaces.

16. (A) limited
(B) operated
(C) attached
(D) complicated

We are sorry for this increase, but we will do our best to provide you with better services and facilities.

Thank you.

Resident Manager

tenant rent inevitable make an improvement
utility parking structure resident manager

Common Noun Phrases with Participial Adjectives

Several noun phrases formed by **present/past participial adjective + noun** are commonly found in the TOEIC test. You should learn them by heart.

Present participial adjective + noun	
an opening speech	a promising candidate
a leading company	a disappointing result
existing equipment	missing luggage
a rising cost	a rewarding job

Past participial adjective + noun	
updated information	a purchased item
an attached document	a repeated complaint
a preferred means	a finished product
a designated area	a proposed plan

Let's check!

Choose the correct option to complete each sentence.

1. What is your _____ means of transportation?
   Ⓐ preferring Ⓑ preferred
2. We are reviewing the _____ city plan.
   Ⓐ proposed Ⓑ proposing
3. You can park only in _____ areas.
   Ⓐ designated Ⓑ designating
4. He made a mistake during the _____ speech.
   Ⓐ opened Ⓑ opening

Answers: p. 226

Chapter

09

Conjunctions

Overview

01. Coordinating Conjunctions & Correlative Conjunctions

02. Conjunctions in Noun Clauses (*that* / *if* / *whether*)

03. Conjunctions in Adverb Clauses (of Time and Condition)

04. Conjunctions in Adverb Clauses (of Reason, Concession, Purpose, and Result)

- Common Vocabulary in the TOEIC Test
- Practice with TOEIC Actual Questions

Grammar Step UP!

Conjunctions

A **conjunction** is a word or a group of word that **join two sentences or two parts of a sentence**, i.e. it connects words with words, phrases with phrases, or clauses with clauses. Conjunctions are divided into two kinds: **coordinating conjunctions** and **subordinating conjunctions**.

Coordinating conjunctions are used to join two sentences or two parts of a sentence that are grammatically equal. The two parts may be words, phrases, or clauses.

Subordinating conjunctions are used to join a subordinate clause to a main clause. Specifically, subordinating conjunctions can join a main clause to a noun clause, an adjective clause, or an adverb clause.

Conjunctions in adjective clauses are, actually, relative pronouns. (See Chapter 11 **Relative Pronouns & Relative Adverbs** on page 155).

Coordinating conjunctions			and, or, so, but, for, nor
Subordinating conjunctions	Conjunctions in noun clauses		that, if, whether
	Conjunctions in adverb clauses	Time	when, while, before, after, as soon as, until, since
		Reason	because, since, as, now that
		Condition and concession	if, unless, as long as, once, in case, although, though, while, even though, even if
		Purpose and result	so that, so/such ~ that, in order that

www.nhantriviet.com

01 Coordinating Conjunctions & Correlative Conjunctions

Coordinating conjunctions

Coordinating conjunctions are used to join two sentences or two parts of a sentence, i.e. words with words, phrases with phrases, or clauses with clauses, which are grammatically equal.

and	He called me and asked me many questions.
but	He was not a great candidate, but he was hired.
or	Is the factory in Seattle or in Chicago?
so	I felt sick, so I didn't go to work.

Correlative conjunctions

Some conjunctions combine with other words to form what are called **correlative conjunctions**. They always go in pairs, joining sentence elements that are grammatically equal.

both A and B	I enjoy working with both Chris and Randy.
either A or B	Either the president or vice president will attend the meeting.
neither A nor B	Neither Mr. Kim nor Mr. Park is qualified for the position.
not only A but (also) B	Not only my boss but also my coworkers didn't understand my proposal.

Answers p. 226

A Choose the correct option given in brackets to complete each sentence.

1. You can (**both / either / neither**) fax the document or mail it.
2. Mr. Smith was sick, (**so / but / or**) he didn't go to work.
3. This machine is not only slow (**but / or / nor**) also complicated.
4. You have to bring both your passport (**and / or / nor**) flight ticket.
5. Booking a plane ticket online is cheap, (**either / but / or**) you have to do it early.

B Choose the correct option to complete each sentence.

1. Either Sam _____ Tom will be sent to the new branch in L.A.

   Ⓐ and Ⓑ or Ⓒ but Ⓓ nor

2. He didn't like his job, _____ he quit three months ago.

   Ⓐ yet Ⓑ or Ⓒ but Ⓓ so

02 Conjunctions in Noun Clauses (*that/if/whether*)

Conjunction that in noun clauses

The conjunction **that** stands at the beginning of a noun clause and helps connect the noun clause to the main verb of a sentence. In a sentence, a noun clause can function as a subject, an object, or a complement.

Subject	That *he went on a business trip last week* is not true.
Object	I think that *he is a reliable person*.
Complement	Our plan is that *we launch the new product by January*.

Conjunctions if and whether in noun clauses

Both the conjunctions **if** and **whether** can be used when the noun clause is formed from a **Yes/No** question. In a sentence, a noun clause starting with **whether** can function as a subject, an object, or a complement, whereas one starting with **if** can only function as an object or a complement, not as a subject.

Subject	Whether *we can cut production costs* (or not) is not certain.
Object	I wonder if *she can make it to the meeting tonight*.
Complement	The problem is whether *it is a right thing to do* or not.

Answers p.126

A Choose the correct option given in brackets to complete each sentence.

1. Everybody thinks (that / if) he is competent. competent
2. The manager has not decided (that / if) he will hire more workers.
3. I strongly believe (that / whether) the team will meet the deadline.
4. The issue is (whether / what) he is qualified or not.
5. (That / If) she made such a critical mistake during the presentation was shocking.

B Choose the correct option to complete each sentence.

1. I don't know _____ he has enough money to invest in the stock market.
   Ⓐ but Ⓑ and Ⓒ if Ⓓ because
2. My dream is _____ I start to run my own business.
   Ⓐ whether Ⓑ that Ⓒ so Ⓓ but

03 Conjunctions in Adverb Clauses (of Time and Condition)

Conjunctions in adverb clauses of time

when	while	before	after
until	since	as	as soon as

While he is away, Ms. Sanderson will make important decisions.
As soon as I finish the meeting, I will call you.

Conjunctions in adverb clauses of condition

if	unless (= if ~ not)
as long as	providing/provided (that)
once	in case

If you arrive tomorrow, I can pick you up at the airport.
You can get a refund as long as you have the receipt.

Tip In adverb clauses of time and condition, the present simple tense is used instead of the future simple tense.

Answers p. 227

A Correct the underlined conjunctions in the following sentences.

1. I will let you know after I can join the club. _____
2. Once he was working in a factory, he hurt his back. _____
3. Since I get the package, I will send it to you. _____
4. Unless it does not rain, the company will hold the reception. _____
5. He has worked as a computer programmer when he was 20 years old. _____

B Choose the correct option to complete each sentence.

1. _____ you sign the contract, you should read it carefully.
   Ⓐ Once Ⓑ After Ⓒ Unless Ⓓ Before
2. You will not get paid _____ you are on time.
   Ⓐ as long as Ⓑ when Ⓒ if Ⓓ unless

04 Conjunctions in Adverb Clauses (of Reason, Concession, Purpose, and Result)

Conjunctions in adverb clauses of reason and concession

Reason	Concession
because, since, as	although, though, even though, even if
now that	while, whereas

He didn't participate in the seminar **because** he was sick.
Although the company tried hard, it failed to achieve its goal.

Conjunctions in adverb clauses of purpose and result

Purpose	Result
so that (~ can/could), in order that	so ~ that, such ~ that

He worked hard **so that** he **could** get a promotion.
She is **so** creative **that** all the people like her ideas.

Answers p. 227

A Choose the correct option given in brackets to complete each sentence.

1. (Although / So) I was not ready, I started the presentation.
2. (Even if / Because) the director likes my idea, he will support me.
3. (As / Even though) the boss told him to be on time, he is always late.
4. (Although / Since) we are open today, we are giving out free gifts.
5. Some sales representatives deal with clients well (while / in order that) some don't.
6. Everybody doesn't want to work with her (because / while) she is lazy.

B Choose the correct option to complete each sentence.

1. _____ they bought a new machine, the sales decreased.
   Ⓐ Because Ⓑ Even Ⓒ Although Ⓓ So
2. I will make a copy of the proposal _____ that you can take it.
   Ⓐ such Ⓑ so Ⓒ even Ⓓ because

Collocations

A **Match the words in the left column with the words in the right column to form correct collocations.**

1. promotional	ⓐ invite
2. readily	ⓑ product
3. a finished	ⓒ future
4. an informative	ⓓ records
5. cordially	ⓔ available
6. in the foreseeable	ⓕ brochure
7. attendance	ⓖ efforts
8. combined	ⓗ offers

Answers for Part A 1. ⓕ 2. ⓔ 3. ⓑ 4. ⓘ 5. ⓐ 6. ⓒ 7. ⓓ 8. ⓖ

B **Fill the gaps with the words in the box to form correct collocations.**

assembly hardly defy failure

1. _____ ever
2. power _____
3. _____ description
4. _____ line

protective precautions supplies complaints

5. office _____
6. safety _____
7. _____ gear
8. customer _____

Answers for Part B 1. hardly 2. failure 3. defy 4. assembly 5. supplies 6. precautions 7. protective 8. complaints

Practice with TOEIC Actual Questions

Answers - p. 227

Decide which of the choices – (A), (B), (C), or (D) – best completes the sentence.

1. The executive manager neither sent me an e-mail _____ called me.

(A) and
(B) or
(C) nor
(D) also

executive manager

2. He did his best, _____ his presentation failed to satisfy the buyers.

(A) so
(B) and
(C) because
(D) but

fail
satisfy
buyer

3. _____ the vice president asked us a question, we became really nervous.

(A) Although
(B) Unless
(C) When
(D) So

nervous

4. _____ business improves, the company will go bankrupt.

(A) Since
(B) Although
(C) Unless
(D) If

go bankrupt

5. The company is sure _____ the new product will boost its profits.

(A) because
(B) whether
(C) that
(D) if

boost
profit

6. Ms. Taylor is _____ intelligent that everybody respects her.

(A) such
(B) so
(C) very
(D) too

intelligent
respect

7. _____ the manager was absent, we decided to put off the meeting.

(A) Although
(B) Providing
(C) Whereas
(D) Because

put off

8. He was hired _____ he didn't have the necessary qualifications.

(A) because
(B) although
(C) now that
(D) as

qualification

www.nhantriviet.com



9. _____ the president will arrive on Friday is not certain.

(A) Whether
(B) Since
(C) Because
(D) What

certain

10. The items you requested last week will be delivered either on Monday _____ Tuesday.

(A) nor
(B) or
(C) and
(D) so

request
deliver

11. This project began almost five months ago _____ is expected to be finished in December.

(A) or
(B) also
(C) therefore
(D) and

be expected to

12. Because I am too busy at work, I _____ ever have free time.

(A) hardly
(B) carefully
(C) readily
(D) usually

13. Mr. Kim is the person who is in charge of purchasing office _____ at the company.

(A) records
(B) satisfaction
(C) effort
(D) supplies

purchase

14. You are _____ invited to visit the branch office in Seattle.

(A) necessarily
(B) cordially
(C) highly
(D) impressively



Questions 15-16 refer to the following notice.

Accounting Employees:

We will have performance reviews over the next week, _____ I would like to tell

15. (A) so
(B) but
(C) since
(D) because

you the review process.

First of all, we will interview each of you in person. Second, you will have to fill out the evaluation form for yourself _____ return it to the Personnel Department.

16. (A) so that
(B) but
(C) and
(D) now that

Lastly, we will write a report that summarizes your performance.

We all hope that this is a great chance to improve your job performance.

performance review　process　in person　fill out　evaluation form
Personnel Department　lastly　summarize　job performance

Conjunctions with Various Meanings

- **if** The conjunction **if** is commonly found in adverb clauses indicating condition. When **if** stands at the beginning of an adverb clause of condition, the present simple tense will be used instead of the future simple tense.

  When **if** is a conjunction in noun clauses, it is used to introduce indirect questions that expect a **Yes/No** answer. In this case, it is similar to **whether** in meaning.

Adverb clause of condition	If he has good communication skills, he will be hired.
Noun clause	I wonder if the business meeting will be canceled.

- **as** The conjunction **as** can be used to refer to time, manner, and reason.

Time	As I opened the envelope, he watched me.
Manner	As your supervisor told you, you should write the report.
Reason	As Mr. Cooper works 50 hours a week, he always looks tired.

- **while** The conjunction **while** refers to time and contradiction.

Time	While the secretary was asleep, the director came in.
Contradiction	While he is good at languages, his sister is hopeless.

- **since** The conjunction **since** can be used as a conjunction of time, meaning *from the time of* or *from then on*. It is also used as a conjunction of reason, similar in meaning to **because** and **as**.

Time	It has been three years since we last visited Chicago.
Reason	Since her performance is quite good, we decided to promote her.

Let's check!

Explain the meaning of the underlined conjunction in each sentence.

1. If he can't prove his language skills, he will not be transferred to the New York branch. prove

   _____

2. It has been four years since he started his own business.

   _____

Answers: p. 227

Chapter

10

Prepositions

Overview

01. Prepositions of Time

02. Prepositions of Place/Position

03. Other Prepositions

04. More-than-one-word Prepositions & Prepositions Ending in *-ing*

05. Prepositions vs. Conjunctions

- Common Vocabulary in the TOEIC Test
- Practice with TOEIC Actual Questions

Grammar Step UP!

Prepositions

Prepositions indicate relationships between nouns, pronouns, and other words in a sentence. Most often, they come before a noun or a noun phrase. Based on their meanings, prepositions are divided into prepositions of time, place, purpose, reason, manner, etc.

www.nhantriviet.com

01 Prepositions of Time

Prepositions in, on, at

in	Used with years, seasons, months, parts of day (morning, afternoon, evening)	in 2002 in summer in September in the morning/afternoon/evening
on	Used with dates, days, specific days	on April 13 on Friday on New Year's Eve
at	Used with specific times, times of day (night, midnight, midday)	at 11 o'clock at night at midnight

Confusing prepositions of time

for + number + noun/noun phrase during + noun/noun phrase	Used to describe a period of time of an action/event	for 3 years for 5 days for the last two months during vacation during the meeting
by: in the sense of *at the latest* until: in the sense of *how long something is going to last*	Meaning: up to a particular point of time	We have to complete the project by the end of this year. The restaurant is open until 10 p.m.
in within	Meaning: some time later starting from the moment of speaking Meaning: in a period of time mentioned	I will leave for Chicago to attend the forum in five days. You will receive the invoice within two days.

Answers p. 227

A Fill each gap with an appropriate preposition.

1. The construction will be finished _____ February.
2. The meeting lasted _____ 5 hours.
3. He founded the organization _____ 1999.
4. The National Art Gallery will be open _____ May.
5. Every employee has to come back to the office _____ 2:00 p.m.
6. The factory will be closed _____ the Christmas season.

B Choose the correct option to complete each sentence.

1. You have to pay a deposit _____ 30 days.

   Ⓐ by Ⓑ until Ⓒ at Ⓓ within

2. The annual sales meeting will be held _____ noon.

   Ⓐ in Ⓑ at Ⓒ on Ⓓ for

02 Prepositions of Place/Position

Prepositions in, on, at

in (indicating a point within/inside a container, a place, or an area)	The fax machine is in the office.
on (showing a position in relation to or supported by a surface)	Please bring me the document on the table. The company is on Pine Street.
at (indicating a specific position or place)	We saw Mr. Green at the station.

Other prepositions of place/position

between: used when there are two things/places	over
among: used when there are over two things/places	under
into	along
behind	across
for	through

The bus drove **through** the tunnel.
If you walk **along** the street, you will find the building.
I lost my passport somewhere **between** the department store and the airport.
When the president walked **into** the room, everybody became quiet.

Answers p. 227

A Choose the correct option given in brackets to complete each sentence.

1. The car stopped (at / into / on) the intersection.
2. The new office is (at / on / over) the third floor.
3. There is a paper shredder (under / between / over) the desk.
4. There are many museums (into / in / at) the city.
5. I saw the notice (on / for / at) the board yesterday.
6. The law firm (across / through / behind) the street will lay off 15 lawyers.

B Choose the correct option to complete each sentence.

1. The executive officers walked _____ the corridor. corridor

   Ⓐ along Ⓑ among Ⓒ within Ⓓ over

2. The train _____ Philadelphia will leave in five minutes. in five minutes

   Ⓐ over Ⓑ for Ⓒ between Ⓓ along

www.nhantriviet.com

03 Other Prepositions

Prepositions of means and purpose

by (means of transportation)	I go to work by bus every day.
with (means/tool)	He opened the office door with his key.
for (purpose)	He bought the *New York Times* for his supervisor.

Prepositions of reason

for	We *are sorry* for the late delivery.
at	He *was shocked* at the news.
from	Many people in Africa *are suffering* from poverty.

Prepositions of topic, subject area, and capacity

about (topic)	Please tell me about your plan.
on (subject area)	The study on stress will begin in March.
of (topic)	After the news of the snowstorm, oil prices went up.
as (capacity)	As the manager, he will make the decision.

Answers p. 227

A Correct the underlined prepositions in the following sentences.

1. The article was <u>as</u> the current economic situation. _____
2. I'm going to get to the airport <u>at</u> subway today. _____
3. <u>Of</u> the CEO, she has to make important decisions. _____
4. The sales representatives apologized to us <u>with</u> being rude. _____
5. The company reduced the cost of making its products <u>for</u> a new process. _____

B Choose the correct option to complete each sentence.

1. The meeting _____ the interest rate will be held this Tuesday. interest rate

   Ⓐ as Ⓑ on Ⓒ for Ⓓ with

2. We were surprised _____ the news report. news report

   Ⓐ in Ⓑ for Ⓒ at Ⓓ as

04 More-than-one-word Prepositions & Prepositions Ending in *-ing*

More-than-one-word prepositions

A more-than-one-word preposition is a preposition that is formed by a group of two or more words.

More-than-one-word prepositions can be divided into two groups:

1. Two-word prepositions (a word + a preposition), such as **except for**
2. More-than-two-word prepositions (a preposition + a noun + a preposition), such as **on behalf of**

in front of	according to
across from	in spite of
in addition to	regardless of

In addition to Spanish, the secretary also speaks German.
He was standing in front of the gate with his boss.

Prepositions ending in -ing

Besides, there is a minority of prepositions that end in **-ing**. You should learn them by heart.

regarding	including
concerning	excluding

If you have any questions regarding office supplies, call me.
Everyone was here, including the president.

Answers p. 228

A Correct the underlined prepositions in the following sentences.

1. There is a conference room across on the copy room. _____
2. As addition to games, this device can play music and videos. _____
3. They discussed some issues regarded the process. _____
4. According the article, there will be many job openings this year. _____
5. Many things were said concerns the recent changes at the company. _____

B Choose the correct option to complete each sentence.

1. _____ age and sex, anyone can apply for the job. age sex

   Ⓐ Regarding Ⓑ Excluding Ⓒ In spite of Ⓓ Regardless of

2. Ten countries, _____ England, joined the organization. join organization

   Ⓐ included Ⓑ including Ⓒ include Ⓓ includes

www.nhantriviet.com

05 Prepositions vs. Conjunctions

Distinguishing between prepositions and conjunctions

Prepositions and conjunctions are similar in the sense that they both join some elements in a sentence together. However, there is a big difference. A conjunction is followed by a **clause** (subject + verb), while a preposition is followed by a **noun/noun phrase** or a **gerund**.

Prepositions and conjunctions having the same meanings

Meanings	Prepositions	Conjunctions
Indicating reason	because of, due to, owing to	because, since, as
Indicating concession	in spite of, despite	although, even though, though
Indicating duration	for, during	while
Up to a certain point of time	by	by the time

The manager wants to get things done by the time *the CEO arrives*.
By *the end of this month*, the construction will be finished.
Although *he is unemployed*, he is always busy.
In spite of (= Despite) *his great efforts*, he didn't win the contract.

Answers p. 226

A **Choose the correct option given in brackets to complete each sentence.**

1. The painting is a copy (**despite / although**) it looks real.
2. You have to turn in your report (**by / by the time**) Monday.
3. The team was disappointed (**since / due to**) Mr. Clark's resignation.
4. (**Though / In spite of**) her illness, she attended the sales meeting.
5. (**While / During**) the secretary was away, someone broke into the president's office.
6. (**Because of / Because**) a lack of funds, the new project might be canceled. fund

B **Look at the hints printed in bold and choose the correct option to complete each sentence.**

1. _____ **the bad situation**, he successfully finished the job. situation successfully

   Ⓐ Because Ⓑ In spite of Ⓒ Although Ⓓ Despite of

2. _____ **the performance**, all mobile phones have to be switched off. switch off

   Ⓐ Because Ⓑ Though Ⓒ While Ⓓ During

Common Vocabulary in the TOEIC Test

Prepositional Phrases 1

A **Choose the correct synonym of each prepositional phrase given.**

1. as a result of	ⓐ because of	ⓑ resulting to
2. instead of	ⓐ in addition to	ⓑ in place of
3. until further notice	ⓐ until another announcement is made ⓑ before another announcement is made	
4. above my expectations	ⓐ as good as I expected	ⓑ better than I expected
5. in bulk	ⓐ in large amounts	ⓑ in small amounts
6. in excess of	ⓐ more than	ⓑ less than
7. with the exception of	ⓐ besides	ⓑ not including
8. in comparison with	ⓐ accompanied by	ⓑ compared with

Answers for Part A 1. ⓐ 2. ⓑ 3. ⓐ 4. ⓑ 5. ⓐ 6. ⓐ 7. ⓑ 8. ⓑ

B **Fill the gaps with the prepositions in the box to form correct collocations.**

in　　in　　out of　　at

1. _____ print
2. _____ charge of
3. _____ the latest
4. _____ detail

in　　on　　in　　upon

5. _____ writing
6. _____ request
7. _____ schedule
8. _____ duplicate

Answers for Part B 1. out of 2. in 3. at 4. in 5. in 6. upon 7. on 8. in

www.nhantriviet.com

Practice with TOEIC Actual Questions

Answers: p. 228

Decide which of the choices – (A), (B), (C), or (D) – best completes the sentence.

1. _____ this construction is over, the building will look different.

(A) For
(B) By
(C) By the time
(D) During

construction

2. If you have any problems _____ the service, just let me know.

(A) regardless
(B) regard
(C) regarding
(D) regarded

let me know

3. The president was standing _____ the two bodyguards.

(A) among
(B) between
(C) on
(D) as

bodyguard

4. I have been working at the bank _____ three years.

(A) for
(B) during
(C) while
(D) with

5. The post office and the police station are _____ Main Street.

(A) on
(B) in
(C) at
(D) of

6. Thank you _____ your inquiry about our products.

(A) to
(B) as
(C) of
(D) for

inquiry

7. _____ he has a lot of experience, he was able to get a job easily.

(A) Even though
(B) Because
(C) Due to
(D) In spite of

experience
be able to V

8. The team members had a discussion _____ the advertisement.

(A) to
(B) with
(C) about
(D) from

have a discussion

9. You can get a full refund _____ 30 days of purchase.

(A) to
(B) within
(C) for
(D) as

full refund
purchase

10. The applicants have to wait _____ next week for the results.

(A) until
(B) by
(C) despite
(D) at

11. _____ the machine is extremely expensive, our company can't afford it.

(A) Because of
(B) Since
(C) Owing to
(D) Also

extremely
afford

12. The editing must be completed by next Monday _____ the latest.

(A) on
(B) of
(C) in
(D) at

editing
complete

13. Please explain the current situation _____ detail.

(A) in
(B) for
(C) on
(D) of

current

14. You should prepare the contract _____ duplicate.

(A) with
(B) on
(C) in
(D) for

contract

www.nhantriviet.com

Questions 15-16 refer to the following memorandum.

This memo is to inform you that our branch office will be renovated. The renovations will begin _____ October 21 and are expected to be finished by December.

15. (A) as
(B) on
(C) in
(D) at

Therefore, all employees should use the small building on Broadway from Monday. If you have any questions _____ the location of the building, contact Ms. Endley

16. (A) concerning
(B) concerns
(C) concern
(D) concerned

in the Personnel Department.

inform therefore location Personnel Department

Prepositions Indicating a Point of Time and Duration

■ Prepositions indicating a point of time

The following prepositions are used to express a specific point of time such as **5 o'clock, Saturday, April, 2010**, etc.

since	before	until
from	prior to	by

I haven't seen Mr. Park since *2009*.
You have to get to the airport two hours prior to *your departure*.

■ Prepositions indicating duration

The following prepositions are used to express duration such as **four hours, two years, the whole morning**, etc.

for	within	throughout
during	through	in

The engineer has been fixing the computer for *four hours*.
She has a meeting with the manager in *three hours*.

Let's check!

Correct the underlined prepositions in the following sentences.

1. He has worked in the factory since 11 years.
2. You must submit the applications within Monday.
3. We have lived in New York for last year.
4. Please send me the document at least five days prior the audit.

Answers: p. 228

www.nhantriviet.com

Chapter

11

Relative Pronouns & Relative Adverbs

Overview

01. Relative Pronouns & Subject Relative Pronouns

02. Object Relative Pronouns & Possessive Relative Pronoun

03. Relative Pronoun *What*

04. Omission of Relative Pronouns

05. Relative Adverbs

- Common Vocabulary in the TOEIC Test
- Practice with TOEIC Actual Questions

Grammar Step UP!

Relative Pronouns & Relative Adverbs

Relative pronouns do two jobs at a time:

- Acting as the subject or object of a verb in a relative clause
- Joining two clauses together

Since a **relative clause** starting with a relative pronoun modifies a preceding noun (also called an **antecedent**), it is also named as **adjective clause**.

There are three kinds of relative pronouns: **subject relative pronouns**, **object relative pronouns**, and **possessive relative pronoun**.

	Indicating people	Indicating things/animals
Subject relative pronouns	who, that	which, that
Object relative pronouns	whom, who, that	which, that
Possessive relative pronoun	whose	whose

An **adverb** which introduces a **relative clause** is called a **relative adverb**. **Relative adverbs** do two jobs at a time:

- Acting as the subject or object inside a relative clause
- Joining the relative clause to a noun in the main clause – rather like a conjunction

Antecedents	Relative adverbs
Indicating places	where
Indicating time	when
Indicating reasons	why

www.nhantriviet.com

01 Relative Pronouns & Subject Relative Pronouns

What is a relative pronoun?

A **relative pronoun** can function as both a **pronoun** and a **conjunction** as it joins a subordinate clause to a main clause. It also starts an adjective clause to modify a preceding noun (antecedent).

We talked about **a man**. + **He** quit his job two months ago.
→ We talked about **a man** ***who*** **quit his job two months ago**.
Antecedent | Relative pronoun | Relative clause/Adjective clause

Types of subject relative pronouns

- When the antecedent is a human and the relative pronoun functions as a subject, we use **who**.
- When the antecedent is a thing or an animal and the relative pronoun functions as a subject, we use **which**.
- Especially, **that** can be used:
  a) when the antecedent is either a human or a thing, or both.
  b) after the following words: **all, everything, something, anything, nothing, none, little, few, much**.
  c) after the noun modified by a superlative adjective.

Relative pronouns	Antecedents	Examples
who	Humans	The man who came to the office is my cousin.
which	Things/animals	We rented an apartment which has two rooms.
that	Humans/things/animals	They will produce a new laptop that is very light.

Answers p. 226

A Choose an appropriate relative pronoun for each sentence.

1. The new president is a man (who / which) is interested in art.
2. The products (that / who) are displayed are expensive.
3. They hired someone (which / who) has 3 years of experience.
4. This is the firm (which / who) is the most popular in accounting.
5. The new book (who / that) will be published soon was written by our president.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. **People** _____ signed up for the program yesterday got a 5% discount. sign up for
   Ⓐ who Ⓑ what Ⓒ whom Ⓓ which
2. **The company** _____ sells kids' toys increased its productivity. productivity
   Ⓐ whom Ⓑ which Ⓒ who Ⓓ what

02 Object Relative Pronouns & Possessive Relative Pronoun

Types of object relative pronouns

- When the antecedent is a human and the relative pronoun functions as an object, we use **who/whom**.
- When the antecedent is a thing or an animal and the relative pronoun functions as an object, we use **which**.
- **That** can be used for all kinds of antecedents and when the relative pronoun functions as an object.

Relative pronouns	Antecedents	Examples
who/whom	Humans	This is the director whom I like the most. (= who, that)
which	Things/animals	Yesterday, I checked out the copy machine which I bought last year. (= that) This is the file which I was looking for. (= that) (Object of the preposition for)
that	Humans/things/animals	This is the report that my boss requested. (= which)

Possessive relative pronoun

Whose is the only possessive relative pronoun in English. The antecedent of **whose** can be humans, things, or animals.

Relative pronoun	Antecedent	Example
whose	Humans/things/animals	The products whose prices are reasonable are very popular.

Answers: p. 228

A Read the following sentences. Mark ✓ in the space given if the underlined word is correct and correct the incorrect one.

1. The woman that English is fluent worked in the New York office for a long time. _____
2. The buyer whom we met yesterday sent me an e-mail. _____
3. They reached an agreement whose everybody wanted. _____
4. I replaced all the files whose versions are old. _____

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. The people _____ names are on the list will receive incentives. incentive
   Ⓐ who Ⓑ whose Ⓒ also Ⓓ that
2. The exhibition _____ we visited yesterday was very interesting. exhibition
   Ⓐ who Ⓑ whom Ⓒ that Ⓓ whose

03 Relative Pronoun *What*

Functions of the relative pronoun what

- **What** does not need any antecedent.
- **What** usually introduces a noun clause functioning as a subject, an object, or a complement in a sentence.
- **What** can be replaced by **the thing that/which**.

My boss explained **what** he planned to do about the problem.
(= the thing that)

Relative pronouns: what vs. that

The relative pronoun **what** includes the antecedent itself, thus it does not need any antecedent. Meanwhile, **that** must follow an antecedent.

what	I didn't understand ø what he told me before.
that	*The musical* that I saw last night was fantastic.

Answers p. 228

A Fill the gaps with the relative pronoun *what* or *that*.

1. _____ the sales figures indicate is not clear to me.
2. The CEO _____ I met yesterday was brilliant.
3. The expert pointed out _____ we have to focus on.
4. The money _____ I deposited at the bank disappeared.
5. The president was not pleased with the proposal _____ the manager made.
6. _____ the analyst told us should be seriously considered.

B Choose the correct option to complete each sentence.

1. This is _____ we know about the current economic situation.
   Ⓐ when Ⓑ that Ⓒ whether Ⓓ what
2. _____ you said to the committee was very persuasive.
   Ⓐ That Ⓑ What Ⓒ Which Ⓓ And

04 Omission of Relative Pronouns

Omission of subject relative pronouns

You can omit **subject relative pronoun + be** when the relative pronoun is the subject of a relative clause.

Subject relative pronoun + be	I know the person (who is) in charge of marketing at the company.

Omission of object relative pronouns

Who/Whom/Which/That can be omitted when it is the object of a relative clause.

Object relative pronoun	Mr. Gates is the only staff member (that) I can trust.

Answers p. 229

A Correct the underlined parts in the following sentences.

1. They are the people which I worked with. _____
2. Hiring people are suitable for the position is difficult. _____
3. Directors which are worried about the performance should talk to the president. _____
4. They have a business plan which is I don't really like. _____
5. There are five positions are available in the department. _____

B Choose the correct option to complete each sentence.

1. People _____ about high taxes should talk to the accountant.
   Ⓐ concerned Ⓑ to concern Ⓒ are concerned Ⓓ whom concerned
2. We are looking for a person _____ eligible for the managerial position.
   Ⓐ who Ⓑ who are Ⓒ whom are Ⓓ who is

www.nhantriviet.com

05 Relative Adverbs

What is a relative adverb?

A **relative adverb** can function as both an **adverb** and a **conjunction**. It introduces an adjective clause (relative clause) to modify an antecedent. It replaces the more formal structure **preposition + relative pronoun** in a relative clause.

This is **the hotel**. + We stayed **at the hotel** for 3 days.
→ This is the hotel **at which** we stayed for 3 days. (Preposition + relative pronoun)
→ This is the hotel ***where*** we stayed for 3 days. (Relative adverb)

	Places	Time	Reasons
Antecedents	place, meeting	day, year, time	the reason (usually followed by why)
Relative adverbs	where	when	why

They will explain the reason **why** they rejected my proposal.
(= for which)

Note: When **how** is used, there is no antecedent (e.g. **the way, the method**).

Answers p. 229

A **Choose an appropriate relative adverb for each sentence.**

1. This is the bank (where / when / why) I save my money.
2. The reason (why / where / when) Mr. Simpson was fired was unknown.
3. We are trying to figure out the reason (how / when / why) our sales are decreasing.
4. I don't know (the way how / how / when) I should deal with this problem.
5. February is the month (where / when / how) we usually hold our management meeting.

B **Choose the correct option to complete each sentence.**

1. I don't understand the reason _____ they didn't accept our proposal. accept
   Ⓐ how Ⓑ when Ⓒ why Ⓓ where
2. Find the computer file _____ I store all the information. store
   Ⓐ in that Ⓑ where Ⓒ which Ⓓ when

Common Vocabulary in the TOEIC Test

Prepositional Phrases 2

A **Fill each gap with an appropriate preposition.**

1. _____ a timely manner
2. _____ warranty
3. _____ an effort _____
4. _____ advance
5. _____ behalf _____
6. _____ your convenience
7. _____ terms _____
8. _____ all times

Answers for Part A 1. in 2. under 3. in, to 4. in 5. on, of 6. for 7. in, of 8. at

B **Fill the gaps with the prepositions in the box to form correct collocations.**

at	in	on	with

1. _____ stock
2. _____ one's expense
3. _____ caution
4. _____ duty

in	in	on	with

5. _____ particular
6. in cooperation _____
7. _____ the agenda
8. _____ honor of

Answers for Part B 1. in 2. at 3. with 4. on 5. in 6. with 7. on 8. in

www.nhantriviet.com

Practice with TOEIC Actual Questions

Answers: p. 229

Decide which of the choices – (A), (B), (C), or (D) – best completes the sentence.

1. Anyone _____ wants to take a vacation this month needs to talk to me today.

(A) which
(B) whom
(C) who
(D) whose

take a vacation

2. This manual is for people _____ native language is not English.

(A) whose
(B) whom
(C) that
(D) what

manual
native language

3. The decision _____ the company made will cause a lot of problems.

(A) whose
(B) who
(C) what
(D) that

cause

4. I met the representative _____ Mr. Reeves talked about.

(A) that
(B) which
(C) what
(D) how

representative

5. Mr. Delaney met the person _____ she recommended for the managerial position.

(A) what
(B) which
(C) whom
(D) why

recommend
managerial position

6. The specialist _____ we just met will be the manager of our team.

(A) what
(B) whose
(C) who
(D) when

specialist

7. This website is good for people _____ are thinking about renting a house.

(A) they
(B) who
(C) whom
(D) them

rent

8. This is the place _____ we have our annual meeting.

(A) when
(B) where
(C) why
(D) how

annual meeting

9. JW, Inc. is one of the major companies _____ manufactures furniture.

(A) where
(B) whom
(C) whose
(D) which

major company
manufacture

10. _____ I said to the interviewer was not very clear.

(A) What
(B) When
(C) Which
(D) Whose

interviewer

11. I can't find the files _____ I saved all the important information.

(A) which
(B) why
(C) when
(D) where

save

12. The secretary booked the flight ticket _____ advance.

(A) with
(B) on
(C) in
(D) for

secretary
book

13. The second thing _____ the agenda is our poor sales.

(A) on
(B) in
(C) about
(D) at

poor

14. Any car parked here will be towed _____ the owner's expense.

(A) to
(B) on
(C) at
(D) for

any car
parked
tow

www.thanhhangtoeic.vn www.nhantriviet.com

Questions 15-16 refer to the following article.

The Pelican Publishing Company announced that it will publish a new book entitled *True Story* in March. This is a nonfiction book about the crew of a spaceship _____ explored the universe.

15. (A) where
(B) whom
(C) that
(D) when

The book will show readers _____ the crew members handled difficulties on the international spaceship.

16. (A) what
(B) how
(C) and
(D) also

entitled nonfiction crew spaceship explore handle international

Conjunction That vs. Relative Pronoun What

■ that

That introduces a noun clause functioning as a subject, an object, or a complement in a sentence.

When the noun clause introduced by **that** functions as a subject or a complement in a sentence, we cannot omit **that**. When the noun clause introduced by **that** functions as an object, we can omit it.

That he has been promoted is not surprising.

Everybody thought (**that**) Mr. Kim would get a promotion.

■ what

What introduces a noun clause functioning as a subject, an object, or a complement in a sentence.

We didn't understand **what** the investment analyst was talking about.

What the manager said shocked all the team members.

Let's check!

Choose the correct option in brackets for each sentence.

1. She will present (that / what) she prepared about the project.
2. (That / What) happened to the CEO yesterday was a surprise.
3. I believe (that / what) Mr. Carter is a reliable person.
4. This is (that / what) the company wants us to do.
5. (That / What) she is devoted to her work is well known.

Answers: p. 229

www.thanhhangtoeic.vn www.nhantriviet.com

Chapter

12

Subjunctive Mood

Overview

01. Past Subjunctive

02. Past Perfect Subjunctive

03. Future Subjunctive

04. Mixed Subjunctive

05. Subjunctives with *I wish*

- Common Vocabulary in the TOEIC Test
- Practice with TOEIC Actual Questions

Grammar Step UP!

www.thanhhangtoeic.vn

Subjunctive Mood

The **subjunctive mood** is used to express **importance**, **hypothesis**, **wishes**, and **emotion**. There are two basic types of subjunctive mood, which are the **past subjunctive** and **past perfect subjunctive**.

The **past subjunctive** is usually used to refer to a **hypothetical present situation**.

The **past perfect subjunctive** is used to refer to a **hypothetical past situation**.

Besides, there are also the **future subjunctive**, **mixed subjunctive**, and **subjunctives with *I wish***.

Below are the structures of the past and past perfect subjunctives.

Past subjunctive

- **If-clause**: If + subject + verb in past tense (Especially, **be** becomes **were** regardless of what the subject is.)
- **Main clause**: Subject + would/could/might/should + bare infinitive

Past perfect subjunctive

- **If-clause**: If + subject + verb in past perfect tense
- **Main clause**: Subject + would/could/might/should + have p.p.

www.thanhhangtoeic.vn www.nhantriviet.com

01 Past Subjunctive

What is the past subjunctive?

The **past subjunctive** is used in subordinate clauses and expresses a **hypothetical present situation**, which means a situation that is contrary to a fact at present. It has the same form as the past simple tense (except in the case of **be**, the past subjunctive form is **were** in all numbers and persons).

	If-clause (subordinate clause)	Main clause
Ordinary verb	If + subject + verb in past tense	Subject + would/could/might/should + bare infinitive
The verb be	If + subject + were (Was can be used in casual speaking.)	Subject + would/could/might/should + bare infinitive

If I had the money, I would buy stocks.
If he were employed, he would be happy.

The past subjunctive with the omission of if

When **if** is omitted, **were** will be put at the beginning of the subordinate clause.

Inversion of the past subjunctive	If I were the CEO, I would lay off some workers. = Were I the CEO, I would lay off some workers.

Answers p. 229

A Choose the correct option for each sentence.

1. If we (have / had) more time, we could finish the project successfully.
2. If he had a fax machine at home, we (will send / would send) him the document.
3. If Mr. Romero (works / worked) harder, he could become a team leader.
4. (Were / If) he nice to his coworkers, they would enjoy working with him.
5. Were I the boss, I (will / would) give Mr. Brown a raise.

B Choose the correct option to complete each sentence.

1. If I _____ about the stock market, I would invest some money in it. stock market invest

Ⓐ knew Ⓑ know Ⓒ will know Ⓓ would know

2. Were the price cheaper, the company _____ purchase the building. purchase

Ⓐ will Ⓑ have Ⓒ had Ⓓ would

02 Past Perfect Subjunctive

What is the past perfect subjunctive?

The **past perfect subjunctive** is used in subordinate clauses and expresses a **hypothetical past situation**, which means a situation that is contrary to a fact in the past. It has the same form as the past perfect tense.

If-clause (subordinate clause)	Main clause
If + subject + had p.p.	Subject + would/could/might/should + have p.p.

If Tony had not worked hard, he would not have been a team leader.

The past perfect subjunctive with the omission of if

When **if** is omitted, **had** will be put at the beginning of the subordinate clause.

Inversion of the past perfect subjunctive	If she had been rich, she would have donated some money to charity. = Had she been rich, she would have donated some money to charity.

Answers p. 229

A Choose the correct option for each sentence.

1. If she had finished the report on time, she (**can / could**) have attended the meeting.
2. If the company (**offered / had offered**) some incentives, its employees would have been happier.
3. If the budget had not been tight, we (**would fix / would have fixed**) the facilities.
4. (**Had / Have**) the project not been successful, she would not have been the best employee of the year.
5. Had he had a degree in business, he (**could have gotten / had gotten**) the marketing position.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. **If we had been invited** to the luncheon, we _____ more people. luncheon

   Ⓐ can have met Ⓑ could have met Ⓒ would meet Ⓓ will meet

2. **If he** _____, **he could have met** the deadline. meet the deadline

   Ⓐ hurried Ⓑ has hurried Ⓒ had hurried Ⓓ hurries

03 Future Subjunctive

What is the future subjunctive?

The **future subjunctive** is used to express a situation that will be unlikely to happen in the future. This use is rather formal in speaking.

If-clause (subordinate clause)	Main clause
If + subject + should + bare infinitive	– Subject + will/would/can/could/may/might/shall/should + bare infinitive – Imperative

If the budget **should allow** it, the company **will open** another branch office. (Future subjunctive)
vs. **If** the budget **allows** it, the company will open another branch office. (Real conditional sentence)

If you **should change** your order, please let us know. (Future subjunctive)
vs. **If** you **change** your order, please let us know. (Real conditional sentence)

Cf. In modern English, **should** is used in the if-clause of the future subjunctive, which may make you misunderstand that it is the real conditional sentence.

The future subjunctive with the omission of if

When **if** is omitted, **should** will be put at the beginning of the subordinate clause.

Inversion of the future subjunctive	If the package should arrive late, the customer would be very disappointed. = Should the package arrive late, the customer would be very disappointed.

Answers p. 229

A Choose the correct option for each sentence.

1. **(If / Because)** he should not get the job, I will be very surprised.
2. If you **(shall / should)** feel sick, go to the hospital immediately.
3. Should Ms. Sanderson visit you, I **(ask / will ask)** her to wait.
4. **(Would / Should)** I be free next week, I will come and visit your office.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. If you _____ leave, I can **complete** the report **instead**. complete instead
   Ⓐ shall Ⓑ should Ⓒ will Ⓓ would
2. _____ it rain **tomorrow**, we will **postpone** the outdoor events. postpone outdoor event
   Ⓐ If Ⓑ Still Ⓒ Will Ⓓ Should

04 Mixed Subjunctive

What is the mixed subjunctive?

The **mixed subjunctive** is used when the time relations between the if-clause and main clause are different. The past perfect subjunctive is used in the if-clause to express a hypothetical past situation, whereas the past subjunctive is used in the main clause to express a hypothetical present situation. There are usually adverbs of time in the main clause, such as **today** or **now**.

If-clause	Main clause
If + subject + had p.p. (Past perfect subjunctive)	Subject + would/could/might/should + bare infinitive (Past subjunctive)

If I had not broken my leg, I could go on a business trip to Paris *today*.
If he had bought the stock, he would not be poor *now*.

Answers p. 229

A Choose the correct option for each sentence.

1. If I **(had completed / completed)** the report yesterday, I could start a new project today.
2. If Jim had left earlier, he **(would be / would have been)** on a plane to New York now.
3. If I had not worked late, I **(would not feel / would not have felt)** tired now.
4. She could get some sleep today if she **(met / had met)** the deadline yesterday.
5. If Mr. Simpson had followed our advice, he **(will be / would be)** successful now.
6. If he **(would not receive / had not received)** a job offer from IMK Co., he would take the job with HNU Co.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. If we **had investigated** the problem carefully, we _____ any difficulties **now**. investigate difficulty

   Ⓐ don't have Ⓑ will not have Ⓒ would not have had Ⓓ would not have

2. If he _____ away the receipt **yesterday**, he **could get** a refund **now**. receipt refund

   Ⓐ had not thrown Ⓑ would not throw Ⓒ does not throw Ⓓ will throw

05 Subjunctives with *I wish*

The past subjunctive with I wish

The following structure is used to express a wish in a situation that is unlikely to happen at present.

I wish	– Subject + would/could + bare infinitive – Subject + verb in past tense (The verb be becomes were.)

I wish I knew my supervisor's home address.

The past perfect subjunctive with I wish

The following structure is used to express a wish or a regret in a situation that did not happen in the past.

I wish	Subject + had p.p.

I wish the company had offered me the job.

Answers p. 280

A Read the following sentences. Mark ✓ in the space given if the underlined parts are correct and correct the incorrect ones.

1. I wish the interest rates had been low. _____
2. I wish the company have given me the job. _____
3. I wish somebody would have come and help me. _____
4. I wish there are many people at the charity event. _____
5. I wish I had two months off from work. _____
6. I wish this room could accommodate more people. _____

B Choose the correct option to complete each sentence.

1. I wish Joey _____ complaining about his supervisor.

   Ⓐ would stop Ⓑ stop Ⓒ stops Ⓓ will stop

2. I wish I _____ for the marketing job.

   Ⓐ have applied Ⓑ had applied Ⓒ will apply Ⓓ apply

Common Vocabulary in the TOEIC Test

Noun + Preposition

A **Fill each gap with an appropriate preposition.**

1. a preference _____
2. a subscription _____
3. a variety _____
4. a major impact _____
5. a demand _____
6. a tax _____
7. the majority _____
8. exposure _____

Answers for Part A 1. for 2. to 3. of 4. on 5. for 6. on 7. of 8. to

B **Fill the gaps with the nouns in the box to form correct collocations.**

stance	guarantee	development	commitment

1. _____ on
2. _____ of
3. _____ to
4. _____ in

decline	opinion	access	respect

5. _____ for
6. _____ to
7. _____ in
8. _____ about

Answers for Part B 1. stance 2. guarantee 3. commitment 4. development 5. respect 6. access 7. decline 8. opinion

www.thanhhangtoeic.vn www.nhantriviet.com

Practice with TOEIC Actual Questions

Answers: p. 230

Decide which of the choices – (A), (B), (C), or (D) – best completes the sentence.

1. If she knew how to use the computer, she _____ the problem easily.

(A) could handle
(B) can handle
(C) handle
(D) handled

handle easily

2. If they _____ a new product, sales might increase rapidly.

(A) developing
(B) developed
(C) develops
(D) will develop

develop rapidly

3. _____ they conducted a survey, they could have known the customers' needs.

(A) If
(B) Were
(C) Had
(D) Also

conduct a survey
needs

4. _____ it rain heavily tomorrow, my business trip will be canceled.

(A) Will
(B) Could
(C) Would
(D) Should

rain heavily

5. If you had gone to the store on Monday, you _____ a free coupon.

(A) would get
(B) will have gotten
(C) will get
(D) would have gotten

free coupon

6. I wish it _____ possible to work for the company.

(A) were
(B) is
(C) am
(D) will be

possible

7. I wish I _____ the promotion at the beginning of the year.

(A) get
(B) getting
(C) have gotten
(D) had gotten

at the beginning of the year

8. If the company _____ its business to the medical sector, it would earn a lot of money now.

(A) expands
(B) expanded
(C) will expand
(D) had expanded

medical sector
earn money

9. _____ I in your position, I would transfer to the European division.

(A) Were
(B) Did
(C) Had
(D) If

transfer
European division

10. _____ our team obtained some good results, the manager would have been satisfied.

(A) Have
(B) Were
(C) If
(D) Had

obtain some good results
satisfied

11. If the president should look for me, _____ me on my cell phone.

(A) calling
(B) call
(C) may call
(D) would call

12. If Ms. Wallace had been elected president, the company _____ be the market leader now.

(A) will
(B) will have
(C) would
(D) would have

elect
market leader

13. Regular exposure _____ loud music can damage your hearing.

(A) as
(B) on
(C) to
(D) in

regular
damage
hearing

14. I can't understand his _____ on the mergers and acquisitions.

(A) access
(B) respect
(C) stance
(D) commitment

mergers and acquisitions

www.thanhhangtoeic.vn www.nhantriviet.com

Questions 15-16 refer to the following memo.

To: All employees
From: Peter Fisher, Director of the Maintenance Department

Now we are renovating the 5th floor to accommodate more people from the other office branch. We know that the noise from the construction makes the _____

15. (A) majority
(B) impact
(C) variety
(D) confidence

of you uncomfortable when you work. Unfortunately, it has to be completed by next Wednesday, so we have to work during the daytime and even at night. If we _____ more time to finish the renovations, we would not do them during the

16. (A) have
(B) had
(C) will have
(D) had had

business hours.

The details of the construction such as the schedule are on the company website. If you have any questions, please call Mr. Jackson in the Maintenance Department.

Thank you for your cooperation.

Maintenance Department accommodate noise construction
uncomfortable unfortunately detail cooperation

Subjunctives and Real Conditional Sentences

Both subjunctives and real conditional sentences contain **if** in if-clauses. Generally, subjunctives are used to express a hypothetical situation or a situation that is very unlikely to happen, whereas a real conditional sentence expresses a possible situation.

Subjunctive	If I won the lottery, I would start my own business.
Real conditional sentence	If I win the lottery, I will start my own business.

Note: In unreal conditional sentences, the past and past perfect subjunctives are used.

If I **won** the lottery, I **would start** my own business. (a hypothetical present situation)

If I **had won** the lottery, I **would have started** my own business. (a hypothetical past situation)

Subjunctives with *Without*

Instead of using an if-clause, we can use the past subjunctive or the past perfect subjunctive with **without**.

Past subjunctive	**Without**..., subject + would/could/might/should + bare infinitive (= If it were not for.../But for...)
Past perfect subjunctive	**Without**..., subject + would/could/might/should + have p.p. (= If it had not been for.../But for...)

Without your help, I **couldn't complete** the project.
Without you, I **would not have finished** the market survey.

Let's check!

Choose the correct option in brackets for each sentence.

1. (With / Without) you, I could not solve the problem.
2. Without your help, I (can't achieve / couldn't have achieved) the sales target.
3. If we attend the auction, we (will buy / would have bought) the painting.
4. If you (will have / have) any questions, ask me after the seminar.

Answers: p. 230

www.nhantriviet.com

Chapter

13

Agreement

Overview

01. Subject-Verb Agreement in Number (1)
(Singular/Plural Nouns)

02. Subject-Verb Agreement in Number (2)
(Indefinite Pronouns and Nouns with a Quantifier)

03. Subject-Verb Agreement in Number (3)
(Conjunctions)

04. Agreement in Tense (of Main Clause and Subordinate Clause)

- Common Vocabulary in the TOEIC Test
- Practice with TOEIC Actual Questions

Grammar Step UP!

Agreement

Agreement means that a **subject** and its **verb** must agree with each other in **number** (singular or plural), or the **tenses** in the **main clause** and **subordinate clause** must agree with each other.

Basic rules of subject-verb agreement in number:

- A singular subject takes a singular verb, while a plural subject takes a plural verb.
- When the subject is an indefinite pronoun or a noun with a quantifier, carefully decide whether you should use a singular or a plural verb.
- When the subjects in a sentence are joined by conjunctions, a singular or plural verb may be used depending on each particular conjunction.

The computer **is**	Printers **are**
Each report **is**	***Many*** companies **are**
Either you ***or*** he **is**	***Neither*** you ***nor*** I **am**

Agreement in tense of main clause and subordinate clause:

- When the main clause is in the present tenses, the subordinate clause may be in various tenses.
- When the main clause is in the past tense, the subordinate clause may be in the past tenses.

01 Subject-Verb Agreement in Number (1)
(Singular/Plural Nouns)

Singular subject – singular verb, plural subject – plural verb

The basic rule is that a singular subject goes with a singular verb, while a plural subject goes with a plural verb. Besides, you must use singular verbs in the following cases:

- When the subject is an uncountable noun
- When the subject is a gerund or a to-infinitive
- When the subject is a noun clause introduced by **that**

Types of subjects	Examples
Singular/plural nouns	The *president* is not in now. *Companies* want to increase their profits.
Uncountable nouns	The *information* about the last quarter is in the document.
Gerunds or to-infinitives	*Going* on a business trip is sometimes hard. *To conduct* customer surveys is necessary.
Noun clauses introduced by that	*That the company went bankrupt* was unexpected.

Confusing singular nouns

There are some nouns ending in **-s**, but they are actually singular nouns.

Nouns	Examples
Nouns indicating subjects	economics politics statistics mathematics
Proper nouns	*Times* Charles Wales

Economics is not easy to understand.
The *news* was so surprising.

Answers, p. 230

A Read the following sentences. Mark ✓ in the space given if the underlined word is correct and correct the incorrect one.

1. Developing new product designs <u>are</u> essential. _____
2. The CEO <u>plans</u> to open another branch. _____
3. That she will get a promotion <u>are</u> shocking. _____
4. My coworkers <u>think</u> that I will quit soon. _____
5. The accountant says that statistics <u>are</u> very difficult for him. _____

B Look at the underlined parts and choose the correct option to complete each sentence.

1. <u>Going</u> on a business trip three times a month _____ too frequent. frequent
   Gerund
   Ⓐ were Ⓑ be Ⓒ are Ⓓ is

2. The displayed <u>furniture</u> _____ not for sale. displayed furniture
   Uncountable noun
   Ⓐ have Ⓑ has Ⓒ is Ⓓ are

02 Subject-Verb Agreement in Number (2)
(Indefinite Pronouns and Nouns with a Quantifier)

Indefinite pronouns

one each either neither no one/nobody nothing something someone/somebody anyone/anybody anything everyone/everybody everything	+ singular verb * Neither of the + plural noun can be followed by a plural verb.
both many several (a) few	+ plural verb

One of the employees **has** called in sick.
Many firms **are** now hiring lawyers.

Nouns with a quantifier

all/most/some/lots/half	of the + singular/uncountable noun	+ singular verb
	of the + plural noun	+ plural verb
the number a number	of + plural noun	+ singular verb + plural verb

All of the profit **goes** to the charities.
All of the members **have** to attend the seminar.

Answers p. 230

A Fill the gaps with the correct forms of the verbs given in brackets.

1. (look) A few proposals _____ excellent.
2. (be) Some of the facilities _____ open at this time.
3. (be) Several sales managers _____ happy with the decision at yesterday's seminar.
4. (have) Each of the managers _____ different characteristics.
5. (have) I am sure that someone _____ a copy of the report.
6. (be) Many of the important documents in the cabinet _____ missing now.

B Look at the hints given and choose the correct option to complete each sentence.

1. A number of **people** _____ been laid off in the last two years. a number of / lay off
   Ⓐ have Ⓑ has Ⓒ had Ⓓ will have
2. Most of the **information** _____ not reliable. information / reliable
   Ⓐ were Ⓑ was Ⓒ are Ⓓ being

www.nhantriviet.com

03 Subject-Verb Agreement in Number (3) (Conjunctions)

Coordinating conjunctions and, or

When the subjects in a sentence are joined by the conjunction **and**, a plural verb is commonly used. When the subjects are joined by the conjunction **or**, their verb must agree with the subject nearest to it.

The CEO *and* the manager are having a meeting now.
Three workers *or* one supervisor has to work on Saturdays.

Correlative conjunctions

When the two subjects in a sentence are joined by correlative conjunctions, their verb mostly takes the number of the subject nearest to it. In the following structures, the verb will agree with the subject B.

Either A or B	Either you or *he* needs to fill out this form.
Neither A nor B	Neither he nor *she* is not coming to the seminar.
Not A but B	Not only you but also *Mr. Brown* is responsible for the matter.
Not only A but (also) B	
B as well as A	

Answers p. 220

A Read the following sentences and correct the underlined parts in the space provided.

1. Jacky and Sam has agreed to extend the contract. _____
2. Neither she nor I commutes to work by subway. _____
3. He or you is expected to do the presentation. _____
4. His education and his work experience is suitable for this job. _____
5. Either you or your boss have to take responsibility. _____
6. Not only English but also French are necessary to do the job. _____

B Look at the hints given and choose the correct option to complete each sentence.

1. The auditorium as well as the libraries _____ being renovated.

auditorium

Ⓐ is Ⓑ are Ⓒ have Ⓓ has

2. The directors and the sales representatives _____ on a business trip every month.

sales representative

Ⓐ going Ⓑ goes Ⓒ go Ⓓ is going

04 Agreement in Tense (of Main Clause and Subordinate Clause)

Basic rules of agreement in tense

Main clause	→	Subordinate clause
Present simple, present perfect tenses	→	Present, future, past tenses
Past tense	→	Past tenses

I **believe** that the company **has** great potential.
He **said** he **had had** an interview with ICD Co.

Exceptions

Exceptions	Tense of subordinate clause
When the event is a truth/general fact	Present tenses
When the event is a historical data	Past tenses

She **says** that there **was** an oil shock in the 1970s.

Answers p. 230

A Choose the correct option for each sentence.

1. The president said that he **(found / founded)** the company in 2000.
2. I believe that the cost of living **(is / was)** too high last year.
3. He told us that he **(participated / participates)** in the training.
4. Mr. Taylor told me that he **(works / worked)** until 10 p.m. almost every day.
5. I found that some of my colleagues **(are fired / had been fired)**.

B Choose the correct option to complete each sentence.

1. He said that competent managers _____ their employees.
   Ⓐ helping Ⓑ help Ⓒ to help Ⓓ helps
2. The CEO announced that sales _____ for three years.
   Ⓐ falls Ⓑ fall Ⓒ had fallen Ⓓ have fallen

CEO (Chief Executive Officer)

www.nhantriviet.com

Expressions of Adjectives

A **Fill each gap with the correct form of the word given in brackets.**

1. be _____ (will) to do
2. be _____ (involvement) in
3. be _____ (capability) of
4. be _____ (vulnerability) to
5. be _____ (likelihood) to do
6. be _____ (pay) to
7. be _____ (attend) to
8. be _____ (benefit) to

Answers for Part A 1. willing 2. involved 3. capable 4. vulnerable 5. likely 6. payable 7. attentive 8. beneficial

B **Fill the gaps with the adjectives in the box to form correct collocations.**

concerned	comparable	valid	subject

1. be _____ to
2. be _____ about
3. be _____ for
4. be _____ to / with

conscious	equipped	engaged	superior

5. be _____ to
6. be _____ with
7. be _____ of
8. be _____ in

Answers for Part B 1. subject 2. concerned 3. valid 4. comparable 5. superior 6. equipped 7. conscious 8. engaged

Practice with TOEIC Actual Questions

Answers: p. 231

Decide which of the choices – (A), (B), (C), or (D) – best completes the sentence.

1. The article _____ that the population of the world is increasing.

(A) saying
(B) says
(C) say
(D) is said

article
population

2. Both of the applicants _____ scheduled for an interview today.

(A) to be
(B) was
(C) is
(D) are

be scheduled for

3. The president and the vice president _____ in the conference room.

(A) are
(B) being
(C) is
(D) was

4. Every country _____ interested in the global trade issue.

(A) have
(B) are
(C) is
(D) has

global trade issue

5. The number of online shopping malls _____ increasing.

(A) is
(B) are
(C) to be
(D) being

the number of

6. Some of the luggage _____ stolen at the airport.

(A) has
(B) are
(C) was
(D) were

luggage

7. The good news _____ that I will get a pay raise.

(A) have
(B) were
(C) are
(D) is

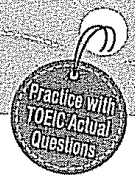
pay raise

8. Most of the interviewees _____ very punctual.

(A) is
(B) are
(C) to be
(D) being

interviewee
punctual

www.nhantriviet.com



9. The sales meeting _____ place in the auditorium every two months.

(A) is taking
(B) is taken
(C) take
(D) takes

take place
auditorium

10. Tim Scott, the founder and CEO of the company, _____ in 2000.

(A) died
(B) die
(C) is dying
(D) is died

founder

11. Fortunately, neither the driver nor the passengers _____ injured.

(A) had
(B) has
(C) was
(D) were

fortunately
passenger
injure

12. The prime minister was _____ in a bribe scandal.

(A) improved
(B) involved
(C) equipped
(D) concerned

prime minister
bribe scandal

13. This cellular phone is superior _____ the competitors in quality.

(A) for
(B) to
(C) on
(D) than

cellular phone
competitor

14. Prices may be _____ to change without notice.

(A) subject
(B) engaged
(C) payable
(D) conscious

price
without notice



Questions 15-16 refer to the following letter.

Dear Mr. Rosenberg,

A number of the workers in the factory _____ off lately. That will have a bad

15. (A) has been laid
(B) have been laid
(C) are laying
(D) is laid

effect on the rest of the workers in our company. Some of them _____ already

16. (A) have
(B) had
(C) has
(D) having

quit their jobs.

Therefore, we suggest that you hold a meeting to explain the financial situation of the company. This will help the employees want to keep working here.

lately have an effect on quit hold a meeting financial situation

www.thanhhangtoeic.vn www.nhantriviet.com

Special Cases of Subject-Verb Agreement in Number

■ Subject-verb agreement for subject relative pronouns

When the antecedent in the main clause is singular or uncountable, the verb in the adjective clause must be in the singular form. When the antecedent is plural, the verb in the adjective clause must be in the plural form.

We hired ***a sales representative*** who **has** three years of experience.
The managers who **have** great communication skills will be promoted.

■ Subject-verb agreement for modifying phrases

When there is a modifying phrase, e.g. a prepositional phrase between a subject and its verb, the verb must agree with the subject, not the modifying phrase.

The store for disabled people **makes** great profits.
Some of the employees at the company **work** overtime every day.

Let's check!

Choose the correct option in brackets for each sentence.

1. The competition between the two companies (is / are) tough.
2. Most of the people in the country (agrees / agree) with the new policy.
3. The paintings which (is / are) on the wall in the conference room look beautiful.
4. Do you know the woman who (is / are) giving a speech now?

Answers: p. 231

Sect

Reading

www.nhantriviet.com

ion 2

Types of Questions

In Part 7 of the TOEIC test, five types of questions are frequently asked: overview/gist questions, information questions, NOT questions, inference questions, and synonym questions.

Types of Texts

In Part 7, the questions are based on a variety of reading text types, such as notices, letters, e-mails, forms, newspaper and magazine articles, and advertisements. Especially, letters and e-mails are most commonly found.

Reading Passages

For the final part of the Reading section, there are 48 questions in total. For the first task, you will have single passages to read and 2-5 questions for each passage to answer. The second task is just like the first task, but you now have double passages to read. The second passage is generally a response or an inquiry based on the situation presented in the first passage. There will be 5 questions which will cover the content of both passages. Answers to the questions are based on what is stated or implied in the passages. Overall, you will have at least 10 passage sets in this part.


Điều Tạo Nên Sự Khác Biệt Của Chúng Tôi
THANH HANG
TOEIC CENTER
Lộ trình TOEIC
HOÀN HẢO
Giáo viên
Chuyên môn CAO
Học phí HỢP LÝ
nhất Hà Nội
Phương pháp Học
tập ĐỈNH CAO
CAM KẾT
Đầu ra


LỘ TRÌNH TOEIC HOÀN HẢO
BASIC
TOEIC 400+
TOEIC 550+
TOEIC 700+

Chapter 14

Question Types

01. **Overview / Gist Questions**
- Practice with TOEIC Actual Questions

02. **Information Questions**
- Practice with TOEIC Actual Questions

03. **NOT Questions**
- Practice with TOEIC Actual Questions

04. **Inference Questions**
- Practice with TOEIC Actual Questions

05. **Synonym Questions**
- Practice with TOEIC Actual Questions

01 Overview/Gist Questions

Overview/gist questions are those which ask you to identify the topic or purpose of a reading passage.

Tips

1. Most often, you can find the topic or purpose of a passage at the beginning of the passage.
2. One of the answers given may be the paraphrased statement.

Typical questions

- What is the purpose of this letter?
- What is this survey about?
- What is the main topic of this article?

Answers p. 282

A Read the following advertisement. Look at the underlined parts and answer the question.

Vocabulary

bedroom furniture
option
range
offer
colored
leather

> Do you need to buy new bedroom furniture?
>
> If you are looking for new bedroom furniture, then Furniture World would be a good option. One of the great things about this furniture store is the wide range of furniture that it offers. It offers colored furniture as well as leather bedroom furniture. Come and find the bedroom furniture you have always wanted.

1. What is the purpose of this advertisement?
   Ⓐ To inform readers about new arrivals at a furniture store
   Ⓑ To promote a furniture store

B Read the following memo and answer the question.

Vocabulary

regret to V
inform
lay off
detail
possible

> I regret to inform you that we have a bad sales report this year. To solve this problem, we have decided to lay off some staff members. Also, we will change the system of the company. We will let you know the details when possible.

1. What is the memo mainly about?
   Ⓐ Some bad staff members
   Ⓑ The steps needed to deal with a problem

www.nhantriviet.com

Practice with TOEIC Actual Questions

Questions 1-2 refer to the following advertisement.

Marketing Director

The Dooris Company is one of the best computer manufacturing companies in the world. We are now looking for an excellent marketing director.

Responsibilities:

- Manage the marketing budget
- Develop effective marketing strategies

Requirements:

- A minimum of 5 years of experience preferred
- Excellent written and oral communication skills
- Bilingual (English / Spanish) required

Applicants should send a résumé and cover letter by March 1.

Answers p. 282

1. What is the purpose of this advertisement?

(A) To reduce the marketing budget
(B) To encourage employees to work harder
(C) To report on marketing strategies
(D) To hire an employee

2. What is NOT a requirement for the position?

(A) At least 5 years of experience
(B) Accounting experience
(C) Strong communication skills
(D) The ability to use English and Spanish

marketing director	budget	oral	reduce
manufacturing company	marketing strategy	bilingual	encourage
excellent	requirement	require	hire
responsibility	minimum	résumé	ability
manage	prefer	cover letter	

02 Information Questions

Information questions are those asking about a specific detail mentioned in a passage. They usually start with a question word like **What**, **Who**, **How**, **When**, **Where**, and **Why**.

Tips

1. First, you should read the question carefully. Then, scan the relevant part in the reading passage to find out the answer to it.
2. Be careful with misleading answer choices which use the same wording as that in the reading passage.

Typical questions

- Who is Mr. Brown?
- Where is the new cafeteria located?
- When did this person order the product?
- How can customers file a complaint?
- Why was the shipment delayed?

Answers p. 232

A Read the following announcement. Look at the underlined parts and answer the question.

Vocabulary

pleased
staff cafeteria
relocate
basement
a greater variety of

We are pleased to inform you that the new staff cafeteria is finally open to all employees. It is open from 6 a.m. to 9 p.m. Monday through Friday. This new cafeteria has been relocated to the third floor from the basement. Now you can enjoy a greater variety of food such as Chinese, Italian, and Korean food.

1. Where is the new cafeteria located now?
   Ⓐ In the basement Ⓑ On the third floor

B Read the following letter and answer the question.

Vocabulary

colleague
product manager
retire
devote
therefore

Dear colleagues,

As you may know, our product manager James Lee is going to retire next month. He has been with us for the past 20 years. He has devoted himself to the development of our company. Therefore, we are going to have a retirement party for him.

1. Who is the party for?
   Ⓐ A sales manager Ⓑ James Lee

www.nhantriviet.com

Practice with TOEIC Actual Questions

Questions 1-2 refer to the following advertisement.

Distance Learning with Pacific International University

Pacific International University (PIU) offers distance-learning degree programs for adult learners at the undergraduate and postgraduate levels. We provide you with self-paced programs taken online by correspondence or home study. PIU helps professional adults complete their educational goals. We allow adult students to finish college, to earn a degree, and to advance their careers. The University's online distance-learning degree programs are available throughout a wide range of majors and areas of study. For more information, you can request a brochure and visit our website at www.PIUdistance.edu.

Answers p. 282

1. What is the purpose of this advertisement?

(A) To provide scholarships for adults
(B) To inform adult learners of the importance of learning
(C) To talk about educational opportunities for adults
(D) To give tips on how to get a higher degree

2. Where can one find further information on this education program?

(A) In a newspaper
(B) On the Internet
(C) On a board
(D) In a magazine

distance learning	professional	available	opportunity
degree	educational	throughout	give tips on
adult	goal	a wide range of	further information
undergraduate	allow A to V	major	magazine
postgraduate	earn	area of study	
self-paced	advance (advance one's career)	brochure	
correspondence	career	scholarship	

03 NOT Questions

This type of questions requires you to identify the information which is not mentioned/indicated/true in a reading passage.

Tips

1. Read all the answer choices. Then, read the passage to find out the information that is not true or mentioned.
2. Be careful with the answer choices that use the same wording as that in the reading passage.

Typical questions

- What is NOT mentioned as a qualification?
- What is NOT indicated in the letter?
- What is NOT true about the event?

Answers p. 282

A Read the following advertisement. Look at the underlined parts and answer the question.

Master Language School is looking for English instructors with good experience and a passion for teaching. The applicant should have at least three years of experience in the related field. Also, he or she should be fluent in both Korean and English.

Vocabulary

look for
instructor
passion
applicant
at least
related field
fluent
native speaker

1. What is NOT mentioned as a qualification for English instructors?
   Ⓐ Being experienced in the field
   Ⓑ Being a native speaker of English

B Read the following letter and answer the question.

Dear Paul Johnson,

We are pleased that you have chosen Lucky Seven Cruise for your vacation. Your deposit of $500 has been received, and your reservation has been confirmed. You are going to leave on your vacation next Friday. If you have any questions about your travel, please contact us at 800-555-4444.

Vocabulary

pleased
deposit
reservation
confirm
contact

1. What is NOT true according to the letter?
   Ⓐ Paul Johnson's reservation has been canceled.
   Ⓑ The cruise is going to start next Friday.

www.nhantriviet.com

Practice with TOEIC Actual Questions

Questions 1-2 refer to the following advertisement.

Job Opportunity in Scope City

Do you want to work for a chain of optics stores with plans for growth? Scope City is looking to hire a manager for its San Diego store. The current manager is retiring next month. Some experience in a managerial position is required. Applicants who are interested should submit their résumés by e-mail to Eddie Hursh: ehursh@scopecity.com or by mail to:

E. Hursh
Scope City
730 Easy St.
Simi Valley, CA 93065

ANSWERS P. 232

1. What is the purpose of this advertisement?

(A) To look for a manager
(B) To promote a new store in San Diego
(C) To hire a secretary
(D) To announce a manager's retirement

2. Which of the following is NOT true about the advertisement?

(A) Scope City is an optics store.
(B) The manager's job is in San Diego.
(C) One can apply for the job by visiting the store.
(D) Managerial experience is necessary for the job.

job opportunity	growth	interested
chain	current	by e-mail
optics store (*cf.* optic)	managerial	announce

04 Inference Questions

Inference questions are the questions whose answers are implied in a reading passage. You need to make a connection between the information and come to a logical conclusion. This type of questions is rather demanding.

Tips

1. Be aware that you will probably have to draw conclusions, and then answer the inference questions.
2. Do not take anything directly stated by the author as an answer. You will have to go through the passage logically to find the correct answer.

Typical questions

- What does this letter imply?
- What can be inferred about Mr. Lawrence?
- What does the article imply about people's health?

Answers p. 232

A Read the following announcement. Look at the underlined parts and answer the question.

Vocabulary

a wider variety of
facility
in addition
frequently

The gym is now open for all employees after three months of renovations. You can enjoy a wider variety of facilities. In addition, the good news is that the gym is now open on Saturdays and Sundays.

1. What can be inferred about the gym?
   Ⓐ It was not open on weekends before the renovation.
   Ⓑ It is not used frequently by the employees.

B Read the following article and answer the question.

Vocabulary

contrary to
dangerous
personal information
steal

Contrary to what you may think, online shopping can sometimes be very dangerous. When you enter your personal information to buy something, somebody may steal your information. Then, these thieves may use your private information to buy things on the Internet.

1. What does this article imply?
   Ⓐ Your personal information may not be kept private.
   Ⓑ Online shopping is dangerous if you buy too much.

www.nhantriviet.com

Practice with TOEIC Actual Questions

Questions 1-2 refer to the following letter.

Dear Sir / Madam,

I am writing this letter to complain about a flight to Las Vegas that I took on your airline last Friday. I was very disappointed with the services that your airline provided.

I should have attended an important meeting in Las Vegas, so I booked a flight for 8:00 p.m. I arrived at the airport and completed all the boarding procedures. Then, I had to wait two hours before the plane took off. And this was only the beginning.

The seats were so uncomfortable that I couldn't sleep a minute during the whole flight. Furthermore, your staff didn't seem to be experienced or well trained in passenger service. I demand an immediate refund, or I may have to take legal action against you.

Truly,
Simon Lee

Answers p. 232

1. What is the purpose of this letter?

(A) To make a reservation for a ticket
(B) To make suggestions about passenger service
(C) To request a full refund for the flight
(D) To ask for more information about the flight

2. What can be inferred about the 8:00 p.m. flight?

(A) It lacked food.
(B) It was cancelled.
(C) It was delayed.
(D) It was full of passengers.

---

flight	take off	well trained	against
disappointed	beginning	demand	make a reservation
should have + p.p.	uncomfortable	immediate	lack
boarding procedure	whole	refund	
have to	furthermore	legal	

05 Synonym Questions

Synonym questions are the questions that test your vocabulary comprehension based on the context those items are used.

Tips

1. If you do not know the new word being asked, try to read the passage to locate where it occurs and guess its meaning from the context.
2. Be careful with some familiar words. You may have known their meanings, but they may have different meanings in business-context reading passages.

Answers: p. 232

Typical question

- The word "leave" in paragraph 1, line 2 is closest in meaning to

A Read the following memo. Look at the underlined parts and answer the question.

Vocabulary

free valet parking
cost

As of next Tuesday, June 22, the free valet parking service for guests will be terminated. That means there will be no more free parking service. This is to save costs during this difficult economic situation. We are so sorry for any inconvenience this may cause.

1. The word "terminated" in line 2 is closest in meaning to
   Ⓐ prohibited
   Ⓑ finished

B Read the following letter and answer the question.

Vocabulary

reply (to)
necessary
qualification
instructor

Dear Sir / Madam,

I am writing to reply to your advertisement for a helper at one of your summer youth camps. I am very interested in the job, and I think I have the necessary qualifications because I have already worked as a sports instructor at many camps. I would be grateful if you could give me some more information about the job.

1. The word "grateful" in line 5 is closest in meaning to
   Ⓐ thankful
   Ⓑ meaningful

www.nhantriviet.com

Practice with TOEIC Actual Questions

Questions 1-2 refer to the following letter.

Dear Jeremy Brown,

With reference to your advertisement in the *Honolulu Advertiser*, I would like to apply for the position of Spanish teacher at the Dillingham Language School. I believe I have many of the appropriate qualifications for this job.

I majored in Spanish in college and graduated with top marks three years ago. Also, I worked as a full-time Spanish teacher for two years after I graduated from college. Therefore, I would appreciate it if you could carefully review my résumé.

I would like to know how many hours I should work per day. Also, would you let me know when the lessons start and where I could stay?

I look forward to hearing from you.

Sincerely,

Paul Welkins

Answers p. 232

1. What is the purpose of the letter?

(A) To apply for a job
(B) To arrange an interview
(C) To accept a job offer
(D) To complain about some service

2. The word "appropriate" in paragraph 1, line 3 is closest in meaning to

(A) difficult
(B) unknown
(C) manageable
(D) suitable

---

with reference to | graduate | appreciate | look forward to | unknown
major (in) | mark | per day | arrange | manageable

Chapter

15

Text Types

01. **Letters & E-mails**
- Practice with TOEIC Actual Questions

02. **Notices & Memos**
- Practice with TOEIC Actual Questions

03. **Advertisements**
- Practice with TOEIC Actual Questions

04. **Invoices & Schedules**
- Practice with TOEIC Actual Questions

05. **Double Passages**
- Practice with TOEIC Actual Questions

01 Letters & E-mails

Letters and e-mails are most frequently found in the TOEIC Reading test. It is not so difficult to find out correct answers if you are familiar with their formats.

Tips

1. You should familiarize yourself with the formats of business letters and e-mails.
2. Questions may be about the purpose of letters/e-mails, senders, recipients, attached files, etc.

Typical questions

- What is the main purpose of this letter?
- By whom was the e-mail sent?
- What is enclosed in this letter?
- What is Ms. Kidman asked to do?

ANSWERS p. 232

Read the following letter and answer the questions.

Company name and address

Max Office Supplies
433 Western Lane
New York, NY 10987

Recipient's name and title

Dear Ms. Johnson:

It was a pleasure meeting you at the interview. I enjoyed our conversations so much, especially hearing about the needs of the Marketing Department.

Content

I would appreciate it if you could send me a letter concerning your hiring decision. Thank you again for your time, and I am looking forward to hearing from you soon.

Closing, signature

Sincerely,
Jane Omaley

especially appreciate concerning

1. By whom was the letter sent?
   Ⓐ A job applicant
   Ⓑ An interviewer

2. What is Ms. Johnson asked to do?
   Ⓐ Arrange a meeting
   Ⓑ Send a letter about a decision

www.nhantriviet.com

Practice with TOEIC Actual Questions

Questions 1-2 refer to the following e-mail.

TO: editor_NewYork@newyork.net
FROM: Brian Simpson <simpson@goolger.com>
SUBJECT: The article regarding PK Co.

To the editor:

I am writing about the article entitled *PK Co. Negative Sales*. My name is Brian Simpson, and I am the public relations director at PK Co. After my coworkers and I read your article, we found some incorrect information.

First of all, you wrote that we are planning to lay off 30% of our staff members this coming August. However, that has not been decided yet. Also, you wrote that our sales decreased 10% in the first quarter of this year. This is not true.

We would like you to publish a correction to the article immediately, and we need an official apology to our company.

Thank you,
Brian Simpson

Answers p. 232

1. Why was this e-mail written?

(A) To ask an editor for some advice
(B) To request some correction be made
(C) To apologize to the editor for the article
(D) To introduce some new staff members

2. Who is Brian Simpson?

(A) The executive officer at PK Co.
(B) The CEO of PK Co.
(C) The writer of an article
(D) A publisher

subject
article
entitled
public relations
incorrect
yet
quarter
publish a correction
immediately
official apology
executive officer
publisher

02 Notices & Memos

Notices and memos are used to announce some news or changes within a company. They usually include senders, recipients, topics, and content.

Tips

1. The heading of a notice or memo shows the main content.
2. Notices and memos generally mention the content briefly and precisely.

Typical questions

- What is the purpose of this memo?
- Why was this memo written?
- What will happen on October 21?

Answers p. 233

Read the following memo and answer the questions.

Recipient — **To:** All staff members

Sender — **From:** Jessica Shaydon, Personnel Department

Topic: **Re** is short for **Regarding** which means **Concerning/ About**. Sometimes, **Subject** can be used. — **Re:** The promotion of Joe Endley

Content — I am pleased to announce that Joe Endley, a manager in the Sales Department, has been promoted to vice president of the company. Mr. Endley has been working for our company for the last 18 years. He won the "Employee of the Year" award in 2009 for increasing our sales. We are very excited to see his leadership as a new vice president.

leadership

1. What is the purpose of this memo?
   Ⓐ To inform employees of the new vice president
   Ⓑ To notify employees of an annual meeting

2. How long has Mr. Endley been working for the company?
   Ⓐ 18 years
   Ⓑ 29 years

www.nhantriviet.com

Practice with TOEIC Actual Questions

Questions 1-2 refer to the following memorandum.

To: All staff
From: Jessica Bennett, Maintenance Department
Subject: Building safety inspection

The building safety inspection was scheduled for Monday, September 27. However, the company decided to change the date. The safety inspection will take place on Thursday, September 30.

During the building safety inspection, a special team from the headquarters will give you all the information about what you have to do. The team will arrive on Wednesday to make preparations. I would appreciate it if you would cooperate with the inspection.

Answers p. 233

1. When will the inspection take place?

(A) September 27
(B) September 30
(C) September 20
(D) September 13

2. What are the employees asked to do during the inspection?

(A) Leave the office building
(B) Participate in the preparations
(C) Do what the special team asks
(D) Inspect some information

safety inspection
be scheduled for
take place
headquarters
preparation
appreciate
cooperate
participate in

03 Advertisements

Advertisements include those on a product or service. Also, they may be advertisements on job vacancies, which are most often given in the TOEIC Reading test.

Tips

1. You should read all the details in an advertisement, e.g. advertiser, reader, product/service, features of the product/service being advertised, etc.
2. If it is an advertisement on a job vacancy, you must draw your attention to the position, requirements, application procedures, etc.

Typical questions

- What product is being advertised?
- What is NOT stated in the advertisement?
- What is mentioned as a requirement for the job?

Answers: p. 233

Read the job advertisement below and answer the questions.

Position recruited and name of the company

A brief introduction to the company and the position needed

Requirements

Application procedures and deadline

Marketing Position at the Sharon Manufacturing Co.

The Sharon Manufacturing Co. is the nation's leading producer of home appliances. Currently, we are looking for a marketer.

Requirements:

- Bachelor's degree
- Minimum of three years of experience in marketing
- Good interpersonal skills

If you are interested in the job position, please send your résumé and cover letter to appliances@sharon.com by March 1.

home appliances interpersonal skill

1. What is NOT required for the position?
   Ⓐ A university degree
   Ⓑ Fluency in three languages

2. What should an applicant do to apply for the job?
   Ⓐ E-mail a résumé and cover letter
   Ⓑ Fax a résumé and cover letter

www.nhantriviet.com

TOEIC Practice with TOEIC Actual Questions

Questions 1-2 refer to the following job advertisement.

Job Openings at Golden Office Supplies

Golden Office Supplies is looking for some experienced managers. All the managers will start to work in Chicago and will have opportunities to work at other branches in the future. The qualified candidates will be able to:

- manage contracts with suppliers
- develop marketing plans
- conduct customer surveys

Download the application from our website and fill out all the information. Please send the form with two letters of recommendation by October 10 to the following address:

Golden Office Supplies
17 Broadway
Chicago, IL 60602

ANSWERS p. 233

1. What position is being advertised?

(A) Teller
(B) Secretary
(C) Supplier
(D) Manager

2. What is NOT true about the advertisement?

(A) A candidate can download an application from the website.
(B) The application should be sent by October 10.
(C) The application should be sent by e-mail.
(D) Successful candidates will work in Chicago.

opportunity
contract
supplier
develop
application
fill out
letter of recommendation
successful candidate

04 Invoices & Schedules

An invoice is a document giving details of goods or services that someone has bought and must pay for. The invoice usually shows items, quantities, unit prices, total prices, due date, etc. A schedule is a plan or a timetable mentioning destinations, venues, activities, etc. of a tour, a meeting, or an event.

Tips

1. You should familiarize yourself with the formats of invoices and schedules.
2. Details in an invoice or a schedule are usually presented in the form of a table. You must quickly grasp the main information shown in this form.

Typical questions

- Who is this invoice intended for?
- What is NOT included in the total price?
- When were the products delivered?

Answers p. 233

Read the following invoice and answer the questions.

Name of the company

Client's name and address

Details

Due date

Invoice

Paul's Furniture Store

Client: Rachel Miller
101 Oak Street
Portland, Oregon 84879

Item	Quantity	Total Price
IU-184 executive chair	8	$800
MX-77 wooden desk	2	$1,790
		Subtotal: $2,590
		Tax: $206
		Total Amount Due: $2,796

The payment is due on January 13, and if the payment is not made by the due date, an extra 100 dollars will be charged.

due date charge

1. Who is this invoice intended for?
   Ⓐ The manager at Paul's Furniture Store
   Ⓑ A client named Rachel Miller

2. What will happen if the payment is late?
   Ⓐ The shipping will be delayed.
   Ⓑ A late fee will be charged.

www.nhantriviet.com

Practice with TOEIC Actual Questions

Questions 1-2 refer to the following schedule.

Annual Company Banquet

Shine Production Co.

Date: Thursday, December 28, 5:00 p.m. – 8:30 p.m.

Location: Hilton Hotel, Ruby Ballroom

5:00 p.m. – 5:30 p.m.	An opening speech by the president
5:30 p.m. – 6:30 p.m.	Presentation of the "Employee of the Year" award
6:30 p.m. – 8:30 p.m.	Dinner

If you have any questions about the banquet, call Joey Moore at (176) 765-8765 or e-mail him at Joey@shine.com.

Answers p. 238

1. What time will the dinner begin?

(A) 5:00 p.m.
(B) 5:30 p.m.
(C) 6:30 p.m.
(D) 8:30 p.m.

2. What is going to happen at 6:00 p.m.?

(A) The welcoming remarks
(B) Dinner
(C) An opening speech
(D) The presentation of the "Employee of the Year" award

annual
banquet
location
opening speech
presentation
welcoming remark

05 Double Passages

The last 20 questions of the TOEIC Reading test are based on double passages. There are four double passages with five questions for each set. The types of passages are similar to those you have already learned about. The set of double passages may be two e-mails, an advertisement and a letter, an invoice and a fax, or any combination of reading passages. These two passages are interrelated. The first passage presents information and is followed by a second passage that contains a response, a reaction, or an inquiry relating to the first one.

Tips

1. First, you must see the connection between the two passages.
2. Combine the related information in the two passages, and then find out the answers to the questions given.

Answers: p. 233

Read the agenda and e-mail below and answer the questions.

The first passage

An agenda for a conference on education

Agenda

10:00 a.m.	Registration / Location: Main Lobby
11:00 a.m.	Keynote Address: "Education Policy", Martin Wilson Location: 306 West Tower
12:00 p.m.	Presentation: "Secondary Education", Ralph Harris Location: 312 West Tower
1:00 p.m.	Luncheon / Location: Main Dining Room
2:30 p.m.	Presentation: "Higher Education", Todd Clark Location: 213 East Tower

keynote address　secondary education　higher education

The second passage

An e-mail informing the recipient of the agenda presented above

From: Jack Somers
To: Tracy Lee

Dear Ms. Lee,

I had a great time discussing education with you the other day. You told me that you are very interested in higher education. I found some information about a conference on education. The conference will be hosted by the Department of Education on Monday, January 28. The presenter, Todd Clark, is especially well known in the field. I hope you find it interesting.

the other day　host

1. Why did Jack write the e-mail?
   Ⓐ To give Tracy some information about the conference
   Ⓑ To thank Tracy for participating in the conference

2. What time will Todd Clark make his presentation?
   Ⓐ 12:00 p.m.　　Ⓑ 2:30 p.m.

www.nhantriviet.com

Practice with TOEIC Actual Questions

Questions 1-2 refer to the following job advertisement and letter.

Wanted: Human Resources Director

We are seeking an experienced director who will lead the HR Department with enthusiasm. The successful candidate will be in charge of recruiting and training new employees. As a director, you need to have effective communication skills. Fluency and accuracy in English and French are also required. Please send your résumé and cover letter to our office.

Dear Mr. Garcia,

I saw your job opening on job.com, and I am very interested in this position. I have worked in human resources for more than 19 years, and I have played an important role in managing and recruiting staff and training employees. In addition, I had a chance to improve my French when I worked in my company's Paris office in 2007.

I am looking forward to meeting you soon for an interview. If you have any questions about my résumé, do not hesitate to contact me. Thank you for your time.

Sincerely,
Sue Baker

Answers p. 233

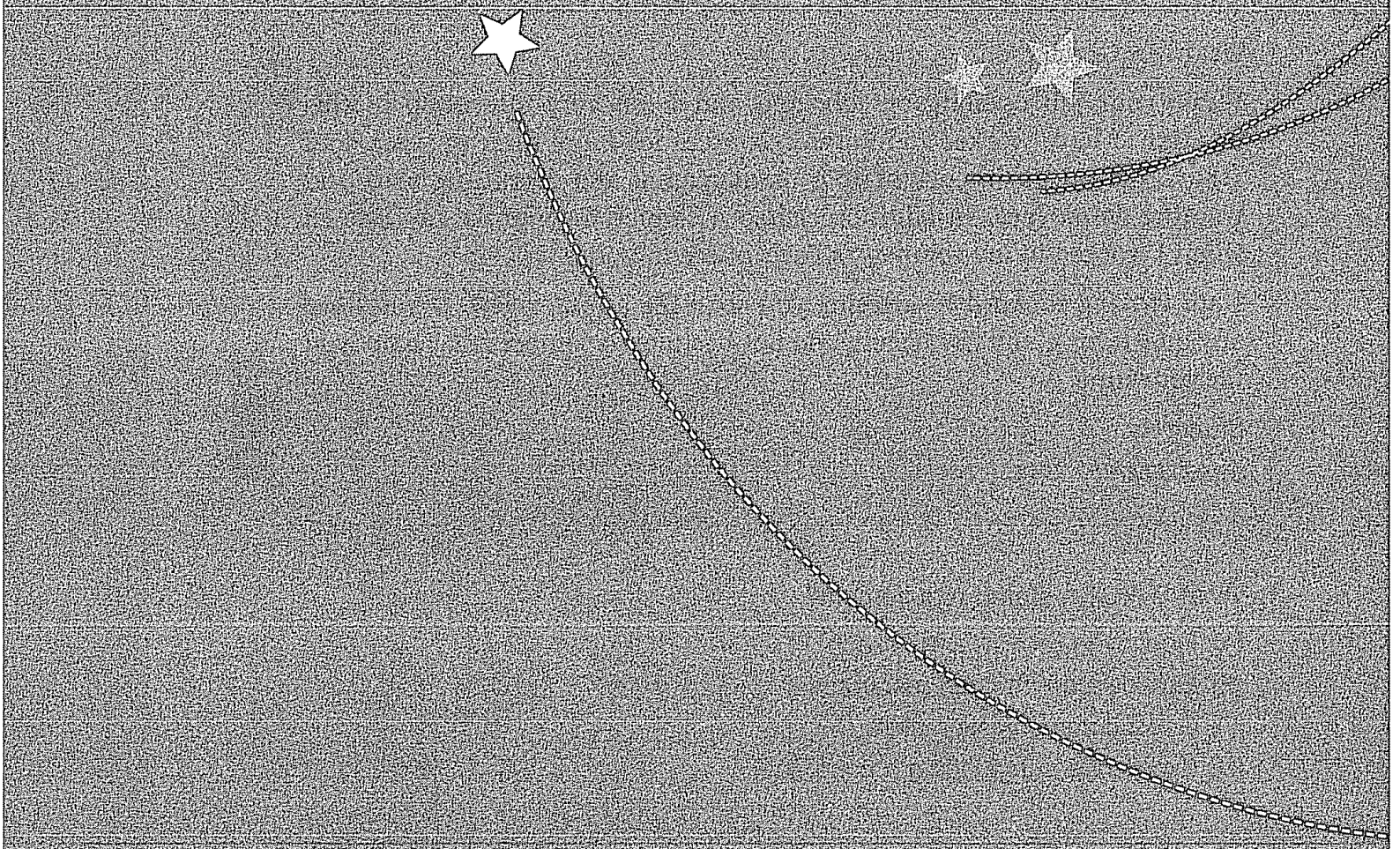
1. What is NOT a stated requirement?

(A) Fluency in English and French
(B) Experience in human resources
(C) Good communication skills
(D) Excellence in managing a company

2. Why did Sue write the letter to Garcia?

(A) To ask some questions
(B) To cancel the job interview
(C) To apply for the job
(D) To reply to Garcia's letter

human resources
seek
enthusiasm
in charge of
recruit
fluency
accuracy
play a role in
in addition
hesitate
reply



www.nhantriviet.com

Answers

Section 1 Grammar & Vocabulary

Chapter 01 Sentence Structures

01. Main Elements of a Sentence in English p. 25

A

1. Subject: I Verb: **work** Modifier: **on Friday**
2. Subject: **My brother** Verb: **is**
   Subject complement: **the manager**
3. Subject: I Verb: **found** Object: **the report**
   Modifier: **very** Object complement: **useful**
4. Subject: **The chair** Verb: **is** Modifier: **very**
   Subject complement: **comfortable**
5. Subject: **The secretary** Verb: **writes**
   Object: **reports** Modifier: **every day**
6. Subject: I Verb: **cannot find** Object: **the file**

B

1. Ⓐ
2. Ⓓ

02. Sentence Structure – Structure 1 p. 26

A

1. Subject: **The store** Verb: **closed**
   Modifier: **30 minutes ago**
2. Subject: I Verb: **work** Modifier: **near downtown**
3. Subject: **Mr. Wilson** Verb: **returned**
   Modifier: **from his business trip**
4. Subject: **The door** Verb: **opens**
   Modifier: **automatically**
5. Subject: **Ms. Johnson** Verb: **works**
   Modifier: **eight hours a day**
6. Subject: **The bus** Verb: **leaves**
   Modifier: **around noon**

B

1. Ⓑ
2. Ⓓ

03. Sentence Structure – Structure 2 p. 27

A

1. Subject: **The workshop**
   Subject complement: **boring**
2. Subject: **They** Subject complement: **customers**
3. Subject: **His idea** Subject complement: **useless**
4. Subject: **Some items**
   Subject complement: **expensive**
5. Subject: **Her presentation**
   Subject complement: **useful**
6. Subject: **Mr. Lee**
   Subject complement: **the president of the company**

B

1. Ⓑ
2. Ⓐ

04. Sentence Structure – Structure 3 p. 28

A

1. **They discussed the issue.**
2. **Our team finished the contract.**
3. **The HR manager liked my suggestion.**
4. **Mr. Green sent some packages.**
5. **Sam and Sara will attend the conference.**
6. **We received an invitation yesterday. /**
   Yesterday, we received an invitation.

B

1. Ⓒ
2. Ⓑ

05. Sentence Structure – Structure 4 p. 29

A

1. **gave us**
2. **offer her**
3. **us some chairs**
4. **new customers a free coupon**
5. **to me**

www.nhantriviet.com

Ⓑ
1. Ⓒ
2. Ⓑ

06. Sentence Structure – Structure 5 p. 30

Ⓐ
1. Structure 2
2. Structure 4
3. Structure 5
4. Structure 1
5. Structure 3
6. Structure 5

Ⓑ
1. Ⓒ
2. Ⓓ

Practice with TOEIC Actual Questions pp. 32-34

1. (A)	2. (D)	3. (D)	4. (B)	5. (C)	6. (C)
7. (C)	8. (A)	9. (D)	10. (B)	11. (A)	12. (C)
13. (B)	14. (D)	15. (A)	16. (B)		

Grammar Step UP! p. 35

Let's check! 1. Phrase 3. Phrase 5. Phrase
2. Clause 4. Clause

Chapter 02 Nouns & Pronouns

01. Functions of a Noun p. 39

Ⓐ
1. **meeting** / Subject
2. **success** / Complement
3. **cooperation** / Complement
4. **manager** / Subject
5. **gathering** / Object of the verb **arrange**
6. **employees** / Object of the preposition **with**

Ⓑ
1. Ⓐ
2. Ⓓ

02. Noun Suffixes p. 40

Ⓐ

1. significance	6. distributor
2. fulfillment	7. conductor
3. investment	8. trainee
4. safety	9. applicant
5. arrival	10. supervisor

Ⓑ
1. Ⓒ
2. Ⓑ

03. Positions of a Noun p. 41

Ⓐ

1. Ⓐ	3. Ⓑ	5. Ⓑ
2. Ⓑ	4. Ⓓ	6. Ⓓ

Ⓑ
1. Ⓑ
2. Ⓒ

04. Types of Nouns p. 42

Ⓐ

1. information	3. meetings
2. an agreement	4. luggage

Ⓑ
1. Ⓓ
2. Ⓒ

05. *Some* and *Any* + Noun p. 43

Ⓐ
1. Some
2. any
3. any
4. some
5. any
6. some

Ⓑ
1. Ⓑ
2. Ⓑ

06. Personal Pronouns p. 44

A

1. me
2. You
3. him
4. She
5. they
6. her

B

1. Ⓑ
2. Ⓓ

07. Possessive Adjectives & Possessive Pronouns p. 45

A

1. his
2. yours
3. Our
4. your
5. its
6. hers

B

1. Ⓑ
2. Ⓒ

08. Reflexive Pronouns p. 46

A

1. herself
2. himself
3. for herself
4. herself
5. itself
6. themselves

B

1. Ⓐ
2. Ⓒ

Practice with TOEIC Actual Questions pp. 48-50

1. (C) 2. (B) 3. (D) 4. (B) 5. (A) 6. (B)
7. (B) 8. (C) 9. (A) 10. (D) 11. (D) 12. (A)
13. (A) 14. (D) 15. (B) 16. (A)

Grammar Step UP! p. 51

Let's check! 1. is 2. glasses 3. means 4. isn't 5. times

Chapter 03 Adjectives & Adverbs

01. Functions and Positions of an Adjective p. 55

A

1. Ⓐ
2. Ⓑ
3. Ⓓ
4. Ⓓ
5. Ⓑ
6. Ⓒ

B

1. Ⓑ
2. Ⓒ

02. Useful Adjectives p. 56

A

1. awful
2. successful
3. aware
4. likely
5. eligible
6. subject

B

1. Ⓒ
2. Ⓓ

www.nhantriviet.com

03. Functions and Positions of an Adverb p. 57

Ⓐ

1. highly
2. currently
3. Unfortunately
4. properly
5. successfully
6. carefully

Ⓑ

1. Ⓒ
2. Ⓒ

04. Useful Adverbs p. 58

Ⓐ

1. nearly
2. hardly
3. hard
4. late
5. near

Ⓑ

1. Ⓒ
2. Ⓐ

05. Comparisons of Equality of Adjectives and Adverbs p. 59

Ⓐ

1. effective
2. creative
3. qualified
4. smoothly
5. quietly
6. fast

Ⓑ

1. Ⓑ
2. Ⓓ

06. Comparative Forms of Adjectives and Adverbs p. 60

Ⓐ

1. higher than
2. sooner
3. more carefully
4. more greatly
5. faster than
6. much more serious than

Ⓑ

1. Ⓒ
2. Ⓐ

07. Superlative Forms of Adjectives and Adverbs p. 61

Ⓐ

1. the smallest
2. the most impressive
3. the most
4. the worst
5. the most efficiently
6. the best

Ⓑ

1. Ⓑ
2. Ⓑ

08. Common Expressions of Comparisons p. 62

Ⓐ

1. largest
2. the harder
3. tallest
4. as
5. the most
6. more

Ⓑ

1. Ⓓ
2. Ⓐ

Practice with TOEIC Actual Questions pp. 64-66

1. (C) 2. (A) 3. (C) 4. (B) 5. (C) 6. (B)
7. (C) 8. (B) 9. (C) 10. (D) 11. (B) 12. (B)
13. (C) 14. (A) 15. (C) 16. (C)

Grammar Step UP! p. 67

Let's check! 1. yet 3. seldom
2. Furthermore 4. Nevertheless

Chapter 04 Tenses

01. Present Simple Tense p. 71

A

1. gets
2. work
3. goes
4. reviews
5. starts
6. is

B

1. Ⓐ
2. Ⓑ

02. Past Simple Tense p. 72

A

1. worked
2. gave
3. closed
4. liked
5. wrote
6. started

B

1. Ⓑ
2. Ⓒ

03. Future Simple Tense p. 73

A

1. will begin
2. is going to retire
3. is going to join
4. will visit
5. complete
6. will drop

B

1. Ⓐ
2. Ⓒ

04. Present Progressive Tense & Past Progressive Tense p. 74

A

1. was preparing
2. are discussing
3. were fixing
4. is reviewing
5. were participating
6. were having

B

1. Ⓒ
2. Ⓑ

05. Present Perfect Tense p. 75

A

1. has just completed
2. have increased
3. have already finalized
4. have visited
5. has increased
6. has taken

B

1. Ⓒ
2. Ⓐ

06. Present Perfect Tense vs. Past Simple Tense p. 76

A

1. conducted
2. have tried
3. quit
4. has worked
5. finished
6. have worried

B

1. Ⓒ
2. Ⓓ

07. Past Perfect Tense & Future Perfect Tense p. 77

A

1. had worked
2. had stolen
3. will have worked
4. had broken
5. will have been
6. will have completed

B

1. Ⓑ
2. Ⓑ

www.nhantriviet.com

Practice with TOEIC Actual Questions pp. 79-81

1. (C) 2. (A) 3. (D) 4. (A) 5. (C) 6. (A)
7. (B) 8. (B) 9. (D) 10. (D) 11. (C) 12. (C)
13. (C) 14. (A) 15. (A) 16. (B)

Grammar Step UP! p. 82

Let's check! 1. hire 2. work 3. use 4. quit

Chapter 05 Active and Passive Voices

01. Active Voice vs. Passive Voice p. 85

A

1. is reviewed
2. hold
3. are broken
4. takes
5. is installed
6. is sent

B

1. ©
2. Ⓐ

02. Passive Voice of Present, Past, and Future Simple Tenses p. 86

A

1. was postponed
2. will be cleaned
3. is paid
4. will be made
5. is distributed
6. will be completed

B

1. ©
2. Ⓐ

03. Passive Voice of Modal Verbs and Present Perfect Tense p. 87

A

1. has to review → has to be reviewed
2. may canceled → may be canceled
3. has taken care of → has been taken care of
4. send → have been sent
5. loved → has been loved
6. should is submitted → should be submitted

B

1. ©
2. Ⓓ

04. Passive Voice of Structures 4 and 5 p. 88

A

1. A free gift was given to all the customers.
2. They were asked to leave the conference room.
3. The product is called MegaTech by young children.
4. An official letter will be sent to all the participants.

B

1. Ⓑ
2. Ⓓ

05. Common Expressions p. 89

A

1. with
2. to
3. to
4. in
5. in
6. with

B

1. Ⓑ
2. Ⓐ

Practice with TOEIC Actual Questions pp. 91-93

1. (A) 2. (C) 3. (C) 4. (A) 5. (C) 6. (D)
7. (A) 8. (B) 9. (A) 10. (D) 11. (C) 12. (D)
13. (A) 14. (C) 15. (D) 16. (C)

Grammar Step UP! p. 94

Let's check!
1. were asked to
2. is scheduled to
3. are expected to
4. is supposed to

Chapter 06 To-infinitives

01. To-infinitive as a Noun p. 97

A

1. Subject
2. Object complement
3. Subject complement
4. Object
5. Object
6. Object complement

B

1. Ⓐ
2. Ⓒ

02. To-infinitive as an Adjective/Adverb p. 98

A

1. Adjective (modifying the noun phrase **a plan**)
2. Adverb (modifying the verb **exercise**)
3. Adjective (modifying the noun phrase **the first thing**)
4. Adverb (modifying the adjective **glad**)
5. Adjective (modifying the noun phrase **a place**)
6. Adverb (modifying the whole sentence)

B

1. Ⓐ
2. Ⓓ

03. Semantic Subject and Negative Form of a To-infinitive p. 99

A

1. of you
2. for Koreans
3. not to be
4. of Jeff
5. for Mr. Johnson
6. for you

B

1. Ⓒ
2. Ⓓ

04. Common Verbs, Nouns, and Adjectives Followed by a To-infinitive p. 100

A

1. to sign
2. to review
3. to increase

B

1. Ⓐ
2. Ⓓ

05. Too ... to/Enough to p. 101

A

1. buying → to buy
2. enough clever → clever enough
3. handling → to handle
4. be elected → to be elected
5. tired too → too tired
6. getting → to get

B

1. Ⓓ
2. Ⓒ

www.nhantriviet.com

Practice with TOEIC Actual Questions pp. 103-105

1. (C) 2. (C) 3. (D) 4. (D) 5. (D) 6. (B)
7. (C) 8. (B) 9. (A) 10. (C) 11. (B) 12. (C)
13. (C) 14. (B) 15. (B) 16. (D)

Grammar Step UP! p. 106

Let's check! 1. do 3. to come
2. talk 4. to develop

Chapter 07 Gerunds

01. Functions of a Gerund p. 109

Ⓐ
1. **getting** / Object of the verb **suggest**
2. **Testing** / Subject
3. **Solving** / Subject
4. **calling** / Object of the preposition **by**
5. **Reducing** / Subject

Ⓑ
1. Ⓑ
2. Ⓒ

02. Verbs Followed by a Gerund p. 110

Ⓐ
1. to have → having
2. quit → quitting
3. worked → working
4. to use → using
5. to insist → insisting
6. to get → getting

Ⓑ
1. Ⓓ
2. Ⓒ

03. Common Expressions Followed by a Gerund p. 111

Ⓐ
1. reading
2. going
3. promoting
4. to using
5. hearing
6. shopping

Ⓑ
1. Ⓒ
2. Ⓐ

04. Verbs Followed by either a Gerund or a To-infinitive p. 112

Ⓐ
1. An action that needs to be done in the future
2. An action that was done in the past
3. An action that was done in the past
4. An action that is going to be informed
5. Making an effort

Ⓑ
1. Ⓓ
2. Ⓑ

Practice with TOEIC Actual Questions pp. 114-116

1. (B) 2. (A) 3. (D) 4. (B) 5. (B) 6. (C)
7. (B) 8. (A) 9. (B) 10. (B) 11. (D) 12. (C)
13. (B) 14. (D) 15. (A) 16. (C)

Grammar Step UP! p. 117

Let's check! 1. Reducing 3. service
2. developing 4. change

Chapter 08 Participles

01. Present Participles & Past Participles p. 121

A

1. attached
2. warning
3. impressed
4. listed
5. fascinating
6. increasing

B

1. Ⓓ
2. Ⓑ

02. Common Participial Adjectives p. 122

A

1. disappointing
2. excited
3. pleased
4. disappointed
5. confusing
6. interested

B

1. Ⓒ
2. Ⓑ

03. Participial Phrases p. 123

A

1. Entered → Entering
2. ✓
3. Locating → Located
4. ✓
5. explaining → explained
6. Being giving → Giving / When giving

B

1. Ⓒ
2. Ⓐ

04. Types of Participial Phrases p. 124

A

1. (Being) Promoted / Although promoted
2. Taking a right turn
3. Making a decision / When making a decision
4. Looking around us
5. (Being) Updated regularly

B

1. Ⓒ
2. Ⓒ

Practice with TOEIC Actual Questions pp. 126-128

1. (A) 2. (B) 3. (D) 4. (D) 5. (C) 6. (B)
7. (A) 8. (D) 9. (A) 10. (D) 11. (C) 12. (B)
13. (A) 14. (C) 15. (B) 16. (A)

Grammar Step UP! p. 129

Let's check! 1. Ⓑ 3. Ⓐ
2. Ⓐ 4. Ⓑ

Chapter 09 Conjunctions

01. Coordinating Conjunctions & Correlative Conjunctions p. 133

A

1. either
2. so
3. but
4. and
5. but

B

1. Ⓑ
2. Ⓓ

02. Conjunctions in Noun Clauses (*that / if / whether*) p. 134

A

1. that
2. if
3. that
4. whether
5. That

B

1. Ⓒ
2. Ⓑ

www.nhantriviet.com

03. Conjunctions in Adverb Clauses (of Time and Condition) p. 135

A

1. after → if
2. Once → While
3. Since → As soon as
4. Unless → As long as/If
5. when → since

B

1. Ⓓ
2. Ⓓ

04. Conjunctions in Adverb Clauses (of Reason, Concession, Purpose, and Result) p. 136

A

1. Although
2. Because
3. Even though
4. Since
5. while
6. because

B

1. Ⓒ
2. Ⓑ

Practice with TOEIC Actual Questions pp. 138-140

1. (C) 2. (D) 3. (C) 4. (C) 5. (C) 6. (B)
7. (D) 8. (B) 9. (A) 10. (B) 11. (D) 12. (A)
13. (D) 14. (B) 15. (A) 16. (C)

Grammar Step UP! p. 141

Let's check!

1. It indicates a condition.
2. It means "from the time he started his own business".

Chapter 10 Prepositions

01. Prepositions of Time p. 145

A

1. in
2. for
3. in
4. until
5. by
6. during

B

1. Ⓓ
2. Ⓑ

02. Prepositions of Place/Position p. 146

A

1. at
2. on
3. under
4. in
5. on
6. across

B

1. Ⓐ
2. Ⓑ

03. Other Prepositions p. 147

A

1. as → about/on
2. at → by
3. Of → As
4. with → for
5. for → with

B

1. Ⓑ
2. Ⓒ

04. More-than-one-word Prepositions & Prepositions Ending in *-ing* p. 148

A

1. across on → across from
2. As addition to → In addition to
3. regarded → regarding
4. According → According to
5. concerns → concerning

B

1. Ⓓ
2. Ⓑ

05. Prepositions vs. Conjunctions p. 149

A

1. although
2. by
3. due to
4. In spite of
5. While
6. Because of

B

1. Ⓑ
2. Ⓓ

Practice with TOEIC Actual Questions pp. 151-153

1. (C) 2. (C) 3. (B) 4. (A) 5. (A) 6. (D)
7. (B) 8. (C) 9. (B) 10. (A) 11. (B) 12. (D)
13. (A) 14. (C) 15. (B) 16. (A)

Grammar Step UP! p. 154

Let's check!

1. since → for
2. within → by
3. for → since
4. prior → prior to

Chapter 11 Relative Pronouns & Relative Adverbs

01. Relative Pronouns & Subject Relative Pronouns p. 157

A

1. who
2. that
3. who
4. which
5. that

B

1. Ⓐ
2. Ⓑ

02. Object Relative Pronouns & Possessive Relative Pronoun p. 158

A

1. that → whose
2. ✓
3. whose → which/that
4. ✓

B

1. Ⓑ
2. Ⓒ

03. Relative Pronoun *What* p. 159

A

1. What
2. that
3. what
4. that
5. that
6. What

B

1. Ⓓ
2. Ⓑ

www.nhantriviet.com

04. Omission of Relative Pronouns p. 160

A

1. which → who/whom/that or which omitted
2. people are → people who/that are or people
3. which are → who/that are or which are omitted
4. which is → which/that or which is omitted
5. positions are → positions which/that are or positions

B

1. Ⓐ
2. Ⓓ

05. Relative Adverbs p. 161

A

1. where
2. why
3. why
4. how
5. when

B

1. Ⓒ
2. Ⓑ

Practice with TOEIC Actual Questions pp. 163-165

1 (C) 2 (A) 3 (D) 4 (A) 5 (C) 6 (C)
7 (B) 8 (B) 9 (D) 10 (A) 11 (D) 12 (C)
13 (A) 14 (C) 15 (C) 16 (B)

Grammar Step UP! p. 166

Let's check! 1. what 3. that 5. That
2. What 4. what

Chapter 12 Subjunctive Mood

01. Past Subjunctive p. 169

A

1. had 3. worked 5. would
2. would send 4. Were

B

1. Ⓐ
2. Ⓓ

02. Past Perfect Subjunctive p. 170

A

1. could
2. had offered
3. would have fixed
4. Had
5. could have gotten

B

1. Ⓑ
2. Ⓒ

03. Future Subjunctive p. 171

A

1. If 3. will ask
2. should 4. Should

B

1. Ⓑ
2. Ⓓ

04. Mixed Subjunctive p. 172

A

1. had completed
2. would be
3. would not feel
4. had met
5. would be
6. had not received

B

1. Ⓓ
2. Ⓐ

05. Subjunctives with *I wish* p. 173

A

1. ✓
2. have given → had given
3. would have come → would come
4. are → were
5. ✓
6. ✓

B

1. Ⓐ
2. Ⓑ

Practice with TOEIC Actual Questions pp. 175-177

1. (A) 2. (B) 3. (C) 4. (D) 5. (D) 6. (A)
7. (D) 8. (D) 9. (A) 10. (D) 11. (B) 12. (C)
13. (C) 14. (C) 15. (A) 16. (B)

Grammar Step UP! p. 178

Let's check!

1. Without
2. couldn't have achieved
3. will buy
4. have

Chapter 13 Agreement

01. Subject-Verb Agreement in Number (1) (Singular/Plural Nouns) p. 181

A

1. are → is
2. ✓
3. are → is
4. ✓
5. are → is

B

1. Ⓓ
2. Ⓒ

02. Subject-Verb Agreement in Number (2) (Indefinite Pronouns and Nouns with a Quantifier) p. 182

A

1. look
2. are
3. were
4. has
5. has
6. are

B

1. Ⓐ
2. Ⓑ

03. Subject-Verb Agreement in Number (3) (Conjunctions) p. 183

A

1. has → have
2. commutes → commute
3. is → are
4. is → are
5. have → has
6. are → is

B

1. Ⓐ
2. Ⓒ

04. Agreement in Tense (of Main Clause and Subordinate Clause) p. 184

A

1. founded
2. was
3. participated
4. works
5. had been fired

B

1. Ⓑ
2. Ⓒ

www.nhantriviet.com

Practice with TOEIC Actual Questions pp. 186-188

1. (B) 2. (D) 3. (A) 4. (C) 5. (A) 6. (C)
7. (D) 8. (B) 9. (D) 10. (A) 11. (D) 12. (B)
13. (B) 14. (A) 15. (B) 16. (A)

Grammar Step UP! p. 189

Let's check! 1. is 3. are
2. agree 4. is

Section 2 Reading

Chapter 14 Question Types

01. Overview / Gist Questions p. 194

A
1. (B)

B
1. (B)

Practice with TOEIC Actual Questions p. 195

1. (D)
2. (B)

02. Information Questions p. 196

A
1. (B)

B
1. (B)

Practice with TOEIC Actual Questions p. 197

1. (C)
2. (B)

03. NOT Questions p. 198

A
1. (B)

B
1. (A)

Practice with TOEIC Actual Questions p. 199

1. (A)
2. (C)

04. Inference Questions p. 200

A
1. (A)

B
1. (A)

Practice with TOEIC Actual Questions p. 201

1. (C)
2. (C)

05. Synonym Questions p. 202

A
1. (B)

B
1. (A)

Practice with TOEIC Actual Questions p. 203

1. (A)
2. (D)

Chapter 15 Text Types

01. Letters & E-mails p. 206

1. (A)
2. (B)

Practice with TOEIC Actual Questions p. 207

1. (B)
2. (A)

www.nhantriviet.com

02. Notices & Memos p. 208

1. (A)
2. (A)

Practice with TOEIC Actual Questions p. 209

1. (B)
2. (C)

03. Advertisements p. 210

1. (B)
2. (A)

Practice with TOEIC Actual Questions p. 211

1. (D)
2. (C)

04. Invoices & Schedules p. 212

1. (B)
2. (B)

Practice with TOEIC Actual Questions p. 213

1. (C)
2. (D)

05. Double Passages p. 214

1. (A)
2. (B)

Practice with TOEIC Actual Questions p. 215

1. (D)
2. (C)