

Preface

Hackers TOEIC Start Reading aims at helping TOEIC beginners establish a “foundation of English through TOEIC”. It is generally known that a magnificent house rests on a strong foundation, and a good command of English also needs a solid foundation. In order to improve and achieve a high TOEIC score, learners should build up their English proficiency from the very beginning. In actual fact, high TOEIC scores can only be ensured by a good language ability, constant efforts, correct methods of learning, and practical English materials.

Hackers TOEIC Start Reading is an introductory book which provides necessary essentials and strategies for those who start their first steps in learning TOEIC. Each section in the book provides brief and clear explanations which are suitable for elementary learners. We have specially designed the book in a way that learners can arrange their daily study in order to steadily acquire the fundamentals of Grammar, Vocabulary, and Reading Comprehension – the key areas that are tested in the TOEIC Reading section. Learners can either start studying all the sections in order or refer to a particular part they want to focus on.

Start familiarizing yourself with the TOEIC test using **Hackers TOEIC Start Reading** from today.

David Cho



CONTENTS

Overview	Introduction	7	Basic Points	Grammar • Basic grammar	28
	Structure of the book	8		• Five basic sentence patterns	29
	About TOEIC	11		• Eight parts of speech	30
	Typical question types in the TOEIC Reading test	15		• Phrases and clauses	31
	Your English proficiency and learning style	20		Reading • Paraphrasing	33
Your study plan	24				

WEEK 1	Grammar	Vocabulary	Reading	
DAY 1	[Basic Grammar] Subject and Verb	36	Overview/Gist Questions	44
	01 Subject	38		
	02 Verb	40		
DAY 2	[Basic Grammar] Object, Complement, and Modifier	52	Verb Phrases (1)	60
	01 Object	54		
	02 Complement	56		
DAY 3	[Part of Speech] Nouns	70	Verb Phrases (2)	78
	01 Positions of Nouns	72		
	02 Countable Nouns and Uncountable Nouns	74		
	03 Numeric Expressions before Nouns	76		
DAY 4	[Part of Speech] Pronouns	88	Noun Phrases	99
	01 Personal Pronouns, Possessive Pronouns, and Reflexive Pronouns	91		
	02 Demonstrative Pronouns	93		
	03 Indefinite Pronouns	95		
	04 Agreement between Pronouns and Nouns	97		
DAY 5	[Part of Speech] Adjectives and Adverbs	108	Collocations	116
	01 Adjectives	110		
	02 Adverbs	112		
	03 Confusing Adjectives and Adverbs	114		
			Synonym Questions	118

WEEK 2	Grammar	Vocabulary	Reading	
DAY 1	[Part of Speech] Prepositions	126	Verbs (1)	136
	01 Positions of Prepositions	128		
	02 Prepositions of Time	130		
	03 Prepositions of Place	132		
	04 Prepositions of Direction	134		
DAY 2	[Part of Speech] Conjunctions	146	Verbs (2)	152
	01 Coordinating Conjunctions and Correlative Conjunctions	148		
	02 Subordinating Conjunctions	150		
DAY 3	[Part of Speech] Verbs	162	Verbs (3)	168
	01 Verb Forms	164		
	02 Intransitive Verbs and Transitive Verbs	166		
DAY 4	[Verb] Subject-Verb Agreement	178	Verbs (4)	186
	01 Subject-Verb Agreement – Singular Subject and Singular Verb	180		
	02 Subject-Verb Agreement – Plural Subject and Plural Verb	182		
	03 Subject-Verb Agreement – Special Cases	184		
DAY 5	[Verb] Tenses	196	Verbs (5)	204
	01 Present Simple, Past Simple, and Future Simple	198		
	02 Present Progressive, Past Progressive, and Future Progressive	200		
	03 Present Perfect, Past Perfect, and Future Perfect	202		
			Memorandums	206

WEEK 3	 Grammar	 Vocabulary	 Reading	
DAY 1	[Verb] Active Voice and Passive Voice	214	Nouns (1) 220	Information 222
	01 Active Voice and Passive Voice	216		
	02 Common Collocations	218		
DAY 2	[Verb] Conditionals	230	Nouns (2) 238	Invitations 240
	01 Past Conditional	232		
	02 Past Perfect Conditional	234		
	03 Future Conditional	236		
DAY 3	[Verbal Phrase] To-infinitives	248	Nouns (3) 256	Invoices 258
	01 Positions of To-infinitives	250		
	02 Functions of To-infinitives	252		
	03 Verbs Followed by a To-infinitive	254		
DAY 4	[Verbal Phrase] Gerunds	266	Nouns (4) 274	Schedules 276
	01 Positions and Functions of Gerunds	268		
	02 Verbs Followed by a Gerund	270		
	03 Expressions Followed by a Gerund	272		
DAY 5	[Verbal Phrase] Participles	284	Adjectives (1) 292	Surveys 294
	01 Positions and Functions of Participles	286		
	02 Participle Phrases	288		
	03 Present Participles and Past Participles	290		

WEEK 4	 Grammar	 Vocabulary	 Reading	
DAY 1	[Clause] Noun Clauses	302	Adjectives (2) 308	Double Passages: Letters / E-mails 310
	01 Positions of Noun Clauses	304		
	02 Noun Clause Conjunctions	306		
DAY 2	[Clause] Adverb Clauses	318	Adjectives (3) 324	Double Passages: Announcements 326
	01 Positions of Adverb Clauses	320		
	02 Adverb Clause Conjunctions	322		
DAY 3	[Clause] Adjective Clauses	334	Adverbs (1) 340	Double Passages: Advertisements 342
	01 Positions of Adjective Clauses	336		
	02 Relative Pronouns	338		
DAY 4	[Special Structure] Comparisons	350	Adverbs (2) 356	Double Passages: Articles 358
	01 Comparatives	352		
	02 Superlatives	354		
DAY 5	[Special Structure] Parallelism and Inversion	366	Adverbs (3) 372	Double Passages: Forms 374
	01 Parallelism	368		
	02 Inversion	370		

Ngày	Thời gian	Địa điểm	Đối tượng	Nội dung
01	08h00 - 12h00	Phòng họp	Tất cả nhân viên	01. Khai mạc và phát động
02	08h00 - 12h00	Phòng họp	Tất cả nhân viên	02. Báo cáo tình hình thực hiện
03	08h00 - 12h00	Phòng họp	Tất cả nhân viên	03. Thảo luận và giải quyết vướng mắc
04	08h00 - 12h00	Phòng họp	Tất cả nhân viên	04. Tổng kết và rút kinh nghiệm
05	08h00 - 12h00	Phòng họp	Tất cả nhân viên	05. Phát động thi đua
06	08h00 - 12h00	Phòng họp	Tất cả nhân viên	06. Báo cáo kết quả thi đua
07	08h00 - 12h00	Phòng họp	Tất cả nhân viên	07. Tổng kết và rút kinh nghiệm
08	08h00 - 12h00	Phòng họp	Tất cả nhân viên	08. Phát động thi đua
09	08h00 - 12h00	Phòng họp	Tất cả nhân viên	09. Báo cáo kết quả thi đua
10	08h00 - 12h00	Phòng họp	Tất cả nhân viên	10. Tổng kết và rút kinh nghiệm
11	08h00 - 12h00	Phòng họp	Tất cả nhân viên	11. Phát động thi đua
12	08h00 - 12h00	Phòng họp	Tất cả nhân viên	12. Báo cáo kết quả thi đua
13	08h00 - 12h00	Phòng họp	Tất cả nhân viên	13. Tổng kết và rút kinh nghiệm
14	08h00 - 12h00	Phòng họp	Tất cả nhân viên	14. Phát động thi đua
15	08h00 - 12h00	Phòng họp	Tất cả nhân viên	15. Báo cáo kết quả thi đua
16	08h00 - 12h00	Phòng họp	Tất cả nhân viên	16. Tổng kết và rút kinh nghiệm
17	08h00 - 12h00	Phòng họp	Tất cả nhân viên	17. Phát động thi đua
18	08h00 - 12h00	Phòng họp	Tất cả nhân viên	18. Báo cáo kết quả thi đua
19	08h00 - 12h00	Phòng họp	Tất cả nhân viên	19. Tổng kết và rút kinh nghiệm
20	08h00 - 12h00	Phòng họp	Tất cả nhân viên	20. Phát động thi đua
21	08h00 - 12h00	Phòng họp	Tất cả nhân viên	21. Báo cáo kết quả thi đua
22	08h00 - 12h00	Phòng họp	Tất cả nhân viên	22. Tổng kết và rút kinh nghiệm
23	08h00 - 12h00	Phòng họp	Tất cả nhân viên	23. Phát động thi đua
24	08h00 - 12h00	Phòng họp	Tất cả nhân viên	24. Báo cáo kết quả thi đua
25	08h00 - 12h00	Phòng họp	Tất cả nhân viên	25. Tổng kết và rút kinh nghiệm
26	08h00 - 12h00	Phòng họp	Tất cả nhân viên	26. Phát động thi đua
27	08h00 - 12h00	Phòng họp	Tất cả nhân viên	27. Báo cáo kết quả thi đua
28	08h00 - 12h00	Phòng họp	Tất cả nhân viên	28. Tổng kết và rút kinh nghiệm
29	08h00 - 12h00	Phòng họp	Tất cả nhân viên	29. Phát động thi đua
30	08h00 - 12h00	Phòng họp	Tất cả nhân viên	30. Báo cáo kết quả thi đua
31	08h00 - 12h00	Phòng họp	Tất cả nhân viên	31. Tổng kết và rút kinh nghiệm





Introduction

01. An introductory TOEIC book for beginners

This is an introductory TOEIC book for beginners; therefore, the book provides learners with the fundamentals which are frequently found in the TOEIC Reading test. The book has been designed in a way that the focus is equally placed on Grammar, Vocabulary, and Reading Comprehension.

02. Four weeks to learn basic Grammar, Vocabulary, and Reading Comprehension

Basic sections on Grammar, Vocabulary, and Reading Comprehension are provided so that learners can follow a systematic study plan in four weeks. An intermediate level of reading proficiency can be achieved if the study plan is strictly followed.

03. Typical language areas

Grammar, Vocabulary, and Reading Comprehension sections are presented in daily lessons to help learners familiarize themselves with the actual TOEIC Reading test.

04. Fundamentals for beginners

Corners where true beginners can easily understand basic English are interestingly designed. Before studying more important TOEIC contents, learners can study some TOEIC essentials by looking at the “Basic Points to Remember” and “Fun with Basic Grammar” corners.

05. Vocabulary learning in contexts

Learners can easily remember common TOEIC vocabulary items through interesting short stories and the “Language Focus” section where the meanings of new lexical items are shown in good examples.

06. Reading strategies and strategy application

These sections explain the approaches to cope with each question type. Additionally, in the analyzing section, hints for correct answers are printed in bold type. Therefore, learners can find it easy and eye-catching when they are self-studying.



Structure of the book

Grammar



[Basic Grammar] Subject and Verb

Day 1 Week 1
Grammar



Fun with Basic Grammar

What is a subject? What is a verb?

The octopus dances.
Subject: Verb

In *The octopus dances*, the octopus is the subject performing the action dance. This is called the subject of the sentence. Dance follows the octopus to show the octopus's action. The part of the sentence that performs the action or state of the subject is called the verb of the sentence.



Where is a subject?

A subject generally comes at the beginning of a sentence.

Errors/occurred.
subject

CHECK UP

Which of the following is the subject?

The CEO resigned.

(A) (B)

⇒ The subject comes at the beginning of the sentence. Answer: (A)

Fun with Basic Grammar

This part focuses on frequently asked questions that starters are concerned about, which can help them gain fundamental knowledge before moving on to TOEIC grammar.

01 Subject

Day 1 Week 1
Grammar

Flowers are highly loved by women because fragrant makes them happy.
Flowers can come in the subject position, while fragrant cannot. In English, there are words that can or cannot be put in the subject position.

Overview

This part provides learners with grammar terms presented in the simplest way.

Subjects can be nouns, pronouns, gerunds (V-ing), to-infinitives, or noun clauses.

Noun: The proposal/sounds excellent.
Subject

Pronoun: They/were my co-workers.
Subject

Gerund: Having enough rest/is important.
Subject

To-infinitive: To get the award/was an honor.
Subject

Hackers Points

This part highlights common TOEIC grammar points with examples.



Choose one correct option in the parentheses.

- 01 (Register, Registration) begins at 7 a.m.
- 02 The (cost, costly) of housing rose dramatically last year.
- 03 (Write, To write) a novel is a goal of many creative writers.
- 04 (Eating, Eat) well leads to good health.
- 05 Our (strategic, strategy) is to launch the product in Europe.
- 06 The (satisfaction, satisfactory) of our clients is our highest concern.

Practice

Learners can check their understanding of the TOEIC grammar points by doing a simple exercise before trying more challenging actual questions.



Choose the correct option for each of the following sentences.

- 07 The _____ of accidents should take priority in the workplace.
 - 09 _____ should submit their evaluations of this new hairdryer before leaving.
- (A) prevent (C) prevention (A) Participants (C) Participate

Actual Questions

These questions are similar to those in the actual TOEIC test. Therefore, learners are able to test their TOEIC ability.

Vocabulary

Prepositional Phrases

Day 1 Week 1
Vocabulary 



Prepositions
at www.nhantriviet.com
Learn English by **With**

This is an interesting introduction to prepositional phrases in English. This short talk is given by a native teacher, and you will have a chance to see how prepositional phrases are skillfully included: "OK class, this small exercise is going to be given for the sake of helping you learn about prepositional phrases. In all likelihood, you use these short phrases every day. Without a doubt, native speakers use these phrases by heart. In other words, they don't really think about which prepositional phrases they use. These prepositional phrases are used in combination with other common phrases. This type of building language up out of phrases is often referred to as 'chunking'. As you continue to speak a language, more and more phrases are on the tip of your tongue. Of course, there are a number of lists that are provided with the intention of making learning these phrases easier. However, in theory, you should be able to learn these prepositional phrases by means of using English on a daily basis. I do hope that after doing this exercise, you will be able to use English prepositional phrases correctly and effectively."



Vocabulary in contexts

Learners can easily remember new vocabulary used in interesting stories.

LANGUAGE FOCUS

- for the sake of
I hope you're not doing this just for the sake of the money.
- in all likelihood
In all likelihood, the case was made in the twentieth century.
- without a doubt
She's without a doubt one of our most talented employees.
- by heart
We should learn English prepositional phrases by heart.
- in other words
These were people who fought for money - mercenaries, in other words.
- in combination with
Never take this medicine in combination with alcohol.
- on the tip of
With - it's on the tip of my tongue - her name is Favia.
- with the intention of
No one goes to college with the intention of failing.
- in theory
In theory, anything could happen.

Language Focus

Learners can familiarize themselves with vocabulary frequently found in the TOEIC test by learning examples.



Choose one correct option in the parentheses.

- 01 Candidates must submit their application (in, on, by) writing.
- 02 I ho
- 03 All
- 04 Mr.

Practice

Learners can consolidate the vocabulary items they have just learned or learn some more by doing a simple exercise.



Choose the correct option for each of the following sentences.

- 05 Despite the bad weather, the flight arrived on _____.
(A) appointment (C) condition (A) by (C) for
(B) schedule (D) request (B) as (D) on
- 06 The candidate did not get the job _____ a result of his inexperience.

Questions 7 and 8 refer to the following advertisement.

- 07 The Shine Beach Hotel is the place to stay if you plan to vacation in the sunny Bahamas! Continental breakfast will be included in the room charge. Tours around the city are available upon _____. If you wish to know more about the hotel, please contact us.
07 (A) respect (C) request
(B) removal (D) requirement
- We will send you brochures describing our hotel facilities _____.
08 (A) details (C) detailing
(B) in detail (D) detailed

Actual Questions

Learners can consolidate the vocabulary items they have just learned or learn some more by doing a multiple-choice exercise.



Reading

Vocabulary

Overview/Gist Questions Day 1 Week 1 Reading

In Part 7, overview/gist questions are frequently tested. These are the questions that require readers to find out the main idea, the topic, or the purpose of a reading passage.

Question Types

Questions about the main idea or purpose of a reading passage usually contain WH-words such as What, Why together with topic, discuss, about, purpose, written, etc. Below are some typical questions.

Topic

Purpose

Common question types are provided to prepare learners for the Reading Comprehension section of the TOEIC test.

Reading Strategy

The specific reading strategy for each question type is presented systematically so that learners can enhance their TOEIC reading skills.

The question below refers to the following memo.

Dear Mr. Hiroki,

We might probably reschedule the meeting this Thursday about company alliance. I was unexpectedly requested to attend another project conference that I have been conducting with my colleagues. Would you mind if our meeting would be held on Monday, because I would like to spare time for the reports before the meeting? I really apologize for the delay. I look forward to hearing from you soon.

Question:

What is the purpose of this memo?

(A) To assign tasks related to the meeting
(B) To change the meeting time

Analyzing: Step 1: Read the question. From the word purpose, it can be inferred that the question is about the main idea/purpose of the memo.
Step 2: The main idea/purpose is often discussed at the beginning; the topic sentence.

Strategy Application

Common TOEIC reading passages are given for learners to apply the reading strategy in the previous part.

Paraphrasing Practice Day 1 Week 1 Reading

Practice paraphrasing the following sentences by choosing the correct option.

01 The meeting was held as scheduled.
= The meeting _____ as arranged.
(A) took place (B) took action

Paraphrasing Practice

This section enables learners to practice the paraphrasing skill needed for doing the TOEIC Reading Comprehension section.

05 It is illegal to transport more than four people in the taxi.
(A) The taxi is not big enough for more than four people.
(B) The maximum capacity for the taxi is four people.

06 While the roads are under repair, access to certain districts will be restricted.
(A) Once the roadwork has been completed, access will be given to some vehicles.
(B) Some areas will be temporarily closed to vehicles until the repairs have been completed.

Question 9 refers to the following letter.

The Lansdowne Community Center would like to thank you for your generous gift of \$1,000. As you requested, your donation will be used to create an after-school sports program for teenagers. Together with citizens like you, we have been providing the neighborhood with excellent recreational programs for the past 25 years. Your sponsorship enables us to offer many services and helps ensure a bright future for our city.

Practice

Learners can check their understanding of the reading strategy by answering one simple question before trying more challenging actual questions.

Question 11 refers to the following memorandum.

To: All staff
From: Brian Swan, Manager of the Human Resources Department
Subject: Regulations for leave of absence

I am pleased that we have fifty new employees this month. In light of this, it seems like a good time to review the leave policy. Annual leave can be used for vacation or personal matters. Employees with three or more years of service can get...

Actual Questions

Learners can apply the reading strategy to deal with questions similar to those in the actual TOEIC test.

Basic Points to Remember



“Basic Points to Remember” introduces the fundamentals which are essential for learning Grammar lessons and Reading comprehension.

- Grammar**
- Basic grammar
 - Five basic sentence patterns
 - Eight parts of speech
 - Phrases and clauses

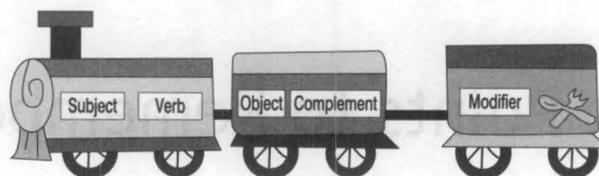
- Reading**
- Paraphrasing

Grammar



When learners are familiar with basic sentence patterns, it is much easier for them to understand English. Therefore, this part will focus on basic grammar, five basic sentence patterns, eight parts of speech, phrases and clauses.

1. Basic grammar



Subject and Verb

The sentence *I run* consists of two simple words. Two basic elements to build such a sentence are the subject (*I*) and the verb (*run*).

I (Subject) + *run* (Verb).

Object

A subject and a verb are the two basic parts in a sentence, but in some cases, they are not sufficient to make a sentence complete. The sentence *I like* seems to be incomplete. Here, if the noun **sandwiches** is added, this sentence becomes complete. The noun **sandwiches** is the object in the sentence.

I (Subject) + *like* (Verb) + **sandwiches** (Object).

Complement

In the sentence *She is happy*, **she** is the subject, and **happy** is an adjective. The adjective **happy** cannot come in the object position. It helps explain the woman's state or feeling. In the sentence *The present made her happy*, **happy** points out the state or feeling of the object **her**.

The adjective that modifies the subject or object in a sentence is called the complement.

She (Subject) + *is* (Verb) + **happy** (Complement).

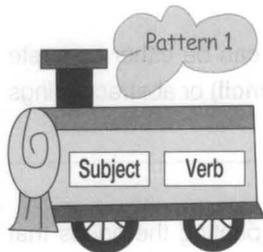
The present (Subject) + *made* (Verb) + *her* (Object) + **happy** (Complement).

Modifier

Modifiers add more information to basic parts in sentences. For example, in the sentence *Jane dances beautifully*, **beautifully** describes the action **dance** in more detail. Thus, the word that adds more information (like **beautifully**) in a sentence is called the modifier.

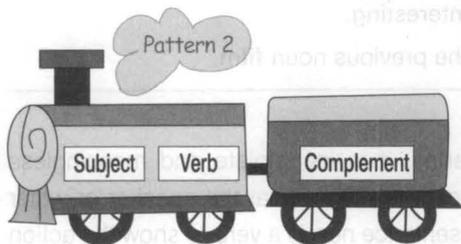
Jane (Subject) + *dances* (Verb) + **beautifully** (Modifier).

2. Five basic sentence patterns



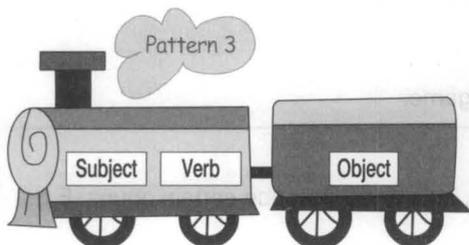
Sentence pattern 1 is the most basic pattern. It contains a subject and a verb, and the meaning is complete. A modifier may be added to give more information to the subject or the verb. Intransitive verbs such as **go**, **leave**, **live**, or **run** mostly form sentence pattern 1.

He (Subject) + left (Verb).



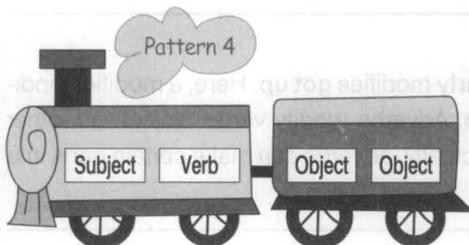
Sentence pattern 2 is formed by adding a complement to such verbs as **be**, **become**, **look**, and **seem**.

You (Subject) + look (Verb) + smart (Complement).



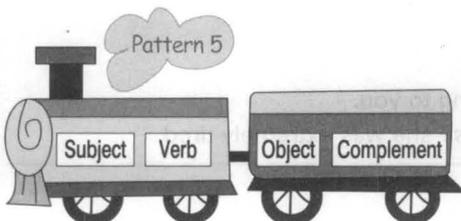
Sentence pattern 3 is formed by adding an object to such transitive verbs as **love**, **believe**, **meet**, **see**, etc.

She (Subject) + saw (Verb) + the movie (Object).



In sentence pattern 4, the sentence has two objects after the main verb. These objects are "indirect object" and "direct object". **Give**, **send**, **tell**, and **show** are some examples of verbs which are normally followed by two objects.

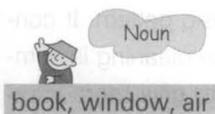
Jim (Subject) + gave (Verb) + his wife (Indirect object) + a necklace (Direct object).



In sentence pattern 5, the main verb is followed by an object and a complement. Such verbs as **make**, **find**, **call**, etc. are usually seen in sentence pattern 5.

The news (Subject) + made (Verb) + me (Object) + happy (Complement).

3. Eight parts of speech



Nouns

Nouns are the names of things or people. Nouns can be either concrete (things that can be seen and touched, e.g. **book**, **pencil**) or abstract (things that cannot be seen and touched, e.g. **air**, **effort**).

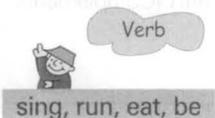


Pronouns

Pronouns are often used to replace or to avoid repeating the nouns that have been mentioned. E.g.:

I watched a film. *It* was very interesting.

It is a pronoun, used to replace the previous noun **film**.

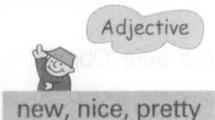


Verbs

If a sentence just contains **Charles**, it is incomplete and meaningless because the listener or reader does not know what the speaker or writer wants to say about Charles. This sentence needs a verb to show the action or state of the subject – in this sentence, the verb mentions the action or state of Charles. E.g.:

Charles *plays* football.

Charles *is* excited about the game.

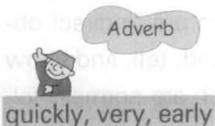


Adjectives

Adjectives modify nouns; that is, adjectives describe certain nouns. E.g.:

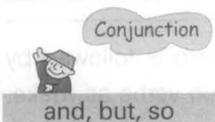
an *exciting* movie

a *boring* movie



Adverbs

In the sentence *I got up early*, **early** modifies **got up**. Here, a modifier modifying a verb is called an adverb. Adverbs modify verbs, adjectives, other adverbs, or a whole sentence. Actually, adverbs can make certain parts in a sentence clearer in meaning.



Conjunctions

Conjunctions in English can be used to combine two words, two phrases, or two clauses. E.g.:

Charles is tall *and* well built.

I always feel better *after* talking to you.

She went to bed early *because* she was extremely tired.



Preposition

Prepositions

Prepositions come before a noun or a noun phrase to show time, direction, place, reason, method, etc. E.g.:

in, on, to

in January
at the airport



Exclamation

Exclamations

In *Oh, the scenery is wonderful!*, **Oh** shows the speaker's surprise. Words that come out unconsciously when speakers are happy, angry, or surprised are called exclamations, such as **Wow!**, **Oops!**, **Bravo!**

oh, wow, oops

4. Phrases and clauses

Phrases and clauses are expressions of two or more than two words that together show a particular meaning. Phrases consist of words without subject-verb relation, whereas clauses are formed by words with subject-verb relation. E.g.:

In a train: phrase

This is the train *that I saw*. → *that I saw*: adjective clause

Phrases and clauses can function as parts of speech in a sentence. It means that they can work as nouns, adjectives, or adverbs.

Noun phrase and noun clause

Noun phrases and noun clauses function as simple nouns. In a sentence, a noun phrase or noun clause can be the subject, object, or complement.

Noun phrase: To play the game is interesting.

Subject

Subject Verb

Noun clause: I know that Susan is kind.

Object

Adjective phrase and adjective clause

Adjective phrases and adjective clauses can function as adjectives modifying nouns.

Adjective phrase: She wants a house with a large garden.

↑
Modifying the noun **house**

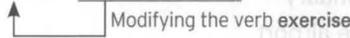
Adjective clause: This is the necklace which Tony gave me.

Subject Verb
↑
Modifying the noun **necklace**

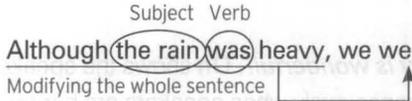
Adverb phrase and adverb clause

Adverb phrases and adverb clauses can function as adverbs modifying verbs, adjectives, other adverbs, or a whole sentence.

Adverb phrase: My brother exercises in the morning.



Adverb clause: Although the rain was heavy, we went out.

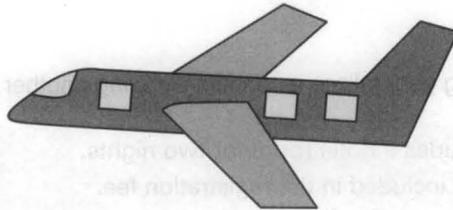


Reading



1. What is paraphrasing?

Paraphrasing is a skill that is very important in doing the TOEIC test. The following example can help you understand what a “paraphrased sentence” is.



The plane is going to *take off* at 4:00. → The time the plane *departs* is 4:00.
Paraphrasing

The two sentences above express the same meaning.

Paraphrasing is the technique used to express the same idea, using different structures and vocabulary.

2. Why do I have to know paraphrasing?

Paraphrasing is a necessary skill to help you find out correct answers in Part 7 of the TOEIC test. Actually, Part 7 mostly consists of questions with given answer choices, among them is the one correct answer which is paraphrased from the information in a reading passage.

Venus, Inc. is one of the major cosmetics companies of the country.

Q. What does Venus, Inc. produce?

- A. Women's clothes
- B. Diet food
- C. Beauty products
- D. Sports equipment

→ The sentence states that Venus, Inc. is a cosmetics company; therefore, the company's products must be cosmetics. **Cosmetics** in the sentence is paraphrased as **beauty products**; then the correct answer is (C) *Beauty products*.

3. What are specific types of paraphrasing?

Same meaning – different expressions

This type of paraphrasing uses different expressions to express the same meaning.

I have to postpone the meeting scheduled for Tuesday.
= I want to reschedule the meeting.

→ **Postpone the meeting** is paraphrased as **reschedule the meeting**, meaning *rearrange the meeting time*.

Generalization

This type of paraphrasing generalizes a concept by using another expression to refer to it.

The registration fee includes a hotel room for two nights.
= Accommodations are included in the registration fee.

→ **A hotel room** is generalized as **accommodations** which refers to **a hotel room**.

Summarizing

This type of paraphrasing summarizes a clause or a sentence to give a simpler sentence.

I ordered men's shirts and sunglasses, but only men's shirts were delivered.
= Sunglasses were not included in the shipment.

→ Here, the original sentence is paraphrased to give a simpler one, *Sunglasses were not included in the shipment*.

Inference

This type of paraphrasing provides an inference of a new fact based on one or more than one clause or sentence.

The fact that their team won the game was a surprise to many Bricktown residents.
= The Bricktown residents did not expect their team to win the game.

→ From the given sentence, it can be inferred that *The Bricktown residents did not expect their team to win the game*.



Day 1 Week 1

Grammar

[Basic Grammar] Subject and Verb

01 Subject

02 Verb

Vocabulary

Prepositional Phrases

Reading

Overview / Gist Questions



[Basic Grammar] Subject and Verb



Fun with Basic Grammar

What is a subject? What is a verb?

The octopus dances.

Subject Verb



In *The octopus dances*, the octopus is the subject performing the action dance. This is called the subject of the sentence. Dance follows the octopus to show the octopus's action. The part of the sentence that performs the action or state of the subject is called the verb of the sentence.

Are subjects and verbs very necessary in an English sentence?

Yes, they are. In English, subjects and verbs are the two most basic elements in a sentence. In other words, a complete sentence must have at least one subject and one main verb.

Employees/work. (○)

Subject Verb

People/competent. (×)

Subject Adjective

CHECK UP

Which of the following is a sentence?

- (A) The airplane arrived.
- (B) Mr. Kim manager.
- (C) Build available.

⇒ A sentence must have a subject and a verb.

Answer: (A)



Where is a subject?

A subject generally comes at the beginning of a sentence.

Errors/occurred.

Subject

CHECK UP

Which of the following is the subject?

The CEO resigned.

- (A) (B)

⇒ The subject comes at the beginning of the sentence.

Answer: (A)

Where is a verb?

A verb generally follows its subject.

The plan/succeeded.

Verb

CHECK UP

Which of the following is the verb?

Expenses increased.

- (A) (B)

⇒ The verb follows its subject.

Answer: (B)



Flowers are really loved by women because fragrant makes them happy.

Flowers can come in the subject position, while **fragrant** cannot. In English, there are words that can or cannot be put in the subject position.



Possible subjects

Subjects can be nouns, pronouns, gerunds (V-ing), to-infinitives, or noun clauses.

Noun: The proposal/sounds excellent.
Subject

Pronoun: They/were my co-workers.
Subject

Gerund: Having enough rest/is important.
Subject

To-infinitive: To get the award/was an honor.
Subject

Noun clause: That he will come/is certain.
Subject



Incorrect instances in the subject position

Verbs and adjectives cannot come in the subject position.

The (~~apply~~, application)/should include a letter of reference.
Verb (X) Noun (O)

The (~~different~~, difference) in cost/influenced the decision.
Adjective (X) Noun (O)



Practice

Choose one correct option in the parentheses.

- 01 (Register, Registration) begins at 7 a.m.
 02 The (cost, costly) of housing rose dramatically last year.
 03 (Write, To write) a novel is a goal of many creative writers.
 04 (Eating, Eat) well leads to good health.
 05 Our (strategic, strategy) is to launch the product in Europe.
 06 The (satisfaction, satisfactory) of our clients is our highest concern.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 The _____ of accidents should take priority in the workplace.
 (A) prevent (C) prevention
 (B) prevented (D) preventive
- 08 The _____ in the research budget caused a delay in the design process.
 (A) reductive (C) reduce
 (B) reduced (D) reduction
- 09 _____ should submit their evaluations of this new hairdryer before leaving.
 (A) Participants (C) Participate
 (B) Participated (D) Participatory
- 10 Because of his poor performance, the _____ dismissed the company's financial manager.
 (A) direct (C) director
 (B) directive (D) directed

Answers: p. 381

VOCABULARY

- 02 rise [raɪz]
 dramatically [drəmə'tɪkəli]
- 03 creative [kri'eɪtɪv]
- 05 launch [lɔ:ntʃ]
- 06 concern [kən'sɜ:n]
- 07 priority [praɪ'ɔ:rəti]
- 08 budget [bʌdʒɪt]
 delay [dɪleɪ]
- 09 submit [səb'mɪt]
 evaluation [ɪvælju'eɪʃən]
- 10 performance [pɜ:fɔ:rməns]
 dismiss [dɪsmɪs]
 financial [faɪnænʃəl]



I like apples, so I eating them every morning.

In this sentence, **like** functions as a verb, but **eating** is not. In English, a correct statement must have a subject and a finite verb (the verb that is conjugated and corresponds to its subject).

The correct sentence is:

I like apples, so I eat them every morning.



Possible verbs

(Auxiliary verbs +) Verbs can be put in the verb position.

Verb: They/create/new designs.

Subject Verb

Auxiliary verb + verb: Jane/will explain/the process.

Subject Verb



Incorrect instances in the verb position

To-infinitives, gerunds (V-ing), nouns, and adjectives cannot come in the verb position.

To-infinitive: The workers/~~(to commute,~~ commute)/to the factory/by train.

To-infinitive (X) Verb (O)

Gerund: She/~~(completing,~~ completed)/the course.

Gerund (X) Verb (O)

Noun: We/~~(agreement,~~ agree)/to the terms of the contract.

Noun (X) Verb (O)

Adjective: The two companies/~~(cooperative,~~ cooperated)/on the project.

Adjective (X) Verb (O)



Practice

Choose one correct option in the parentheses.

- 01 These positions (require, requirement) extensive experience.
- 02 The company (to organize, should organize) a training program for staff.
- 03 Mr. Lee (purchased, purchasing) new office furniture.
- 04 Dialogue (helpful, can help) people to resolve problems.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 The CEO _____ a new management system in the board meeting.
 - (A) will suggest
 - (B) suggestion
 - (C) suggesting
 - (D) to suggest
- 06 The members of the HR department _____ every applicant's file.
 - (A) to review
 - (B) reviewing
 - (C) reviewed
 - (D) reviewer

07
08

Questions 7 and 8 refer to the following memorandum.

From: Carole Elliot
To: Randy Holly

Our company _____ the International Culture Exchange Exposition next month. It will be

- 07 (A) attendant (C) to attend
- (B) attending (D) will attend

held from June 15 to 18 at the New World Convention Center in Boston, Massachusetts. We will have a booth to display our products under the theme "Food". More _____ is

- 08 (A) informative (C) informs
- (B) information (D) inform

available on the website at www.CE-Exposition.com.

Answers: 381

VOCABULARY

- | | | |
|-------------------------|---|---------------------------------|
| 01 position [pə'zɪʃən] | 05 management [mæ'nɪdʒmənt] | 07 exchange [ɪk'stʃeɪndʒ] |
| extensive [ɪk'stɛnsɪv] | board meeting | 08 exposition [ɛk'spə'zɪʃən] |
| 04 dialogue [dɑ'ɪəlɔ:g] | 06 HR department (= Human Resources department) | booth [bu:θ] display [dɪ'splɛɪ] |
| resolve [rɪ'zɔlv] | applicant [æ'plɪkənt] | theme [θi:m] |
| | | available [ə'veɪləbl] |

Prepositional Phrases



This is an interesting introduction to prepositional phrases in English. This short talk is given by a native teacher, and you will have a chance to see how prepositional phrases are skillfully included: "Ok class, this small exercise is going to be given **for the sake** of helping you learn about prepositional phrases. **In all likelihood**, you use these short phrases every day. **Without a doubt**, native speakers use these phrases **by heart**. **In other words**, they don't really think about which prepositional phrases they use. These prepositional phrases are used **in combination with** other common phrases. This type of building language up out of phrases is often referred to as 'chunking'. As you continue to speak a language, more and more phrases are **on the tip of** your tongue. Of course, there are a number of lists that are provided **with the intention of** making learning these phrases easier. However, **in theory**, you should be able to learn these prepositional phrases **by means of** using English on a daily basis. I do hope that after doing this exercise, you will be able to use English prepositional phrases correctly and effectively."



LANGUAGE FOCUS

- **for the sake of**

I hope you're not doing this just for the sake of the money.

- **in all likelihood**

In all likelihood, the vase was made in the seventeenth century.

- **without a doubt**

She is without a doubt one of our most talented employees.

- **by heart**

We should learn English prepositional phrases by heart.

- **in other words**

These were people who fought for money – mercenaries, in other words.

- **in combination with**

Never take this medicine in combination with alcohol.

- **on the tip of**

Wait – it's on the tip of my tongue – her name is Fiona.

- **with the intention of**

No one goes to college with the intention of failing.

- **in theory**

In theory, anything could happen.

- **by means of**

You should learn prepositional phrases by means of using English on a daily basis.



Practice

Choose one correct option in the parentheses.

- 01 Candidates must submit their application (in, on, by) writing.
 02 I hope you're doing this just for the sake (of, in, about) the money.
 03 All staff must carry their ID cards (by, at, with) all times.
 04 Mr. Adams will be in (behalf, case, charge) of data analysis.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Despite the bad weather, the flight arrived on _____.
 (A) appointment (C) condition
 (B) schedule (D) request
- 06 The candidate did not get the job _____ a result of his inexperience.
 (A) by (C) for
 (B) as (D) on

07
08

Questions 7 and 8 refer to the following advertisement.

The Shine Beach Hotel is the place to stay if you plan to vacation in the sunny Bahamas! Continental breakfast will be included in the room charge. Tours around the city are available upon _____. If you wish to know more about the hotel, please contact us.

- 07 (A) respect (C) request
 (B) removal (D) requirement

We will send you brochures describing our hotel facilities _____.

- 08 (A) details (C) detailing
 (B) in detail (D) detailed

Answers: p. 381

VOCABULARY

- | | | |
|--------------------------|--------------------------------|---------------------|
| 01 candidate [kændidèit] | 05 despite [dispáit] | brochure [brɔʊʃúr] |
| submit [səbmít] | 06 inexperience [ɪnɪkspírɪəns] | describe [dɪskráɪb] |
| application [æplɪkේíʃən] | 07 vacation [veikේíʃən] | facility [fəsílati] |
| 03 staff [stæf] | 08 continental breakfast | |
| carry [kəri] | include [ɪnklú:d] | |
| 04 analysis [ənəléssɪs] | charge [tʃɑ:rdʒ] | |

Overview / Gist Questions

In Part 7, overview/gist questions are frequently tested. These are the questions that require readers to find out the main idea, the topic, or the purpose of a reading passage.



Question Types

Questions about the main idea or purpose of a reading passage usually contain WH-words such as **What**, **Why** together with **topic**, **discuss**, **about**, **purpose**, **written**, etc. Below are some typical questions for the main idea/purpose.

Topic: What is the main **topic** of this notice?
What does this article **discuss**?
What is this letter **about**?

Purpose: What is the **purpose** of the advertisement?
Why was this memorandum **written**?



Reading Strategy

Step 1: Read the question to identify whether it is an overview question

Questions which include **topic**, **discuss**, **purpose**, etc. are overview questions.

Step 2: Locate the main idea/purpose at the beginning of a reading passage

Find out the topic sentence showing the main idea or purpose of a reading passage. The topic sentence usually appears at the beginning of a reading passage and contains information to be developed later.

Step 3: Find out the correct answer

The correct answer is often the paraphrased topic sentence.



Strategy Application

The question below refers to the following memo.

Step 2: Locate the topic sentence

Dear Mr. Hiroshi,

We might probably reschedule the meeting this Thursday about company alliance. I was unexpectedly requested to attend another project conference that I have been conducting with my colleagues. Would you mind if our meeting would be held on Monday, because I would like to spare time for the reports before the meeting? I really apologize for the delay. I look forward to hearing from you soon.

Question:

What is the purpose of this memo?

Step 1: Read the question to identify whether it is an overview question

Purpose

(A) To assign tasks related to the meeting

(B) To change the meeting time

Step 3: Find out the correct answer, which paraphrases the topic sentence

Analyzing: Step 1: Read the question. From the word **purpose**, it can be inferred that the question is about the main idea/purpose of the memo.

Step 2: The main idea/purpose is often discussed at the beginning; the topic sentence is therefore stated at the beginning of the memo. The memo starts with *We might probably reschedule the meeting this Thursday about company alliance*; later, it explains the reason in more detail.

Step 3: The topic sentence is *We might probably reschedule the meeting this Thursday about company alliance*. So, choice (B) *To change the meeting time* is the correct answer. **Reschedule the meeting** is paraphrased as **change the meeting time**.



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

01 The meeting was held as scheduled.

= The meeting _____ as arranged.

- (A) took place
- (B) took action

02 The hotel's safety devices are inspected once a year.

= _____ safety checks are performed at the hotel.

- (A) Additional
- (B) Annual

03 People entering the contest can win a new car.

= The _____ for the contest is a new car.

- (A) winner
- (B) prize

04 The purpose of this message is to notify you that we received the delivery.

= The point of this note is to _____ receipt of the shipment.

- (A) acknowledge
- (B) attempt

VOCABULARY

01 arrange [ə'reɪndʒ]

take place

take action

02 device [dɪ'vaɪs]

inspect [ɪn'spekt]

perform [pə'fɔ:rm]

additional [ə'dɪʃənəl]

annual [æ'njuəl]

03 contest [kɑntest]

win [wɪn]

prize [praɪz]

04 purpose [pə:rpəs]

notify [nəʊtə'faɪ]

receipt [ri:si:t]

shipment [ʃɪpmənt]

acknowledge [ək'nɒlɪdʒ]

attempt [əttempt]



- 05 It is illegal to transport more than four people in the taxi.
 (A) The taxi is not big enough for more than four people.
 (B) The maximum capacity for the taxi is four people.
- 06 While the roads are under repair, access to certain districts will be restricted.
 (A) Once the roadwork has been completed, access will be given to some vehicles.
 (B) Some areas will be temporarily closed to vehicles until the repairs have been completed.
- 07 Please bring this entire page to the bank when you apply for a loan.
 (A) You must present this whole page of information to request a loan application.
 (B) To apply for a loan, please submit a paper with your personal information.
- 08 This seminar is designed to teach students interviewing skills.
 (A) The seminar is focused on public speaking.
 (B) The seminar is intended to improve the communication abilities of students.

VOCABULARY

- | | |
|---|---|
| <p>05 illegal [ilí:gəl]
 transport [træns'pó:rt]
 maximum [mæksəməm]
 capacity [kəpə'setɪ]</p> <p>06 under repair
 access [ækses]
 district [dístrikt]
 restrict [rɪstrikt]
 complete [kəmplí:t]
 temporarily [təm'pərəreɪli]</p> | <p>07 apply [əpláɪ]
 loan [loun]
 present [prɪzént]
 application [ə'plɪkí:fən]
 submit [səbmít]</p> <p>08 focus [fóukəs]
 public speaking
 intend [ɪnténd]
 communication [kəm'jù:nəkéɪfən]</p> |
|---|---|



Question 9 refers to the following letter.

Practice

The Lansdowne Community Center would like to thank you for your generous gift of \$1,000. As you requested, your donation will be used to create an after-school sports program for teenagers. Together with citizens like you, we have been providing the neighborhood with excellent recreational programs for the past 25 years. Your sponsorship enables us to offer many services and helps ensure a bright future for our city.

09 Why was this letter written?

- (A) To request donations for community programs
- (B) To express gratitude to a donor for financial support
- (C) To encourage sponsors to continue donating

Question 10 refers to the following advertisement.

The Conrad Regency Hotel is seeking a full-time chef to start November 1. We would like him or her to join the kitchen team at our new location in Hong Kong. Applicants must have graduated from a licensed culinary institute and have a strong background in Chinese cuisine. A minimum of five years of experience in the field is preferred. Applicants will also need to prepare several sample dishes for the final interview. Salary and benefits are negotiable.

10 What is the purpose of this advertisement?

- (A) To advertise the opening of a new branch
- (B) To recruit cooks from China
- (C) To announce a job opening

VOCABULARY

09 generous [dʒenərəs]
 donation [dəʊneɪʃən]
 neighborhood [neɪbərˈhʊd]
 sponsorship [spɒnsərʃɪp]
 enable [ɪneɪbl]
 ensure [ɪnʃʊər]
 express [ɪksprɛs]
 gratitude [græˈtɪtʃʊːd]

10 seek [si:k]
 applicant [æplɪkənt]
 licensed [laɪsənst]
 culinary [kju:lənəri]
 institute [ɪnstɪˈtju:t]
 minimum [mɪnɪməm]
 field [fi:ld]
 preferred [prɪfəˈrd]

benefit [bɛnəfɪt]
 negotiable [nɪgəʊʃɪəbl]
 opening [ˈoʊpənɪŋ]
 recruit [rɪkrú:t]



Actual Questions

Question 11 refers to the following memorandum.



DAY 1
WEEK 1

To: All staff

From: Brian Bean, Manager of the Human Resources Department

Subject: Regulations for leave of absence

I am pleased that we have fifty new employees this month. In light of this, it seems like a good time to review the leave policy. Annual leave can be used for vacation or personal reasons. Employees should request leave from their supervisor in advance. Employees with fewer than three years of service receive seven days of annual leave. Staff with three to fifteen years receive ten days. Employees who have served fifteen or more years get thirteen days of annual leave.

If you need further information regarding this policy, please call me at extension 121.

11 What is the memorandum mainly about?

- (A) The hiring process
- (B) The vacation policy
- (C) The benefits package
- (D) The new employees

Answers: p. 381

VOCABULARY

11 Human Resources department
regulation [rɛgjuˈleɪʃən]
leave [li:v]
leave of absence
in light of
review [rɪvju:]

policy [pəˈlɪsi]
annual [ænjʊəl]
supervisor [sʊːpərváɪzər]
in advance
service [sə:rvɪs]
serve [sə:rv]

regarding [rɪgá:rdɪŋ]
extension [ɪksténʃən]
mainly [meɪnli]
hiring [háɪərɪŋ]
process [próses]
benefits package

Question 4 refers to the following memorandum.



17. What is the memorandum mainly about?

- (A) The hiring process
- (B) The vacation policy
- (C) The benefits package
- (D) The new employees

Answer: B

regarding flexibility
a person assigned
monthly income
facing him now
prevents from
benefit package

policy issued
annual salary
supervisor involvement
in advance
service benefit
serve level

Human Resources department
regulation established
leave time
level of advance
in light of
review level



Day 2 Week 1

Grammar

[Basic Grammar] Object, Complement, and Modifier

- 01 Object
- 02 Complement
- 03 Modifier

Vocabulary

Verb Phrases (1)

Reading

Information Questions



[Basic Grammar]

Object, Complement, and Modifier



Fun with Basic Grammar

What is an object? What is a complement?

I like teachers.

Object



She has become a teacher.

Complement

In the sentence *I like teachers*, **teachers** is the people that I like. The part of the sentence that completes the verb is called an object.

In the sentence *She has become a teacher*, the phrase **a teacher** gives information about the subject **she**. The part of the sentence that clarifies the subject or object is called a complement.

What is a modifier?

We met our teacher on Sunday.

Modifier

In the sentence *We met our teacher on Sunday*, **on Sunday** modifies the whole sentence *We met our teacher*. Without **on Sunday**, the sentence *We met our teacher* is still meaningful. The part of the sentence that is not very important and modifies the whole sentence is called a modifier.

Where is an object?

An object follows its verb.

I/run/a company.

Object

CHECK UP

Which of the following is the object?

The manager/announced/the result.

(A) (B) (C)

⇒ The object the result comes after the verb announced.

Answer: (C)

Where is a complement?

There are two kinds of complement; each of them has a different position in a sentence. A subject complement modifying the subject comes after the main verb, whereas an object complement modifying the object follows the object.

She is a secretary.

Verb Subject complement

The news made workers happy.

Object Object complement

CHECK UP

Which of the following is the complement?

His father is a pilot.

(A) (B) (C)

⇒ The subject complement comes after the verb is.

Answer: (C)

Where is a modifier?

Modifiers can stand at the beginning, in the middle, or at the end of a sentence. A sentence may have more than one modifier.

[These days], / Mr. Smith / is / busy.

Modifier

We / attended / the workshop / [last week].

Modifier

[Of all the speakers], he / is / the best / [that I have seen].

Modifier

Modifier

CHECK UP

Which of the following is the modifier?

She met her co-worker at the seminar.

(A) (B) (C)

⇒ Except for the subject she, the verb met and the object her co-worker, the rest of the sentence is the modifier.

Answer: (C)



I usually do morning exercises because it is important to be healthy.

In this sentence, **morning exercises** can function as an object, whereas **healthy** cannot. In the English language, not all parts of speech can come in the object position.



Possible objects

A noun, pronoun, gerund (V-ing), to-infinitive, and noun clause can function as the object of a verb.

Noun: The company/opened a branch.
Object

Pronoun: Mr. Hopkins/does not know her.
Object

Gerund: I/finished preparing my presentation.
Object

To-infinitive: The manager/wants to see the results.
Object

Noun clause: He/asked that we update our computers.
Object



Incorrect instances in the object position

A verb and an adjective cannot be an object.

She/found a ~~locate~~ location/for a new office.
Verb (X) Noun (O)

Mr. Clarkson/praised her ~~able~~ ability/as an artist.
Adjective (X) Noun (O)



Practice

Choose one correct option in the parentheses.

- 01 He reported the (problem, problematic) to the administrator.
 02 We signed an (agree, agreement) with a foreign company.
 03 Many young consumers prefer (to shop, shop) online.
 04 The labor union demanded the (resign, resignation) of the president.
 05 Mr. Kato considered (launching, launch) a campaign to promote a new PDA.
 06 Flyaway Service guarantees (deliver, delivery) in three days.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 Our team can design the _____ according to customers' requirements.
 (A) produced (B) product (C) productive (D) productively
- 08 A broadband connection offers the _____ of immediate access to the Internet.
 (A) advantaging (B) advantageously (C) advantageous (D) advantage
- 09 The proper _____ of equipment will prevent injuries.
 (A) utilization (B) utilizing (C) utilize (D) utilized
- 10 Mr. Hornby did not notice any _____ between the two brands of camera.
 (A) difference (B) differ (C) different (D) differs

Answers: p. 381

VOCABULARY

- | | | |
|--------------------------------|---------------------------|-----------------------|
| 01 report [rɪpɔ:rt] | 06 guarantee [gærənti:] | 09 proper [prəpər] |
| administrator [ədministrəɪtər] | 07 according to | equipment [ɪkwɪpmənt] |
| 02 foreign [fɔ:rən] | requirement [rɪkwəɪəmənt] | prevent [prɪvənt] |
| 03 consumer [kɒnsú:mər] | 08 broadband [brɔ:dbænd] | injury [ɪndʒəri] |
| 04 labor union | connection [kəneɪkʃən] | 10 notice [nóutis] |
| demand [dɪmænd] | immediate [ɪmɪ:diət] | brand [brænd] |
| 05 consider [kənsɪdər] | access [ækses] | |
| promote [prəməút] | | |



I am an artist. Cultivating feeling of colors is importantly.

In the first sentence, **artist** functions as a complement, while **importantly** in the second one standing in the position of a complement is not correct in English.



Possible complements

A noun, gerund (V-ing), to-infinitive, and noun clause can function as a complement. An adjective can also be a complement.

Noun: Kevin/is/an accountant.

Subject complement

The board/appointed/Mr. Walsh/executive.

Object complement

Gerund: Her interest/was/cutting production costs.

Subject complement

To-infinitive: Our goal/is/to expand our business.

Subject complement

Noun clause: The problem/is/that I do not have time.

Subject complement

Adjective: The software/is/reliable.

Subject complement

The guest/found/our hotel/comfortable.

Object complement



Incorrect instances in the complement position

A verb and an adverb cannot function as a complement.

The next step/was/an (examine, examination)/of the road condition.

Verb (X)

Noun (O)

The real estate market/is/(competitively, competitive).

Adverb (X)

Adjective (O)



Practice

Choose one correct option in the parentheses.

- 01 The new buildings are (spacious, spaciouly) with high ceilings.
- 02 New LCD screens made the enterprise (popular, popularly).
- 03 Airplane tickets are not (transferable, transfer) to other individuals.
- 04 We consider Ms. Elson a qualified (apply, applicant).
- 05 It is (advise, advisable) to obtain a second opinion if you plan to invest.
- 06 Jack is a (manager, manage) in the computer business.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 It was a great _____ that you were not hired for the position.
(A) disappoint (C) disappoints
(B) disappointedly (D) disappointment
- 08 Researchers found the recycling system _____ in reducing garbage.
(A) effect (C) effective
(B) effects (D) effectively
- 09 Steven Williams was a market _____ when he worked for KMN, Inc.
(A) analyze (C) analyst
(B) analyzes (D) analyzing
- 10 State governments and local citizens are _____ in developing and financing educational programs.
(A) cooperative (C) cooperated
(B) cooperate (D) cooperatively

Answers: p. 381

VOCABULARY

- 01 ceiling [si:lɪŋ]
- 02 enterprise [ɛntəprəɪz]
- 03 individual [ɪndəvɪdʒuəl]
- 04 consider [kənsɪdər]
- qualified [kwɒlɪfaɪd]
- 05 obtain [əbteɪn]
- opinion [əpɪnjən]
- invest [ɪnvést]
- 07 position [pəzɪʃən]
- 08 researcher [rɪsə:rtʃər]
- recycling [rɪ:sáiklɪŋ]
- reduce [rɪdʒú:s]
- 10 government [gʌvənmənt]
- citizen [sítəzən]
- finance [faɪnæns]



In a secret manner, she (1) tiptoed toward her father (2).

In a **secret manner** can not only be put at the beginning of the sentence but also in positions (1) and (2).

In English, a modifier can be placed in any position within the sentence it modifies.



Positions of modifiers

Modifiers can stand at the beginning, in the middle, or at the end of a sentence.

At the beginning: [On Sundays], /I/go/hiking.

Modifier

In the middle: The man/[standing there]/is/my friend.

Modifier

At the end: We/visited/a factory/[that makes clothes].

Modifier



How to identify the modifier

At first, point out essential elements of a sentence, namely subject, verb, object/complement; then the rest is/are modifier(s).

Identify verb:

People should wear helmets while riding bicycles.

Verb



Identify subject:

People should wear helmets while riding bicycles.

Subject Verb



Identify object/complement:

People should wear helmets while riding bicycles.

Subject Verb Object



The rest is modifier:

People should wear helmets [while riding bicycles].

Subject Verb Object Modifier



Put brackets ([]) around the modifier(s) in the following sentences.

- 01 Despite the bad weather, the event is continuing.
 02 Tenants cannot renovate their homes without the approval of the owner.
 03 Because of a technical problem, we postponed the performance.
 04 It was Mr. Downes who was involved in stealing funds.
 05 Customers seeking refunds should present a receipt.
 06 Economic experts met to analyze the impact of higher interest rates.



Choose the correct option for each of the following sentences.

07
08

Questions 7 and 8 refer to the following article.

PRESS CONFERENCE ON BARKLEY-MILLER MERGER

The Barkley Software Company will hold a press conference to announce its merger with Miller Associates. Barkley Software has developed an innovative _____ to restructure

- 07 (A) strategic (C) strategize
 (B) strategy (D) strategically

the two companies. It will be _____ because it will increase product output and

- 08 (A) beneficial (C) benefited
 (B) beneficially (D) benefit

employee creativity.

Answers: p. 381

VOCABULARY

- | | | |
|--|--|--|
| 02 tenant [ténənt]
renovate [rénəvèit]
approval [əprú:vəl] | 05 seek [si:k]
refund [rí:fənd]
present [prizént]
receipt [risi:t] | 07 press conference
08 merger [mó:rdʒər]
innovative [ínəvèitiv]
restructure [ri:stɹáktʃər]
output [áutpút] |
| 03 postpone [poustpóun]
performance [pərfó:rməns] | 06 expert [ékspə:rt]
analyze [ənláiz]
impact [impækt]
interest rate | |
| 04 be involved in
steal [sti:l]
fund [fʌnd] | | |



Practice

Choose one correct option in the parentheses.

- 01 Corporations should respond (to, on, at) clients' needs.
 02 The staff should believe (in, on, to) the policy changes.
 03 The marketing team is attending (for, to, about) advertising products.
 04 Mr. Lee objected (over, at, to) the proposal.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Mr. Stevens worried _____ attending the annual conference alone.
 (A) to (C) upon
 (B) about (D) at
- 06 Some companies insist _____ staff undergoing regular medical checks.
 (A) on (C) in
 (B) over (D) at

07 Questions 7 and 8 refer to the following letter.
 08

Let me take this opportunity to personally thank you for choosing our bank to attend _____ your account. I know a great amount of care goes into choosing a banker,

- 07 (A) to (C) at
 (B) about (D) on

and your decision reaffirms my belief in our ways of banking.

We believe our depositors enjoy the personal contact they receive at each one of our branches.

Be assured that the personal banking concept enjoys our greatest commitment. We employ the latest technology in computers. However, we will never abandon our personal commitment to you, the customer, our greatest asset.

I hope you will believe _____ our trust services, and feel free to use any of the many

- 08 (A) on (C) into
 (B) in (D) about

services we have designed to make your banking experience as enjoyable and comprehensible as possible.

VOCABULARY

Answers: p. 381

- 01 corporation [kɔːrpəreɪʃən]
 client [klaɪənt]
 need [niːd]
 02 policy [pɒləsi]
 03 advertise [ædvɜːtaɪz]

- 05 annual conference
 06 medical check
 07 reaffirm [riːəfɜːrm]
 08 commitment [kəmɪtmənt]

- abandon [əbændən]
 comprehensible [kəmprɪhensəbl]

Information Questions

In Part 7, information questions beginning with **What, Where, Who, When, Why, Which,** and **How** mainly focus on specific information in a reading passage.



Question Types

Information questions beginning with **What, Where, Who, When, Why, Which,** and **How** ask about specific details in a reading passage. Here are some typical information questions.

- What:** What is scheduled for April?
Where: Where was the conference first held?
Who: Who will be the new marketing director?
When: When will the training course take place?
Why: Why is Ms. Jones offered a discount?
Which: Which building was recently renovated?
How: How can tickets for the show be obtained?



Reading Strategy

Step 1: Find out key word(s) in the question

Read the question and identify the key word(s) including the question word. For instance, in the question *What is scheduled for April?*, **April** is the key word and **What** is the question word.

Step 2: Locate key word(s) and hints for the answer in a reading passage

Look for the information in a reading passage that has been paraphrased or that exactly states the key word(s) of the question. Hints for the correct answer can be found around that part.

Step 3: Identify the correct answer that paraphrases or exactly states the hint

Choose the correct answer that paraphrases or exactly states the hint in the reading passage.



Strategy Application

The question below refers to the following memo.

To: All employees

As the company has severely been damaged by the spread of computer viruses and hackers' attacking the server, the company has decided to upgrade the protection system. All employees are requested to install an anti-virus program which is readily available on the company's website. Additionally, you are encouraged to change your computer **password** every Monday. With an attempt to protect the data on your PC, we are looking forward to your cooperation.

Step 2: Locate key word(s) and hints

Question: How often should a **password** be changed? — Step 1: Find out key word(s) in the question

Key word

(A) Once a week

(B) Twice a month — Step 3: Choose the correct answer that paraphrases or exactly states the hint in the reading passage

Analyzing: Step 1: Read the question and identify the key word **password** together with the question word **How often**.

Step 2: In the passage, the key word **password** is located in line 6. Looking around the key word, we can see the sentence *you are encouraged to change your computer password every Monday*; thus, **every Monday** is the hint that helps you choose the correct answer.

Step 3: The answer choice (A) *Once a week* is the paraphrase of **every Monday**; then, (A) is the correct answer.



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

- 01 The manager has asked me to set up the workshop.
= The manager wanted me to _____ the event.
(A) settle (B) organize
- 02 The delivery charges to the customer should be kept to a minimum.
= Delivery should be as _____ as possible for our customers.
(A) inexpensive (B) convenient
- 03 The Fusion Café's distinct dishes have made the restaurant famous in town.
= The _____ menu at the restaurant is why it is so popular.
(A) main (B) unique
- 04 FIC Shipping designed a new system to trace where all of its packages are.
= FIC Shipping developed a way to keep track of the _____ of its packages.
(A) location (B) destination

VOCABULARY

- | | |
|--------------------------|---------------------------|
| 01 set up | famous [f'eiməs] |
| settle [sétl] | popular [p'ópju:lər] |
| organize [ó:rgənàiz] | main [mein] |
| 02 delivery [dílívəri] | unique [ju:ní:k] |
| charge [tʃɑ:rdʒ] | 04 trace [treis] |
| minimum [mínəməm] | package [pækidʒ] |
| convenient [kənvi:niənt] | keep track of |
| 03 distinct [distínkt] | location [loukéifən] |
| dish [diʃ] | destination [dèstənéifən] |



- 05 Conference fees are due along with the registration.
 (A) The registration fee must be paid before the start of the conference.
 (B) Payment must be made at the time of registration.
- 06 The concert is open to the public, and people will receive seats in the order they arrive.
 (A) The seats of the concert will be assigned on a first-come, first-served basis.
 (B) Advance reservations are required to arrange a seat for the concert.
- 07 At least one year of related experience is required for the position.
 (A) Prior experience in a relevant field is necessary.
 (B) Applicants who have a related educational background are preferred.
- 08 KitchenArt appliances have become popular because of their easy-to-grip handles.
 (A) Customers find KitchenArt products convenient to hold.
 (B) It is easy to keep our customers because they like our appliances.

VOCABULARY

- | | |
|---|---|
| <p>05 fee [fi:]
 due [dju:]
 along with
 registration [rɛdʒɪstrɛɪʃən]
 at the time of</p> <p>06 public [pʌblik]
 order [ɔ:rdə]
 assign [əsaɪn]
 on a first-come, first-served basis</p> | <p>advance [ədˈvæns]
 reservation [rɛzərvɛɪʃən]
 arrange [ə'reɪndʒ]
 07 related [rɪleɪtɪd]
 prior [praɪə]
 relevant [rɛləvənt]
 08 appliance [əpláɪəns]
 easy-to-grip
 convenient [kənviːniənt]</p> |
|---|---|



Practice

Question 9 refers to the following announcement.

Due to the growing number of participants in the Independent Businesswomen's Conference, the venue has been changed. In order to accommodate the large group of attendees, we have moved the meeting from the Moonlight Hotel to the banquet room at the Sunshine Coast Hotel. The price for this event remains the same, and includes a meal and entertainment following our guest speaker's talk. Please note that the event will still start at 9:30 a.m.

09 What has been modified about the event?

- (A) The ticket price
- (B) The time
- (C) The location

Question 10 refers to the following notice.

Customers will be given a refund if the product is returned with the price tag still attached and the original sales receipt within fourteen days of purchase. The refund will be made in cash regardless of the initial method of payment. Customers may be asked to provide an explanation as to why they were dissatisfied with their purchase. We may also request that customers fill out a short survey.

10 How will refunds be made?

- (A) In cash
- (B) In the initial payment method
- (C) In store credit

VOCABULARY

09 participant [pɑ:rtɪsəpənt]
venue [vénju:]
accommodate [əkámədèit]
attendee [ətendí:]
remain [riméin]
include [ínklú:d]

guest speaker
modify [múdafài]
10 refund [rí:fánd]
attach [ətætʃ]
regardless of
initial [íníʃəl]

method [méθəd]
explanation [èksplənéifən]
as to
fill out
survey [sə:rvei]



Actual Questions

Questions 11-12 refer to the following letter.



DAY 2
WEEK 1

May 21

Carol Burton
320 Kemmons Drive
Louisville, Kentucky, 40218

Dear Ms. Burton,

Thanks to our valued customers' support and patronage, Morrison will mark its 15th anniversary on July 2. To celebrate the anniversary, we are rewarding loyal customers who have placed more than three orders this year. So, we would like to present you with a 15 percent discount on all goods from our catalog, available for 30 days from the date of this letter. The enclosed summer catalog contains a new line of energy-efficient refrigerators and air conditioners from Morrison Joskin Co.

If you have any questions, please call Customer Service at the number listed on the last page of the catalog.

Sincerely,
Sharon Kim
Sales Department Manager

11 How long is the special offer valid?

- (A) Only on July 2
- (B) A month
- (C) Six weeks
- (D) A year

12 What goods does the company sell?

- (A) Clothing
- (B) Vehicle
- (C) Furniture
- (D) Home appliances

Answers: p. 381

VOCABULARY

11 valued [væljʊ:d]
12 patronage [pə'trɒnɪdʒ]
anniversary [æ'nɪvə:rsəri]
reward [ri:wɔ:rd]
loyal customer

place an order
available [ə'veɪləbl]
enclosed [ɪnkləʊzd]
contain [kən'teɪn]
energy-efficient

listed [lɪstɪd]
offer [ɔ:fər]
valid [vælid]
appliance [əplaiəns]

Questions 11-12 refer to the following letter.



11. How long is the special offer valid?

- (A) One day, July 2
- (B) A month
- (C) Six weeks
- (D) A year

12. What goods does the company sell?

- (A) Cars
- (B) Vans
- (C) Bikes
- (D) Home appliances



Day 3 Week 1

Grammar

[Part of Speech] Nouns

- 01 Positions of Nouns
- 02 Countable Nouns and Uncountable Nouns
- 03 Numeric Expressions before Nouns

Vocabulary

Verb Phrases (2)

Reading

NOT/TRUE Questions



[Part of Speech] Nouns



Fun with Basic Grammar

What is a noun?

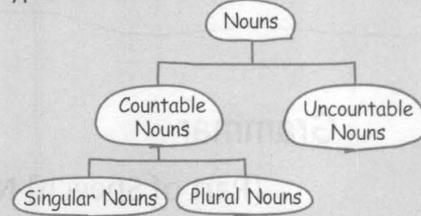
mother, house, air

Noun Noun Noun



A noun is a word that refers to a person, a thing, an animal, a place, a quality, or an activity.

Types of nouns



Forms of nouns

Words ending in such suffixes as **-ion**, **-sion**, **-tion**, **-ness**, **-ance**, **-ence**, **-ment**, **-ity** are usually nouns.

-tion	<u>production</u>
-ness	<u>willingness</u>
-ence	<u>difference</u>
-ment	<u>agreement</u>
-ity	<u>security</u>



CHECK UP

Pick out the nouns in the following words.

- (A) Development (C) Activity (E) Importance
 (B) Depressed (D) Suggest (F) Useless

⇒ Nouns are mainly words with suffixes like **-ance**, **-ment**, **-ity**.

Answer: (A), (C), (E)

Countable nouns and uncountable nouns

Countable nouns refer to people or things that can be counted (for example, desk, house, teacher), whereas uncountable nouns refer to people or things that cannot be counted (for example, air, love).

Countable Nouns	People or things in general	desk, cup, teacher, family
Uncountable Nouns	Names of people or places that are unique Shapeless things Abstract concepts	Korea, New York, Tom water, air, coffee, gold beauty, peace, love, hope



They/are/designers.
Countable noun

Ms. Parker/comes from/Canada.
Uncountable noun

CHECK UP

Which of the following is the uncountable noun?
(A) Director (B) Water (C) Computer

⇒ **Water** is an uncountable noun because **water** cannot be counted.

Answer: (B)

How to distinguish between singular and plural countable nouns

When talking about just one person, animal, place or thing, we use singular countable nouns.
When talking about two or more people, animals, places or things, we have to make countable nouns plural. Plural nouns usually end in **-s**. For example:

Singular: document Plural: documents

Special cases of plural nouns:

Nouns ending in -ch, -s, -sh, -x	Add -es	bus → buses, dish → dishes
Nouns ending in a consonant + -y	Change -y to -i and add -es	city → cities, factory → factories
Nouns ending in -f, -fe	Change -f or -fe to -v and add -es	half → halves, wife → wives
Irregular nouns	Change the spelling	man → men, foot → feet



CHECK UP

Which of the following in the parentheses is the correct form of plural noun?
Most people prefer to live in big (citys/cities).

⇒ With nouns ending in a **consonant + -y**, we change **-y** to **-i**, then add **-es**.

Answer: cities



My favorite dessert is ice cream. It is because sweeten makes me feel better.

Dessert is a noun; therefore, it can be the subject of the sentence. **Sweeten** is not a noun, so it cannot come in the subject position.



Positions of nouns

Nouns can be subjects, objects, or complements of sentences.

Subject: The location/is/ideal/for the office.

Object: We/had/a discussion/about the news.

Complement: Mr. Manning/is/a journalist.

Nouns basically follow articles, possessives, or adjectives.

After an article: Mr. Cooper/is/the host/of today's seminar.

Article

After a possessive: She/accepted/my advice.

Possessive

After an adjective: Our firm/underwent/remarkable changes.

Adjective



Parts of speech that cannot come in the positions of nouns

Verbs and adjectives cannot come in where nouns should be.

We/got/a positive (~~respond~~, response)/from customers.

Verb (X) Noun (O)

⇒ A noun should follow the adjective **positive** and functions as an object of the verb **got**. A verb cannot be put in this position.

The (~~informative~~, information)/about this program/is/helpful.

Adjective (X) Noun (O)

⇒ An adjective cannot function as a subject and follow the article **the**. Instead, a noun is needed. In the example, **information** is the correct option.



Practice

Choose one correct option in the parentheses.

- 01 Our company strengthened (security, secure) by hiring more guards.
- 02 The (grow, growth) of the IT market was larger than expected.
- 03 Oil companies earned (profits, profitable) during the recent quarter.
- 04 It is an (advantage, advantageous) to have experience in a related field.
- 05 The supervisor will examine her (apply, application).
- 06 The movie drew widespread (criticism, criticize).



Actual Questions

Choose the correct option for each of the following sentences.

- 07 This is a _____ of recent comments from our product users.
 - (A) summarize
 - (B) summary
 - (C) summarizes
 - (D) summarized
- 08 Interviewees normally have a fear of _____.
 - (A) rejection
 - (B) rejecting
 - (C) rejected
 - (D) to reject
- 09 The book was released after it got final _____ from the author.
 - (A) approved
 - (B) approving
 - (C) approve
 - (D) approval
- 10 Once the _____ of the parking lot is completed, visitors will have no problem parking their cars.
 - (A) construction
 - (B) construct
 - (C) constructive
 - (D) constructing

Answers: p. 381

VOCABULARY

- | | | |
|----------------------------------|---------------------------|---------------------|
| 01 strengthen [strɛŋkθən] | 04 related [rɪlɪtɪd] | 09 release [rɪlɪ:s] |
| hire [haɪə] | field [fi:ld] | author [ɔ:θə] |
| 02 IT (= Information Technology) | 05 examine [ɪgzæmɪn] | 10 parking lot |
| expect [ɪkspɛkt] | 06 widespread [waɪdsprɛd] | complete [kəmplɪ:t] |
| 03 earn [ɜ:n] | 07 comment [kómɛnt] | |
| recent [rɪ:snt] | 08 fear [fiə] | |
| quarter [kwɔ:rtə] | | |

There are boys in the classroom./There are sugars in the coffee.

Boy is a countable noun and can be used in the plural form, whereas **sugar** is an uncountable noun and cannot be used in the plural form.

In English, **-s/-es** is added to a countable noun to form the plural form. An uncountable noun does not have the plural form.



Countable and uncountable nouns

When used in a singular form, a countable noun is preceded by the article **a/an** and **-s/-es** can be added to it to form a plural noun.

a/an + countable noun: Patrick/bought/(~~camera~~, a camera)/recently.

Countable noun + -s/-es: (~~Document~~, Documents)/covered/the desk.

An uncountable noun is not preceded by the article **a/an** and does not have the plural form.

~~a/an~~ **+ uncountable noun:** We/need/to order/(~~a stationery~~, stationery).

Uncountable noun + ~~-s/-es~~: The company/installed/new (~~machineries~~, machinery).



Identifying countable and uncountable nouns

Some countable nouns may look like uncountable nouns and vice versa.

Countable Nouns		Uncountable Nouns	
agreement	representative	access	information
discount	result	advice	luggage
month	standard	baggage	news
price	statement	equipment	staff
refund	workplace	furniture	stationery

Bulk purchases/are eligible/for a discount.

Article Countable noun

The technician/repairs/broken equipment.

Uncountable noun



Practice

Choose one correct option in the parentheses.

- 01 Diana obtained (access, accesses) to classified files.
- 02 The supplier has many different models of (furnitures, furniture).
- 03 Mr. Anderson has received some (advice, advices) from his co-workers.
- 04 Jennifer will stay in Hong Kong for (a month, month) to hire more engineers.
- 05 He complained to the airline officials about his lost (luggages, luggage).
- 06 The partners failed to reach (an agreement, agreement).



Actual Questions

Choose the correct option for each of the following sentences.

- 07 This article will discuss the _____ of the new commercial law.
 - (A) implicates (C) implicating
 - (B) implicated (D) implications
- 08 The director has asked us to send monthly _____ to Ms. Shriver in the finance department.
 - (A) statements (C) states
 - (B) statement (D) state
- 09 If you have questions regarding your purchase, please provide our staff with the relevant _____.
 - (A) informed (C) inform
 - (B) information (D) informations
- 10 _____ of labor union met with management to discuss the contract for the next year.
 - (A) Represent (C) Representative
 - (B) Representing (D) Representatives

Answers: p. 381

VOCABULARY

- | | | |
|-------------------------|------------------------|--------------------------|
| 01 obtain [əb'teɪn] | 06 partner [pɑ:rtnər] | 09 regarding [rɪgə:rdɪŋ] |
| classified [klæsɪfáɪd] | 07 article [á:rtɪkl] | purchase [pɜ:rtʃəs] |
| 02 supplier [səpláɪər] | discuss [dɪskʌs] | relevant [réləvənt] |
| 03 receive [rɪsɪ:v] | commercial [kəmɔ:ɾʃəl] | 10 labor union |
| co-worker [kóuwə:rkər] | law [lɔ:] | management [mænidʒmənt] |
| 04 engineer [endʒɪniər] | 08 director [dirɛktər] | |
| 05 complain [kəmpléɪn] | finance [fáɪnæns] | |



If you read many books, you can gain much knowledge.

In English, different numeric expressions can come before countable and uncountable nouns.



Numeric expressions before nouns

Below are some numeric expressions that can come before countable and uncountable nouns.

Numeric expressions before countable nouns only			Numeric expressions before uncountable nouns only
each	a few	one of the	much
every	few	both	a little
another	fewer	a number of	little
many	several	a variety of	less

There/were/ (~~much~~, many) people /at the festival.

Countable noun

This copier/causes/ (~~fewer~~, less) trouble /than the old one.

Uncountable noun



Numeric expressions before singular and plural countable nouns

Different numeric expressions can come before singular and plural countable nouns.

Numeric expressions before singular countable nouns	Numeric expressions before plural countable nouns		
each	many/a lot of	one of the	most
every	a few	both	some
another	few	a number of	all
	several	a variety of	other

Factory workers/checked/ each (~~items~~, item).

Plural (X) Singular (O)

This museum/has/ many (~~exhibit~~, exhibits).

Singular (X) Plural (O)



Practice

Choose one correct option in the parentheses.

- 01 The committee interviewed one of the (candidate, candidates) this morning.
 02 (Several, Every) calculators were found to be defective.
 03 (Another, Some) staff members will attend the seminar tomorrow.
 04 The policy change caused (much, many) debate.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Recent studies have found that there are a number of _____ why customers prefer placing orders online.
 (A) reasons (B) reason (C) reasoning (D) reasoned
- 06 _____ franchises comply with strict rules on structure and operations.
 (A) Another (B) Much (C) Most (D) Little

07 Questions 7 and 8 refer to the following memorandum.

08 From: Tom Klein, Training Manager
 To: All employees

I would like to remind you about the training program you are scheduled to take. You will be asked to assess the trainer's _____ at the end of the program and submit a report to

- 07 (A) performance (B) perform (C) performed (D) performable

the department. Also, _____ employees who have good attendance records will receive

- 08 (A) another (B) all (C) every (D) each

certificates for completing the program.

Answers: p. 381

VOCABULARY

- | | | |
|--------------------------|------------------------|--------------------------|
| 01 committee [kə'mi:ti] | 06 comply with | submit [səb'mit] |
| 02 defective [dɪ'fɛktɪv] | strict [strikt] | attendance [ətendəns] |
| 04 debate [dɪ'beɪt] | operation [ɔ'pəreɪʃən] | certificate [sə'tɪfɪkət] |
| 05 prefer [prɪ'fɜ:r] | 07 remind [rɪ'maɪnd] | complete [kəm'pli:t] |
| place an order | 08 assess [ə'ses] | |

Verb Phrases (2)

Six Ways to Enjoy Shopping

1. **Give up** the habits that may prevent you from enjoying shopping.
2. Ease your hunger while going shopping. You can try various kinds of food at a supermarket or a shopping center **consisting of** different sections.
3. Go to the shops that **provide** customers **with** the best services. The stores that offer free samples can bring both shoppers and window-shoppers great joy.
4. **Take advantage of** the Internet to **equip** yourself **with** such information as the latest designs, the most fashionable colors, etc.
5. Do not always listen to all advertisements because they may **appeal to** buyers.
6. **Concentrate on** broadcasts at shopping centers. You are **informed of** which shop/store is offering discounts or how many purchases you should make in order to receive gifts.



LANGUAGE FOCUS

- **give up**
She didn't give up work when she had the baby.
- **consist of**
Each team consists of five members.
- **provide A with B**
The store provides customers with an extra gift.
- **take advantage of**
Hotel guests should take advantage of the hotel's facilities.
- **equip A with B**
The company equipped its staff with laptops.
- **appeal to**
The design has to appeal to all ages and social groups.
- **concentrate on**
The firm concentrated on camera production.
- **inform A of B**
The company informed the staff of a new regulation.



Practice

Choose one correct option in the parentheses.

- 01 The hotel consists (of, by, with) eighty-seven rooms.
 02 The show's direct approach will appeal (to, of, on) children.
 03 Please (provide, inform, equip) us of any changes in your circumstances.
 04 The hotel (equips, compares, provides) guests with a complimentary breakfast.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Car emissions _____ for 40 percent of air pollution.
 (A) account (C) defeat
 (B) take (D) care
- 06 Mr. Keynes retired last year in order to concentrate _____ writing a book.
 (A) on (C) at
 (B) for (D) in

07 Questions 7 and 8 refer to the following article.

08

Alliance Technology has announced today that it will cut prices on its new cell phones. Although Alliance Technology equipped its cell phones _____ features such as digital

- 07 (A) by (C) to
 (B) on (D) with

cameras and MP3 players, the company was able to reduce production costs for its products thanks to a new manufacturing process. By taking _____ of this process, retail

- 08 (A) advantage (C) improvement
 (B) benefit (D) usage

prices were significantly decreased.

Answers: p. 381

VOCABULARY

- | | | |
|----------------------------------|-----------------------|-------------------------------|
| 02 approach [ə'próutʃ] | 06 retire [ritáiar] | thanks to |
| 03 circumstance [sə:kəmstæns] | in order to | manufacturing process |
| 04 complimentary [kəmpləméntəri] | 07 announce [ə'náuns] | retail price |
| 05 emission [imifən] | 08 feature [fi:tʃər] | significantly [signifikántli] |
| pollution [pəlú:ʃən] | reduce [ri'djú:s] | decrease [dikrí:s] |
| | production cost | |

NOT / TRUE Questions

In Part 7, NOT questions are those that require you to choose an answer that is not stated, not mentioned, or not true according to a reading passage.

TRUE questions ask you to choose an answer that is true, mentioned, or stated in a reading passage.



Question Types

NOT/TRUE questions usually contain the words **NOT/mentioned/stated/true/say/included**. Here are some typical **NOT/TRUE** questions.

NOT: What is **NOT mentioned** as a requirement for this job?

What is **NOT included** in the tour package?

TRUE: What is **stated** about the Cox City Herald?

What is **true** about O'KIMs Restaurant?

What does the letter **say** about Mr. Raymond?



Reading Strategy

Step 1: Find out key word(s) in the question

Read the question. In case of NOT questions, words or phrases following **NOT mentioned (as)** are the key words. In case of TRUE questions, the key word(s) often follow(s) **stated** or **about**.

For example, in the question *What is NOT mentioned as a requirement for this job?*, **requirement** can be considered as the key word because it directly follows **NOT mentioned as**.

Step 2: Check each of the given answer choices based on a reading passage

In a reading passage, find out a sentence that contains the key word(s) or paraphrased key word(s) of the question. Then compare the information around that sentence with each given answer choice. In case of NOT questions, leave out options that are true, mentioned, or stated in a reading passage; however, in case of TRUE questions, leave out options that are not mentioned in a reading passage.

Step 3: Pick out the correct answer that is similar to or not similar to a reading passage

After comparing with the reading passage, choose the option that is relevant in meaning to the reading passage in case of TRUE questions; otherwise, choose the irrelevant option in case of NOT questions.



Strategy Application

The question below refers to the following advertisement.

Welcome to FiveStar Hotel. With a system of 500 comfortable and fully-equipped first-class rooms, together with excellent service and well-trained staff in our hotel, you can enjoy your stay with beautiful scenery, unforgettable experience and the best comfort life can offer. In addition, with our high-ranking restaurant and experienced chefs, we will bring you the most delicious dishes from all corners of the world. Besides, a deluxe spa and fitness center will give you complete refreshment. Furthermore, we provide facilities, which are suitable for all kinds of conferences, from the small meeting rooms to the large assembly rooms for international conferences. We are now offering a bonus mileage program in order to bring special benefits to foreign customers and free shuttle buses at the airport every hour.

Step 2: Compare each given answer choice with information in the reading passage

Question: What is NOT mentioned as a facility in the FiveStar Hotel?

Key word

Step 1: Find out key word(s) in the question

- (A) A restaurant
- (B) An international meeting room
- (C) Free shuttle buses
- (D) An indoor golf course

Step 3: Choose the correct answer that is not mentioned in the reading passage

Analyzing: Step 1: Read the question and decide that this is a NOT question based on the word **NOT**. The key word is **facility** following **NOT mentioned as**.

Step 2: Compare the information around the sentence containing the key word **facility** or paraphrased key word with each of the given answer choices. As (A) *A restaurant*, (B) *An international meeting room*, and (C) *Free shuttle buses* can be found in the reading passage, eliminate those answer choices.

Step 3: (D) *An indoor golf course* is NOT mentioned in the reading passage, so (D) is the correct answer.



DAY 3
WEEK 1



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

- 01 The machinery at our plant is too old for us to remain competitive.
= We have _____ equipment compared to other companies.
(A) outdated (B) former
- 02 Yearly pay raises will be determined after the employee evaluations.
= Employees will be _____ before receiving salary increases.
(A) interviewed (B) assessed
- 03 The hotel announced that it will reopen its newly improved restaurant next month.
= The hotel will reopen its _____ facility in the coming month.
(A) innovative (B) renovated
- 04 According to last month's report, the sales department reached its monthly sales target.
= The sales goal was _____ last month.
(A) met (B) connected

VOCABULARY

01 remain [riméin]
competitive [kæmpétətív]
equipment [ikwípment]
compare [kæmpéər]
outdated [àutdéítid]
former [fɔ:rmər]

02 raise [reiz]
determine [ditó:rmin]
evaluation [ivæljúéifən]
assess [əsés]
03 announce [ənáuns]
facility [fæsíləti]

innovative [ínəvèitiv]
renovate [rénòvèit]
04 according to
target [tá:rgit]
meet [mi:t]
connect [kənékkt]



- 05 Children under ten must be accompanied by a parent.
- (A) Seven-year-old children will not be charged admission.
(B) Seven-year-old children will be admitted only if they are with an adult.
- 06 Only candidates who have been selected to be interviewed for the position will be contacted.
- (A) Not all of the job applicants will be interviewed.
(B) Candidates need to confirm the date and time of the interview.
- 07 The management has not found a suitable person to take over Mr. Watson's position.
- (A) The replacement for Mr. Watson has not been appointed yet.
(B) The appointment of Mr. Watson has not been confirmed yet.
- 08 Room service delivered my breakfast late five times during my six-day stay.
- (A) I did not receive most of my morning meals on time.
(B) I received the wrong order five times during my stay.

VOCABULARY

- 05 be accompanied by
charge [tʃɑ:rdʒ]
admission [ədmiʃən]
admit [ədmit]
06 candidate [kændidət]
select [silékt]

- position [pəziʃən]
confirm [kən'fɜ:m]
07 suitable [sú:təbl]
take over
replacement [ripléismənt]

- appoint [əpóint]
appointment [əpóintmənt]
08 on time



Practice

Question 9 refers to the following information.

In order to request a Royal Bank credit card, please fax the completed application form along with the following information: proof of identity (such as a copy of your driver's license, birth certificate, or social security card) and a recent bank statement. Confirmation of your application will be made by e-mail within two business days after all the required documents have been received.

09 What is NOT required to apply for a credit card?

- (A) A piece of identification
- (B) A current financial statement
- (C) Proof of employment

Question 10 refers to the following notice.

The Weldon University Library is open to all members of the university and is accessible with an active university identification card. Members of the local community may also use the university library system. For an annual fee of \$49, residents are allowed to borrow library materials when they present their photo IDs. A charge of \$1 per day will be imposed on late returns to all users.

10 What is stated about the library's policy?

- (A) Use of the library is restricted to members of certain departments.
- (B) People not connected to the university must pay for a membership.
- (C) The library is open on all public holidays.

VOCABULARY

09 complete [kəmplɪ:t]
 application form
 along with
 proof [pru:f]
 identity [aɪdɛntəti]
 license [laɪsəns]
 certificate [sərtɪfɪkət]

bank statement
 confirmation [kənfɜrmeɪʃən]
 financial [faɪnænʃəl]
 employment [ɪmplɔɪmənt]
 10 accessible [æksésəbl]
 active [æktɪv]
 fee [fi:]

allow [əlaʊ]
 material [mətɪəriəl]
 impose [ɪmpəʊz]
 restrict [rɪstrɪkt]
 connect [kənɛkt]



Actual Questions

Questions 11-12 refer to the following information.

How to Choose a Web Host

What are some of the things you should look for when choosing a free web host? As a renowned web-hosting provider, we would like to help you to find a web host suitable for your needs.

First, if someone tries to access your site but finds that it is slow, he will simply go down the list to find another site. Slow access is very frustrating for visitors. Try out the host you are considering over a period of time to check its speed.

Second, most free web hosts put advertising on your website. Some hosts require you to place a banner on your pages, and others display a window that pops up every time your site opens. Some hosts add an advertising page, which takes up space on your site. Whichever method is used, check to see if you are comfortable with the method. Please send an e-mail to us at customer@excelweb.com if you need any further information about free web hosting.

- 11 According to the information, what should be first considered when choosing a free web host?
- (A) The amount of web space
(B) The advertising method
(C) The access speed
(D) The security
- 12 What is NOT mentioned as a way of web advertising?
- (A) A banner
(B) A pop-up window
(C) An advertisement page
(D) An e-mail

VOCABULARY

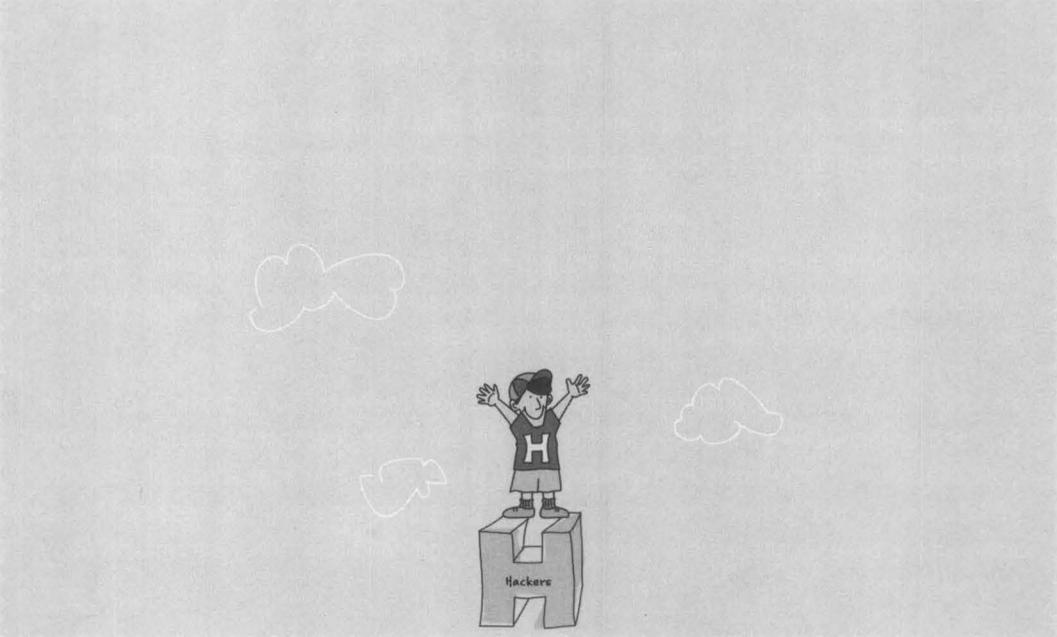
11 look for
12 renowned [rɪnəʊnd]
suitable [su:ətəbl]
access [ækses]
simply [sɪmpli]
frustrating [frʌstreɪtɪŋ]
try out

consider [kənsɪdər]
period [pɪəriəd]
require [rɪkwəɪər]
place A on B
display [dɪsplɛɪ]
pop up
add [æd]

take up
method [méθəd]
further [fə:rðər]
amount [əməʊnt]
security [sɪkjʊərətɪ]

Answers: p. 381

Questions 11-12 refer to the following information.



11. According to the information, what should be first considered when choosing a free web host?

(A) The security
 (B) The download method
 (C) The amount of web space
 (D) The amount of bandwidth

12. What is NOT mentioned as a way of web advertising?

(A) A banner
 (B) A pop-up window
 (C) An advertisement page
 (D) An e-mail

Answer 11: C

try out
 (2) required (answer)
 (3) required (answer)
 (4) required (answer)
 (5) required (answer)
 (6) required (answer)
 (7) required (answer)
 (8) required (answer)
 (9) required (answer)
 (10) required (answer)

try out
 (2) required (answer)
 (3) required (answer)
 (4) required (answer)
 (5) required (answer)
 (6) required (answer)
 (7) required (answer)
 (8) required (answer)
 (9) required (answer)
 (10) required (answer)

try out
 (2) required (answer)
 (3) required (answer)
 (4) required (answer)
 (5) required (answer)
 (6) required (answer)
 (7) required (answer)
 (8) required (answer)
 (9) required (answer)
 (10) required (answer)



Day 4 Week 1

Grammar

[Part of Speech] Pronouns

- 01 Personal Pronouns, Possessive Pronouns, and Reflexive Pronouns
- 02 Demonstrative Pronouns
- 03 Indefinite Pronouns
- 04 Agreement between Pronouns and Nouns

Vocabulary

Noun Phrases

Reading

Inference Questions



[Part of Speech] Pronouns



Fun with Basic Grammar

What is a pronoun?

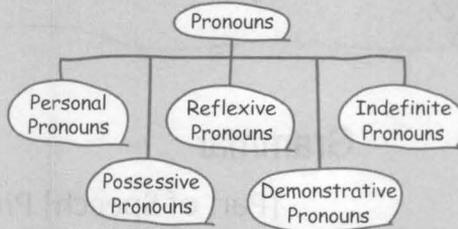
I like my uncle because he is knowledgeable.

Pronoun (he = my uncle)

He is used to avoid the repetition of **my uncle**. Words used to replace nouns or names in order to avoid repetition are called pronouns.



Types of pronouns



Personal pronouns

Personal pronouns refer to "grammatical persons" showing a specific person or thing by using words such as **he**, **him**, **she**, **her**, **you**, etc. Personal pronouns vary in form depending on their function in a sentence. Personal pronouns used as subjects are subjective pronouns; personal pronouns used as objects are objective pronouns.

Person / Number / Gender		Function	Subjective Pronoun	Objective Pronoun
1 st Person	Singular		I	me
	Plural		we	us
2 nd Person	Singular		you	you
	Plural		you	you
3 rd Person	Singular	Male	he	him
		Female	she	her
		Thing	it	it
	Plural		they	them



CHECK UP

Identify the personal pronoun(s) in the following sentence.

You should contact him for your question.

(A) (B) (C)

⇒ Personal pronouns used as subjects are subjective pronouns; personal pronouns used as objects are objective pronouns.

Answer: (A), (C)

Possessive pronouns

Possessive pronouns are used to substitute a group of words that are indicating a possession relation.

Subjective pronoun	Possessive pronoun
I	mine
you	yours
he	his
she	hers
we	ours
you	yours
they	theirs

This/is/your disk/and/that/is/mine.
Possessive pronoun

Theirs/will be delivered/tomorrow.
Possessive pronoun



CHECK UP

Which of the following words fits the sentence?

You can borrow my book as long as you remember that it's not _____.

- (A) your (B) yours

⇒ A possessive pronoun must stand in the place of **your book**.

Answer: (B)

Reflexive pronouns

We use the reflexive pronouns to indicate that the person who realizes the action of the verb is the same person who receives the action.

	Subjective pronoun	Reflexive pronoun
Singular	I	myself
	you	yourself
	he	himself
	she	herself
	it	itself
Plural	we	ourselves
	you	yourselves
	they	themselves

I/cut/my hair/myself.
Reflexive pronoun

We/defended/ourselves/brilliantly.
Reflexive pronoun



CHECK UP

Which of the following words fits the sentence?

John talks to _____ when he is nervous.

- (A) himself (B) him

⇒ In this sentence **himself** refers to John.

Answer: (A)

Demonstrative pronouns

A demonstrative pronoun refers to or identifies a noun or a pronoun. **This/These** refers to (a) thing(s) or person(s) that is/are near the speaker, whereas **that/those** refers to farther thing(s) or person(s). Besides, **this/these** and **that/those** are also used for referring to (a) thing(s) or person(s) that has/have already been mentioned.

this/these
that/those



This/is/my desk.

Demonstrative pronoun

Those /are/expensive.

Demonstrative pronoun

CHECK UP

Which of the following words fits the sentence?

_____ are my best friends.

(A) This (B) These

⇒ **This** refers to singular nouns; **these** refers to plural nouns.

Answer: (B)

Indefinite pronouns

Indefinite pronouns are those that are used when the speaker does not refer to a particular person or thing, for example **somebody, something**.

all each
both some



Both/are/nice.

Indefinite pronoun

He/checked/each of the reports.

Indefinite pronoun

CHECK UP

Which of the following in the parentheses is the correct choice?

(Each/All) of the students are doing the final exam.

⇒ **All** is a plural pronoun; that is the correct subject of the verb **are**.

Answer: All



Practice

Choose one correct option in the parentheses.

- 01 (They, Their) are planning to go on vacation next Friday.
- 02 Mr. Ford was late for (him, his) physical examination.
- 03 We would like to read the book's reviews before we write (our, ours).
- 04 Alice assisted (us, our) in developing public speaking skills.
- 05 The employees dealt with the problem by (them, themselves).
- 06 Nurses must check on (them, their) patients frequently.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 Companies should examine the environmental effects of _____ activities.
 - (A) they
 - (B) their
 - (C) themselves
 - (D) them
- 08 Writers have produced extraordinary work in conditions more oppressive than _____.
 - (A) I
 - (B) my
 - (C) me
 - (D) mine
- 09 _____ may order any necessary office supplies from the catalog.
 - (A) You
 - (B) Your
 - (C) Yours
 - (D) Yourself
- 10 At the meeting, the manager announced that she would prepare the presentation by _____.
 - (A) her
 - (B) hers
 - (C) she
 - (D) herself

Answers: p. 381

VOCABULARY

- 01 plan to
- 02 physical examination
- 03 review [rivjú:]
- 04 assist [ə'sist]
- 05 employee [implóii:]
deal with
- 06 patient [péifənt]
- 07 examine [igzə'min]
- 08 extraordinary [ekstrə'dinəri]
- 09 order [ó:rdə]
- necessary [nésəsəri]
- office supplies
- 10 prepare [pri'péə]
- presentation [pri:zəntéifən]
- oppressive [ə'presiv]
- frequently [fri:kwəntli]
- environmental [invàiə'rənməntl]
- effect [ifékt]



Today, the weather in San Francisco is better than the weather in New York.

In this example, **the weather** is used twice, and this makes the sentence sound awkward. Preferably, a demonstrative pronoun should be used to avoid unnecessary repetition.



Demonstrative pronouns **that/those**

The demonstrative pronouns **that** and **those** are used to avoid the repetition of nouns in comparison structures. Use **that** if a noun is singular; otherwise, use **those**.

That: Our price/is lower/than that of other shops.

→ (= price)

Those: This week's reviews/are better/than those of last week.

→ (= reviews)

Notes:

When **this/these** and **that/those** come before nouns, they function as demonstrative adjectives. **This** and **that** are put before singular nouns. **These** and **those** are put before plural nouns.

This + singular noun: This CD player/is/under warranty.

Singular noun

That + singular noun: That bridge/shows/signs of wear.

Singular noun

These + plural noun: These clothes/are made of/silk.

Plural noun

Those + plural noun: Those watches/are/well-designed items.

Plural noun





Choose one correct option in the parentheses.

Practice

- 01 (That, Those) analysts predicted slower economic growth.
- 02 There are twenty new articles on (this, these) list.
- 03 Dick's portfolio is better than (that, those) of Lisa's.
- 04 (Those, That) editor got an award last year.
- 05 These results are inconsistent with (that, those) of previous studies.
- 06 (These, This) revisions are important to the completion of the proposal.



Choose the correct option for each of the following sentences.

Actual Questions

- 07 HT's sports bags differ from _____ of Star Track in price and quality.
(A) those (C) this
(B) these (D) them
- 08 Our company implemented a program of structural reforms, but _____ plan was unsuccessful.
(A) those (C) these
(B) they (D) this
- 09 Our line of designer clothing is more expensive than _____ of our competitors.
(A) this (C) that
(B) those (D) their
- 10 _____ salesman sold her an additional water purifier for two hundred dollars.
(A) Those (C) These
(B) That (D) They

Answers: p. 381

VOCABULARY

- | | | |
|--------------------------------|--------------------------|----------------------------|
| 01 analyst [ænəlist] | 06 revision [rivɪʒən] | 09 competitor [kəmpətətər] |
| 02 article [ɑ:rtɪkl] | completion [kəmplɪ:ʃən] | 10 additional [ədɪʃənəl] |
| 03 portfolio [pɔ:rtfəʊliəu] | 07 differ from | water purifier |
| 04 editor [édətər] | 08 implement [ɪmpləmənt] | |
| 05 inconsistent [ɪnkənsístənt] | structural [strʌktʃərəl] | |
| previous [prɪ:vɪəs] | reform [ri:fɔ:rm] | |

03 Indefinite Pronouns

Some of you here have already met our boss.
Some is used to refer to an indefinite number or amount.

some / any

Both **some** and **any** are used to refer to an indefinite number or amount. **Some** and **any** can be combined with **-thing** or **-one/-body** to refer to an indefinite object or person. **Some** is mainly used in affirmatives; **any** is used in negatives and questions.

Affirmative: The printer has something wrong.

Negative: I have not read any of these books.

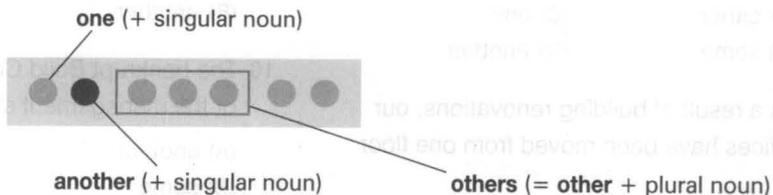
the other / another / others / the others

The **other** means the remaining out of the two mentioned.

one (+ singular noun) — ● — ● — the other (+ singular noun)

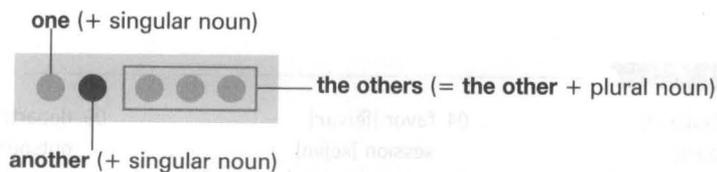
John/bought/two shirts./One/is/black;/the other/is/white.

Another means one more among those mentioned. **Others** means some more among those mentioned.



The organization/has/many supporters./One/is/in LA,/another/is/in New York,/and/others/are/in Chicago.

The **others** means all the remaining of the group mentioned.



Mr. Smith/met/five clients./One/is/Japanese,/another/is/French,/and/the others/are/Chinese.



DAY 4
WEEK 1



Practice

Choose one correct option in the parentheses.

- 01 Some proposals got support from the board, but (the other, the others) did not.
- 02 There are three CVs of the applicants. One is here. Where are (the other, the others)?
- 03 Most English legal terms are difficult to translate into Vietnamese, but (any, some) of them are easy to translate into English.
- 04 One worker prefers morning meetings, while (other, another) favors afternoon sessions.
- 05 One report was excellent, but (the others, another) were unsatisfactory.
- 06 This is not the only answer to the question. There are (another, others).



Actual Questions

Choose the correct option for each of the following sentences.

- 07 The interviewer learned that Mr. Sherman had _____ of the materials in advertising and PR.
 - (A) either
 - (B) some
 - (C) any
 - (D) another
- 08 As a result of building renovations, our offices have been moved from one floor to _____.
 - (A) one
 - (B) other
 - (C) another
 - (D) one another
- 09 The IT department supports outsourcing, but _____ oppose the idea.
 - (A) one
 - (B) another
 - (C) others
 - (D) the others
- 10 The bankrupt Build Co. did not have _____ of the management skills.
 - (A) another
 - (B) some
 - (C) any
 - (D) few

Answers: 381

VOCABULARY

- 01 support [səp'ɔ:rt]
- 02 applicant [æplɪkənt]
- 03 legal term
- 04 favor [féivər]
- 05 unsatisfactory [ʌnsətɪsfæktəri]
- 07 PR (= Public Relations)
- 08 as a result of
- 09 department [dip'ɔ:rtmənt]
- outsourcing [àutsó:rsɪŋ]
- oppose [əpóuz]
- 10 bankrupt [bæŋkrapt]
- management [mænɪdʒmənt]



Practice

Choose one correct option in the parentheses.

- 01 Ms. Peck is the department head. (She, He) is announcing the new office procedures to the team.
- 02 Many subscribers have renewed their magazine subscriptions. (He, They) have read this magazine for years.
- 03 The writer received the comments, and (she, it) will reply to them.
- 04 Mr. Vega and Mr. Rios will speak to the client. (We, They) want to meet his demands.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Mr. White worked so much overtime that _____ asked management for a salary increase.
 - (A) it
 - (B) he
 - (C) she
 - (D) they
- 06 Company representatives spend the whole day answering phones and e-mails. _____ are always busy at work.
 - (A) It
 - (B) She
 - (C) We
 - (D) They

07
08

Questions 7 and 8 refer to the following e-mail.

The selection committee recently interviewed a number of candidates for the senior accountant position. Of those, we feel that Joseph Scott is the best. His accomplishments at his former company stand out from _____ of the other candidates. Joseph Scott is

- 07 (A) those
- (B) this
- (C) that
- (D) these

not only skilled in financial analysis, but is also an excellent writer. This will be a great asset for us. We understand that you want to have a chat with _____ before we make a

- 08 (A) your
- (B) him
- (C) her
- (D) ourselves

final decision. Please let us know when it would be convenient for you to meet Mr. Scott.

Answers: p. 381

VOCABULARY

- 01 announce [ə'naʊns]
- 02 subscriber [səbskraɪbər]
- 03 reply [ripláɪ]
- 04 procedure [prəsi:'dʒər]
- 05 renew [ri'nju:]
- 06 reply [ripláɪ]
- 07 overtime [óuvərtáɪm]
- 08 selection committee
- candidate [kændidèit]
- accountant [əkáuntənt]
- accomplishment [əkámplɪfmənt]
- stand out
- analysis [ənə'læsis]
- asset [æset]

Noun Phrases

CALL Applications



CALL is short for Computer Assisted Language Learning, and it is related to **the use of computers for language teaching and learning.**

Computer Assisted Language Learning (CALL) is also the name of **an intercontinental journal** which leads the field in its dedication to all matters associated with the use of computers in language learning, teaching and testing.

In the following pages, **a general picture** of the changes that CALL brings with it will be presented. First of all, the advantages and disadvantages inherent in the use of CALL will be pointed out; later, **the technical requirements** for the use of CALL will be presented; thirdly, **an analysis of the implementation** of CALL for the practice and improvement of the four language skills will be developed. And finally, different resources available on the Internet for English teaching and learning as a second language will be enumerated. In the last section, some lines will be devoted to **the analysis of the effectiveness of computer conferencing** in the field of ESL.



LANGUAGE FOCUS

- **the use of computers**

The use of computers is universal. Computers are used in scientific and daily life applications.

- **language teaching and learning**

This book is about Language Teaching and Learning which can be the basis for a career in language teaching.

- **an intercontinental journal**

Computer Assisted Language Learning (CALL) is also the name of an intercontinental journal.

- **a general picture**

A general picture of the changes will be presented in this journal.

- **the technical requirements**

The technical requirements for the use of CALL will also be presented.

- **an analysis of the implementation**

An analysis of the implementation of CALL for the practice and improvement of the four language skills will be developed.

- **the analysis of the effectiveness of computer conferencing**

The analysis of the effectiveness of computer conferencing will be mentioned in the coming seminar.



Practice

Choose one correct option in the parentheses.

- 01 A well-organized work environment will increase staff (interest, productivity, compliance).
- 02 The baggage (weight, security, allowance) on international flights is 20 kilograms.
- 03 Advances in computer (technology, concern, relation) are giving companies a lot of advantages.
- 04 The results of recent customer (concerns, allowances, surveys) show a high level of satisfaction with our services.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Due to time _____, the executives were not able to interview all the applicants.
 - (A) obstacles
 - (B) records
 - (C) allowances
 - (D) constraints
- 06 Employees' _____ records are included in the performance evaluation.
 - (A) attendance
 - (B) maximum
 - (C) interest
 - (D) retirement

07 Questions 7 and 8 refer to the following e-mail.

08

From: Margie Weston, Marketing Manager
 To: Sarah Hall, Human Resources Manager

Dear Ms. Hall,

It is my understanding that Ms. Lee has applied for the _____ of Marketing Manager

- 07 (A) position
- (B) request
- (C) question
- (D) reason

with your company. Ms. Lee has been working for our company's marketing _____

- 08 (A) campaign
- (B) management
- (C) department
- (D) sales

for two years and has shown a keen interest in sales. I have complete confidence in Ms. Lee's ability to attract potential customers to GlobalNetwork.

Answers: p. 381

VOCABULARY

- 01 well-organized
- 02 international [ɪntə'næʃənl]
- 03 technology [teknɒlədʒi]
- 05 due to
- executive [ɪgzékjʊtɪv]
- interview [ɪntərvju:]

- 06 include [ɪnklú:d]
- performance evaluation
- 07 apply [əpláɪ]
- 08 keen [ki:n]
- complete [kəmplí:t]

- ability [əbɪləti]
- attract [ətrækt]
- potential [pə'tenʃəl]

Inference Questions

In Part 7, inference questions about a reading passage ask you to draw a conclusion about something which is not directly mentioned in the reading passage.



Question Types

Inference questions usually include words like **suggest**, **most likely**, **imply**, **probably**. Here are some typical inference questions.

Making an inference from the whole reading passage: What does the article **suggest**?
For whom is this notice **most likely** intended?

Making an inference from a specific detail: What is **suggested** about the Monte residents?
What does the e-mail **imply** about Tommy?
How will Eva **probably** respond to the memo?



Reading Strategy

Step 1: Identify key word(s) in the question

Questions such as *What does the article suggest?* do not contain any key word(s); therefore, you need to make an inference from the whole reading passage.

In case an inference question requires you to draw a conclusion about (a) specific detail(s), (a) key word(s) usually follow(s) the words **suggested about**, **imply about**. For example, in *What is suggested about the Monte residents?*, the key words of the question are **the Monte residents**.

Step 2: Find hints for the answer choices

Hints to help choose the answer to an inference question related to the whole reading passage can be found in the whole reading passage. With an inference question related to a specific detail, locate part of the reading passage that contains the key word(s), then find hints for the answer.

Step 3: Find the correct answer based on hints

Choose the correct answer based on the hints found in Step 2. Inference should be based on the details stated in the reading passage.



Strategy Application

The question below refers to the following advertisement.

Quick Papa Transportation Company is recruiting part-time staff working from 9:00 a.m. to 6:00 p.m. every other Saturday. Since work relates to data input for transportation documents, good computer skills are required. You will be paid 12 dollars per hour. We are looking for applicants who can work for more than three months. Bonuses will be given for extra hours. If you are interested in the job, please contact us at 479-2180.

Step 2: Find hints for the answer choices

Question: What is implied about requirements for the job? Step 1: Identify key word(s) in the question

Key word

- (A) Using computers at work (B) Transporting computers Step 3: Choose the correct answer based on hints

Analyzing: Step 1: Read the question and identify this is an inference question based on the word implied. The key word is requirements. Step 2: Find hints for the answer choices in the reading passage containing the key word requirements. As stated in the reading passage, good computer skills is the job requirement. Step 3: Make an inference based on hints for the correct answer good computer skills. According to the reading passage, it can be inferred that (A) Using computers at work is a requirement. Therefore, the correct answer is (A).



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

- 01 The contract must be signed by both the tenant and the landlord.
= The building owner and the renter both need to sign the rental _____.
(A) agreement (B) allowance
- 02 Candidates for summer internship must submit their applications by June 30.
= The application _____ for summer internship is June 30.
(A) deadline (B) acceptance
- 03 Sale prices are valid from this Friday until next Friday.
= The special discount offer is _____ for one week.
(A) alternative (B) effective
- 04 Room service for a complimentary beverage is available until 10 p.m. at Bluesky Inn.
= The hotel provides _____ beverages until 10 p.m.
(A) fresh (B) free

VOCABULARY

01 contract [kɒntrækt]
tenant [ténənt]
landlord [lændlɔːrd]
renter [rɛntər]
rental [rɛntl]
agreement [əgrɪ:mənt]
allowance [əlaʊəns]

02 candidate [kændidət]
submit [səbmít]
application [æplɪkේjən]
deadline [dédlaɪn]
acceptance [əkséptəns]

03 valid [vælid]
alternative [ɔ:l-tá:r-nətív]
effective [iféktív]
04 complimentary [kəmpləméntəri]
available [əvේləbl]

- 05 Workers must wear clothes that are suitable for the laboratory.
 (A) Appropriate attire must be worn in the laboratory.
 (B) People are asked to wear comfortable clothes in the laboratory.
- 06 Successful applicants should speak a minimum of three languages.
 (A) Candidates who speak three languages will succeed in the company.
 (B) Candidates with fluency in a variety of languages will be hired.
- 07 Emporio's furniture is handcrafted and can be tailored to suit any office.
 (A) Emporio specializes in customized furnishings.
 (B) Emporio's specialty is designing and decorating offices.
- 08 Jan Pal's latest film is better than his previous works from a technical perspective.
 (A) Jan Pal's newest movie is more technically accomplished.
 (B) Jan Pal's most recent release uses more complex technology.

VOCABULARY

- | | | |
|---------------------------|------------------------------|--------------------|
| 05 suitable [sú:təbl] | 07 handcrafted [hændkræftɪd] | release [rɪliːs] |
| laboratory [læbrətɔːri] | tailor [téilər] | complex [kómpleks] |
| appropriate [əprúpriət] | suit [su:t] | |
| attire [ətáíər] | customize [kástəmàiz] | |
| 06 successful [səksésfəl] | 08 latest [léítɪst] | |
| succeed [səksí:d] | previous [prí:víəs] | |
| fluency [flú:ənsi] | perspective [pərspéktiv] | |
| a variety of | accomplished [əkómplɪʃt] | |



Practice

Question 9 refers to the following information.

There is a ninety-day warranty on all of our telephones. If there is a defect with any of our products, you can receive a free replacement as long as you have the original receipt. However, machines damaged by improper use, such as incorrect installation or water damage, are not covered by this guarantee. To request a replacement, you must first e-mail us at the address listed below. Once we have received the e-mail and the defective product, we will send you a replacement at no charge.

09 For whom is this information most likely intended?

- (A) Employees of the manufacturer
- (B) Telephone technicians
- (C) Purchasers of phones

Question 10 refers to the following memorandum.

I truly appreciate your taking my place at the conference in Las Vegas. I have participated in the conference in the past and found the contacts I made to be professionally rewarding. All the travel arrangements are prepared for you, including accommodations. Your flight, car rental, and hotel have all been paid for in advance. If you have any extra business expenses, please keep the receipts. You will be reimbursed.

10 What does the memo imply about the conference?

- (A) It is a good place to form business relationships.
- (B) It will be held for the first time.
- (C) It requires paying a registration fee.

VOCABULARY

09 warranty [wɔːrənti]

defect [dɪfɛkt]

replacement [riplɛismənt]

damage [dæmɪdʒ]

improper [ɪmˈprɒpər]

installation [ɪnstəleɪʃən]

cover [kʌvər]

guarantee [gəˈræntiː]

defective [dɪfɛktɪv]

at no charge

intend [ɪntɛnd]

manufacturer [mænɪˈfʌktʃərər]

10 appreciate [əˈpriːʃiːt]

participate [pɑːˈtɪsəpeɪt]

rewarding [riwɔːrdɪŋ]

accommodations [əkəmədəɪʃənz]

in advance

expense [ɪkspɛns]

reimburse [riːɪmbɜːrs]

imply [ɪmˈplai]

registration [rɛdʒɪstreɪʃən]



DAY 4
WEEK 1



Actual Questions

Questions 11-12 refer to the following notice.

Twenty-year Outstanding Service Award

The Missouri Literature Education Association (MLEA) is now accepting nominations for its Twenty-year Outstanding Service Award. Each year, this award is granted to educators who have devoted twenty years of their lives to teaching. Nominees must have a minimum of twenty years of experience teaching literature to qualify for the award. They should also be a current member of MLEA.

Members may nominate instructors who meet the requirements. In order to be considered, the awards chairperson must receive your completed Outstanding Service Award form by August 1. The awards chairperson will announce the winner on October 1. The awards will be presented to award recipients at the annual MLEA winter conference on December 15.

11 For whom is the notice most likely intended? 12 What is implied in the notice?

- (A) Literature students in Missouri
- (B) The awards chairperson
- (C) Members of the association
- (D) The Missouri education board

- (A) The association was founded twenty years ago.
- (B) The chairperson is selected by teachers.
- (C) The association runs on membership fees.
- (D) The award has been presented in earlier years.

Answers: p. 381

VOCABULARY

- 11 outstanding [aʊtstændɪŋ]
- 12 award [əwɔːrd]
- association [əsoʊsi'eɪʃən]
- accept [əksept]
- nomination [nɒmən'eɪʃən]
- grant [grænt]
- educator [édʒuk'eɪtər]

- devote [dívout]
- nominee [nɒm'ni:]
- minimum [mínəməm]
- qualify [kwól'efai]
- current [k'é:rənt]
- instructor [ínstráktər]
- requirement [ríkwáíərmənt]

- consider [kənsídər]
- present [prízənt]
- recipient [rísipíənt]
- found [faʊnd]
- run [rʌn]



Day 5 Week 1

Grammar

[Part of Speech] Adjectives and Adverbs

- 01 Adjectives
- 02 Adverbs
- 03 Confusing Adjectives and Adverbs

Vocabulary

Collocations

Reading

Synonym Questions

Forms of adjectives

Words ending in **-able**, **-ive**, **-ous**, **-ic**, **-y** are usually adjectives.

-able	changeable
-ive	protective
-ous	advantageous
-ic	realistic
-y	wealthy



CHECK UP

Which of the following is the adjective?

- (A) Dangerous (B) Danger

⇒ Words ending in **-ous** are usually adjectives.

Answer: (A)

Forms of adverbs

Most adverbs are formed by adding the suffix **-ly** to their adjectives.

Adjective	Adverb
perfect	perfectly
easy	easily
quick	quickly



CHECK UP

Which of the following is the adverb?

- (A) Accurate (B) Accurately

⇒ Words ending in **-ly** are generally adverbs.

Answer: (B)



People like cool Cola in the summer.

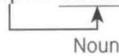
In this sentence, the adjective **cool** comes before the noun **Cola**. Adjectives may have different positions in a sentence.



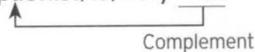
Positions of adjectives

An adjective can come before a noun or come in the position of a complement.

Before noun: We/received/helpful advice/from him.



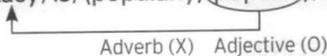
Complement: The receptionist/is/very kind.



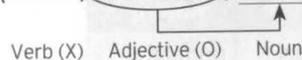
Parts of speech that cannot come in the positions of adjectives

Verbs and adverbs cannot come in the positions of adjectives.

Stacy/is/(popularly, popular)/in our division.



Mr. Robinson/gave/an (inform, informative) lecture.





Practice

Choose one correct option in the parentheses.

- 01 Consumers offer (construct, constructive) advice on our new product lines.
- 02 (Success, Successful) candidates require excellent communication skills.
- 03 The service at the automobile repair center is (quick, quickly).
- 04 The applicants were provided with (specific, specify) guidelines on what to submit.
- 05 The Pinesville Resort is the (ideal, ideally) place to spend a holiday.
- 06 Susan is not (surely, sure) if she will accept the position.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 Ms. Bell is an especially _____ employee at Ewing, Inc.
(A) value (B) values (C) valuably (D) valuable
- 08 Depositors should bring the _____ identification to complete a transaction.
(A) necessity (B) necessarily (C) necessitate (D) necessary
- 09 All the visitors to the power plant must wear _____ clothing provided when entering the laboratory.
(A) protect (B) protection (C) protective (D) protecting
- 10 The new R&D head was highly _____ of our procedures for collecting data.
(A) critical (B) critically (C) criticize (D) criticizes

VOCABULARY

- 01 consumer [kɒnsú:mər]
advice [ədvaɪs]
- 02 require [rɪkwáɪər]
communication [kəmju:nəkéɪʃən]
- 03 repair center
- 04 guideline [gáidláɪn]
- 06 accept [əksépt]
position [pəzɪʃən]
- 07 especially [ɪspéʃəli]
- 08 depositor [dípúzíɾər]
identification [aɪdɪntəfíkéɪʃən]
transaction [trænzækʃən]
- 09 plant [plænt]
laboratory [læbrətɔ:ri]
- 10 R&D (= Research and Development)
highly [háɪli]
procedure [prəsi:dʒər]

Answers: p. 382



It rains heavily.

In this sentence, the word **heavily** modifies the verb **rains**. The words that modify verbs are usually adverbs.



Positions of adverbs

An adverb can come before an adjective, an adverb, or a verb. When modifying a verb, an adverb can come before or after the verb. Besides, an adverb can come at the beginning of a sentence to modify a whole sentence.

Before adjective: It/is/a highly innovative design.
 Adjective

Before adverb: Chris/behaved/extremely badly.
 Adverb

Before verb: He/accurately/entered/all the data.
 Verb

After verb: Time/went/quickly.
 Verb

At the beginning of a sentence: Regrettably,/we/do not have/the item.
 Sentence



Parts of speech that cannot come in the positions of adverbs

Adjectives, nouns and verbs cannot come in the positions of adverbs.

She/was/(~~slight~~, slightly) surprised/at the news.
 Adjective (X) Adverb (O) Adjective

(~~Occasion~~, Occasionally),/we/fail/to perform/some tasks.
 Noun (X) Adverb (O) Sentence

Brian/called/(~~repeat~~, repeatedly)/until he got a reply.
 Verb Adverb (O) Verb (X)



Practice

Choose one correct option in the parentheses.

- 01 Ms. Byrd (usually, usual) makes coffee when she arrives at the office.
 02 The president (final, finally) decided to close down the old branch.
 03 The parcel was sent (mistake, mistakenly) to the wrong address.
 04 The unemployment rate has been decreasing (relative, relatively) slowly.
 05 Please make sure that the invitation is addressed (correctly, correct) before mailing it.
 06 The executive director travels (regularly, regular) for business.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 Mr. Gifford said the network system will be _____ operational by January.
 (A) completion (C) completing (B) complete (D) completely
- 08 All supervisors in the company agreed that Mr. Yoshio works _____.
 (A) conscientiously (B) conscientious (C) conscientiousness (D) conscience
- 09 Consumer opinion is becoming an _____ essential factor in project planning.
 (A) increase (B) increases (C) increasing (D) increasingly
- 10 We _____ inform our subscribers that Kolins Press will stop publishing this month.
 (A) regrettable (B) regretfully (C) regret (D) regrets

Answers: p. 382

VOCABULARY

- | | | |
|----------------------------------|-------------------------------|-----------------------------|
| 01 arrive [ə'raɪv] | 05 invitation [ɪn'vɪtəɪʃən] | 09 opinion [ə'pɪnjən] |
| 02 close down
branch [bræntʃ] | 06 executive director | essential [ɪ'senʃəl] |
| 03 parcel [pɑ:rsəl] | 07 operational [ɒpə'reɪʃənəl] | factor [fæktər] |
| 04 unemployment [λnɪm'plɔɪmənt] | 08 supervisor [sú:pə'vvaɪzər] | 10 subscriber [səbskráibər] |
| | | publish [pʌblɪʃ] |



The company recruited (profitable, proficient) staff.

Profitable means *likely to make money*, while **proficient** means *able to do something well*. So **proficient** is the correct choice in this sentence.

In English, some adjectives and adverbs look more or less similar but have different meanings.



Confusing adjectives

Beware of and identify adjectives that are quite different in meaning.

argumentative	–	arguable	profitable	–	proficient
considerable	–	considerate	prospective	–	prosperous
distinguished	–	distinguishable	reliable	–	reliant
economic	–	economical	responsible	–	responsive
favorite	–	favorable	successful	–	successive

He/has/a (considerate, **considerable**) amount of money.

⇒ Considerate means *thinking carefully*, whereas considerable means *large in size or amount*.

Judy/has/a (successive, **successful**) career/in journalism.

⇒ Successive means *happening one after another in a series*, whereas successful means *achieving the result that you want*.



Confusing adverbs

Beware of and identify adverbs that are quite different in meaning.

close	–	closely	late	–	lately
hard	–	hardly	most	–	mostly
high	–	highly	near	–	nearly

The team/worked/(hardly, **hard**)/to finish the project.

⇒ Hardly means *almost not*, whereas hard means *using a lot of effort*.

The restaurants/stay open/(lately, **late**).

⇒ Lately means *recently or not long ago*, whereas late means *not early*.



Practice

Choose one correct option in the parentheses.

- 01 The election was (close, closely) observed by the media.
 02 The travel agency offers (reliant, reliable) service.
 03 (Near, Nearly) 70% of companies say that their business operations are profitable.
 04 The pilot is (responsible, responsive) for the safety of the passengers.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 The attached file is a list of _____ profes- 06 Another branch could have been estab-
 sors who will speak at the seminar. lished under more _____ conditions.
 (A) distinguish (C) distinguishably (A) favorable (C) favorably
 (B) distinguished (D) distinguishable (B) favorite (D) favor

07 Questions 7 and 8 refer to the following advertisement.

08 If you are not sure of how to manage your savings, contact Investment Associates. Investment Associates is a small group of _____ advisors that assist people in making

- 07 (A) financially (C) financing
 (B) financial (D) finances

the right decisions about their money. We can give you information on what investment strategies can most help you. The best time to begin setting investment goals is while you are in your twenties. It is _____ recommended that you sit down with one of our

- 08 (A) high (C) highly
 (B) height (D) higher

advisors to determine which plans are suitable for your age group.

Answers: p. 382

VOCABULARY

- | | | |
|--------------------------|----------------------|-------------------------|
| 01 election [ilékʃən] | 05 attached [ətætʃt] | investment [invéstmənt] |
| observe [əbzə:rv] | 06 branch [bræntʃ] | advisor [ədvaizər] |
| 02 travel agency | establish [istæbliʃ] | assist [əsist] |
| 03 operation [əpəreɪʃən] | condition [kændɪʃən] | strategy [strætədʒi] |
| profitable [práfitəbl] | 07 manage [mænidʒ] | determine [ditə:rmin] |
| 04 passenger [pæsəndʒər] | 08 savings [séviŋz] | suitable [sú:təbl] |

Collocations

Any Advice for a Job Applicant?

After graduating from university, I applied to an **extremely successful** company which **generates funds** for the staff's welfare. I was **cautiously optimistic** about the chance to work for this company; however, there were so many **highly qualified** and **prospective employees**.

As I was so excited to be accepted that I constantly told the interviewer that I would be ready to **work extended hours**, pay no attention to **early retirement**, and devote myself to the company. However, I immediately recognized, in his despondent eyes, that I had **nothing but** an obese body.

What should I do to succeed in a **job interview**?

Therefore, what I mean is ... if I were offered the job, I would do anything ... for example ...



LANGUAGE FOCUS

- **extremely successful**
The program is extremely successful.
- **generate funds**
The college initiated a campaign to generate funds.
- **cautiously optimistic**
Mr. Kirk is cautiously optimistic about the project.
- **highly qualified**
Ms. Buck is a highly qualified candidate.
- **prospective employee**
Prospective employees must fill out an application.
- **work extended hours**
Staff may be asked to work extended hours.
- **early retirement**
The CEO announced her plans for early retirement.
- **nothing but**
I want nothing but the best for my children.
- **job interview**
Try to prepare well for your coming job interview.



Practice

Choose one correct option in the parentheses.

- 01 Companies sell stocks to (combine, renovate, generate) funds.
 02 (Probable, Prospective, Protective) employees need to possess basic typing skills.
 03 Both candidates were considered (innocently, highly, agreeably) qualified for the position.
 04 Employees will sometimes be expected to work (previous, positive, extended) hours.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 The CEO is _____ optimistic that revenues will be higher than expected this fiscal year.
 (A) carelessly (C) cautiously
 (B) conveniently (D) directly
- 06 The chairman made a public announcement that he was taking _____ retirement.
 (A) previous (C) successful
 (B) early (D) ready

07 Questions 7 and 8 refer to the following memorandum.

08

From: Sam Parker, Regional Manager
 To: Sales staff

First, I would like to thank all the members of the sales team for their hard work. The sales figures show that your efforts have been _____ successful. I was concerned that

- 07 (A) extremely (C) eventually
 (B) exactly (D) extensively

recent layoffs might not increase productivity in the _____ future, but the remaining staff

- 08 (A) possible (C) foreseeable
 (B) advisable (D) suitable

worked much harder. If you continue to do as well as last quarter, management will compensate you for your dedication and hard work. So keep up the great work!

Answers: p. 382

VOCABULARY

- 01 stock [stak]
 02 possess [pəzéz]
 03 consider [kənsidə̀r]
 position [pəzɪʃən]

- 05 revenue [révənʃù:]
 fiscal year
 06 announcement [ənáunsmənt]
 07 figure [fɪgʃər]
 08 recent [rí:snt]

- layoff [léɪɔf]
 productivity [prədʌktɪvəti]
 compensate [kəmpənsèit]
 dedication [dédəkéɪʃən]

Synonym Questions

In Part 7, synonym questions ask you to choose the answer which is synonymous with or similar in meaning to the one used in a reading passage.



Question Types

Here is a typical synonym question The word ... is closest in meaning to.

Example: **The word "drew" in paragraph 1, line 4 is closest in meaning to**



Reading Strategy

Step 1: Read the question, then identify the word and its location in a reading passage

Read the question, then identify the word and locate it in a passage. For example, with the question *The word "drew" in paragraph 1, line 4 is closest in meaning to*, we can locate the word "drew" in line 4 of paragraph 1 in the reading passage.

Step 2: Identify the meaning of the word in context

Read the sentence containing the word carefully in order to understand its meaning in context.

Step 3: Choose the synonym

Choose the answer that is closest in meaning to the word in the question. Synonyms that do not fit the context are often used as distractors; therefore, the answer should be both similar in meaning to the intended word and appropriate in the context.



Strategy Application

The question below refers to the following letter.

Dear Ms. Ralph,

I would like to congratulate on the grand opening of your company last September. On November 3, under the sponsor of Trading Association, the 23rd annual session of the Trading Association will be held at the Crown Hotel. As this is the biggest annual event of business community, many business leaders will attend, for example, last year there were more than 3,000 people from all over the country present at the meeting. If you are interested in this annual session, please register as soon as possible in order to improve your status and make chances to lengthen your **footsteps** in the business world. Detailed information about the annual session is available on the Trading Association website.

Step 2: Identify the meaning of the word in context

Question: The word "**footsteps**" in line 9 is closest in meaning to

Step 1: Identify the word and its location

- (A) methods (B) range of activities

Step 3: Choose the synonym

Analyzing: Step 1: Identify the question type based on the phrase **The word ... closest in meaning to**, and the key word **footsteps**. The target word **footsteps** can be found in line 9 of the reading passage.

Step 2: Read the sentence that contains the word and try to figure out the meaning. The phrase ... **make chances to lengthen your footsteps in the business world** means *make chances to be known and expand the company's range of activities*. Therefore, **footsteps** refers to **range of activities**.

Step 3: Choose the correct answer (B).



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

01 The study was interrupted because of a lack of money.

= The research was put on hold due to a shortage of _____.

- (A) wealth (B) funds

02 Regular maintenance can prolong the life of your equipment.

= Inspecting equipment regularly can make it _____ longer.

- (A) last (B) exist

03 The shopping mall will provide discounted children's wear this weekend.

= The store will sell children's wear at _____ prices this weekend.

- (A) reduced (B) cheap

04 We are excited about working with NeuTech to develop a word processing program.

= We look forward to _____ with NeuTech on our joint software project.

- (A) compromising (B) collaborating

VOCABULARY

- 01 interrupt [ɪntəˈrʌpt]
lack [læk]
put on hold
shortage [ʃɔːrtɪdʒ]
wealth [welθ]
fund [fʌnd]

- 02 maintenance [meɪntənəns]
prolong [prəlɔːŋ]
inspect [ɪnspekt]
last [læst]
exist [ɪgzɪst]

- 03 provide [prəˈvaɪd]
wear [weər]
04 look forward to
joint [dʒɔɪnt]
compromise [kəmˈprəmaɪz]
collaborate [kələˈbɒrət]



- 05 A real estate agent must prepare the contract in duplicate.
- (A) Two copies of the contract are needed when dealing with real estate.
(B) The signature of a real estate agent is needed when closing a contract.

- 06 Increasing health care costs impose a heavy burden on patients.
- (A) Most patients are covered by medical insurance.
(B) Patients are put under pressure by rising medical expenses.

- 07 Tom McGuire helped open new locations for our company in the Asian market.
- (A) Mr. McGuire has contributed to the expansion of our operations in Asia.
(B) To meet the market's demands, Mr. McGuire extended the operation hours.

- 08 The hotel is popular with tourists because it is close to the shopping district.
- (A) Guests like the hotel's convenient access to shopping areas.
(B) Shopping is easy because of the hotel's location in a shopping mall.

VOCABULARY

05 real estate agent
prepare [prɪˈpeə]r
in duplicate
deal [di:l]
signature [sɪɡnətʃər]
close a contract

06 impose [ɪmˈpəʊz]
burden [bɜːrɪdn]
cover [kʌvər]
insurance [ɪnʃʊərəns]
under pressure
07 contribute [kənˈtrɪbjʊ:t]
expansion [ɪkspænjən]

operation [ɒpəˈreɪʃən]
demand [dɪmænd]
extend [ɪkstend]
08 district [dɪstrɪkt]
convenient [kənviːniənt]
access [ækses]



Practice

Question 9 refers to the following memorandum.

This memo is to inform everyone that my office has been changed to Room 221, formerly Ms. Brown's office. Ms. Brown has been approved for extended vacation leave and will be away for six months. I am taking over her responsibilities and office. My telephone number has also been changed, but for the time being, calls made to my old number will be redirected to me by the department secretary. In the future, please call me at extension 506.

09 In the memo, the word "leave" in line 2 is closest in meaning to

- (A) departure
- (B) absence
- (C) removal

Question 10 refers to the following letter.

I am writing to thank Traveler's Companion for its amazing service and the superior quality of its products. Recently, I ordered several of your city guides to help me plan a trip to Europe. After the prompt delivery, I found that your guide books were even more useful and attractive than I had expected. They not only cover all the famous tourist spots but also introduce some less popular places that are worth visiting.

10 The word "cover" in line 4 is closest in meaning to

- (A) protect
- (B) hide
- (C) include

VOCABULARY

09 inform [ɪnfɔːrm]
 formerly [fɔːrmərli]
 approve [əpruːv]
 extended [ɪkstendɪd]
 vacation leave
 take over
 responsibility [rɪspɒnsəbɪləti]

for the time being
 extension [ɪkstɛnʃən]
 departure [dɪpɑːrtʃər]
 absence [æbsəns]
 removal [rɪmʊːvəl]
 10 superior [suːpiəriər]
 quality [kwɒləti]

prompt [prɒmpt]
 cover [kʌvər]
 tourist spot
 worth + V-ing
 protect [prətekt]
 hide [haɪd]



Actual Questions

Questions 11-12 refer to the following notice.



Precautions for Laboratory Staff

Anyone entering a laboratory where infectious materials are handled or stored will be subject to health risks. Employees are required to exercise caution to protect both themselves and others whom their work might affect.

To prevent your clothing from becoming contaminated, always wear a protective gown or coat in the laboratory. Never take personal items such as pens, pencils, combs, cosmetics, or handbags into the laboratory. Leave them in the locker provided for your use in the changing room.

If your equipment malfunctions or you spill materials that could be infectious, report the incident to your supervisor at once. Do not attempt to do the decontamination yourself if you are not sure of the procedure.

- 11 The word "exercise" in paragraph 1, line 2 is closest in meaning to
- (A) train
(B) use
(C) adapt
(D) demand
- 12 What are employees expected to do if the equipment breaks down?
- (A) Call the technical service center
(B) Decontaminate themselves
(C) Have an engineer look at it
(D) Report it to the supervisor

Answers: p. 382

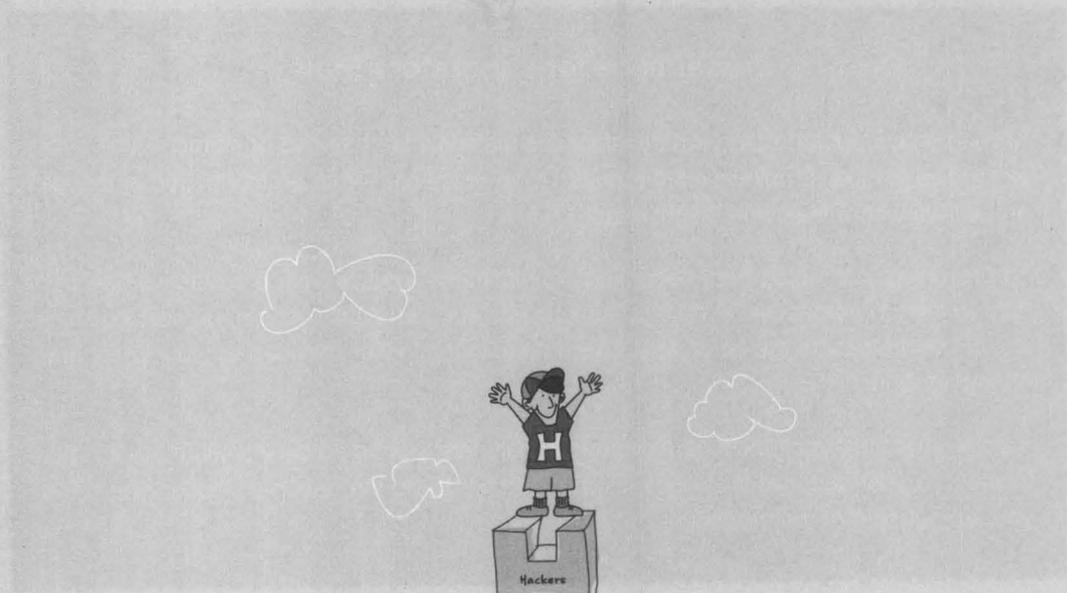
VOCABULARY

11 precaution [pri:kəʊʃən]
12 infectious [ɪnfɛkʃəs]
handle [hændl]
be subject to
risk [risk]
exercise [ɛksərsàiz]

caution [kəʊʃən]
prevent A from + V-ing
contaminate [kəntæməneɪt]
malfunction [mælfɹŋkʃən]
spill [spɪl]
incident [ɪnsədənt]

supervisor [sú:pərvàizər]
attempt [ətɛmpt]
decontamination
[di:kəntæməneɪʃən]
procedure [prəsi:dʒər]
adapt [ədæpt]

Questions 11-12 refer to the following notice.



12 What are employees expected to do if the equipment gives trouble?
A) Call for technical service center.
B) Document the problems.
C) Have an engineer look at it.
D) Report it to the supervisor.

11 The word "exhaust" in paragraph 7, line 2 is closest in meaning to
A) deny
B) use
C) appear
D) exhaust



Day 1 Week 2

Grammar

[Part of Speech] Prepositions

- 01 Positions of Prepositions
- 02 Prepositions of Time
- 03 Prepositions of Place
- 04 Prepositions of Direction

Vocabulary

Verbs (1)

Reading

Letters and E-mails



[Part of Speech] Prepositions

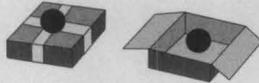


Fun with Basic Grammar

What is a preposition?

on the box

Preposition



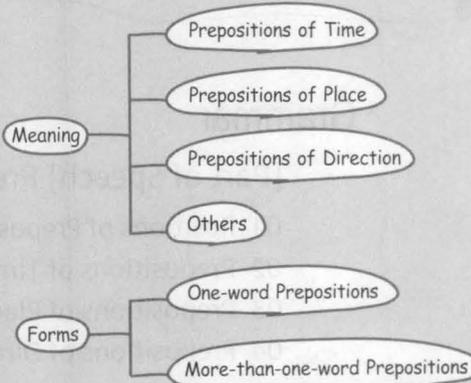
in the box

Preposition

In the above examples, the positions of the object to the box are different depending on the words **on** and **in**.

The part of speech that is used before a noun or a pronoun to show time, place, direction, etc. is called a preposition.

Types of prepositions



Types of prepositions

Prepositions can be classified as prepositions of time (e.g. **at**, **for**), prepositions of place (e.g. **in**, **between**), prepositions of direction (e.g. **to**, **across**). In addition, there are prepositions of means, prepositions of purpose, prepositions of reason, etc.

The performance/starts/at 7 o'clock.

Time

I/read/a book/in the library.

Place

CHECK UP

Which preposition in the parentheses is the correct choice?

Melissa met him (in, for) London.

⇒ The preposition of place **in** is the correct choice since London is a place.

Answer: in

Forms of prepositions

There are one-word prepositions (e.g. **under**, **for**) and more-than-one-word prepositions (e.g. **due to**, **in front of**).

One-word Prepositions	More-than-one-word Prepositions
on	due to
under	instead of
for	in front of
since	in addition to



Judy/was late/for work/for two days.

Preposition

The shop/was closed/due to financial difficulties.

Preposition

CHECK UP

Find out the prepositions in the following words.

- (A) Under (B) Instead of (C) Very (D) In front of (E) An

⇒ Prepositions are the words that show time, place, or direction.

Answer: (A), (B), (D)

What is a prepositional phrase?

A prepositional phrase is made up of **preposition + noun/pronoun**, for example **in winter**, **to her**. A prepositional phrase can function as a complement in a sentence and can be put at the beginning, in the middle, or at the end of a sentence.

[For consideration], /we/ have enclosed /our brochure.

Prepositional phrase ↑

The man / [in the conference room] / is Mr. Adams.

↑ Prepositional phrase

The celebration / finished / [at midnight].

↑ Prepositional phrase

CHECK UP

Which of the following is the prepositional phrase?

- (A) Until (B) Notice (C) Until further notice

⇒ Prepositional phrase = Preposition + noun/pronoun

Answer: (C)



The school closes during the summer vacation.

In this sentence, the preposition **during** comes before **the summer vacation** to show the time limit. In English, prepositions come in certain positions in a sentence.



Positions of prepositions

Prepositions come before nouns or pronouns.

Before nouns: I/bought/the coffee maker/in January.

Noun

Before pronouns: We/recommended/the best art school/to him.

Pronoun



Parts of speech that cannot follow prepositions

Adjectives and verbs cannot follow prepositions.

The city hall/is/under (~~constructive~~, construction).

Adjective (X)

Noun (O)

In (speaking, speech),/the director/expressed/concern.

Verb (X) Noun (O)



Practice

Choose one correct option in the parentheses.

- 01 The editor is under (press, pressure) to meet the deadline.
- 02 All accountants must acquire the licenses in accordance with (regulations, regulates).
- 03 At his (suggestion, suggestive), we entered into the partnership with GH, Inc.
- 04 The traffic accident resulted from her (careless, carelessness).
- 05 Ms. Anderson went to New York last month for (pleasant, pleasure).
- 06 The automatic teller machine in the lobby was out of (ordered, order).



Actual Questions

Choose the correct option for each of the following sentences.

- 07 The employees who recently joined the staff were referred to you for _____.
(A) guide (B) guided (C) guidance (D) guidable
- 08 The proposals are currently under _____.
(A) consider (B) considerably (C) considerable (D) consideration
- 09 Many parts of Africa are currently under _____.
(A) development (B) developed (C) develop (D) develops
- 10 Without _____, all Gainsborough Corporation workers must attend the summer training seminar.
(A) except (B) exception (C) excepts (D) exceptional

VOCABULARY

- 01 editor [édətər] meet the deadline
- 02 accountant [əkáuntənt] acquire [əkwaíər] license [láisəns] in accordance with
- 03 enter into partnership [pá:rtnərʃíp]
- 04 result [rizʌlt]
- 05 automatic teller machine (ATM)
- 06 refer [rifə:r]
- 07 proposal [prəpóuzl]
- 08 currently [kə:rəntli]
- 09 corporation [kò:rprəéiʃən] attend [əténd]

Answers: p. 382



I went to the sea during this summer vacation.

I had a sandwich at 12 o'clock.

I met my friends on Sunday.

Prepositions of time are used to show time and occur in different contexts.



at, on, in

At is used to indicate the exact time. **On** is used before dates, days of a week, and special days. **In** is used before years, months, seasons, etc.

at	Before the exact time	at 10 o'clock at the end of the year	at the beginning of the month at noon/night/midnight
on	Before dates, days of a week, and special days	on September 18 on Tuesday morning	on Wednesday on New Year's Day
in	Before years, months, seasons, the morning/afternoon/evening	in 2010 in the morning	in March in the afternoon in summer in the evening



for, during

For and **during** mean *within a period*. **For** is used before a period of time to indicate how something goes on, for example, *for eight months*. **During** is used before a noun to indicate a period of time in which something happens, for example, *during the holiday* or *during the summer vacation*.

for + (number) time limit: She/worked/in marketing/for three years.

Time limit

during + a specific time limit: I/traveled/abroad/during my vacation.

Specific time limit



until, by

Until and **by** mean *up to ...* **Until** is used to show a progressive situation that is going to end at a particular time; **by** indicates the deadline or the closing time for a period.

The bank/is/open/until 5 p.m.

⇒ The sentence indicates that the bank is now open and will be closed at 5 p.m., so **until** is used to let the reader know that 5 p.m. is the closing time.

You/have to come back/by 10 p.m.

⇒ **By** is used before 10 p.m. to show that this is the time you have to come back, not later.



Practice

Choose one correct option in the parentheses.

- 01 The construction of the monument is scheduled to start (on, in) February 5.
- 02 The coupons for a free drink are valid (during, for) a month.
- 03 Employees must sign up for the workshop (by, until) tomorrow.
- 04 We will have an orientation for newcomers (at, in) noon.
- 05 The website will officially be launched (until, on) New Year's Day.
- 06 The National Museum will be closed for renovation (in, on) summer.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 The meeting about new marketing strategies will be held _____ 11 a.m.
(A) to (C) at
(B) on (D) for
- 08 All workers must submit their records to the supervisor _____ the end of the month.
(A) for (C) in
(B) by (D) to
- 09 All requests for vacation time must be presented in writing _____ June 15.
(A) at (C) in
(B) on (D) for
- 10 _____ her stay in Paris, Ms. Lemet supervised the new branch office.
(A) For (C) About
(B) Upon (D) During

Answers: p. 382

VOCABULARY

- | | | |
|-------------------------------|-----------------------------|---------------------------|
| 01 construction [kənstrʌkʃən] | 05 officially [ə'fɪʃli] | 09 request [rɪkwɛst] |
| monument [mɒnjumənt] | launch [lɔ:ntʃ] | in writing |
| 02 valid [vælid] | 06 renovation [rɪ'nɒveɪʃən] | 10 supervise [sú:pərvàiz] |
| 03 sign up | 07 strategy [strætədʒi] | branch [bræntʃ] |
| 04 orientation [ɔ:riəntéiʃən] | | |



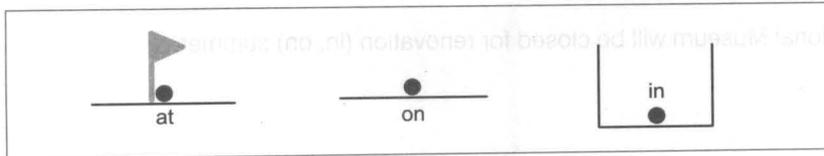
A fly was flying around in the room and then perched on the wall.

Here, the prepositions **in** and **on** are used to show places: **the room** and **the wall** respectively. Different prepositions of place indicate different locations.



at, on, in

The prepositions **at**, **on**, **in** all indicate locations. However, **at** indicates a specific place, **on** shows a position in relation to or supported by a surface, and **in** indicates a point within/inside a space.



I/met/Bob/at a bus stop.

Specific place

She/put/the groceries/on the table.

Surface

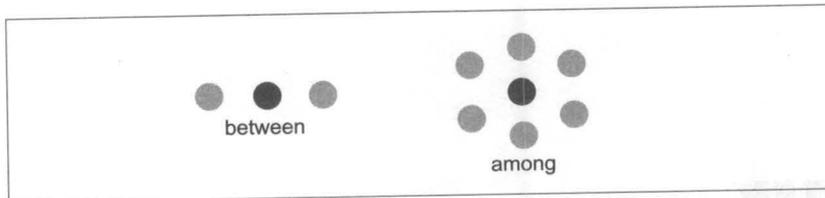
There/are/many parks/in the city.

Space



between, among

Both **between** and **among** mean *in the middle*. While **between** is used to indicate the position in the middle of two things, **among** is used out of three or more things.



There/is/a house/between the two trees.

In the middle of two things

There/is/a house/among the trees.

In the middle of three or more things



Choose one correct option in the parentheses.

- Practice**
- 01 People are not allowed to sit (on, at) the grass.
 02 Two vehicles are waiting (at, in) the traffic light.
 03 The official ceremony will be held (on, in) City Hall.
 04 Russia is the largest country (in, on) the world.
 05 The new department store is located (at, in) the corner of Potrero Avenue and Main Street.
 06 He walked (among, between) the two buildings and came upon a large square.



Choose the correct option for each of the following sentences.

- Actual Questions**
- 07 There is optimism _____ investors regarding the state of the economy.
 (A) between (C) among
 (B) after (D) around
- 08 The restaurant offers discounted meals _____ Mother's Day.
 (A) at (C) in
 (B) on (D) by
- 09 The company's barbecue party will take place _____ Hubbard Park.
 (A) in (C) of
 (B) on (D) as
- 10 The post office is conveniently located _____ the office and the subway entrance.
 (A) among (C) into
 (B) with (D) between



VOCABULARY

Answers: p. 382

- 01 allow [ə'laʊ]
 03 ceremony [sə'remənɪ]
 05 locate [lə'keɪt]
 06 come upon square [skweər]

- 07 optimism [ɒptəmɪzəm]
 investor [ɪn'vestər]
 regarding [rɪgə:'rdɪŋ]
 state [steɪt]
 09 take place

- 10 conveniently located
 entrance [éntrəns]



The dog went out of the house, along the lotus pond and then back into the house.

In English, different directions need different prepositions of direction.

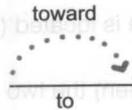


to, toward

The prepositions of direction **to** and **toward** mean *in the direction of*.

John/wrote/a letter/to his wife.

We/walked/toward downtown.



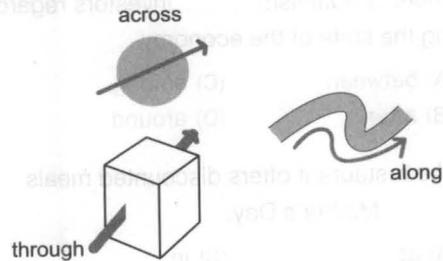
across, through, along

Across means *crossing*; **through** means *from one end or side to the other*; and **along** means *by the side of, alongside*.

I/swam/across the lake.

The car/went/through a tunnel.

Mike/walked/along the beach.



into, out of

Into means *moving to the inside*; on the contrary, **out of** means *moving to the outside*.

Kathy/ran/into her house.

He/jumped/out of his bed.





Practice

Choose one correct option in the parentheses.

- 01 Numerous parks can be found (along, into) the roads of Ohio.
 02 Ms. Jordan took some documents (into, out of) her bag.
 03 His secretary came running (out of, across) the street.
 04 Water runs (against, through) this pipe.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Mr. Huntington will offer advice _____ our managers on how to increase sales.
 (A) to (C) on
 (B) with (D) upon
- 06 Visitors who want to enjoy beautiful scenery may drive _____ the coast.
 (A) into (C) along
 (B) under (D) among

07
08

Questions 7 and 8 refer to the following memorandum.

This is to inform you that a number of changes in the Ohio branch of Akron have been made in the past week. The branch relocated to a new building _____ April 18.

- 07 (A) for (C) in
 (B) at (D) on

Ms. Miller will give you the address and directions as well as the new telephone numbers for the branch. Their financial department is also under new _____. Tom Holt, who headed

- 08 (A) manage (C) management
 (B) manageable (D) managed

the department for twenty years, retired on April 20. The new head is Sarah Douglas.

VOCABULARY

- 01 numerous [nɪˈjuː.mərəs]
 02 document [dɒk.jumənt]
 03 secretary [sɛkrətəri]
 04 run [rʌn]
 05 offer [ɒfər]

- advice [ədvaɪs]
 increase [ɪnkrɪːs]
 06 scenery [siːnəri]
 07 a number of
 08 relocate [riːləukeɪt]

- A as well as B
 financial department
 head [hed]
 retire [rɪtaɪər]

Answers: p. 382

Verbs (1)

Menial Work

Months ago, a department manager **hired** an experienced employee to **develop** new accounting software which should meet the new requirement of the parent company. He was **appointed** as division head. I thought that the manager would assign the new division head to **review** the company's accounting system and then submit a detailed report presenting some solutions.

In actual fact, the department manager first asked the division head to use worksheets in an Excel file to **enter** e-mail addresses of important customers. Then, he asked him to **purchase** office supplies, **replace** defective machines, or do some kind of maintenance to **prolong** the life of office equipment. Later, he continually ordered the new head to type some documents.

The division head eventually voiced his objection to the department manager, "I'm responsible for software development, but for the past few months, what I have done is just type some documents. If this situation lasts, I will **quit**."

The department manager, feeling regretful because he just asked the new head to do such boring tasks, said, "Oh my God, I'm so sorry. You should have started programming last week, but I forgot all about it."



LANGUAGE FOCUS

• hire

The company decided to hire ten additional employees.

• develop

Ms. Mason developed new software.

• appoint

The CEO appointed Mr. Kim as division head.

• review

The audit manager will review our accounting system.

• enter

Enter your ID and password to log in.

• purchase

The public library purchased a large number of books.

• replace

The company replaced defective machines.

• prolong

Regular checkups prolong the life of office equipment.

• quit (informal)

If I don't get more money, I'll quit.



Practice

Choose one correct option in the parentheses.

- 01 The report has been (advised, reviewed, reached) by the supervisor.
 02 The team (developed, entered, revised) the company's new manufacturing process.
 03 Management (operates, predicts, appoints) senior managers to oversee departments.
 04 The corporation had to (reply, construct, hire) more workers to meet increased demands.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 To withdraw money from the account, the user must _____ his password.
 (A) place (C) create
 (B) offer (D) enter
- 06 An increasing number of people use the Internet to _____ tickets for movies.
 (A) support (C) achieve
 (B) purchase (D) replace

07 Questions 7 and 8 refer to the following e-mail.

08

From: Customer Service Manager, National Printers
 To: Mr. Jones

We have received the printer that you sent to our office last Friday. Our technical staff has checked the device and found that the problems were not due to any manufacturing error. However, since you purchased the printer just three days ago, we have decided to _____ it with a new one. Please clean the printer regularly in order to _____ the

- 07 (A) remove (C) replace
 (B) repair (D) reproduce
- 08 (A) endure (C) admit
 (B) enlarge (D) prolong
- life of the equipment.

VOCABULARY

Answers: p. 382

- | | | |
|-------------------------------|-----------------------|-------------------------|
| 01 supervisor [sú:pərvàizər] | 05 withdraw [wiðdró:] | purchase [pó:rtʃəs] |
| 02 manufacturing process | account [əkáunt] | regularly [réggjulərli] |
| 03 oversee [ðuvərsí:] | 07 receive [risí:v] | equipment [ikwípment] |
| 04 corporation [kò:rporéifən] | 08 device [diváís] | |
| meet a demand | due to | |

Letters and E-mails

In Part 7, most reading passages are in the form of letters such as letters of complaint, order confirmation letters, letters to renew an expired magazine subscription, invitations to special events, thank-you letters, etc. E-mails usually mention internal affairs of a company.



Question Types and Reading Strategy

Questions related to letters or e-mails are often about the purpose of a letter or an e-mail, (an) attachment(s) or a request to the recipient.

Questions about the purpose of a letter or an e-mail

Typical questions: What is the **purpose** of the letter?

Why was the e-mail **written**?

Reading strategy: The purpose of a letter or an e-mail is usually stated at the beginning of a reading passage, particularly after such expressions as *I am writing to...*, *This e-mail is to...* The topic can also be found in the heading **Subject:...** or **Re:...**

Questions about (an) attachment(s)

Typical questions: What is **enclosed** with this letter?

What did Mr. Wright **send with** his e-mail?

Reading strategy: Information about (an) attachment(s) in a letter or an e-mail is usually mentioned at the end of a reading passage. Look around the words **enclose**, **send with**, **attach** to find hints for the answer.

Questions about a request

Typical questions: What does Mr. Ryan **ask** Ms. Jane **to do**?

What are employees **asked to do**?

Reading strategy: Requests are usually presented near the end of letters or e-mails. Questions about a request are often information questions. Identify the key word(s) in the question and search for hints for the answer near the end of a reading passage, particularly, the request is often implied in the sentence containing *I would appreciate your ~ing* or *I would be very grateful if you could...*

Common expressions used in letters or e-mails

- Expressions showing the topic of e-mails: **Subject:**, **Re:**
- Expressions showing the purpose of letters or e-mails: **I am writing to**, **I want you to know**, **This e-mail is to**
- Expressions showing attachments: **enclose**, **send with**, **attach**
- Expressions showing requests: **I would appreciate your ~ing**, **I would be grateful if you could**, **Please**



Strategy Application

The questions below refer to the following letter.

Recipient	Dear Ms. Sally,
Purpose of the letter	I am writing to inform you that the products I ordered from your company on September 10 were wrongly delivered.
Detailed content	I ordered 12 tea sets; however, when I unwrapped the package, I found two sets were missing and there was no warranty inside.
Attachment	Enclosed with this letter are the invoice and the catalogue with the missing sets flagged.
Request	I would be grateful if you could send me the two missing sets together with the warranty.
Sender	Sincerely, Philip Jefferson

DAY 1
WEEK 2

Questions: 1. What is the **purpose** of this letter?

→ Purpose

- (A) To ask for an exchange (B) To inform a wrong delivery

2. What is **enclosed** with this letter?

→ Key word

- (A) An invoice (B) The faulty product

3. What does Mr. Jefferson **request**?

→ Key word

- (A) Free delivery (B) A warranty

Analyzing:

- From the word **purpose**, you can easily see that the question is about the purpose of the letter. The purpose is often stated at the beginning of a letter. According to the first sentence in the letter, *I am writing to inform you that the products I ordered from your company on September 10 were wrongly delivered*, choice (B) *To inform a wrong delivery* is the correct answer.
- From the key word **enclosed**, you can understand that the question is about an attachment. The key word **enclosed** can be found near the end of the letter; then hints for the correct answer can be found there. Based on the sentence *Enclosed with this letter are the invoice and the catalogue*, choice (A) *An invoice* is the correct answer.
- The key word **request** indicates that the question asks about the request mentioned in the letter. The key word **request** is paraphrased as *I would be grateful if you could send me* at the end of the letter where hints for the correct answer can be found. Choice (B) *A warranty* is the correct answer.



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

01 We assure you that your order will arrive within seven days.

= Delivery is _____ to take place within a specific time.

- (A) likely (B) guaranteed

02 I send a copy of your flight itinerary with my letter.

= _____ please find the information on your travel plans.

- (A) Enclosed (B) Revised

03 I have attached the technical specifications for the AC20 to this e-mail.

= A list of the product's _____ is included with the e-mail.

- (A) costs (B) details

04 Thank you for finding the data that I had asked you about.

= I appreciate your taking the time to _____ the requested information.

- (A) locate (B) fill out

VOCABULARY

- 01 assure [ə'ʃʊər]
order [ɔ:'rdə]
take place
specific [spisɪfɪk]
guarantee [gə'rənti:]

- 02 itinerary [aitɪnərəri]
enclose [ɪnkləʊz]
revise [rɪvaɪz]
03 attach [ə'tætʃ]
technical [tɛknɪkəl]
specification [spɛsəfɪkɪ'ʃən]

- include [ɪnklú:d]
cost [kɔ:st]
detail [dí:teɪl]
04 appreciate [əprɪ:'ʃi:ɪt]
locate [lú:keɪt]
fill out



05 Schedule your appointment a week before you want to have your car checked.

- (A) Appointments for car maintenance should be made a week in advance.
- (B) You should check your car service appointment one week ahead of time.

06 Please give me information about the conference facilities at your hotel.

- (A) I would like some details about the meeting rooms at your hotel.
- (B) I want to have a meeting about the services available at your hotel.

07 Improperly disposing of motor oil can contaminate drinking water.

- (A) Motor oil must be disposed of in specific areas.
- (B) Disposing motor oil inappropriately can pollute drinking water.

08 Mr. Sigh is in charge of organizing the reception for the overseas investors.

- (A) Mr. Sigh takes responsibility for planning a welcome party.
- (B) Mr. Sigh is the receptionist for the overseas branch.

VOCABULARY

- 05 schedule [skédʒu:l]
- appointment [əpóintmənt]
- maintenance [méintənəns]
- in advance
- ahead of
- 06 facility [fəsíləti]
- detail [dí:teil]

- 07 improperly [imprápərli]
- dispose [dispóuz]
- contaminate [kəntæmənèit]
- inappropriately [inəprópriətli]
- pollute [pəlú:t]

- 08 be in charge of
- overseas [ðuvers:z]
- investor [invéstə]
- take responsibility
- for + V-ing



Practice

Question 9 refers to the following letter.

Dear Ms. Jackson,

Our law firm has recently decided to move to a more spacious office due to an increase in the number of employees in the last year. Additional furniture, office supplies, and equipment are needed for our new location. As we were very satisfied with the quality of goods and services you have provided in the past, we look forward to working with you to furnish our new office. I would appreciate your giving us a cost estimate for the items mentioned in the enclosed document.

09 What is enclosed in the letter?

(A) A product catalog

(B) A list

(C) A quote

Question 10 refers to the following e-mail.

FROM: Christopher Knight, Personnel Manager

TO: All staff

This e-mail is to notify staff that all data contained in the personnel information files is confidential. It should only be shown to authorized executives. Reviewing or sharing any information you find with a third party is strictly forbidden and could result in termination of employment. If you are given access to a file by mistake, please report it to me immediately.

10 What must one do if one receives a confidential file accidentally?

(A) Contact the technician

(B) Send it to the supervisor

(C) Inform Mr. Knight

VOCABULARY

09 additional [ədɪfənəl]
location [ləʊkəɪʃən]
be satisfied with
quality [kwɒləti]
furnish [fɜːrnɪʃ]
estimate [éstimət]
enclose [ɪnkləʊz]

quote [kwout]
10 personnel [pəːrsənél]
confidential [kənɪfəðənʃəl]
authorized [ɔːθəraɪzd]
executive [ɪgzékjútɪv]
third party
forbidden [fəˈbɪdn]

termination [təːrmənéɪʃən]
employment [ɪmplɔɪmənt]
access [ækses]
by mistake
accidentally [ækʃədəntəli]



Actual Questions

Questions 11-12 refer to the following letter.

Paul Jones
Viking Wireless
311 Lexington Ave.
New York, NY 10017

Dear Mr. Jones,

For the past several months, my cell phone bill has been much higher than usual. So, I contacted the customer service department to find out why. It turns out that there are many phone calls that I did not make on bill. However, the customer service insists that these calls were made from my cell phone.

But many of the calls were made when I was out of the country. Enclosed is a copy of my plane ticket to prove that I was not in the country. I have also attached a copy of my recent bills and highlighted the calls that I did not make.

Please reimburse me for the incorrect charges and send a statement that reflects the changes. Thank you for your attention to this matter.

Regards,
Susan Hay



DAY 1
WEEK 2

11 What is the purpose of this letter?

- (A) To ask about a phone service plan
- (B) To praise the customer service
- (C) To exchange a defective phone
- (D) To complain about a billing issue

12 What does Ms. Hay request the company do?

- (A) Refund the extra charges
- (B) Change her service plan
- (C) Contact the travel agency
- (D) Update her subscription

Answers: p. 382

VOCABULARY

11 bill [bil]

12 turn out

insist [ɪnsɪst]

prove [pru:v]

attach [ətætʃ]

highlight [haɪlaɪt]

reimburse [ri:ɪmbɔ:rs]

incorrect [ɪnkərəkt]

charge [tʃɑ:rdʒ]

statement [stéitmənt]

reflect [rɪflékt]

attention [əténʃən]

praise [preɪz]

exchange [ɪkstʃéɪndʒ]

defective [díféktɪv]

complain [kəmpléɪn]

refund [rɪfánd]

Questions 11-12 refer to the following letter.



12. What does Mr. Hay request the company do?

- (A) Refund the extra charges
- (B) Change his service plan
- (C) Contact his travel agency
- (D) Transfer his subscription

11. What is the purpose of this letter?

- (A) To ask about a pricing service plan
- (B) To praise the customer service
- (C) To exchange a defective phone
- (D) To complain about a billing issue

Answer 12

Answer 11

attention is required
please email
exchange information
update information
confirm information
return information

highly qualified
removal is required
increased risk level
change in status
training is required
reflex reaction

1. Bill call
12. Turn out
13. First problem
14. Good service
15. Better result



Day 2 Week 2

Grammar

[Part of Speech] Conjunctions

- 01 Coordinating Conjunctions and Correlative Conjunctions
- 02 Subordinating Conjunctions

Vocabulary

Verbs (2)

Reading

Advertisements



[Part of Speech] Conjunctions



Fun with Basic Grammar

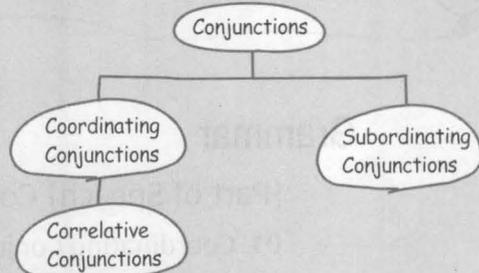
What is a conjunction?

This watermelon is sweet and cool.

In this example, **sweet** and **cool** are joined by the word **and**. The part of speech that is used to join words, phrases, or clauses is called a conjunction.



Types of conjunctions



Coordinating conjunctions and correlative conjunctions

Coordinating conjunctions show the interdependent relationships between words, phrases, or clauses. However, correlative conjunctions must go in fixed pairs.

Coordinating Conjunctions	and but or
Correlative Conjunctions	both A and B either A or B



You/can leave/or stay.

Coordinating conjunction

She/speaks/both Spanish and Korean.

Correlative conjunction

CHECK UP

Join the two halves below to make complete sentences.

1. He submitted a résumé (A) or English.
2. Mr. Harris is either American (B) and a cover letter.

⇒ The coordinating conjunction **and** combines a résumé in sentence 1 with a **cover letter** in B, while the correlative conjunction **either A or B** combines **American** in sentence 2 and **English** in A.

Answer: 1. (B); 2. (A)

Subordinating conjunctions

A subordinating conjunction begins a dependent clause in a sentence that consists of a main clause and a dependent clause. The dependent clause cannot stand on its own and does not express a complete thought. It depends on and modifies the main clause in terms of meaning.

Although oil prices have risen, / many people / continue / to drive.

Subordinating conjunction Dependent clause Main clause

CHECK UP

Which of the following is the subordinating conjunction?

The hotel offered a discount rate when we stayed there.

- (A) (B) (C)

⇒ The conjunction which begins the dependent clause is the subordinating conjunction.

Answer: (B)

Types of subordinating conjunctions

Subordinating conjunctions can be grouped into noun clause conjunctions, adverb clause conjunctions, and adjective clause conjunctions.

Noun Clause Conjunctions	that, if, whether
Adverb Clause Conjunctions	because, although, when, if
Adjective Clause Conjunctions	who, which, that

Kate / was late / for the interview / because there was a traffic jam.

Adverb clause conjunction

CHECK UP

Match the correct subordinating conjunction with its type.

1. Whether (A) Adverb clause conjunction
2. Although (B) Noun clause conjunction

⇒ **Whether** is a noun clause conjunction, whereas **although** is an adverb clause conjunction.

Answer: 1. (B); 2. (A)

Coordinating Conjunctions and Correlative Conjunctions



I bought T-shirts (but, and) shoes.

The conjunction **and** (in addition) makes the sentence sound more natural and meaningful. When using conjunctions to join words, phrases, or clauses, you should make sure that the meaning of the combined parts is logical and coherent.



Coordinating conjunctions

Each of the coordinating conjunctions below has its own meaning.

and	or	but	so	yet
-----	----	-----	----	-----

I/cleaned/the room/(**but, and**)/prepared/the meal.

⇒ The coordinating conjunction **and** is used to add something – *cleaned the room and prepared the meal*. The conjunction **but** expresses opposition.

I/opposed/his view/(**so, but**)/accepted/it.

⇒ The sentence means *Although I opposed his view, I accepted it*; therefore, **but** (on the contrary) is accurate, not **so** (for this reason/consequently).



Correlative conjunctions

The following correlative conjunctions must come in fixed pairs.

both A and B	either A or B
neither A nor B	not only A but also B

He/studied/**both** physics (**or, and**) mathematics.

⇒ The correlative conjunction **both** must come in pair with **and**.

We/will watch/(**neither, either**) a play **or** a movie.

⇒ The correlative conjunction **or** must come in pair with **either**.

They/went/**neither** camping (**or, nor**) fishing.

⇒ The correlative conjunction **neither** must come in pair with **nor**.

Jason/bought/(**only, not only**) pants **but also** shirts.

⇒ The correlative conjunction **but also** must come in pair with **not only**.



Practice

Choose one correct option in the parentheses.

- 01 You may mail (so, or) fax your résumé to Mr. Blunt.
- 02 The building has (both, either) an outdoor parking lot and an underground garage.
- 03 He made a request for help (but, and) did not receive any response.
- 04 The logo must be not only distinctive (and, but) also professional-looking.
- 05 Participants were told to arrive by noon, (yet, so) most of them were late.
- 06 The consultant advised neither expanding the factory (or, nor) hiring more workers.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 Ms. Douglas will help customers create an investment _____ savings plan.
(A) so (C) yet
(B) and (D) but
- 08 Applicants are required to present _____ a reference letter and a photocopy of their social security card.
(A) all (C) either
(B) both (D) neither
- 09 The website is most accessible before 8 a.m. _____ after 5 p.m.
(A) or (C) so
(B) nor (D) yet
- 10 Neither chatting online _____ checking personal e-mail is permitted during working hours.
(A) or (C) nor
(B) and (D) only

Answers: p. 382

VOCABULARY

- | | |
|-----------------------------|--------------------------|
| 02 outdoor [áutd̃:r] | 07 create [kriéit] |
| garage [gərə:ʒ] | investment [invéstmənt] |
| 03 receive [risi:v] | 08 applicant [æplikənt] |
| response [rispáns] | present [prizént] |
| 04 distinctive [distiŋktiv] | reference letter |
| 06 consultant [kənsáltənt] | social security card |
| expand [ikspeánd] | 09 accessible [æksésəbl] |
| hire [háiar] | 10 permit [pərmít] |





I don't like playing basketball because I am too short.

In this sentence, the dependent clause *because I am too short* gives the explanation to the fact that *I don't like playing basketball* which is the main clause. Subordinating conjunctions can be used in noun clauses, adjective clauses, or adverb clauses.



Noun clause conjunctions

A noun clause conjunction begins a clause that functions as a noun. A noun clause can be the subject, object, or complement in a sentence. Noun clause conjunctions are **that** and **if/whether**.

[That she won the award]/was/a big surprise.

Subject

Mr. Lee/has not known/[whether he will be transferred].

Object



Adverb clause conjunctions

An adverb clause conjunction begins a clause that functions as an adverb. An adverb clause modifies a main clause. Adverb clause conjunctions are **because**, **although**, etc.

He/postponed/the event/[because rain was predicted].

Adverb clause

[Although Tim is inexperienced],/he/did/his best.

Adverb clause



Adjective clause conjunctions

An adjective clause conjunction begins a clause that functions as an adjective. An adjective clause modifies a noun. Adjective clause conjunctions are **who**, **which**, and **that**.

We/hired/an employee/[who has work experience].

Noun

Adjective clause

We/released/a new book/[which is about gardening].

Noun

Adjective clause



Practice

Choose one correct option in the parentheses.

- 01 We postponed the construction (because, which) there was not enough funding.
 02 (If, Although) the government tried to control fuel costs, they increased significantly.
 03 The team conducted a survey (which, whether) assessed the market potential for diet food.
 04 (Whether, Because) Ms. Fletcher will give the presentation is not certain.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 _____ promotional experience is helpful, it is not a requirement.
 (A) And (C) Which
 (B) Who (D) Although
- 06 Profits rose not _____ because of an increase in sales, but also a reduction in expenses.
 (A) alone (C) over
 (B) only (D) less

07 Questions 7 and 8 refer to the following letter.

08

I was just going over the records of the maintenance workers hired last year. They are eligible for various tax benefits _____ they have held the jobs over six months. Please

- 07 (A) whether (C) because
 (B) but (D) or

inform Lisa. One other thing I would like to mention is that Mike Evans of purchasing said he would submit the equipment specifications yesterday, _____ I do not see them

- 08 (A) so (C) for
 (B) yet (D) both

anywhere. Let him know that I am waiting for them.

Answers: p. 382

VOCABULARY

- | | | |
|-------------------------------|-----------------------------|-------------------------------|
| 01 postpone [poustpóun] | assess [əses] | 07 go over |
| funding [fándaɪŋ] | potential [pəténʃəl] | 08 maintenance [méintənəns] |
| 02 control [kəntróul] | 05 promotional [prəməúʃnəl] | eligible [élidʒəbl] |
| significantly [sɪgnífikəntli] | 06 profit [prófit] | tax benefit |
| 03 conduct [kəndákt] | reduction [rɪdákʃən] | submit [səbmít] |
| survey [sə:rvei] | expense [ɪkspéns] | specification [spèsəfikéifən] |

Verbs (2)

Thomas Edison (1847-1931)



Thomas Edison was born on 11 February 1847. He was one of the outstanding geniuses of technology, and he **obtained** patents for more than one thousand inventions including the electric light bulb, the record player and an early type of film projector. He also **created** the world's first industrial research laboratory.

He was born in Milan, Ohio, and he was always an inquisitive boy. By the time he was 10, he had set up a small chemical laboratory in his house after his mother had shown him a science book. He soon became fascinated with electrical currents and it **remained** the main interest of his life.

In 1869, he borrowed a small amount of money and became a freelance inventor. In the same summer, there was a crisis in the New York financial district called Wall Street when the new telegraphic gold-price indicator broke down. Edison was called in to repair it and he did it so well that he was given a job as supervisor with the Western Union Telegraph Company. They later **commissioned** him to **improve** the Wall Street stock ticker that was just coming into use. He did so and produced the Edison Universal Stock Printer, which immediately brought him a fortune of \$40,000. With this money, he set up as a manufacturer in order to produce electrical machines.



In 1876, he built a new laboratory so that he could spend all his time inventing. He planned to turn out minor inventions every ten days and a 'big trick' every six months. Before long, he had 40 different inventions going at the same time and was **applying** for as many as 400 patents a year. The following year, Edison moved to New Jersey in order to build the Edison Laboratory (now a national monument), which was ten times bigger than his first laboratory. In time it was **surrounded** by factories employing 5,000 people and producing many new products. Edison died on 18 October 1931 having had a remarkably productive life.



LANGUAGE FOCUS

- **obtain**

Long delays in obtaining passports and visas often occur.

- **create**

Last week, 170 new jobs have been created.

- **remain**

The economy remains stable.

- **commission**

We have commissioned a full survey of the property.

- **improve**

Our main objective is to improve the economy.

- **apply for**

You have to apply to the passport office for a visa.

- **surround**

He found himself surrounded by an admiring crowd.



Choose one correct option in the parentheses.

Practice

- 01 Valid tickets must be (examined, entered, presented) to watch a concert.
 02 Synthetic materials usually (last, appoint, exceed) longer than natural ones.
 03 The employers (expect, hire, last) workers to be productive.
 04 The hotel has a meeting area that can (accommodate, include, expect) eighty people.



Choose the correct option for each of the following sentences.

Actual Questions

- 05 Receipts, invoices, and bank statements should be kept in order to _____ expenses.
 (A) verify (C) complicate
 (B) discount (D) expire
- 06 All business managers are expected to _____ at least one of the regularly scheduled seminars.
 (A) continue (C) decide
 (B) attend (D) regard

07 Questions 7 and 8 refer to the following letter.

08

Dear Mr. Martin,

Thank you for applying to Ceco Systems. Ceco Systems _____ its workers a professional

- 07 (A) controls (C) invests
 (B) leads (D) offers

and comfortable environment. We believe that well-treated employees provide our customers with better service. This has been the key to our success in the industry. Our comprehensive benefits package _____ paid vacation, a bonus program, and medical

- 08 (A) includes (C) surrounds
 (B) donates (D) enrolls

insurance coverage. If you have any other questions, please do not hesitate to write to jobopenings@cecosystems.com.

Answers: p. 382

VOCABULARY

- | | | |
|-------------------------|--------------------------------|------------------------------|
| 01 valid [vælid] | expense [ikspéns] | industry [índəstri] |
| 02 synthetic [sínθétik] | 06 at least | comprehensive [kəmprihénsiv] |
| material [mətiəriəl] | 07 apply [əplái] | benefits package |
| 05 receipt [risít] | 08 environment [ínváíərənmənt] | insurance [ínfúərəns] |
| invoice [ínvóis] | provide A with B | coverage [kávərídʒ] |
| bank statement | key [ki:] | hesitate [hézetèit] |

Advertisements

In Part 7, some reading passages are about advertisements for jobs and products. Job advertisements often involve recruiting managers/secretaries/manager assistants, etc. Product advertisements focus on household appliances, membership, houses for rent, restaurants, hotels, etc.



Question Types and Reading Strategy

Questions concerning advertisements are mostly about the purpose of advertising, the position/product advertised, the object of the advertisements, advertisers, etc. In job advertisements, there are usually questions about requirements and application procedures; whereas in product advertisements, questions often focus on features and good points of a product/service.

Questions about the purpose of advertising and the position/product advertised

Typical questions: What is the **purpose** of this advertisement?

What **position** is being advertised?

What is **being advertised**?

Reading strategy: The purpose of the advertisement or the position/product advertised is often stated at the beginning of a reading passage. Therefore, hints for the correct answer are located at the beginning of the reading passage.

Questions about requirements and application procedures in job advertisements

Typical questions: What is **NOT a requirement** for the position?

How can people **apply** for the position?

Reading strategy: Qualifications and requirements are often mentioned in the middle of a reading passage, whereas application procedures are presented at the end. Questions for these are usually information or NOT/TRUE questions. You need to identify the key word(s) in the question, then locate hints in the middle or at the end of the reading passage for the correct answer.

Questions about features and good points of a product/service in product advertisements

Typical questions: What is **NOT stated as a feature** of the service?

What is the **advantage** of the product?

Reading strategy: Features and good points of a product/service are often stated in the middle of a reading passage. Questions for these are usually information or NOT/TRUE questions. You need to identify the key word(s) in the question, then locate hints in the middle of the reading passage for the correct answer.

Common expressions used for requirements

requirement	qualification	a successful candidate	
bachelor's degree	proficiency in (= fluency in)	experience in a related field	
knowledge of	bilingual in French and English	computer literate	social skills



Strategy Application

The questions below refer to the following advertisement.

Recruited position	Vacancy:	Distributor Sales Manager
Responsibilities	Responsibilities:	developing sales plans; directing sales operations; contacting foreign companies
Requirements	Requirements:	college degree or higher; ability to use accounting software and excellent compiling skills; language competence – business English and Japanese
How to apply	Application:	download the application form at the company website and e-mail it to recruit@worldwide.com . No application form will be accepted after October 24.

Questions: 1. What **position** is being advertised?

→ Key word

- (A) Sales manager (B) Delivery man

2. What is NOT a **requirement** for the position?

→ Key word

- (A) Qualifications (B) Driver's license (C) Computer skills (D) Foreign language

3. How can people **apply** for the position?

→ Key word

- (A) By phone (B) By e-mail

Analyzing:

1. Identify the key word **position** in the question. Hints for the answer can be found at the beginning of the advertisement through the section **Vacancy**. Choice (A) *Sales manager* is the correct answer.
2. Read the question and identify this is a NOT question based on the word **NOT**. Identify the key word **requirement** in the question. Hints for the answer can be found in the middle of the reading passage. Choice (A) *Qualifications* is a restatement of *college degree or higher*; choice (C) *Computer skills* is a restatement of *ability to use accounting software and excellent compiling skills*; choice (D) *Foreign language* is expressed by *language competence – business English and Japanese*. Choice (B) *Driver's license* is not mentioned in the reading passage; therefore, it is the correct answer.
3. Identify the key word **apply for** and the question word **How**. This question asks about the method or the procedure to apply for the position advertised. Hints for the answer can be found at the end of the advertisement, *download the application form at the company website and e-mail it to recruit@worldwide.com*; then, choice (B) *By e-mail* is the correct answer.



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

01 The Internet is an inexpensive means of advertising.

= A website is a _____ way to promote your business.

- (A) creative (B) low-cost

02 All of our monitors are guaranteed to last more than ten years.

= Our displays are well made and extremely _____.

- (A) durable (B) relevant

03 To make up for the drop in profits, the company fired 30 workers last quarter.

= The company _____ employees last quarter.

- (A) hired (B) dismissed

04 We are seeking those who have acquired broad experience in the service industry.

= Those who have _____ experience in the hospitality industry will be welcomed.

- (A) expensive (B) extensive

VOCABULARY

- 01 inexpensive [ɪnɪkspɛnsɪv]
means [mi:nz]
promote [prəməʊt]
02 guarantee [gæərənti:]
last [læst]
display [dɪspléi]
durable [dʒúərəəbl]
relevant [rélevənt]

- 03 make up
drop [drɒp]
profit [prófit]
fire [fáiar]
quarter [kwɔ:rtər]
dismiss [dɪsmɪs]

- 04 seek [si:k]
acquire [əkwáiar]
broad [brɔ:d]
hospitality industry
extensive [ɪkstɛnsɪv]



- 05 We offer the most competitive prices in the automobile industry.
 (A) We provide high-quality and low-price auto transport service.
 (B) Compared to most car companies, our prices are quite low.
- 06 The product will be sold across the country on October 15.
 (A) The product will be available nationally in the middle of October.
 (B) By the second week of October, the product will be sold out.
- 07 Researchers will primarily work in the office, but some fieldwork will be required.
 (A) Researchers have to work outside of the office at times.
 (B) Researchers are required to do fieldwork after completing their office work.
- 08 S-Mart stores will now be open 24 hours a day in order to better serve their customers.
 (A) To improve service, S-Mart will be open around the clock.
 (B) Poor service has led S-Mart to extend its hours.



DAY 2
WEEK 2

VOCABULARY

- | | | |
|-----------------------------|---------------------------|-------------------|
| 05 competitive [kəmpətətɪv] | 07 primarily [praɪmərəli] | 08 in order to |
| quality [kwələti] | fieldwork [fi:ldwə:rk] | improve [ɪmpru:v] |
| transport [trænsˈpɔ:rt] | require [rɪkwaɪə] | around the clock |
| compare [kəmpəə] | at times | lead [li:d] |
| 06 across the country | complete [kəmplɪ:t] | extend [ɪkstend] |
| available [əvəɪləbl] | | |
| nationally [næʃənəli] | | |
| be sold out | | |



Practice

Question 9 refers to the following advertisement.

Smith Falls Apartments have two spacious bedrooms, a sunny living room, bathrooms with both a tub and shower, and a fully-equipped kitchen. Our amenities include a swimming pool, a fitness center, and a laundromat. There is plenty of parking nearby. The maintenance costs of the complex are included in the rent. In order to become a tenant, a \$2,000 security deposit and a recommendation from a previous landlord are required.

09 What is being advertised?

- (A) A parking area
- (B) An apartment complex
- (C) A business space

Question 10 refers to the following advertisement.

Alfredo's, western Canada's favorite Italian restaurant chain, is looking for regional managers to help with its expansion into two new provinces. All regional managers will be based at our corporate headquarters in Calgary, but will be asked to travel extensively throughout the country. Qualified applicants must be proficient in both English and French and understand the market differences among the various regions of Canada. A minimum of three years of experience in the hospitality industry is preferred.

10 What is stated as a requirement for the job?

- (A) A sense of hospitality
- (B) Proof of residence in Calgary
- (C) Fluency in two languages

VOCABULARY

- 09 equip [ikwíp]
amenity [əménəti]
maintenance [méintənəns]
rent [rent]
tenant [ténənt]
security deposit
recommendation [rèkəməndéifən]

- landlord [lændlɔ:rd]
10 regional [rí:dʒənl]
expansion [ikspænjən]
base [beis]
headquarters [hédkwɔ:rtərz]
extensively [iksténsivli]
qualified [kwóləfaid]

- proficient [prəfɪjənt]
hospitality industry
preferred [prífə:rd]
proof [pru:f]
residence [rézədəns]
fluency [flú:ənsi]



Actual Questions

Questions 11-12 refer to the following job advertisement.

Quality Control Engineer

The Coleman Co. is searching for a quality control engineer who will provide support and technical advice regarding all of our manufactured goods. The quality control engineer will be expected to support the operational division to find solutions for engineering and quality concerns. The quality control engineer will also be expected to communicate with customers on technical issues.

We require that all candidates applying for this position have a bachelor's degree in mechanical engineering as well as a minimum of five years' experience in the field. Additionally, a successful candidate will have strong communication skills. Candidates who are able to speak several different languages will be preferred. A rewarding salary will be offered and will depend upon the candidate's experience.



DAY 2
WEEK 2

- 11 What is one of the stated job responsibilities?
- (A) Giving instructions to the technical staff
(B) Supervising the operational division
(C) Maintaining the factory's facilities
(D) Providing technical information to clients
- 12 What is NOT a requirement for this job?
- (A) Proficiency in a foreign language
(B) A university degree
(C) Related experience
(D) Excellent interpersonal skills

Answers: p. 382

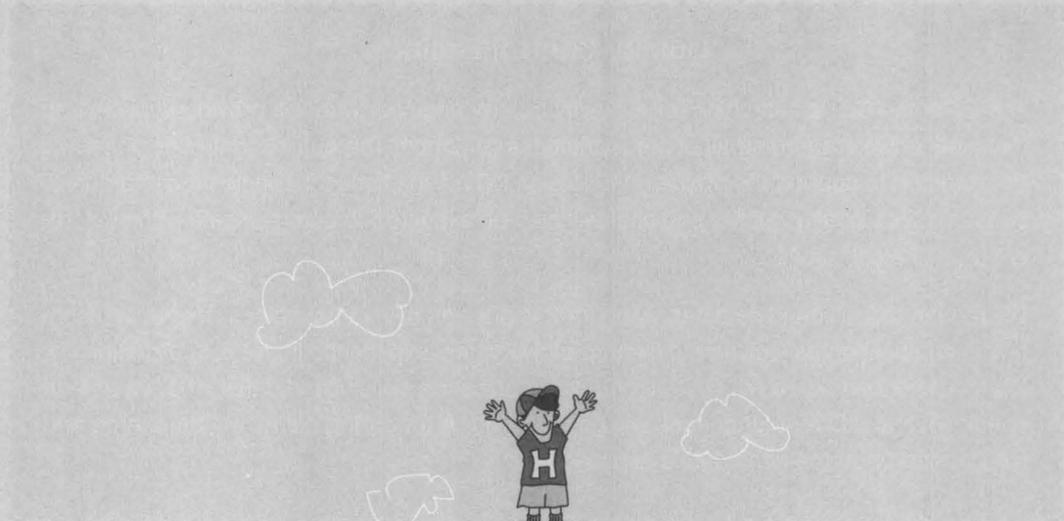
VOCABULARY

- 11 search [sə:rtʃ]
12 advice [əd'vaɪs]
regarding [rɪgɑ:rdɪŋ]
manufactured goods
operational [ɒpə'reɪʃənəl]
division [dɪvɪʒən]
solution [sə'lú:ʃən]
be expected to + V

- issue [ɪʃu:]
apply for
bachelor's degree
field [fi:ld]
prefer [prɪfə:r]
rewarding [rɪwɔ:rdɪŋ]
state [steɪt]
responsibility [rɪspɒnsəbɪlətɪ]

- instruction [ɪnstrʌkʃən]
supervise [sú:pərvàɪz]
maintain [meɪntéɪn]
proficiency [prəfɪʃənsi]
related [rɪlɪeɪtɪd]
interpersonal [ɪntərpə:rsnəl]

Questions 11-12 refer to the following job advertisement.



11. What is one of the stated job responsibilities?
- (A) Providing technical instruction to clients
 - (B) Maintaining the company's facilities
 - (C) Supervising the operational division
 - (D) Applying instructions to the technical staff
12. What is NOT a requirement for the job?
- (A) Proficiency in a foreign language
 - (B) A university degree
 - (C) Related experience
 - (D) Excellent interpersonal skills

WORKSHEET

1. Search for...
2. Apply for...
3. Provide technical support...
4. Maintain the company's facilities...
5. Supervise the operational division...
6. Apply instructions to the technical staff...
7. Provide technical instruction to clients...
8. Maintain the company's facilities...
9. Supervise the operational division...
10. Apply instructions to the technical staff...
11. Provide technical support...
12. Maintain the company's facilities...
13. Supervise the operational division...
14. Apply instructions to the technical staff...
15. Provide technical instruction to clients...
16. Maintain the company's facilities...
17. Supervise the operational division...
18. Apply instructions to the technical staff...
19. Provide technical support...
20. Maintain the company's facilities...
21. Supervise the operational division...
22. Apply instructions to the technical staff...
23. Provide technical instruction to clients...
24. Maintain the company's facilities...
25. Supervise the operational division...
26. Apply instructions to the technical staff...
27. Provide technical support...
28. Maintain the company's facilities...
29. Supervise the operational division...
30. Apply instructions to the technical staff...



Day 3 Week 2

Grammar

[Part of Speech] Verbs

01 Verb Forms

02 Intransitive Verbs and Transitive Verbs

Vocabulary

Verbs (3)

Reading

Notices/Announcements



[Part of Speech] Verbs



Fun with Basic Grammar

Verb forms

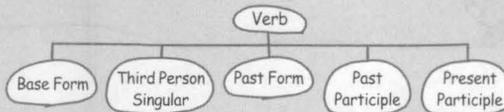
eat – ate – eaten – eating



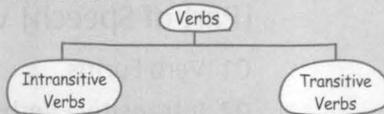
The verb **eat** can take several verb forms, such as **eat – ate – eaten – eating**.

A verb can have five forms.

Five forms of a verb



Types of verbs



Five forms of a regular verb

Any verb can have five forms: the base form, the third person singular, the past form, the past participle, and the present participle. Example:

Base Form	bare infinitive	attend
Third Person Singular	bare infinitive + -(e)s	attends
Past Form	bare infinitive + -ed	attended
Past Participle	bare infinitive + -ed	attended
Present Participle	bare infinitive + -ing	attending



- The verb **be**: be – is (but I am and You/plural subject are) – was/were – been – being.
- The suffix **-ed** is added to regular verbs to form the past form and the past participle; irregular verbs have their own forms of the past and past participle.

CHECK UP

Write the correct forms of the following verb.

inspect

(A) Past participle (B) Third person singular (C) Present participle

⇒ Past participle is formed by adding **-ed**, third person singular by adding **-(e)s**, and present participle by adding **-ing** to the bare infinitive.

Answer: (A) inspected; (B) inspects; (C) inspecting

Intransitive verbs and transitive verbs

Look at this example: *I jumped.*

The sentence is complete and meaningful. Verbs that do not need (an) object(s) and the meaning is complete (e.g. **jump**) are known as intransitive verbs.

On the other hand, *I love* is not a complete sentence. It needs an object to complete the meaning. Verbs which must be followed by (an) object(s) (e.g. **love**) are called transitive verbs.

Mr. Morgan/arrived.

Intransitive verb

The company/manufactures/cellular phones.

Transitive verb

Object

CHECK UP

What kind of verb is the underlined word?

Naco, Inc. established a foreign branch.

(A) Intransitive verb (B) Transitive verb

⇒ The verb established is followed by the object a foreign branch.

Answer: (B)





I order a pizza./I ordered a pizza.

When **order** becomes **ordered**, the meaning of the sentence is changed from the present to the past.



Base form

The base form of a verb (or bare infinitive) is used after some subjects (e.g. **I, you, we, they**) excluding the third person singular subjects to express a meaning in the present. This form of verb can also come after most auxiliary verbs.

Jane/should (~~copies~~, copy)/the report.

Third person singular (X) Bare infinitive (O)

I/(speaking, speak)/English/well.

Present participle (X) Bare infinitive (O)
participle (X)



Third person singular

A verb that follows a third person singular subject (e.g. **he, she, it**) and expresses a meaning in the present must be in the third person singular form.

He/(expect, expects)/a growth/in sales.

Bare infinitive (X) Third person singular (O)



Past form

When a verb expresses a meaning in the past, it has the past form whatever subjects come before it (except the verb **be**: **I/singular subject – was, you/plural subject – were**).

Todd/(receives, received)/a prize/last week.

Third person singular (X) Past form (O)



Past participle and present participle

When a verb follows the verb **be**, it has the past participle or present participle form. When following the auxiliary verb **have**, a verb must be in the past participle form.

She/is (~~read~~, reading)/a book.

Bare infinitive (X) Present participle (O)

The broken printer/was (~~fix~~, fixed).

Bare infinitive (X) Past participle (O)

We/have (~~buy~~, bought)/a new car.

Bare infinitive (X) Past participle (O)



Practice

Choose one correct option in the parentheses.

- 01 We should (paid, pay) this bill by next week.
- 02 We have (provide, provided) financial services since 2000.
- 03 The senior accountant is (ask, asking) for a higher salary.
- 04 It was (announced, announce) today that the CEO has resigned.
- 05 No one can (predict, prediction) the stock market.
- 06 Our company will (attend, attendant) the 2014 International Symposium.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 The employee cafeteria _____ excellent meals at reasonable prices.
 - (A) serve
 - (B) serves
 - (C) serving
 - (D) server
- 08 To gain access to the company site, you must _____ the password that was sent to you by e-mail.
 - (A) entering
 - (B) entered
 - (C) enters
 - (D) enter
- 09 New equipment was _____ to improve the quality of our products.
 - (A) use
 - (B) uses
 - (C) used
 - (D) to use
- 10 Several newspapers have _____ the decision to build a factory abroad in order to reduce costs.
 - (A) criticize
 - (B) criticized
 - (C) critical
 - (D) criticizing

Answers: p. 382

VOCABULARY

- 02 financial [fainænjəl]
- 03 accountant [əkauntənt]
- 04 resign [rizáin]
- 05 stock market
- 06 symposium [sɪmpóuziəm]
- 07 cafeteria [kæfətɪəriə]
- reasonable [ri:zənbəl]
- 08 access [ækses]
- 09 improve [ɪmprú:v]
- quality [kwáləti]
- 10 decision [dɪsɪʒən]
- abroad [əbrɔ:d]
- in order to
- reduce [rɪdʒú:s]
- cost [kɔ:st]





When men get together, they often talk about football. On the contrary, women discuss the latest fashion trends.

In English, **talk** is followed by the preposition **about**, while **discuss** does not need any prepositions.



Intransitive verb + preposition + object

An intransitive verb must have a preposition before taking an object. Below are some common intransitive verbs followed by prepositions.

account for	depend on	participate in
agree to/with/on	differ from	react to
care for	listen to	speak to
deal with	object to	talk about

Jane/~~(participated,~~ participated in)/a piano contest.

⇒ The intransitive verb **participate** cannot immediately be followed by an object. It needs the preposition **in** coming before its object.

His proposal/~~(differs,~~ differs from)/the previous one.

⇒ **Differ** is an intransitive verb, so it needs to be followed by the preposition **from**.



Transitive verb + ~~preposition~~ + object

A transitive verb must immediately be followed by its object. Below are some common transitive verbs which are wrongly used by learners.

access	→ access to (X)	discuss	→ discuss about (X)
accompany	→ accompany with (X)	emphasize	→ emphasize on (X)
approach	→ approach to (X)	explain	→ explain about (X)
approve	→ approve for (X)	interview	→ interview with (X)
check	→ check of (X)	oppose	→ oppose to (X)
contact	→ contact with (X)	reach	→ reach at (X)

Our team/~~(discussed about,~~ discussed)/the new advertisement.

⇒ The transitive verb **discuss** does not need any prepositions after it.

Brian/~~(explained about,~~ explained)/his plan/to the manager.

⇒ The transitive verb **explain** does not need any prepositions after it.



Practice

Choose one correct option in the parentheses.

- 01 This website gives information on how to (care, care for) pets.
 02 The client (objected, opposed) to the changes in the new contract.
 03 Staff members (speak, approach) their supervisors when they have questions.
 04 Larry Burke will (accompany, accompany with) Mr. Rogers to the negotiations.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 The company wants the warehouse personnel to _____ for the missing inventory.
 (A) interview (C) account
 (B) approve (D) explain
- 06 At the meeting, we will _____ with the improper use of company telephones.
 (A) emphasize (C) contact
 (B) check (D) deal

07
08

Questions 7 and 8 refer to the following memorandum.

I am quite surprised that only 20 percent of the staff have signed up for the Leadership Training Seminar. I expected more interest. Our keynote speaker, Harry Smith, will _____

- 07 (A) discuss (C) talk
 (B) oppose (D) check

about creative thinking. The title of his presentation is "How to Think Differently in the Workplace". The session will be a great start to the seminar. Also, the CEO has _____

- 08 (A) made (C) makes
 (B) make (D) to make

the Leadership Training Seminar a compulsory course. Therefore, please register for the training course right now!

Answers: p. 382

VOCABULARY

- | | | |
|-------------------------------|------------------------|-------------------------|
| 01 pet [pet] | personnel [pə:rsənəl] | creative [kri:éitiv] |
| 02 client [kláiant] | inventory [ínvəntə:ri] | compulsory [kəmpúlsəri] |
| contract [kóntrækt] | 06 improper [imprəpər] | register [rédʒistər] |
| 03 supervisor [sú:pərvàizər] | 07 sign up | |
| 04 negotiation [nigòuʃiéifən] | 08 expect [ikspékt] | |
| 05 warehouse [wéərháus] | keynote [kí:nòut] | |



Verbs (3)

Effective or Not?

Our department manager has **notified** that from next month onwards, any employees who get a TOEIC score of 600 or higher can **obtain** a free parking permit.

After graduation from high school, I have hardly read an English book, although I once **represented** my class at an English speaking contest and won the first prize. I have, then, made a plan that my three colleagues and I will study together. Our aim is to earn a possible high score. To be able to achieve our goal, we have set our own rule: "Late arrival will be **punished**."

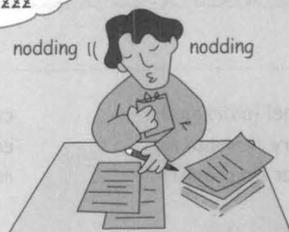
Every day, our department manager keeps **reminding** us that the parking fee which is worth several hundred dollars a month will not be paid if we succeed.

We determine that, with hard work and a few hours of sleep per day, we may achieve a targeted TOEIC score of more than 650.

We daily spend long hours studying long lists of TOEIC vocabulary, but we **wonder** why we can easily forget them the next day. Are we learning English effectively?

obtain... notify...
represe... nt... avo... id...
p...p...pro... zzz

nodding (|) nodding



LANGUAGE FOCUS

• notify

Workers should notify supervisors before leaving the office.

• obtain

A driver's license is required to obtain a parking permit.

• represent

Mr. Cho represented the company at the trade exhibition.

• punish

People operating illegal businesses can severely be punished.

• remind

Staff members are reminded to wear badges.

• wonder

He wondered whether he had done the right thing in accepting this job.



Choose one correct option in the parentheses.

Practice

- 01 Laptop computers (represent, develop, benefit) a significant advance in technology.
- 02 Necessary measures were taken in order to (review, avoid, renew) financial deficits.
- 03 The company (believes, hopes, anticipates) a forty percent increase in production.
- 04 Employees should (obtain, prolong, remind) permission to take a leave.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 The committee will _____ to develop strategies to promote investments.
- (A) accompany (C) anticipate
(B) convene (D) acquire
- 06 The Art Museum _____ visitors from taking photographs or talking in a loud voice.
- (A) prohibits (C) requires
(B) decides (D) avoids

07 Questions 7 and 8 refer to the following information.

08

Guidelines for Credit Card Subscribers!

We want to _____ all our customers that Credit Card Division requires all subscribers to

- 07 (A) interest (C) remind
(B) teach (D) present

report changes in address and telephone number immediately. Your contact information will only be used to send newsletters and credit card statements. You can _____ us

- 08 (A) attend (C) obtain
(B) notify (D) speak

of your new information in person or by phone during work hours.

Answers: p. 382

VOCABULARY

- | | | |
|------------------------------|-----------------------------|-------------------------|
| 01 significant [signifikənt] | 05 committee [kəmi'ti] | require [ri'kwaiə] |
| advance [əd'væns] | strategy [strætədʒi] | contact information |
| 02 necessary [nəsəsəri] | promote [prə'məʊt] | newsletter [nju:zletər] |
| measure [méʒər] | investment [invéstmənt] | statement [stéitmənt] |
| deficit [défəsit] | 07 guideline [gáidláin] | in person |
| 04 permission [pə'miʃən] | 08 subscriber [səbskraibər] | work hours |

Notices / Announcements

In Part 7, reading passages may involve office announcements and public announcements. Typical office announcements are about new regulations, a staff training event, equipment maintenance, etc. Public announcements mention some instructions, computer operations, transportation broadcasts, etc.



Question Types and Reading Strategy

Questions related to notices or announcements are usually about the purpose or recipients of notices or announcements, the possible locations of notices or announcements, the information related to specific dates, or the requests for those concerned.

Questions about the purpose or recipients of notices or announcements

Typical questions: What is the **purpose** of the notice?

Who is the notice **intended for**?

Reading strategy: The purpose or intended reader of a notice or an announcement is mainly stated at the beginning of a reading passage.

Hints for the answer related to the topic or purpose can be found at the beginning of a reading passage.

Hints that help choose the answer for the question related to the intended reader of the notice or announcement can be inferred from the whole reading passage. Pay particular attention to the beginning of the reading passage.

Questions about the information or event related to specific dates in notices or announcements

Typical questions: What will happen on **April 19**?

What is the subject of the event on **September 2**?

Reading strategy: Information or an event related to specific dates is often stated in the middle of a reading passage. Since this is usually an information question, the specific date in the question is the key word. Hints for the answer can be found in the middle of the reading passage.

Questions about the requests in notices or announcements

Typical questions: What are recipients of this notice **asked to do**?

When should **Ms. Pablo** be contacted?

Reading strategy: Requests in a notice or an announcement often appear at the end of a reading passage. These are mainly information questions and NOT/TRUE questions. Identify the key word(s) in the question and then find hints for the answer at the end of the reading passage.

Common expressions used in notices or announcements

- Purpose of notices or announcements: We are pleased to announce ~.
- Expression related to specific dates or places: The event will take place at ~.
- Expression related to requests: If you have any questions, please contact ~.



Strategy Application

The questions below refer to the following announcement.

Residential Area Meeting

Purpose — [The Springfield City government is going to hold a meeting on building a garbage disposal in the local area.

Specific date, time and place — [The meeting is going to take place in the hall of the Springfield Grammar School at 7:00 p.m. Friday, January 8. Some government officials will attend the meeting to explain this issue in more detail. Residents will have time to discuss possible strengths and weaknesses related to the construction of the garbage disposal. The meeting agenda together with its results will be publicized on the city website on January 10.

Request — [If you have any questions, please contact the Environment Department, Springfield City Hall, at 810-2833.

Questions: 1. **Who** is the announcement intended for?

→ Intended reader of the announcement

- (A) Local residents (B) City hall staff

2. What will happen on **January 10**?

→ Key word

- (A) The construction of the garbage disposal begins.
(B) The meeting results are announced.

3. What should a person do **if he has any questions**?

→ Key word

- (A) Go to the city hall (B) Make a phone call

Analyzing:

- The question is about the intended reader of the announcement. The information that helps choose the answer is inferred from the whole reading passage. As stated at the beginning of the reading passage, *The Springfield City government is going ... local area*, and the word **Residents** in the second paragraph, it can be inferred that this notice is aimed at the local people in Springfield City. Therefore, choice (A) *Local residents* is the correct answer.
- This question is about an event related to a specific date mentioned in the announcement. So, **January 10** is the key word that helps locate the information for the answer. As stated in the announcement, *The meeting agenda together with its results will be publicized on the city website on January 10*, choice (B) *The meeting results are announced* is the correct answer.
- The question asks about a certain request – **if he has any questions**. The hints related to requests are mentioned at the end of the reading passage. The announcement says, *If you have any questions, please contact the Environment Department, Springfield City Hall, at 810-2833*; therefore, choice (B) *Make a phone call* is the correct answer.





Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

01 As requested, the swimming pool will remain open for three extra hours.

= The request to _____ the pool hours of operation has been approved.

- (A) extend (B) extract

02 Pre-registration is required to secure a place in the lecture course.

= You need to sign up _____ to ensure a seat in the lecture.

- (A) in a hurry (B) in advance

03 If you have a question, please ask a salesperson.

= All _____ should be directed to one of the sales representatives.

- (A) inquiries (B) concerns

04 Led by Mr. Collins, the seminar on safety procedures at the factory will be held this Friday.

= Mr. Collins will _____ the seminar on the proper use of machinery.

- (A) conduct (B) train

VOCABULARY

- 01 request [rikwést]
remain [riméin]
approve [əprú:v]
extend [iksténd]
extract [ikstrækt]

- 02 pre-registration [pri:redʒistréifən]
secure [sikjúə]

- sign up
ensure [inʃúə]
in a hurry
in advance

- 03 direct [dirékt]
inquiry [inkwáieri]
concern [kənsə:rn]

- 04 safety procedure
proper [prápə]
conduct [kəndákt]
train [trein]



Question 9 refers to the following announcement.



- 05 A ban on this movie is in effect from February 14 until further notice.
 (A) It is illegal to watch the movie until February 14.
 (B) A ban of indefinite duration has been placed on this film.
- 06 A schedule of the week's events is available to conference attendees on the website.
 (A) A conference program can be found on the website.
 (B) Attendees may sign up for events on the conference website.
- 07 Due to a server update, there will be an interruption to the online services.
 (A) Due to a server error, the online system requires updating.
 (B) A service disruption is expected while our system is being updated.
- 08 A \$50 non-refundable deposit is required to make a reservation at our hotel.
 (A) Customers will not get their deposit back if they cancel their reservations.
 (B) Customers must pay a penalty of \$50 when they cancel their reservations.



DAY 3
WEEK 2

VOCABULARY

- | | | |
|---|---|---|
| <p>05 ban [bæn]
 in effect
 until further notice
 illegal [il'i:gəl]
 indefinite [indefənit]
 duration [djurəiʃən]</p> | <p>06 available [ə'veɪləbl]
 attendee [ətendɪ:
 sign up</p> <p>07 interruption [ɪntərʌpʃən]
 disruption [disrʌpʃən]</p> | <p>08 non-refundable [nɒnrɪfʌndəbl]
 deposit [dɪpəzɪt]
 reservation [rɪzərvəiʃən]
 penalty [pɛnəlti]</p> |
|---|---|---|



Practice

Question 9 refers to the following announcement.

The 23rd Annual Battleford Science Fair will take place at Riedel University from May 1 to 7. The fair draws over 3,000 students, parents, and industry leaders from Riedel County each year and is in need of volunteers. Volunteers will organize the awards ceremony. In addition, we need a team to take responsibility for selling snacks and refreshments. If you are interested in volunteering, contact Bob Marshall, Battleford Science Fair coordinator, for further information.

09 What is the purpose of this announcement?

- (A) To recruit volunteers for the science fair
- (B) To provide information on an awards ceremony
- (C) To draw students to the science fair

Question 10 refers to the following announcement.

Tickets for the performance can be exchanged no later than 48 hours before the time stated on the tickets. All evening performances will begin at 8 p.m., and weekend matinees start at 2:30 p.m. Audience members are asked to arrive early, as latecomers will not be allowed to enter the concert hall. Please be aware that there is limited parking near the Art Center. Street parking is also available for a small fee.

10 What is mentioned in the announcement?

- (A) Tickets can be purchased online.
- (B) There are no afternoon performances on weekends.
- (C) They may have difficulty finding a place to park.

VOCABULARY

09 take place
draw [dra:]
volunteer [vələntiər]
award [əwɔ:rd]
take responsibility for

refreshments [rɪfrɛʃmənts]
coordinator [kəʊdɪnəɪtər]
recruit [rɪkrú:t]
10 exchange [ɪksʃeɪndʒ]
no later than

state [steɪt]
matinee [mætəni:]
aware [əwɛər]
limited [lɪmɪtɪd]



Actual Questions

Questions 11-12 refer to the following notice.

Belhaven is pleased to provide on-site classes from Harvey University for our staff. Until now, our company has supported staff who take courses on the university campus. However, management believes that it will be more beneficial to bring the classes to the company. This will save time by reducing unnecessary commuting. Half of the enrollment fee will be paid by the company, and a university credit will be given upon completion of each course.

Class	Time	Classroom
Introduction to Accounting	Mon, Fri 6:00 p.m. ~ 8:00 p.m.	Room 202
Introduction to Marketing	Tue, Thur 6:00 p.m. ~ 9:00 p.m.	Room 202
Business Administration	Mon, Wed 6:00 p.m. ~ 8:00 p.m.	Room 203

If you are interested in taking a class, please download a registration form from the HR Department's website. Further instructions are displayed on the bulletin board.

- 11 What is NOT a stated feature of the company's on-site classes?
- (A) They will award university credits.
 (B) They will save staff time by minimizing travel time.
 (C) They will be available at no charge.
 (D) They are run by a university.
- 12 What should employees do if they are interested in attending a class?
- (A) Call the HR Department
 (B) Ask for their supervisors' approval
 (C) Contact the university
 (D) Obtain a document



DAY 3
WEEK 2

Answers: p. 382

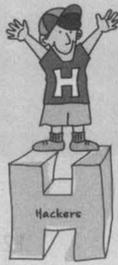
VOCABULARY

- 11 on-site [ɔːnsaɪt]
 12 beneficial [bɛnɛfɪjəl]
 reduce [rɪdʒúːs]
 unnecessary [ʌnɛsəsəri]
 commuting [kəmʒúːtɪŋ]
 enrollment fee

- credit [krédit]
 completion [kəmplíːʃən]
 accounting [əkáuntɪŋ]
 administration [ədminəstréiʃən]
 take a class
 registration [rɛdʒɪstréiʃən]

- HR Department
 feature [fiːtʃər]
 minimize [mínəmàiz]
 run [rʌn]
 approval [əprúːvəl]
 obtain [əbtéin]

Questions 11-12 refer to the following notice.





Day 4 Week 2

Grammar

[Verb] Subject-Verb Agreement

- 01 Subject-Verb Agreement – Singular Subject and Singular Verb
- 02 Subject-Verb Agreement – Plural Subject and Plural Verb
- 03 Subject-Verb Agreement – Special Cases

Vocabulary

Verbs (4)

Reading

Articles/Reviews



[Verb] Subject-Verb Agreement



Fun with Basic Grammar

What is the subject-verb agreement?

A monkey sings.

Singular subject Singular verb



Monkeys sing.

Plural subject Plural verb



When a subject is in the singular form, its verb must be in the singular form. When a subject is in the plural form, its verb must also be in the plural form. The main verb in a sentence must agree with its subject.

Singular subject and plural subject

A singular subject refers to one person or thing and is preceded by the article **a/an**, whereas a plural subject refers to two or more people or things and is followed by the suffix **-(e)s**.

Singular Subject	one person or thing	a hotel, an expert	
Plural Subject	two or more people or things	hotels, experts	

A hotel/is/near the airport.

Singular subject

Experts/give/advice/on investing strategies.

Plural subject

CHECK UP

Which of the following is the singular subject?

- (A) A report (B) Articles (C) Computers (D) A job

⇒ A singular subject refers to one person or thing and is preceded by the article **a/an**.

Answer: (A), (D)

Singular verb and plural verb

A verb must be in the singular form when it is used with a singular subject and is formed by adding the suffix **-(e)s** to its base form. A verb must be in the plural form when used with a plural subject, and it takes the bare infinitive form. The difference between singular and plural verb forms just occurs in the present simple tense. In the past simple tense, the two verb forms remain the same (except the verb **be**).

Singular Verb	third person singular	sells, plans
Plural Verb	bare infinitive	sell, plan



The product sells well.

Singular verb

Workers plan to strike.

Plural verb

CHECK UP

Put the verb in the parentheses in the correct form.

The results _____ (show) a great improvement.

⇒ The plural verb has the bare infinitive form.

Answer: show



Subject-Verb Agreement – Singular Subject and Singular Verb



A girl (pick, picks) berries.

Since the subject **girl** is in the singular form, its verb must be in the singular form (**picks**) so that the sentence has the subject-verb agreement.



Singular countable nouns

When the subject of a sentence is a singular countable noun, its verb must be in the singular form.

The company / intends / to open a local branch.

Singular Singular verb
countable noun



Uncountable nouns

When the subject of a sentence is an uncountable noun, its verb must be in the singular form.

This furniture / arrives / fully assembled.

Uncountable Singular verb
noun



Other expressions used as nouns

Gerunds, to-infinitives, or noun clauses can function as the subjects of sentences and always go with singular verbs.

Watching soccer / makes / me / excited.

Gerund Singular verb

That John will leave / is / shocking.

Noun clause Singular verb



each / every + singular noun

When the subject is **each/every + singular noun**, its verb must be in the singular form.

Each house / has / two bedrooms.

Each + Singular verb
singular noun

Every citizen / pays / income taxes.

Every + Singular verb
singular noun



Practice

Choose one correct option in the parentheses.

- 01 Holding the conference in our hotel (are, is) advantageous to your company.
 02 The requested document (has, have) not yet arrived.
 03 Access to this file (are, is) limited to authorized personnel.
 04 Each report (contains, contain) information on key economic indicators.
 05 That Mr. Smith was absent from work (were, was) surprising.
 06 The editor (want, wants) to change the layout of the newspaper.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 The firm _____ profit increases with the new marketing strategy.
 (A) anticipate (C) are anticipated
 (B) anticipates (D) anticipating
- 08 Obtaining a good job _____ difficult due to the economic situation.
 (A) have remained (C) remain
 (B) are remaining (D) remains
- 09 This chemical _____ only approved for use in animal foods.
 (A) was (C) has
 (B) were (D) have
- 10 Every area manager _____ required to visit all the offices under his management once a week.
 (A) is (C) were
 (B) are (D) have



DAY 4
WEEK 2

Answers: p. 383

VOCABULARY

- 01 advantageous [ædvəntéidʒəs]
 02 request [rikwést]
 03 access [ækses]
 limited [límitid]
 authorized [ɔ:θəraizd]
 04 indicator [índikèitə]

- 05 absent [æbsənt]
 06 layout [léiaut]
 07 firm [fə:rm]
 profit [prófit]
 strategy [strætədʒi]

- 08 obtain [əbtéin]
 economic situation
 09 chemical [kémikəl]
 approve [əprú:v]
 10 management [mænídʒmənt]



Two girls (pick, picks) berries.

Since the subject **girls** is in the plural form, its verb must be in the plural form (**pick**) so that the sentence has the subject-verb agreement.



Plural countable nouns

When the subject of a sentence is a plural countable noun, its verb must be in the plural form.

The students/expect/the weather will be fine.

Plural Plural verb
countable noun



Two subjects

When two subjects are joined by the conjunction **and**, their verb must be in the plural form.

Jack and I/are taking/an accounting class.

Two subjects Plural verb



several/many/a few + plural noun

When the subject of a sentence is preceded by **several/many/a few**, its verb must be in the plural form.

Several books/are/on the desk.

Several + Plural verb
plural noun

Many workers/commute/to work/by bus.

Many + plural noun Plural verb

A few machines/need/maintenance.

A few + plural noun Plural verb



Practice

Choose one correct option in the parentheses.

- 01 The applicants (have, has) plenty of experience in foreign trade.
- 02 Many offices (instruct, instructs) employees about what to do in case of fire.
- 03 The survey forms (was, were) not filled out completely.
- 04 The headquarters and the branch office (plan, plans) to reorganize some divisions.
- 05 A few reports (provides, provide) accurate data on the current market.
- 06 Our facilities (are, is) available for family and company events every weekend.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 The company and the striking workers _____ to a settlement.
 - (A) has agreed
 - (B) agrees
 - (C) have agreed
 - (D) agreeing
- 08 The cellphone charges for local calls _____ discounted for the first month.
 - (A) has
 - (B) was
 - (C) is
 - (D) are
- 09 The government _____ taking significant measures to promote the export of domestic goods.
 - (A) been
 - (B) is
 - (C) have
 - (D) has
- 10 Several candidates _____ at least two foreign languages fluently.
 - (A) speak
 - (B) speaks
 - (C) has spoken
 - (D) was spoken



Answers: p. 383

VOCABULARY

- | | | |
|--------------------------------|---------------------------|-------------------------|
| 01 applicant [æplɪkənt] | reorganize [ri:ɔ:rgənəɪz] | 08 charge [tʃɑ:rdʒ] |
| plenty of | division [dɪvɪʒən] | 09 measure [mɛʒər] |
| foreign [fɔ:rən] | 05 accurate [ækjʊrət] | domestic [dəmɛstɪk] |
| 02 in case of | 06 facility [fə'sɪləti] | 10 fluently [flú:əntli] |
| 03 fill out | available [ə'veɪləbl] | |
| 04 headquarters [hédkwɔ:rtərz] | 07 striking [stráɪkɪŋ] | |
| branch [bræntʃ] | settlement [sétlmənt] | |



The people in the boat (has, have) a paddle.

The subject of this sentence is **people** (plural), not **boat** (singular); therefore, the plural verb **have** is the correct choice. When a noun is followed by a prepositional phrase, it is important to look at this noun to decide whether it is the singular or plural subject.



Modifiers between subject and verb

Modifiers coming between the subject and its verb do not affect the subject-verb agreement.

The letter / [from my friends] / (~~make~~, makes) / me / happy.

Singular noun	Modifier	Plural verb (X)	Singular verb (O)
---------------	----------	-----------------	-------------------

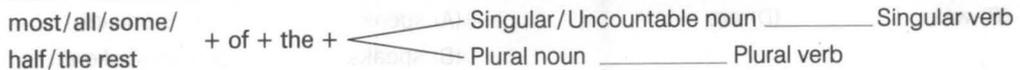
The paintings / [at the museum] / (~~attracts~~, attract) / tourists.

Plural noun	Modifier	Singular verb (X)	Plural verb (O)
-------------	----------	-------------------	-----------------



most / all / some / half / the rest + of + the + noun

If a noun is singular or uncountable, its verb must be in the singular form. If a noun is plural, its verb must be in the plural form.



Most of the seminar / (~~were~~, was) / for new employees.

Singular noun	Plural verb (X)	Singular verb (O)
---------------	-----------------	-------------------

Some of the firms / (~~disagrees~~, disagree) / with the policy.

Plural noun	Singular verb (X)	Plural verb (O)
-------------	-------------------	-----------------

The rest of the papers / (~~is~~, are) / in the drawer.

Plural noun	Singular verb (X)	Plural verb (O)
-------------	-------------------	-----------------



Practice

Choose one correct option in the parentheses.

- 01 All of the old magazines (is, are) available at a discounted price.
 02 Some of the executives (refuse, refuses) to reduce expenditures on advertising.
 03 The competition between low-cost airlines (has, have) increased.
 04 Senior employees in the workplace (know, knows) less about computers.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 The rest of the guests for the Best Employee Award _____ to arrive after 7:00 p.m.
 (A) expects (C) are expected
 (B) expecting (D) is expected
- 06 Some of the pens in the shipment _____ faulty parts and cannot be used.
 (A) has (C) was
 (B) is (D) have

07 Questions 7 and 8 refer to the following letter.

08

Dear Mr. Woods,

Half of the employees in the system maintenance department _____ recently. We think

- 07 (A) have quit (C) quitting
 (B) was quit (D) quits

that dissatisfaction with their jobs _____ the cause. Therefore, we would like to involve

- 08 (A) are (C) were
 (B) is (D) have

employees in decision-making by having monthly meetings with management. Also, they will be granted stock options beginning next month. We believe these steps can help the company retain its workers.

Answers: p. 383

VOCABULARY

- | | | |
|------------------------------|--------------------------------------|------------------|
| 01 available [ə'veɪləbl] | 06 faulty [fɔ:lti] | stock option |
| 02 executive [ɪg'zɛkjutɪv] | 07 maintenance [m'eɪntənəns] | retain [rɪ'teɪn] |
| expenditure [ɪk'spɛndɪtʃər] | 08 dissatisfaction [dɪ'sætɪsɪf'kʃən] | |
| 03 competition [kəm'pɛtɪʃən] | decision-making | |
| low-cost [ləʊkɔ:st] | grant [grænt] | |



Verbs (4)

Nutrition



Humans, unlike many other animals, are omnivores. We **require** both vegetable matter and meat to be fully healthy (although some humans manage to **survive** reasonably healthily whilst consuming no animal products at all, finding their protein mainly in nuts and seeds. To **carry out** its many complicated functions, the human body requires different chemicals and substances. All of the nutrition we take in can be put in one of seven categories. These are carbohydrates, proteins, fibre, minerals, vitamins, fats, and water.

Carbohydrates **provide** the body with energy.

Proteins **allow** the body to repair itself and grow.

Fibre **aids** the digestive system.

Minerals and vitamins are required for many reasons. Deficiencies in any vitamin or mineral can lead to illnesses. Vitamins are essential for normal growth and development.

Fats are often unnecessary, and many are bad for you. The body does not need to take in most fats, but the fatty acids omega-3 and omega-6 are necessary.

Water **accounts for** around 70% in the body. If water is not consumed, the body will dehydrate. The body loses water in excretion, sweating and breathing.

It is **advised** that you should have a balanced diet, taking in food from each of the food groups, in proportion.



LANGUAGE FOCUS

• require

The financial report requires careful study.

• survive

The organization cannot survive unless we make some major changes.

• carry out

The building work was carried out by a local contractor.

• provide

The hotel provides a big hall for conferences.

• allow

She only allows the children to watch television at weekends.

• aid

A list of technical terms is included here to aid the reader.

• account for

Electronic goods account for over 30% of our exports.

• advise

Students are advised to read all the questions carefully.



Choose one correct option in the parentheses.

Practice

- 01 Higher fuel prices will (affect, announce, contact) the automobile industry.
 02 It is dangerous to invest in stocks that can (develop, decrease, delete) in value.
 03 We (prolonged, differed, changed) the name of our product two years ago.
 04 Studies (indicate, evaluate, review) that people learn more through group activities.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 The program provides qualified employees with the opportunity to _____ their skills and knowledge.
 (A) convene (B) lift (C) distract (D) broaden
- 06 An interview is conducted to _____ a candidate's suitability as a potential employee.
 (A) object (B) evaluate (C) challenge (D) alleviate

07
08

Questions 7 and 8 refer to the following letter.

Dear valued Wood & Noble customers,

Wood & Noble is pleased to _____ a year-end event to be held at all Wood & Noble

- 07 (A) express (B) note (C) announce (D) answer

outlets. We are offering a 60 percent discount starting next Monday. Our collection of home decorations includes dinner tables, wooden lamps, and other decorative items. Please do not hesitate to _____ us for more information.

- 08 (A) advise (B) connect (C) contact (D) approve

Answers: p. 383

VOCABULARY

- | | | |
|-----------------------|-----------------------------|--------------------------|
| 01 fuel [fjuəl] | opportunity [əpɔ:tj'ú:nəti] | decoration [dèkə'reiʃən] |
| 02 invest [invést] | 06 conduct [kənd'ákt] | include [inklú:d] |
| stock [stək] | suitability [sù:təb'iləti] | decorative [dèkə'rətiv] |
| value [væljú:] | potential [pə'ténʃəl] | hesitate [hézətèit] |
| 04 study [stá'di] | 07 valued [vælju:d] | |
| 05 provide A with B | 08 year-end [jiə'rènd] | |
| qualified [kwóləfáid] | collection [kələk'ʃən] | |

Articles / Reviews

In Part 7, reading passages may be in the form of newspaper articles or reviews. These mainly discuss national industries, corporate trends, nature conservation, energy saving, etc. Besides, information related to daily life such as news about movies or performances, restaurant ratings is also the topics of articles or reviews.



Question Types and Reading Strategy

Questions concerning articles or reviews usually ask about the topic or main idea of an article or a review, specific details, or true/false information.

Questions about the topic or main idea of an article or a review

Typical questions: What is the **main idea/topic** of the article?

What is the **article mainly about**?

Reading strategy: The topic or main idea is mainly stated at the beginning of a reading passage.

As this is a topic/main idea question, hints for the correct answer can be found at the beginning of a reading passage.

Questions about the specific details in an article or a review

Typical questions: According to the article, what will happen in **ten years**?

What is **NOT** mentioned as an advantage of **recruiting online**?

Reading strategy: Find the key word(s) in the question, then locate relevant information in a reading passage.

As this is an information or a NOT/TRUE question, it is important to, first, identify the key word(s) in the question, and then locate relevant information in a reading passage.

Questions about the true/false information in an article or a review

Typical questions: What is **mentioned** in the article?

What is **NOT stated** in the article?

Reading strategy: Identify the key words in the given answer choices, then locate relevant information in a reading passage.

As this is a NOT/TRUE question, you need to compare each of the answer choices with information in a reading passage. In case of NOT question, choose the answer choice which is different from the details presented in a reading passage; however, in case of TRUE question, choose the choice that matches the reading passage.

Common words used in economic articles / reviews

analyst	bankruptcy	capital	competitive
interest rate	financial crisis	fiscal year	flourish
headquarters	legal	M & A (merger and acquisition)	recession
monopoly	net profit	productivity	predict
shareholder	stock market	subsidiary company	



Strategy Application

The questions below refer to the following article.

Topic

When winter is approaching, the American middle class gets concerned about their gas bills. Last week, the Energy Management Bureau claimed that gas bills are going to increase dramatically this winter.

Detailed content

This increase results from the increase in crude oil prices worldwide, difficulties in natural gas supply, and the meteorological forecast of this year's lower temperature (in comparison with that of last year). The worries about crude oil production in the Gulf of Mexico, the United States, who is having a difficult time as a result of a recent storm, not seeming to recover soon, are spreading out, which in turn raises the oil prices more and more. Experts advise that people should tightly close all windows or narrow chinks in the doors of their houses to minimize heat escape, which can help save about 20% of their gas bills.

Questions: 1. What is the article mainly about?

(A) Increase in gas bills

(B) Increase in daily expenses

2. What do experts advise people to do?

(A) Open windows during this time

(B) Keep heat inside the house

3. Which of the following is NOT mentioned in the article?

(A) Temperature is likely to fall.

(C) Crude oil production in the Gulf of Mexico is interrupted.

(B) The world oil prices increase.

(D) Crude oil supply meets difficulties.

Analyzing:

- The topic or main idea of the article is stated at the beginning of the article. Hints for the correct answer can be found in *Last week, the Energy Management Bureau claimed that gas bills are going to increase dramatically this winter*. Therefore, choice (A) *Increase in gas bills* is the correct answer.
- This question focuses on specific information with such key words as **experts, advise**. Locate the key words **experts, advise** in the reading passage and find hints for the correct answer. The article states, *Experts advise that people should tightly close all windows or narrow chinks in the doors of their houses to minimize heat escape, which can help save about 20% of their gas bills*. Therefore, choice (B) *Keep heat inside the house* is the correct answer.
- This question requires your understanding of the whole reading passage. You need to check each of the answer choices with the relevant information in the passage. Choice (A) is mentioned in the reading passage under *the meteorological forecast of this year's lower temperature*. Choice (B) is mentioned under *the increase in crude oil prices worldwide*. Choice (D) is mentioned in *difficulties in natural gas supply*. It is stated in the article that *crude oil production in the Gulf of Mexico not seeming to recover soon*, but not *Crude oil production in the Gulf of Mexico is interrupted*; thus, choice (C) is the correct answer.



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

01 The hotel has recently renovated one hundred guest suites.

= Many guest suites at the hotel have recently been _____.

- (A) leased
- (B) remodeled

02 The number of people living in Harborfront has grown lately.

= Harborfront has had a recent rise in _____.

- (A) population
- (B) popularity

03 Cold weather leads to higher heating costs.

= Heating costs _____ as the temperature outside decreases.

- (A) divide
- (B) rise

04 The dangers of cigarettes are emphasized in the posters.

= The posted signs _____ people of the risk of smoking.

- (A) warn
- (B) endanger

VOCABULARY

- 01 recently [ri:ntli]
- renovate [renəvèit]
- suite [swi:t]
- lease [li:s]
- remodel [ri:módl]

- 02 lately [léitli]
- rise [raiz]

- population [pópjuléifən]
- popularity [pópjulærəti]

- 03 lead [li:d]
- temperature [témperətʃər]
- decrease [dikri:s]

- 04 emphasize [émfəsàiz]
- post [poust]

- risk [risk]
- warn [wə:rɪn]
- endanger [indéindʒər]



- 05 Caltrex is best known for its healthy relationship with its staff.
 (A) Caltrex is famous for maintaining good employee relations.
 (B) Caltrex is very satisfied with its famous employees.
- 06 The Pearl Group is headquartered in Tokyo.
 (A) The first branch office of the Pearl Group is established in Tokyo.
 (B) The main office of the Pearl Group is situated in Tokyo.
- 07 Economists attributed the economic recovery to the state's lowering of interest rates.
 (A) In response to the stronger economy, the government decided to change interest rates.
 (B) The economy improved because the government reduced interest rates.
- 08 Costa Co. acquired FNB to strengthen its position in the educational software market.
 (A) FNB was purchased by Costa Co. to reinforce its status in the industry.
 (B) Costa Co. bought FNB in order to make it the largest manufacturer in the industry.

DAY 4
WEEK 2

VOCABULARY

- | | | |
|--|---|--|
| <p>05 be known for
 maintain [meintéin]
 be satisfied with</p> <p>06 headquarter [hédkwò:rtər]
 branch [bræntʃ]
 establish [istæbliʃ]
 situated [sítʃuèitid]</p> | <p>07 attribute A to B
 recovery [rikávəri]
 lower [lóuər]
 interest rate
 in response to</p> | <p>08 acquire [əkwáíər]
 strengthen [stréŋkθən]
 reinforce [ri:infó:rs]
 status [stéitəs]
 manufacturer [mænjufæktʃərər]</p> |
|--|---|--|



Practice

Question 9 refers to the following article.

Most people interested in starting a hotel face tough challenges. The hospitality industry is dominated by established international brand names with enormous operating budgets, which are difficult to compete with as an independent company. Hotel industry leader James Wellington advises hopeful hoteliers that their dreams can come true if they target their niche market and concentrate on distinguishing themselves from their competitors.

09 What is stated as a difficulty when starting a new hotel?

- (A) Managing their large operating budgets
- (B) Competing with well-known rivals
- (C) Establishing it as an international brand

Question 10 refers to the following review.

Visitors to Lorenzo's Restaurant in Palm Springs are never disappointed. From the décor to the menu, every detail has been carefully considered. The extensive menu includes Italian and French dishes, as well as the unique creations of the owner, Chef Paolo. The restaurant specializes in pasta, but features some steaks as well. Lunch is offered at 15 percent off the regular price. Take advantage of this offer and try the delicate risotto or potato gratin for lunch.

10 What is NOT mentioned about the restaurant?

- (A) The chef owns it.
- (B) Customers can enjoy lunch at reduced prices.
- (C) It prepares the day's specials every day.

VOCABULARY

09 face [feɪs]

hospitality industry

dominate [dɒmənèɪt]

established [ɪstæbllɪʃt]

operating budget

compete [kəmpeɪt]

independent [ɪndɪpendənt]

niche market

concentrate on

distinguish A from B

10 consider [kənɪsɪdər]

specialize [speʃəlaɪz]

feature [fi:tʃər]

take advantage of

delicate [délɪkət]

prepare [prɪpeər]



- 05 I wanted to thank you for meeting with me and letting me express my thoughts.
 (A) I appreciate your giving me the time to share my ideas with you.
 (B) I would like to express my gratitude for your ideas suggested at the meeting.
- 06 It is suggested that the filters be changed at least every four months.
 (A) The four filters need to be replaced.
 (B) The filters need to be replaced regularly.
- 07 If you happen to lose your card, notify our representative at the toll-free number listed.
 (A) The company issues a replacement card at no cost.
 (B) When a card is lost, customers should call our office at no charge.
- 08 We are invited to a welcome party for recently hired employees.
 (A) The event is to honor new staff members.
 (B) The event is to reward a group of employees.

VOCABULARY

- 05 express [ɪksˈprɛs]
 appreciate [əˈpriːʃiːt]
 share [ʃeə]
 gratitude [græˈtɪtʃʊːd]
 06 replace [rɪˈpleɪs]
 regularly [ˈrɛɡjʊlərlɪ]

- 07 notify [nəʊtəˈfaɪ]
 representative [ˌrɛprɪzɪntətɪv]
 toll-free number
 listed [lɪstɪd]
 issue [ɪʃuː]
 at no cost
 at no charge

- 08 invite [ɪnˈvaɪt]
 welcome party
 recently [rɪˈsɪntli]
 hire [haɪə]
 honor [ˈɒnə]
 reward [rɪˈwɔːrd]



I have collected bottle caps since last year. By the end of this month, I will have accomplished my plan of one year's collection.

In this sentence, **have collected** describes the action which started last year and continues up to the present time, while **will have accomplished** describes the action lasting from a past or present time up to a specific time in the future.



Present perfect tense (have/has + p.p.)

The present perfect tense describes an action or a state that started in the past and continues up to the present time. There are some common time expressions used in the present perfect tense.

since + a year in the past over the last / past + a period of time for + a period of time

I have worked / for the company / since 2005.

Present perfect



Past perfect tense (had + p.p.)

The past perfect tense describes an action that happened before another action in the past.

Before I reached the venue, / the conference / had started.

Past perfect



Future perfect tense (will have + p.p.)

The future perfect tense describes an action that started in the past or present time and will be completed at a specific time in the future. There are some common time expressions used in the future perfect tense.

by next + a time expression by the end of + a time expression next + a time expression

I will have finished / the paper / by the end of the month.

Future perfect



Actual Questions

Questions 11-12 refer to the following memorandum.

From: Joe Hawkins, Building Maintenance Department
To: All Staff
Subject: Building Renovation

The Severance Building, which contains our employee gym, will be renovated.

The work will be performed in two phases. Phase I will begin on the first of July and be completed in October. It will include the demolition of the old front wall of the building and the erection of a glass wall. Phase II will take place from November through January of next year. The work involves remodeling the fitness center, employee lounge, and cafeteria.

During the renovation period, the staff is asked to use the Sun Fitness Center, located at Maple Street. The full cost of memberships, including locker rental, will be covered by the company. We are sorry for any inconvenience this may cause.

11 Why was the memorandum written?

- (A) To notify employees of a change in health benefits
- (B) To request funds for the renovation project
- (C) To invite people to register for the company gym
- (D) To inform staff of a plan to remodel

12 Which area is NOT included in Phase II?

- (A) The gym
- (B) The staff room
- (C) The building wall
- (D) The cafeteria



DAY 5
WEEK 2

Answers: p. 383

VOCABULARY

11 maintenance [méintənəns]
12 renovation [rənəvේjʃən]
contain [kəntéin]
renovate [rénəvèit]
perform [pərfɔ:rm]
phase [feiz]
include [inklú:d]
demolition [dèməlɪʃən]

erection [irékʃən]
take place
involve [invól]
remodel [ri:mádl]
lounge [laundʒ]
period [píəriəd]
locate [lóukeit]
rental [réntl]

cover [kávər]
inconvenience [inkənvi:niəns]
cause [kɔ:z]
notify [nóutəfai]
benefit [bénéfít]
fund [ʌnd]
register [rédʒistər]



I have collected bottle caps since last year. By the end of this month, I will have accomplished my plan of one year's collection.

In this sentence, **have collected** describes the action which started last year and continues up to the present time, while **will have accomplished** describes the action lasting from a past or present time up to a specific time in the future.



Present perfect tense (have/has + p.p.)

The present perfect tense describes an action or a state that started in the past and continues up to the present time. There are some common time expressions used in the present perfect tense.

since + a year in the past over the last / past + a period of time for + a period of time

I have worked / for the company / since 2005.

Present perfect



Past perfect tense (had + p.p.)

The past perfect tense describes an action that happened before another action in the past.

Before I reached the venue, / the conference / had started.

Past perfect



Future perfect tense (will have + p.p.)

The future perfect tense describes an action that started in the past or present time and will be completed at a specific time in the future. There are some common time expressions used in the future perfect tense.

by next + a time expression by the end of + a time expression next + a time expression

I will have finished / the paper / by the end of the month.

Future perfect



Day 1 Week 3

Grammar

[Verb] Active Voice and Passive Voice

- 01 Active Voice and Passive Voice
- 02 Common Collocations

Vocabulary

Nouns (1)

Reading

Information

Verbs (5)

Visiting Siem Reap



Siem Reap is a small town near the world-famous temple of Angkor Wat. The town is charming and worth **exploring**, with some fine examples of Khmer and French colonial architecture set among the more modern developments. Nowadays, visitors are **flocking** in, using it as a base for visits to the nearby temples.

A Carved City

From the 9th to the 14th centuries, when Europe was still **struggling** out of the Dark Ages, the Cambodian Empire of Angkor **covered** most of present-day Cambodia, Laos, Vietnam, and Thailand. The heart of this empire during the 12th century was the ancient capital of Angkor Thom, near present-day Siem Reap, the site of the world's largest temple complexes, which were **rediscovered** in 1861. This spectacular city was built over 30 years under the reign of King Suryavarman II (1113-1150). The area covers about 400 square kilometres and is full of the finest examples of Khmer art and architecture. Tourists are always amazed at the scale of the place.

In Angkor Wat, you will find more than 100 stone monuments and temple buildings, each of which **contains** countless statues, sculptures, and reliefs that have weathered extremely little over the last 800 years. To see the whole thing can take several days. The most important temples to visit in the area are Angkor Wat, especially at sunrise or sunset; Angkor Thom, the remains of the capital; Ta Prohm, a palace overgrown by jungle; and Bayon.

Getting a Visa

Visas are **required** to enter Cambodia. You can **obtain** one on arrival at Siem Reap International Airport for \$20, and one passport photo is required per person. You will also need another passport photo for the Angkor Temple Entrance Pass. Please **ensure** you take comfortable walking shoes, light clothing, and plenty of water to drink as it is very hot there. The most commonly accepted currency in Cambodia is the US dollar.



LANGUAGE FOCUS

• explore

When traveling, you should explore this charming corner of Italy.

• flock

Tourists still flock to the Tower of London.

• struggle

She was struggling to cope with the demands of her work.

• cover

A dense forest covers the lower slopes of the mountain.

• rediscover

The ancient wall was rediscovered by builders.

• contain

There were four or five boxes containing toys and books.

• require

Car insurance is required by law in most countries.

• obtain

Long delays in obtaining passports and visas often occur.

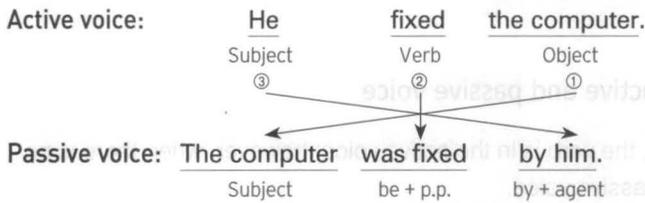
• ensure

Our new system ensures that everyone gets paid on time.



How to change the active voice to the passive voice

The object in the active sentence becomes the subject in the passive sentence, and the subject in the active sentence has the form of **by + agent** in the passive sentence. Only transitive verbs can be used in the passive voice.



- ① The object **the computer** becomes the subject.
- ② The verb **fixed** becomes **was fixed** according to the number of the subject and the tense of the sentence.
- ③ The subject now has the form of **by him** (by + agent).

CHECK UP

Choose the correct option to fill the blank below.

Active voice: She implemented the new policy.

Passive voice: The new policy was implemented by _____.

(A) her (B) she

⇒ The subject in the active sentence must be changed into **by + agent** in the passive sentence.

Answer: (A)

Memorandums

Memorandums appeared in the later 19th century since there was an increasing need for internal communication across distances and between levels of management of businesses. Initially, the term "memorandum" was used, but by the 1920s, when the internal documents were already widely spread, it was shortened to memo. In the modern time, e-mails have, to some extent, replaced memos.

In Part 7, reading passages may be in the form of memos which are pieces of correspondence sent between employers and employees within a company or between companies to inform of a changed venue, a new decision, a request, a staff transfer, etc. They are more private and more formal than e-mails but less formal than letters. Memos may have their own specific format: there are mostly a heading and a body. No salutations, complimentary closings, and formal signatures are included in memos.



Question Types and Reading Strategy

Questions concerning a memo are usually about the topic or purpose of the memo, (a) specific detail(s), or memo-related further information.

Questions about the topic or purpose of a memo

Typical questions: **What is the memorandum about?**

What is the purpose of this memo?

Reading strategy: The topic or purpose of a memo is often stated in the first part of a reading passage.

As this is a question about the topic or purpose, hints for the correct answer should be located at the beginning of a reading passage. In particular, the purpose or topic is often mentioned in the heading written as **Subject:...** or **Re:...**

Questions about (a) specific detail(s) in a memo

Typical questions: **Which department does Mr. Lee work at?**

What does the company plan to do?

Reading strategy: Specific details are often mentioned in the middle of a memo.

As this is an information question, identify the key word(s) in the question, then find hints for the answer around the key word(s) in the middle of a reading passage.

Questions about memo-related further information

Typical questions: **Who should be contacted for more information?**

What should people who have any questions do?

Reading strategy: Memo-related further information is often written at the end of a reading passage.

As this is an information question, identify the key word(s) in the question, then locate the key word(s) around the end of a reading passage and find hints for the correct answer.

Common memo topics in the TOEIC test

To announce a resignation

To inform the staff of maintenance activities

To announce staff changes

To request the cooperation for a cleaning operation

To congratulate an employee on a promotion

To remind employees of a company policy



Practice

Choose one correct option in the parentheses.

- 01 Ms. Tracy (is preparing, was preparing) the annual report now.
- 02 Our CEO (will be attending, was attending) an important workshop at this time yesterday.
- 03 This time tomorrow, Chris (is attending, will be attending) an important conference.
- 04 She (worked, was working) on her report when the fire took place.
- 05 Mr. McCain (is returning, was returning) to Korea now.
- 06 We (were making, will be making) arrangements for the Trade Conference tomorrow.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 Ms. Thomas _____ in the employee development session at 3 o'clock yesterday.
(A) participates (B) to participate (C) is participating (D) was participating
- 08 The manufacturer _____ changes to its billing procedures now.
(A) implements (B) implemented (C) implementing (D) is implementing
- 09 Wellton supermarket _____ its customers a 20 percent discount until Monday.
(A) offered (B) is offering (C) will be offering (D) was offering
- 10 The memo informed us that the company _____ the renovation of the office next month.
(A) is carrying out (B) has been carrying out (C) will be carrying out (D) is being carrying out



VOCABULARY

- 01 annual report
- 06 arrangement [ə'reɪndʒmənt]
- 07 session [sə'sjən]

- 08 manufacturer [mə'nju:fəktʃərə]
- billing procedure
- 10 inform [ɪn'fɔ:rm]
- renovation [rə'nəʊveɪʃən]

Answers: p. 383



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

01 We are looking to simplify our ordering procedures.

= We are trying to make our ordering procedures _____.

- (A) safer
- (B) easier

02 It would make me very happy to take on the project you proposed.

= I will definitely _____ the assignment that was suggested by you.

- (A) accept
- (B) except

03 I am writing to debate the claims you recently made in your article.

= I _____ with some of the statements made in your article.

- (A) dissatisfy
- (B) disagree

04 The least amount of time needed to complete the project is seven days.

= In order to complete the project, we will require a _____ of one week.

- (A) minimum
- (B) lowest

VOCABULARY

- | | | |
|------------------------|-----------------------|---------------------|
| 01 be looking to + V | accept [æksépt] | 04 least [li:st] |
| simplify [sɪmpləfaɪ] | except [ɪksépt] | amount [əmaʊnt] |
| procedure [prəsi:dʒə] | 03 debate [dɪbéɪt] | complete [kəmplɪ:t] |
| 02 take on | claim [kleɪm] | |
| propose [prəpəʊz] | article [ɑ:rtɪkl] | |
| definitely [dɛfənɪtli] | statement [stéɪtmənt] | |
| assignment [əsáɪnmənt] | disagree [dɪsəgrɪ:] | |



Practice

Choose one correct option in the parentheses.

- 01 Mr. Heath (has appointed, will have appointed) Richard Barth as a financial officer by next May.
- 02 Before the results came in, she (had already gone, will have already gone).
- 03 The price of gas (increases, has increased) considerably since 2000.
- 04 The revenue of the company (falls, has fallen) significantly for two years.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 The cost of living in the country _____ by 17 percent over the last 15 years.
(A) will rise (C) rising
(B) has risen (D) rise
- 06 Mr. Jantick _____ in the military for six months by the end of the year.
(A) been served (C) will serve
(B) has served (D) will have served

07 ~ 08 Questions 7 and 8 refer to the following advertisement.

We are looking for a corporate trainer. Applicants should hold a master's degree in business or communications studies. Also, five years of experience is required. The Business Training Program _____ the most popular of all the programs we have offered

- 07 (A) will be (C) had been
(B) was (D) has been

over the past two years. The qualified candidate _____ training programs related to

- 08 (A) conducts (C) will conduct
(B) conducted (D) has conducted

marketing strategies and management starting next month. If you have any questions, please contact Mr. Barry at 555-7800.

VOCABULARY

- | | | |
|---------------------------------|-------------------------|-------------------------|
| 01 financial [fainænjəl] | 06 military [militəri] | master's degree |
| 02 result [rizəlt] | 07 look for | marketing strategy |
| 03 considerably [kənsidəərəbli] | 08 corporate [kɔ:rpəət] | management [mænidʒmənt] |
| 04 revenue [révənju:] | applicant [æplikənt] | |
| significantly [signifikəntli] | hold [hould] | |

Answers: p. 383



Practice

Question 9 refers to the following memorandum.

To all staff members:

The company has decided to change our spending policy. Office operating costs must be kept to a minimum. This is because the recent economic downturn has led to much lower profits this year. All departments are encouraged to find ways to reduce spending. At the next staff meeting, we would like a representative from each department to present cost-cutting suggestions.

- 09 What is the purpose of this memorandum?
- (A) To notify employees of a staff meeting
 - (B) To inform employees of a new company policy
 - (C) To report the annual profits of the company

Question 10 refers to the following memorandum.

To: The staff of Weston Clarkson, Inc.

I am pleased to announce the promotion of Edmund Park from the regional sales manager to the vice-president of marketing. Mr. Park has been with our company for the past 25 years. He started as a student intern and worked his way up in the company. In his role as a sales manager, Mr. Park has proved his talents by improving sales by 27 percent. We are excited to see what his leadership and ideas will bring to our overseas marketing department.

- 10 What is NOT stated about Edmund Park?
- (A) He joined the company as a student.
 - (B) He was successful as a sales manager.
 - (C) He has been working in foreign countries.

VOCABULARY

- | | | |
|-----------------------|---------------------------|----------------------|
| 09 spending [spéndɪŋ] | cost-cutting | prove [pru:v] |
| policy [póləsi] | annual [ænjuəl] | talent [tælənt] |
| operating costs | 10 promotion [prə'móʊʃən] | improve [imprú:v] |
| keep to a minimum | regional [rɪ:dʒənəl] | overseas [óuvərsi:z] |
| downturn [dauntə:rn] | vice-president | join the company |
| profit [prófit] | work one's way | foreign [fɔ:rən] |
| encourage [inkə:ridʒ] | role [roul] | |



Practice

Choose one correct option in the parentheses.

- 01 Toxic chemicals should always be (practiced, handled, prevented) with care.
 02 Effective advertisements (broaden, attract, convene) many new customers.
 03 If you wish to attend the seminar, do not (expand, consider, hesitate) to contact me.
 04 Computer programs are (labored, utilized, proceeded) in the shipment of orders.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 A deposit of \$50 is required to _____ seats 06 The annual meeting _____ as planned last month without any interruption.
 (A) respond (C) connect (A) reviewed (C) proceeded
 (B) appoint (D) reserve (B) obtained (D) marched

07 ~ 08 Questions 7 and 8 refer to the following e-mail.

From: Julia Banks, CrackEnglish Publishing
 To: Cathy Jones, Customer Service

Dear Ms. Jones,

Due to defects in the audio tapes we ordered from your company, we have received numerous complaints from our customers. As we think that this problem could have been _____ if you had not sent us faulty merchandise, we believe that your company should

- 07 (A) protected (C) reported
 (B) solved (D) prevented

seriously _____ how we can be compensated for the losses. We would like to hear from

- 08 (A) counsel (C) consider
 (B) impact (D) notify

you as soon as possible.

Answers: p. 383

VOCABULARY

- | | | |
|------------------------|----------------------------|----------------------------|
| 01 toxic [táksik] | 06 annual [ænjʊəl] | merchandise [má:rtʃəndàiz] |
| chemical [kémikəl] | interruption [ɪntərəʌpʃən] | seriously [síəriəsli] |
| 02 effective [íféktiv] | 07 defect [di:fékt] | compensate [kámpeñsət] |
| 04 shipment [ʃípment] | 08 numerous [nʌjús:mərəs] | |
| 05 deposit [dipázit] | complaint [kəmpleínt] | |
| upcoming [ápklámɪŋ] | faulty [fó:lti] | |

Questions 11-12 refer to the following memorandum.





Strategy Application

The questions below refer to the following memo.

Recipient	_____	[To: All staff in Marketing Department
Sender	_____	[From: Kate Brown, Marketing Department
Heading	_____	[Re: Farewell Party Invitation
Topic	_____	[You are invited to a farewell party to Mr. Jackson on Friday, October 31 because he is going to retire.
Specific details	_____	[Mr. Jackson has been an enthusiastic, dedicated and faithful employee since he joined the company 15 years ago. He has been setting the best example for his employees.
Memo-related further information	_____	[If you come up with any interesting ideas or any questions, please e-mail to msbrown@market.com or call the extension number 117 at any time. No matter how busy you are, we are looking forward to your participation to light up your position.

- Questions: 1. What is the memo **about**? → Topic
- (A) Rewards for excellent staff (B) An employee farewell party
2. How long has **Mr. Jackson** been working for the company? → Key word
- (A) 10 years (B) 15 years
3. What should employees do if they have any **suggestions**? → Key word
- (A) Make a phone call (B) See Kate Brown

Analyzing:

- This question is about the topic of the memo. The topic of the memo is stated at the first part of the reading passage. Hints for the answer can be found in *You are invited to a farewell party to Mr. Jackson on Friday, October 31 because he is going to retire*. The correct answer is choice (B) *An employee farewell party*.
- This question is about a specific detail in the memo with the key word **Mr. Jackson**, including the question word **How long**. Locate the word **Mr. Jackson** in the middle of the reading passage, then find hints for the correct answer around it. It is stated in *Mr. Jackson ... since he joined the company 15 years ago*. Therefore, the correct answer is choice (B) *15 years*.
- This is a question about memo-related further information. Identify the key word **suggestions** in the question, then locate the key word at the end of the reading passage, and find hints for the correct answer around it. **Suggestions** is paraphrased as **interesting ideas**. The reading says, *If you come up with any interesting ideas or any questions, please e-mail to msbrown@market.com or call the extension number 117 at any time*. Choice (A) *Make a phone call* is the correct answer.



[Verb] Active Voice and Passive Voice



Fun with Basic Grammar

What are the active voice and passive voice?

James breaks the balloon. (Active voice) The balloon is broken. (Passive voice)

The active voice is the form of a verb when the subject in a sentence performs the action of the verb as in *James breaks the balloon*. However, in *The balloon is broken*, the form of the verb is in the passive voice because the subject does not perform the action of the verb.



How to form the passive voice

The passive voice is formed by a form of the verb **be + p.p. (past participle)**. The verb **be** has different forms depending on the number of the subject and the tense in a sentence.

Present simple passive	am/is/are + p.p.	is founded
Past simple passive	was/were + p.p.	was founded
Future simple passive	will be + p.p.	will be founded
Present progressive passive	am/is/are + being + p.p.	is being developed
Past progressive passive	was/were + being + p.p.	was being developed
Present perfect passive	have/has + been + p.p.	has been delivered
Past perfect passive	had + been + p.p.	had been delivered
Future perfect passive	will have been + p.p.	will have been delivered



The organization was founded in 2004.

be + p.p.

CHECK UP

Choose the correct option to fill the blank below.

The factory _____ by a hurricane.

(A) was destroy (B) was destroyed

⇒ This sentence must be used in the passive voice because a hurricane damaged the factory. In other words, *The factory was destroyed by a hurricane*. The correct form of the passive verb must be **be + p.p.**

Answer: (B)



05 I wanted to thank you for meeting with me and letting me express my thoughts.

- (A) I appreciate your giving me the time to share my ideas with you.
- (B) I would like to express my gratitude for your ideas suggested at the meeting.

06 It is suggested that the filters be changed at least every four months.

- (A) The four filters need to be replaced.
- (B) The filters need to be replaced regularly.

07 If you happen to lose your card, notify our representative at the toll-free number listed.

- (A) The company issues a replacement card at no cost.
- (B) When a card is lost, customers should call our office at no charge.

08 We are invited to a welcome party for recently hired employees.

- (A) The event is to honor new staff members.
- (B) The event is to reward a group of employees.



DAY 5
WEEK 2

VOCABULARY

- 05 express [iksprɛs]
 appreciate [əprɪˈfiːt]
 share [ʃeər]
 gratitude [grætətʃù:d]
 06 replace [ripléis]
 regularly [réɡjələrli]

- 07 notify [nóutəfài]
 representative [rèprizéntatɪv]
 toll-free number
 listed [lístɪd]
 issue [íʃuː]
 at no cost
 at no charge

- 08 invite [inváit]
 welcome party
 recently [ríːsntli]
 hire [háier]
 honor [ónər]
 reward [riwó:rd]



Practice

Question 9 refers to the following memorandum.

To all staff members:

The company has decided to change our spending policy. Office operating costs must be kept to a minimum. This is because the recent economic downturn has led to much lower profits this year. All departments are encouraged to find ways to reduce spending. At the next staff meeting, we would like a representative from each department to present cost-cutting suggestions.

- 09 What is the purpose of this memorandum?
- (A) To notify employees of a staff meeting
 - (B) To inform employees of a new company policy
 - (C) To report the annual profits of the company

Question 10 refers to the following memorandum.

To: The staff of Weston Clarkson, Inc.

I am pleased to announce the promotion of Edmund Park from the regional sales manager to the vice-president of marketing. Mr. Park has been with our company for the past 25 years. He started as a student intern and worked his way up in the company. In his role as a sales manager, Mr. Park has proved his talents by improving sales by 27 percent. We are excited to see what his leadership and ideas will bring to our overseas marketing department.

- 10 What is NOT stated about Edmund Park?
- (A) He joined the company as a student.
 - (B) He was successful as a sales manager.
 - (C) He has been working in foreign countries.

VOCABULARY

- | | | |
|-----------------------|--------------------------|----------------------|
| 09 spending [spéndɪŋ] | cost-cutting | prove [pru:v] |
| policy [pólesi] | annual [ænjʊəl] | talent [tælənt] |
| operating costs | 10 promotion [prəməʊʃən] | improve [imprú:v] |
| keep to a minimum | regional [rɪ:dʒənl] | overseas [óʊvərsi:z] |
| downturn [daʊntə:rn] | vice-president | join the company |
| profit [prófit] | work one's way | foreign [fɔ:rən] |
| encourage [ɪnkə:ridʒ] | role [roul] | |



Actual Questions

Questions 11-12 refer to the following memorandum.

From: Joe Hawkins, Building Maintenance Department
To: All Staff
Subject: Building Renovation

The Severance Building, which contains our employee gym, will be renovated.

The work will be performed in two phases. Phase I will begin on the first of July and be completed in October. It will include the demolition of the old front wall of the building and the erection of a glass wall. Phase II will take place from November through January of next year. The work involves remodeling the fitness center, employee lounge, and cafeteria.

During the renovation period, the staff is asked to use the Sun Fitness Center, located at Maple Street. The full cost of memberships, including locker rental, will be covered by the company. We are sorry for any inconvenience this may cause.

11 Why was the memorandum written?

- (A) To notify employees of a change in health benefits
- (B) To request funds for the renovation project
- (C) To invite people to register for the company gym
- (D) To inform staff of a plan to remodel

12 Which area is NOT included in Phase II?

- (A) The gym
- (B) The staff room
- (C) The building wall
- (D) The cafeteria



DAY 5
WEEK 2

Answers: p. 383

VOCABULARY

- 11 maintenance [məɪntənəns]
- 12 renovation [rənəveɪʃən]
- contain [kən'teɪn]
- renovate [rənə'veɪt]
- perform [pə'fɔ:rm]
- phase [feɪz]
- include [ɪn'klú:d]
- demolition [dɛmə'lɪʃən]

- erection [ɪ'rekʃən]
- take place
- involve [ɪn'vɒlv]
- remodel [ri:'mɒdl]
- lounge [laundʒ]
- period [pɪ'ɪrɪəd]
- locate [lə'ukeɪt]
- rental [rɛntl]

- cover [kʌvər]
- inconvenience [ɪnkən'vɪ:niəns]
- cause [kɔ:z]
- notify [nə'utəfaɪ]
- benefit [bɛnə'fɪt]
- fund [fʌnd]
- register [rɛdʒɪ'stər]

Questions 11-12 refer to the following memorandum.



Which statement is NOT included in Paragraph 1?

- (A) The staff will
- (B) The staff will
- (C) The budget
- (D) The company

11 Why was the memorandum written?

- (A) To notify employees of a change in their benefits
- (B) To request funds for the renovation project
- (C) To invite people to register for the company gym
- (D) To inform staff of a plan to remodel

over (11/17)
 announced (10/17/18)
 cover (10/17)
 daily (10/17)
 benefit (10/17)
 fund (10/17)
 register (10/17)

section (10/17)
 fair (10/17)
 invite (10/17)
 remodel (10/17)
 lounge (10/17)
 buffet (10/17)
 locate (10/17)
 rental (10/17)

management (10/17)
 renovation (10/17)
 central (10/17)
 improve (10/17)
 perform (10/17)
 phase (10/17)
 make (10/17)
 handling (10/17)



Day 1 Week 3

Grammar

[Verb] Active Voice and Passive Voice

- 01 Active Voice and Passive Voice
- 02 Common Collocations

Vocabulary

Nouns (1)

Reading

Information



[Verb] Active Voice and Passive Voice



Fun with Basic Grammar

What are the active voice and passive voice?

James breaks the balloon. (Active voice) The balloon is broken. (Passive voice)

The active voice is the form of a verb when the subject in a sentence performs the action of the verb as in *James breaks the balloon*. However, in *The balloon is broken*, the form of the verb is in the passive voice because the subject does not perform the action of the verb.



How to form the passive voice

The passive voice is formed by a form of the verb **be + p.p. (past participle)**. The verb **be** has different forms depending on the number of the subject and the tense in a sentence.

Present simple passive	am/is/are + p.p.	is founded
Past simple passive	was/were + p.p.	was founded
Future simple passive	will be + p.p.	will be founded
Present progressive passive	am/is/are + being + p.p.	is being developed
Past progressive passive	was/were + being + p.p.	was being developed
Present perfect passive	have/has + been + p.p.	has been delivered
Past perfect passive	had + been + p.p.	had been delivered
Future perfect passive	will have been + p.p.	will have been delivered



The organization/was founded/in 2004.

be + p.p.

CHECK UP

Choose the correct option to fill the blank below.

The factory _____ by a hurricane.

(A) was destroy (B) was destroyed

⇒ This sentence must be used in the passive voice because a hurricane damaged the factory. In other words, *The factory was destroyed by a hurricane*. The correct form of the passive verb must be **be + p.p.**

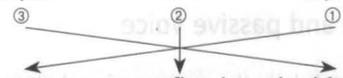
Answer: (B)

How to change the active voice to the passive voice

The object in the active sentence becomes the subject in the passive sentence, and the subject in the active sentence has the form of **by + agent** in the passive sentence. Only transitive verbs can be used in the passive voice.

Active voice: He fixed the computer.
 Subject Verb Object

Passive voice: The computer was fixed by him.
 Subject be + p.p. by + agent



- ① The object **the computer** becomes the subject.
- ② The verb **fixed** becomes **was fixed** according to the number of the subject and the tense of the sentence.
- ③ The subject now has the form of **by him** (by + agent).

CHECK UP

Choose the correct option to fill the blank below.

Active voice: She implemented the new policy.

Passive voice: The new policy was implemented by _____.

- (A) her (B) she

⇒ The subject in the active sentence must be changed into **by + agent** in the passive sentence.

Answer: (A)



The statue (built, was built) 10 years ago.

The option **was built** expresses the passive meaning, which makes the sentence correct. It is necessary to distinguish the active voice from the passive voice in English.



Differences between the active and passive voice

If a verb is followed by an object, the verb is in the active voice; however, when there is no object following a verb, it is in the passive voice.

Active voice: He / (~~was checked~~, checked) / the guest list.

Passive voice (X) Active voice (O) Object

Mr. James / (~~is insisted~~, insists) / that he is innocent.

Passive voice (X) Active voice (O) Object

Passive voice: The investigation / (~~conducted~~, was conducted) / by Ms. Murphy.

Active voice (X) Passive voice (O)

The résumé / (~~should submit~~, should be submitted) / within a week.

Active voice (X) Passive voice (O)



Practice

Choose one correct option in the parentheses.

- 01 Our appliances will (be serviced, service) for free.
 02 We (convey, are conveyed) gratitude to loyal customers.
 03 The CEO (was paid, paid) a bonus to the employees at the end of the quarter.
 04 Scientists (argue, are argued) that greenhouse gas emissions are a major cause of global warming.
 05 Management (required, were required) to develop a good relationship with the new partners.
 06 The process of filling prescriptions should (change, be changed) to prevent mistakes.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 The current tenants must _____ the offices by the end of June.
 (A) vacant (C) vacate
 (B) vacancy (D) be vacated
- 08 The airline industry _____ by a government body before 1979.
 (A) regulates (C) was regulated
 (B) regulation (D) was regulating
- 09 The company's future sales may _____ by the growth of its competitors.
 (A) affecting (C) be affecting
 (B) be affected (D) affect
- 10 The finance manager _____ that the company spent too much money on office equipment.
 (A) is concluded (C) to conclude
 (B) concluded (D) conclusion

Answers: p. 383

VOCABULARY

- | | | |
|--|---|--|
| 01 appliance [əpláɪəns]
for free | 05 management [mænidʒmənt]
partner [pɑ:rtnər] | 09 competitor [kæmpətətər] |
| 02 gratitude [grætət,jù:d]
loyal customer | 06 process [práses]
prescription [prískrípʃən] | 10 spend A on B
equipment [ikwípmənt] |
| 03 quarter [kwɔ:rtər] | prevent [prɪvént] | |
| 04 greenhouse gas
emission [imifən]
global warming | 07 current [kó:rənt]
tenant [ténənt] | |
| | 08 body [bádi] | |



I am surprised at the acrobats' talents.

In this sentence, **am surprised** is followed by the preposition **at**. In English, there are several common collocations 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.



Prepositions in common collocations

Preposition in

be engaged in be interested in be involved in

John/is engaged in/cancer research.

He/was involved in/the incident.

Preposition to

be dedicated to be exposed to be related to

The secret/was exposed to/the media.

Work environment/is related to/productivity.

Preposition at

be surprised at be shocked at be frightened at

We/were surprised at/his behavior.

The writer/was shocked at/the criticism.

Preposition with

be (dis)satisfied with be pleased with be equipped with

We/are pleased with/the recent sales increase.

Each room/is equipped with/basic furniture.



Practice

Choose one correct option in the parentheses.

- 01 The Direct-Help Organization is dedicated (to, at) helping people.
 02 The firm is engaged (in, for) buying and selling real estate.
 03 New car models are equipped (by, with) anti-theft locks and air bags.
 04 The development team was (pleased, pleasing) with the performance of the new diesel engine.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 People living near manufacturing plants are exposed _____ various pollutants.
 (A) to (C) for
 (B) by (D) at
- 06 The report said that many health problems are _____ to a lack of exercise.
 (A) relate (C) related
 (B) relating (D) relation

07 Questions 7 and 8 refer to the following article.

08 The Internet is now available on some of the largest planes of Bobkin Airlines. The service _____ passengers to connect to the Internet and utilize various web services,

- 07 (A) is allowed (C) allowing
 (B) to allow (D) allows

including e-mail. Sean Monk, the president of Bobkin, said in a press conference that passengers, especially those on business, _____ with its new service. He said it marks

- 08 (A) are satisfied (C) satisfied
 (B) are satisfying (D) satisfying

a first in the travel industry.

Answers: p. 383

VOCABULARY

- | | | |
|---------------------------------|---------------------------|-----------------------|
| 01 organization [ɔ:rgənizéifən] | 05 manufacturing plant | connect [kənékt] |
| 02 firm [fə:rm] | various [véəriəs] | utilize [jú:təlaiz] |
| real estate | pollutant [pəlu:tənt] | including [inklu:diŋ] |
| 03 anti-theft [æntiθéft] | 06 lack [læk] | press conference |
| lock [lɔk] | 07 available [əvèiləbl] | mark [mɑ:rk] |
| 04 performance [pərfɔ:rməns] | 08 passenger [præsəndʒər] | industry [indəstri] |

Nouns (1)

A Special Christmas Present



David wants to buy a Christmas **present** for a very special person, his mother. David's father gives him \$5.00 a week **pocket money** and David puts \$2.00 a week into his **bank account**. After three months, David takes \$20.00 out of his bank account and goes to the **shopping mall**. He looks and looks for a perfect **gift**.

Suddenly, he sees a beautiful brooch in the shape of his favourite pet. He says to himself, "My mother loves **jewelry**, and the brooch costs only \$17.00." He buys the brooch and takes it home. He wraps the present in Christmas paper and places it under the tree. He is very excited, and he is looking forward to Christmas morning to see the **joy** on his mother's face.



Unexpectedly, when his mother opens the present, she screams with **fright** because she sees a spider.



LANGUAGE FOCUS

- **present**

Yuki was wrapping a present for her mother.

- **pocket money**

He did a part-time job to earn a little pocket money.

- **bank account**

They're encouraging university students to open bank accounts.

- **shopping mall**

She goes to the shopping mall every weekend to buy new clothes.

- **gift**

The video camera was a retirement gift from his colleagues.

- **jewelry**

I don't wear very much jewelry.

- **joy**

There were tears of joy in her eyes.

- **fright**

I got such a fright when Joe burst through the door.



Practice

Choose one correct option in the parentheses.

- 01 There is no (inconvenience, collection, exception) to this rule.
 02 Ms. Lewis received positive (feedback, complaint, objection) after the conference.
 03 Clients make a frequent (discount, thought, complaint) that the products arrive late.
 04 The company only allows (representatives, subjects, opponents) to attend its meetings.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 High Airlines is offering conference attendees a 40 percent _____ on economy class tickets.
 (A) discount (B) feedback (C) retail (D) improvement
- 06 Hotel employees do their best to create a friendly _____.
 (A) atmosphere (B) temperature (C) apology (D) responsibility

07 Questions 7 and 8 refer to the following letter.

08

Dear Mr. Jones,

We are sorry to inform you that the large teddy bears at AllToys.com will be temporarily unavailable. The manufacturer that makes these toys has moved its _____ and the

- 07 (A) qualities (B) responsibilities (C) facilities (D) categories

items are not in production at this time. We apologize for any _____ this may cause you.

- 08 (A) income (B) inconvenience (C) exception (D) incentive

We will let you know when they are available.

Answers: p. 383

VOCABULARY

- | | | |
|-------------------------|-----------------------|--------------------------------|
| 01 rule [ru:l] | 04 allow A to + V | 07 temporarily [tɛmpərə'rɪli] |
| 02 receive [rɪsɪ:v] | 05 attendee [ətendɪ:] | 08 manufacturer [mænʃɪfəkʃərə] |
| positive [pəzətɪv] | economy class | production [prədʌkʃən] |
| conference [kɒnfərəns] | 06 do one's best | apologize [əpɒlədʒaɪz] |
| 03 frequent [frɪ:kwənt] | create [kri:ɪt] | cause [kɔ:z] |

Information

In Part 7, reading passages may be in the form of a piece of information that can be found in daily life activities. It is, in fact, an announcement about a company's service, a hotel and its facilities, membership, an event, a local performance, etc.



Question Types and Reading Strategy

Questions about a piece of information often refer to the topic or purpose of the information, the intended reader of the information, and (a) specific detail(s) in the information.

Questions about the topic or purpose of the information

Typical questions: What is the information **about**?

What is the **purpose** of the information?

Reading strategy: The topic or purpose of the information is often stated in the first part of a reading passage.

As this is a question about the topic or purpose, find hints for the correct answer at the beginning of a reading passage.

Questions about the intended reader of the information

Typical questions: For whom is this information **intended**?

Who is the **recipient** of the information?

Reading strategy: The intended reader of the information is mainly mentioned in the first part of a reading passage.

As this is an inference question that requires the understanding of the whole passage, look for the key word(s) in the whole reading passage before making an inference. Remember to pay more attention to the first part of the reading passage.

Questions about (a) specific detail(s) in the information

Typical questions: Where will the **free event** be held?

What is **NOT** included in the **membership**?

Reading strategy: Specific details are often mentioned in the middle of a reading passage.

As this is an information or a NOT/TRUE question, find the key word(s) in the question first, then locate the key word(s) in the middle of a reading passage and find hints for the correct answer.

Common expressions in the information

- Hotel guide: accommodation, make a reservation (= reserve, book), cancellation, confirmation
- Facilities instructions: Cards can be obtained from ~, A card must be presented when ~, A car will be towed at the owner's expense
- Membership guide: the date of issue, valid, expire, registration



Strategy Application

The questions below refer to the following information.

Topic

To welcome Christmas season, the Oakwood Regional Cultural Center has prepared a special performance. Tickets with special discount will be sold from 23 to 25 December. We are looking forward to having a well-attended performance with all enthusiastic local residents.

Detailed content

Wednesday, 23 December: Can't Tell What Love Is – a musical with many different omnibuses
Venue: Daisy Hall, 7:00 p.m., entrance fee: \$50
Thursday, 24 December: Jazz Night – a jazz performance of Christmas songs
Venue: Rose Stage, 5:00 p.m., free entrance
Friday, 25 December: Merry X-mas – a Merry Christmas concert
Venue: Lily Concert Hall, 6:00 p.m., entrance fee: \$35

Questions: 1. What is the information **(about)**?

Topic

- (A) A music performance (B) A drama performance

2. For **(whom)** is this information intended?

Object

- (A) Oakwood Center staff (B) Oakwood residents

3. When is the show **(free)**?

Key word

- (A) December 23 (B) December 24

Analyzing:

- This is a question about the topic of the information. Hints for the correct answer are located in the first part of the reading passage. It is indicated in the reading passage that the special performance includes **musical, jazz, concert**. Therefore, choice (A) *A music performance* is the correct answer.
- This is a question about the intended reader of the information. Because this is an inference question, hints for the correct answer can be found throughout the reading passage and especially at the beginning of the reading passage. From what the reading passage says, *We are looking forward to having a well-attended performance with all enthusiastic local residents*, it can be inferred that this music performance is aimed at the local residents. Therefore, the correct answer for this question is choice (B) *Oakwood residents*.
- This question asks about a specific detail in the information. Identify the key word **free** in the reading passage and locate hints for the correct answer around it. **Free** is paraphrased as **free entrance**. As the date to enjoy the performance without being charged is **Thursday, 24 December**, the correct answer is choice (B) *December 24*.





Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

- 01 The warehouse can be leased for a maximum of one year.
= One year is the longest period of time that someone can _____ the storehouse.
(A) buy (B) rent
- 02 Detailed safety instructions are provided with all of our electronic appliances.
= Each electronic appliance comes with a list of _____.
(A) directions (B) cares
- 03 People can learn about employment opportunities from City Hall's Career Office.
= Information about job _____ can be found at City Hall.
(A) descriptions (B) openings
- 04 People who own lots of shares have the right to vote for the Board of Directors.
= The Board of Directors is elected by the _____ shareholders.
(A) major (B) critical

VOCABULARY

- | | | |
|--------------------------|----------------------------|----------------------------|
| 01 warehouse [wéər'hàus] | 03 employment [implóimənt] | shareholder [ʃéər'hóuldər] |
| lease [li:s] | opportunity [əpərtjú:nəti] | major [méidʒər] |
| maximum [mæksəməm] | 04 share [ʃeər] | critical [krítikəl] |
| storehouse [stó:rhàus] | right [rait] | |
| 02 safety instruction | vote [vout] | |
| appliance [əpláians] | the Board of Directors | |
| direction [dirékʃən] | elect [ilékt] | |



- 05 IM Soft will launch a new game on May 4.
 (A) The new game will be released on May 4.
 (B) IM Soft will establish a new office on May 4.
- 06 The costs for the trip need to be paid at least one week prior to departure.
 (A) Travelers should confirm their reservation seven days before departure.
 (B) Payment is due seven days before travel.
- 07 The center is offering a class to help people improve their ability to communicate.
 (A) People who communicate well are asked to join the center's course.
 (B) Participants in the center's course will enhance their communication skills.
- 08 One way to reach a customer service representative is to press one during your call.
 (A) Callers who push one will be connected to the customer service department.
 (B) By leaving their numbers, callers can be reached by a customer service department.

VOCABULARY

- | | | |
|----------------------|----------------------------|-----------------------------------|
| 05 launch [lɔ:ntʃ] | 07 improve [imprú:v] | 08 representative [rèprizéntətív] |
| release [rilí:s] | ability [əbíləti] | connect [kənékʃt] |
| establish [istəbliʃ] | participant [pɑ:rtisəpənt] | customer service department |
| 06 prior to | enhance [inhæns] | |
| confirm [kən'fɔ:rm] | skill [skil] | |
| due [dju:] | | |



Practice

Question 9 refers to the following information.

The San Antonio Education Center is proud to announce that it will hold early-childhood development classes for the community. The program is designed to prepare young children to enter kindergarten with the necessary language skills. The classes are partially subsidized by the City Council, which will reduce the economic burden on low-income families. People who are interested in signing their children up for a class should get a registration form at the center's main office.

09 For whom is this information intended?

- (A) The members of an education facility
- (B) The parents of children in a kindergarten
- (C) The residents of San Antonio

Question 10 refers to the following information.

Bayside Aquarium

This pass allows the holder to use the Bayside Aquarium parking area for one day. This pass should be displayed on the vehicle's dashboard while in the parking lot. Any vehicle not displaying a pass will be towed at the owner's expense. Please note that the parking area closes 45 minutes after the museum closes, and all vehicles must be removed by that time. Also, all passes must be given to the parking attendant upon leaving.

10 What will happen to visitors without a pass?

- (A) They will have to pay for parking.
- (B) Their cars will be removed.
- (C) They will not be admitted to the aquarium.

VOCABULARY

09 announce [ə'naʊns]
 community [kəm'ju:nəti]
 necessary [nəsə'seri]
 partially [pɑ:rtʃəli]
 subsidize [sɪbsə'daɪz]
 burden [bɜ:rdn]
 low-income

registration [rɛdʒɪ'stri:ʃən]
 facility [fə'sɪləti]
 resident [rɛzə'dənt]
 10 allow [ə'ləʊ]
 holder [həʊldə]
 display [dɪs'pleɪ]
 dashboard [dæʃ'bɔ:rd]

tow [tu]
 at one's expense
 remove [rɪ'mu:v]
 upon + V-ing
 admit [əd'mɪt]



Actual Questions

Questions 11-12 refer to the following information.

DAY 1
WEEK 3

Concord fax machine

Thank you for purchasing a Concord fax machine. Designed for use in a home-office or small-business environment, this laser fax machine delivers superior output at an affordable price. The Concord fax has 512 kilobytes of memory and it can store up to thirty pages in memory. Also, the Concord fax makes it possible to use a single phone line for both the telephone feature and faxing at the same time. Transmission speed is about three seconds per page.

To fax, make sure you insert documents face down. The Concord fax accepts a variety of paper sizes. Adjust the paper guides to fit the width of your document. Enter the fax number. Then press "FAX Start" on the right corner of the keyboard. The display shows you the status of the file. To make copies, enter the number of copies you want (up to 99) using the dial pad and press "Copy".

- 11 Where is this information most likely found?
- (A) A fax machine advertisement
(B) An electronics catalog
(C) A product handbook
(D) A consumer review
- 12 The word "delivers" in paragraph 1, line 2 is closest in meaning to
- (A) transports
(B) deteriorates
(C) provides
(D) announces

Answers: p. 383

VOCABULARY

- | | | |
|--------------------------------|---------------------------|----------------------------|
| 11 purchase [pə:rtʃəs] | feature [fi:tʃər] | width [widθ] |
| 12 environment [inváiarənmənt] | transmission [trænsmíʃən] | status [stéitəs] |
| deliver [dilívər] | per [pər] | consumer [kənsú:mər] |
| superior [su:píəriər] | insert [insó:rt] | review [rivjú:] |
| output [áutpùt] | face down | transport [trænsþó:rt] |
| affordable [áfó:rdəbl] | accept [æksépt] | deteriorate [ditíəriərèit] |
| store [stó:r] | adjust [ædʒást] | announce [ənáuns] |
| up to | fit [fit] | |

Questions 11-12 refer to the following information.



The word "block" in paragraph 1, line 2 is

closest in meaning to

- (A) benefits
- (B) categories
- (C) images
- (D) outcomes

11. Where is the information most likely found?

- (A) A tax machine advertisement
- (B) An e-business course
- (C) A product handbook
- (D) A computer review



Day 2 Week 3

Grammar

[Verb] Conditionals

- 01 Past Conditional
- 02 Past Perfect Conditional
- 03 Future Conditional

Vocabulary

Nouns (2)

Reading

Invitations



[Verb] Conditionals



Fun with Basic Grammar

What is the conditional?

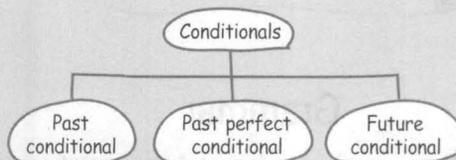
If I were taller, I would become a basketball player.



The above sentence shows the fact that this person is not tall enough, but he would become a basketball player on the condition of being taller.

The imagination or condition that is contrary to the reality or fact is called the conditional.

Types of conditionals



The past conditional

The sentence *If he were single, I would ask him for a date* shows the care about or the regret of the speaker at the present situation. The conditional used to describe a condition contrary to a present situation is called the past conditional.

If/he/were/single,/I/would ask/him/for a date.

→ It means that in reality he is not single; therefore, I cannot ask him for a date.

CHECK UP

Which of the following fits the meaning of the sentence below?

If the weather were good, they would go on a picnic.

(A) The weather is good. (B) The weather is bad.

⇒ Because the past conditional shows a condition that is contrary to a present situation, choice (B) *The weather is bad* is the correct answer.

Answer: (B)

The past perfect conditional

The sentence *If I had left a phone number, he would have called me* expresses the regret of the speaker about something in the past time. The conditional used to describe a condition contrary to a past situation is called the past perfect conditional.

If/I/had left/a phone number,/he/would have called/me.

→ It means that in the past I did not leave him my phone number and he did not call me.

CHECK UP

Which of the following fits the meaning of the sentence below?

If Jane had known the financial risks, she would not have signed the deal.

- (A) Jane knew the financial risks. (B) Jane did not know the financial risks.

⇒ The past perfect conditional expresses a condition which is contrary to a past situation; therefore, choice

(B) *Jane did not know the financial risks* is the correct answer.

Answer: (B)

The future conditional

The sentence *If I should be born again, I will marry you* is a condition about an impossible future situation. The conditional used to show an impossible future situation or a strong doubt about the future or the present is called the future conditional.

If/I/should be born/again,/I/will marry/you.

→ It means that there is certainly no opportunity to be born again in the future. However, if this happens, I want to marry you.

CHECK UP

Which of the following fits the meaning of the sentence below?

If the budget should increase, we will buy more office furniture.

- (A) The budget does not increase. (B) The budget will definitely increase.

⇒ As the future conditional shows a strong doubt about a present or future situation, the correct answer is

(A) *The budget does not increase*.

Answer: (A)



If she worked properly, she might enjoy her life more.

The sentence shows that she works too much and she does not enjoy life. The past conditional is used to express a condition contrary to a present situation.



Past conditional

The past conditional is used to describe a condition contrary to a present situation and express the regret or worry about this situation.

If + subject + verb (simple past tense – be → were) ~, subject + would/could/might + bare infinitive ~.

If I were rich, /I/ could help /the poor.

⇒ In reality, I am not rich enough to help the poor.

If I had a membership card, /I/ would get /a discount.

⇒ In reality, I do not have a membership card, so I cannot get a discount.



Omission of if in past conditional

It is important to remember that when **if** is omitted in the past conditional, **were** – the past form of **be** – is put at the beginning of the sentence.

Past conditional If I were in your place, I would sell the house.

Subject Verb



Omission of if



Verb + subject

Were I in your place, I would sell the house.

Verb Subject

Were Jane not lazy, /she/ (get, could get) /a job.

⇒ This is the past conditional. If is omitted and **were** – the past form of **be** – is put at the beginning of the sentence. The option **could get** is the correct choice.



Practice

Choose one correct option in the parentheses.

- 01 If we had more vehicles, we (could reduce, reduced) delivery times.
 02 If our employees had more experience, their work (would be, have been) more professional.
 03 (Were, Are) the facilities repaired, we could meet management's demands.
 04 If a bigger budget were available, we (continued, would continue) developing the software.
 05 (Were, Had) I not busy, I would accept your invitation.
 06 If Jeff were less busy, he (may complete, might complete) the project successfully.



DAY 2
WEEK 3



Actual Questions

Choose the correct option for each of the following sentences.

- 07 If you didn't interrupt me, I _____ the project on time.
 (A) finish (B) could finish (C) have finished (D) finishes
- 08 If the staff members knew that there were relevant records, they _____ the research more efficiently.
 (A) conduct (B) conducted (C) could conduct (D) could have conducted
- 09 If we had been aware of the new engine specifications, we _____ customers before shipping the parts.
 (A) had alerted (B) alerted (C) were alerted (D) would have alerted
- 10 Were the budget approved, we _____ a fax machine for the staff room.
 (A) would purchase (B) will purchase (C) purchasing (D) purchase

Answers: p. 383

VOCABULARY

- | | | |
|-------------------------------|-------------------------------|-------------------------------|
| 01 vehicle [vi:ɪkl] | 05 accept [ək'seɪpt] | 09 aware [ə'weə] |
| delivery [dɪlɪvəri] | 06 successfully [sək'sesfəli] | specification [spɛsɪfɪkɪ'ʃən] |
| 02 professional [prə'fɛʃənəl] | 07 interrupt [ɪntə'rʌpt] | 10 approve [ə'pru:v] |
| 03 facility [fə'sɪləti] | project [prədʒɪkt] | staff room |
| repair [rɪ'peə] | 08 relevant [rɪ'ləvənt] | |
| demand [dɪ'mænd] | record [rɪ'kɔ:d] | |
| 04 budget [bʌdʒɪt] | efficiently [ɪfɪ'ʃəntli] | |



If I had caught that train, I could not have been late.

The sentence means that at some time in the past, this person did not catch that train; therefore, he or she was late.



Past perfect conditional

The past perfect conditional is used to describe a condition contrary to a past situation and express the regret about this situation.

If + subject + had + p.p. ~, subject + would/could/might + have + p.p. ~.

If we had followed his advice, /we/ would not have failed.

⇒ The past perfect conditional describes the regret that we did not follow his advice, so we failed.

If I had arrived earlier, /I/ could have rescued /her/.

⇒ The past perfect conditional describes the regret that I did not come earlier to rescue her.



Omission of **if** in past perfect conditional

It is important to remember that when **if** is omitted in the past perfect conditional, **had** is put at the beginning of the sentence.

Past perfect
conditional

If she had notified us earlier, we would have registered for the class.

Subject Verb



Omission of **if**



Verb + subject

Had she notified us earlier, we would have registered for the class.

Verb Subject

Had we lowered our bid, /we/ (~~could win~~, could have won) /the contract.

⇒ This is the past perfect conditional. **If** is omitted and **had** is put at the beginning of the sentence. The option **could have won** is the correct choice.



Practice

Choose one correct option in the parentheses.

- 01 If she had earned a degree in law, she (would get, would have gotten) the position.
- 02 (Had, Could) it not been for her support, we would not have finished the report.
- 03 Mr. Holt would not have received a warning letter if he (has paid, had paid) the bill.
- 04 If the weather had been fine, the company (would go, would have gone) on the scheduled outing.
- 05 Had demand been higher, the factory (would have increased, can increase) production.
- 06 If Chris had been more dedicated, he (would have become, would become) a team leader.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 If the rental fees had been cheap in the city center, the company would not _____ to the suburbs.
(A) moved (B) be moved (C) has moved (D) have moved
- 08 If the candidate had been more experienced, Ms. Davis _____ hiring him.
(A) would have considered (B) consider (C) considered (D) would consider
- 09 If the interest rates for loans _____, our enterprise would have considered expanding its facilities.
(A) fall (B) fell (C) had fallen (D) be fallen
- 10 If the train had traveled a little faster, it _____ the station on time.
(A) reaches (B) reached (C) would reach (D) would have reached

Answers: p. 383

VOCABULARY

- | | | |
|---------------------------------------|---------------------------|-------------------------|
| 01 earn a degree position [pə'zi:ʃən] | 05 demand [dɪmænd] | 08 candidate [kændɪdət] |
| 02 support [səpɔ:rt] | production [prədʌkʃən] | hire [haɪə] |
| 03 warning letter bill [bɪl] | 06 dedicated [dedɪkeɪtɪd] | 09 interest rate |
| 04 outing [aʊtɪŋ] | 07 rental [rɛntl] | loan [ləʊn] |
| | suburb [sʌbər:b] | enterprise [ɛntəprəɪz] |
| | | expand [ɪkspænd] |



If I should win the first prize, I will travel around the world.

The future conditional describes a situation which is unlikely to happen in the future.



Future conditional

The future conditional is used to describe a forecast or worry about a present or future situation, or to make a condition about a present or future situation which is unlikely to happen.

If + subject + should + bare infinitive ~, subject + will/can/may/should + bare infinitive ~.

If John should call you, I will take a message for you.

⇒ The future conditional forecasts a future situation.

If I should fail the exam, my mother will be disappointed.

⇒ The future conditional describes a future situation that is unlikely to happen.



Omission of if in future conditional

It is important to remember that when **if** is omitted in the future conditional, **should** is put at the beginning of the sentence.

Future conditional	<u>If time should allow</u> , I will see you tomorrow. Subject Verb
↓	
Omission of if	
↓	
Verb + subject	<u>Should time allow</u> , I will see you tomorrow. Verb Subject

Should she come back to me, I/(propose, will propose)/to her.

⇒ This is the future conditional. If is omitted and **should** is put at the beginning of the sentence. The option **will propose** is the correct choice.



Practice

Choose one correct option in the parentheses.

- 01 If the situation should get worse, the boss (restructures, will restructure) the company.
 02 If the funds should allow it, we (may buy, bought) one more copy machine.
 03 (Could, Should) the shipment be delayed, we will deliver your order at no cost.
 04 If Jane should continue subscribing to our magazine, we (offer, can offer) a 15 percent discount.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 If the value of stocks should decrease, many new companies _____ bankrupt.
 (A) go (C) went
 (B) goes (D) will go
- 06 If it should rain tomorrow, the organizing committee _____ the outdoor activities.
 (A) postpone (C) will postpone
 (B) postpones (D) would have postponed

07
08

Questions 7 and 8 refer to the following memorandum.

The company's Preventive Medical Program has been largely unsuccessful. Only 30 percent of employees have taken advantage of this service. If the staff used the program, it _____ a benefit not only to them, but also to the company. We understand that

- 07 (A) would be (C) been
 (B) be (D) have been

the early morning appointments are inconvenient for some employees. Had time not been a constraint, we _____ a better schedule. Nevertheless, please encourage our

- 08 (A) create (C) had been created
 (B) would create (D) would have created

staff to have their physical exams.

Answers: p. 383

VOCABULARY

- 01 situation [sitʃu'eɪʃən]
 03 shipment [ʃɪpmənt]
 at no cost
 04 subscribe [səbskraɪb]
 05 value [vælju:]

- stock [stak]
 bankrupt [bæŋkrʌpt]
 06 organizing committee
 07 largely [lɑ:rdʒli]
 08 take advantage of

- not only A but also B
 appointment [əpɔɪntmənt]
 constraint [kənstrɛɪnt]
 nevertheless [nəvərðələs]

Nouns (2)

Language Games



Far away on a mountain, there is a school situated in a small village. In spite of much **effort** from the school staff, the **proportion** of children who could use English fluently was still limited. The principal who had great **concern** over the English language teaching stated that he would offer **incentives** to any teachers who could find out a **method** to improve children's English ability.

Some time later, there was an enthusiastic teacher feeling that he had an **obligation** to solve this problem. He thought that he could enhance children's English command by encouraging their **participation** in simple games using pictures. This way of teaching was applied for two months. Then it was time to report the **result** to the principal.

The game was conducted by dividing the children into pairs in which one pupil would show the other a card with a kind of fruit on and the other had to name the fruit correctly. Then they changed the roles, showing the cards and naming the names of fruits on them.

The principal attended the class, observed the game attentively and happily stated: "Bravo! Language games have produced desired effects."



LANGUAGE FOCUS

- **effort**

Mr. Lu is making an effort to expand his customer base.

- **proportion**

Ms. Ray spends a large proportion of her income on education.

- **concern**

The manager's main concern is the quality of the product.

- **incentive**

Companies offer incentives to attract employees.

- **method**

A presentation is a method of providing information.

- **obligation**

Factories have an obligation to protect the environment.

- **participation**

The success of the meeting depends on the attendees' active participation.

- **result**

The results of the tests will be kept confidential.



Choose one correct option in the parentheses.

Practice

- 01 Respondents will receive the (results, chances, proportions) of the survey before July.
- 02 The company spent a large (proportion, size, incentive) of its budget on research.
- 03 Credit cards and checks are the preferred (methods, efforts, concerns) of payment.
- 04 Cities offer (obligations, incentives, complaints) to companies that hire disabled workers.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 The regional office is always available and will promptly respond to any _____ that may arise.
(A) agreement (C) importance
(B) incentives (D) concerns
- 06 Consumers have no _____ to pay for goods that they did not order.
(A) obligation (C) promise
(B) effort (D) exception

07
08

Questions 7 and 8 refer to the following memorandum.

From: Warren Becker, PR Department
To: All staff

Managers have agreed to set aside 5 percent of the company's funds for competency-based training. The training department has redesigned its program in an _____ to

- 07 (A) objection (C) effort
(B) opinion (D) influence

improve employee performance. This will be a good opportunity for staff members to upgrade their capabilities. Since we believe a truly successful training ultimately depends on the _____ of all employees, we will require everyone to attend the training

- 08 (A) participation (C) obligation
(B) proportion (D) conclusion

sessions.

Answers: p. 383

VOCABULARY

- 01 respondent [rɪspɒndənt]
- 02 budget [bʌdʒɪt]
- 03 check [tʃek]
- payment [pəɪmənt]
- 04 disabled [dɪsəɪbld]
- 05 regional office
- promptly [prɒmptli]
- arise [əraɪz]
- 06 goods [gudz]
- 07 set aside
- 08 competency [kəmpeɪtənsi]
- redesign [ri:dɪzáɪn]
- capability [kəɪpəbɪləti]
- ultimately [ʌltɪmɪtli]
- depend on
- require [rɪkwaɪə]

Invitations

In Part 7, reading passages may be in the form of invitations to a particular event such as a welcome party to a newly appointed employee, a farewell party to a retiring employee, a luncheon, an annual meeting, an opening ceremony, etc.



Question Types and Reading Strategy

Questions following the invitation are usually about the kind of event, potential participants, specific details in the event, suggestions for potential participants, etc.

Questions about the kind of event or potential participants in an invitation

Typical questions: **What event** is this invitation for?

Who is this invitation for?

Reading strategy: The kind of event and potential participants are usually stated in the first part of a reading passage.

As this is an inference question, hints for the correct answer can be found at the beginning of a reading passage.

Questions about specific details in an event

Typical questions: **Where** will the event **take place**?

What does the invitation **NOT offer** to guests?

Reading strategy: Specific details in an invitation are mainly mentioned in the middle of a reading passage.

As this is an information or a NOT/TRUE question, first identify the key word(s) in the question, then find hints for the correct answer in the middle of a reading passage.

Questions about suggestions for potential participants

Typical questions: To whom should **replies** be sent?

What should people **bring** with them to the event?

Reading strategy: Suggestions for potential participants are often stated at the end of a reading passage.

As this is an information question, identify the key word(s) in the question, then find hints for the correct answer at the end of a reading passage.

Common expressions in invitations

You are cordially invited to ~

on the occasion of ~

in honor of ~

request the pleasure of your company at ~

Respond to ~

RSVP (Répondez s'il vous plaît) = Please reply.



Strategy Application

The questions below refer to the following invitation.

Type of event	[You are invited to the party to celebrate the 50 th anniversary of Lyot Communication Company.
Date and venue	[6:00 p.m. Monday, March 19 Sapphire Main Hall, Golden Hotel Buffet dinner
Requirements for invitees	[RSVP from now to February 28 Reply to Mark Taylor (02) 3391-7296

Questions: 1. Which event is this invitation for?

→ Kind of event

- (A) The branch manager's inauguration (B) The company's anniversary

2. Where will the event take place?

→ Key word

- (A) In the company's main conference (B) In a hotel

3. When is the deadline to inform attendance?

→ Key word

- (A) February 28 (B) March 19

Analyzing:

- The question asks about the kind of event. Hints for the correct answer are found at the beginning of the reading passage. As stated in the reading passage, *You are invited to the party to celebrate the 50th anniversary of Lyot Communication Company*, it can be inferred that this is an invitation to a company anniversary. Therefore, choice (B) *The company's anniversary* is the correct answer.
- This is a question about a specific detail in the event. Find relevant information to the key words in the middle of the reading passage. According to the reading passage, *Sapphire Main Hall, Golden Hotel* is where the event takes place. Choice (B) *In a hotel* is the correct answer.
- This question is about the suggestion participants need to do to join the event. The hints that help choose the answer are from *RSVP from now to February 28*. Choice (A) *February 28* is the correct answer.



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

- 01 The secretary reminded Mr. Blank of the banquet.
= The secretary brought the event to Mr. Blank's _____.
(A) mind (B) attention
- 02 We let our workers vary the time when they begin or end work.
= We allow our employees to work _____ hours.
(A) flexible (B) extended
- 03 Ms. Gould has been promoted to Human Resources Manager.
= The new _____ of the Personnel Department is Ms. Gould.
(A) top (B) head
- 04 The musicians to play at the event have not been determined.
= The performers for the event have not been _____.
(A) decided (B) contacted

VOCABULARY

- | | | |
|---|--|--|
| 01 secretary [sékrətèri]
remind [rimáind]
banquet [bæŋkwit]
bring A to one's attention
mind [maind] | 02 vary [véəri]
allow [əlaú]
flexible [fléksəbl]
extended [iksténdid] | 03 promote [prəməút]
Human Resources
Personnel Department
04 determine [ditə:rmin]
contact [kántækt] |
|---|--|--|



- 05 The decision to expand overseas was agreed upon by the board.
- (A) The board voted on the proposal while meeting abroad.
 - (B) The proposed expansion plans were passed by the board.
- 06 Ms. Harrison is a real estate agent in the Hartford community.
- (A) Ms. Harrison helps people find places to live in Hartford.
 - (B) Ms. Harrison has purchased a number of houses in Hartford.
- 07 If the replacement parts are not available, I would like a full refund on my purchase.
- (A) I would like my money back should you not have the necessary parts.
 - (B) As the pieces I purchased do not satisfy me, I am requesting a refund.
- 08 Mr. Chen was hired to replace Ms. Lee, the former director of the Overseas Division.
- (A) Mr. Chen will succeed the previous director of the Overseas Division.
 - (B) Ms. Lee hired Mr. Chen to be the new director of the department.

VOCABULARY

- 05 expand [ɪkspænd]
agree [əɡri:]
vote [vəʊt]
proposal [prəˈpɒzəl]
- 06 real estate agent
purchase [pɜːrtʃəs]
a number of

- 07 replacement [rɪpləismənt]
refund [rɪˈfʌnd]
necessary [nɛsəsəri]
- 08 hire [haɪər]
replace [rɪplɛɪs]
former [fɔːrmər]

- Overseas Division
succeed [səkseɪd]
previous [prɪˈviʊəs]



Practice

Question 9 refers to the following invitation.

On the occasion of the 75th anniversary of the Department of Literature, the Dean of St. Sebastian University's Faculty of Humanities requests the pleasure of your company at a reception for alumni and current students. The event will be held on campus in the Grand Hall of the Margaret West Building on June 4, from 6:30 p.m. to 10:00 p.m. Formal attire is requested, and light refreshments will be served. Please bring this invitation to the reception.

09 Where will the event take place?

- (A) At a hotel
- (B) At the faculty room
- (C) At the Grand Hall

Question 10 refers to the following invitation.

You are invited to the grand opening celebration of Honest Angie's Furniture on February 1. Bring this invitation for a special preview of our wide variety of home and office furniture, from traditional handcrafted cabinets to contemporary computer desks. The event will be held from 6:30 p.m. to 9:00 p.m. for invited guests only. As a special gift to our valued customers, Honest Angie's is extending a 20 percent discount on any purchases made at the party. Please RSVP in advance.

10 What does the invitation offer to customers?

- (A) A special price
- (B) Free delivery
- (C) A handmade basket

VOCABULARY

09 literature [lɪtərəʃə]

dean [di:n]

faculty [fækəlti]

reception [rɪsɛpʃən]

alumni [ə'lʌmnaɪ]

formal attire

refreshments [rɪfrɛʃmənts]

10 grand opening

preview [prɪ:vju:]

variety [vəraɪəti]

traditional [trə'dɪʃənəl]

handcrafted [hændkræftɪd]

contemporary [kɒntempərəəri]

valued [vælju:d]

extend [ɪkstend]

RSVP (Répondez s'il vous plaît =
Please reply)
in advance



Actual Questions

Questions 11-12 refer to the following invitation.

The Attorneys' Association of San Francisco
requests the pleasure of your company
at its first annual banquet
for a festive evening
to celebrate the vibrant attorney community
in San Francisco

Thursday, April 27

6:30 p.m. to 9:00 p.m.

Pacific Ballroom
Lynch Hotel
Sixth & University Streets, San Francisco

Cost: \$75 for attorneys and their guests; \$40 for students
Reply to: Brenda Romero
bromero@attorneycom.com or 794-6108



DAY 2
WEEK 3

11 What event is this invitation for?

- (A) A grand opening
- (B) An awards banquet
- (C) A teacher's meeting
- (D) A gathering of lawyers

12 Where will the event take place?

- (A) In a company
- (B) In a hotel
- (C) In a restaurant
- (D) In a community center

Answers: p. 383

VOCABULARY

11 attorney [ətá:rni]

12 association [əsòusiéi:fən]

request [rikwést]

pleasure [plé:ʒər]

company [kám:pəni]

annual [ænjʊəl]

banquet [bæŋkwit]

festive [féstiv]

celebrate [séləbrèit]

vibrant [váibrənt]

community [kəm:jú:nəti]

ballroom [bó:lru:m]

cost [kò:st]

reply to

award [əwó:rd]

gathering [gæðərin]

lawyer [lò:ʒər]

take place

community center

Questions 11-12 refer to the following invitation.



12. Where will the event take place?

- (A) At a company
- (B) In a park
- (C) In a restaurant
- (D) In a community center

11. What event is the invitation for?

- (A) A quiz evening
- (B) A movie's debut
- (C) A local meeting
- (D) A meeting of hackers



Day 3 Week 3

Grammar

[Verbal Phrase] To-infinitives

- 01 Positions of To-infinitives
- 02 Functions of To-infinitives
- 03 Verbs Followed by a To-infinitive

Vocabulary

Nouns (3)

Reading

Invoices



[Verbal Phrase] To-infinitives



Fun with Basic Grammar

What is a to-infinitive?

What I like to drink is milk.

Function as a noun

I have milk to drink.

Function as an adjective

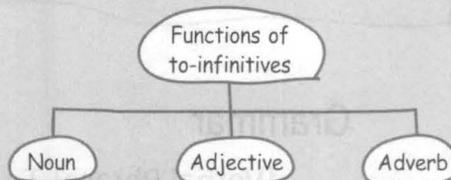
I go to the kitchen to drink milk.

Function as an adverb

In English, **to** added to a bare infinitive has different functions in sentences (noun, adjective, and adverb). This verb form is called a to-infinitive.



Functions of to-infinitives



Form of to-infinitives

A to-infinitive is formed by adding **to** to a bare infinitive (**to + bare infinitive**).

I/want/to discuss/the production schedule.

To + bare infinitive

CHECK UP

Put the following verb into the to-infinitive.

Mr. Jordan stayed in Tokyo _____ (attend) the convention.

⇒ The form of the to-infinitive is **to + bare infinitive**.

Answer: to attend

Does a to-infinitive have properties of a verb?

Although a to-infinitive cannot be the main verb of a sentence, it still has verbal properties. Therefore, the to-infinitive is known as one of verbal phrases (besides gerunds and participles). For example, a to-infinitive can be followed by a complement or an object like **to promote trade**, or it can be modified by an adverb like **to work abroad**.

Vietnam and Japan/signed/an agreement/to promote/trade.
To-infinitive Object

Many employees/hope/to work/abroad.
To-infinitive Adverb

CHECK UP

Which of the following is the to-infinitive?

Some customers called us to complain the poor service.

- (A) (B)

⇒ Even though a to-infinitive can be followed by an object, it cannot function as the main verb of a sentence.

Answer: (B)

What is the semantic subject of a to-infinitive?

In the sentence *The problem is difficult for us to solve*, the subject is **the problem**; however, the agent who does the action **solve** is **us**. The agent performing the action mentioned in the to-infinitive, but not the subject of a sentence, as in the above example, is called the semantic subject of the to-infinitive. The semantic subject comes before the to-infinitive in the form of **for + object**.

The problem/is/difficult/for us/to solve.
Semantic subject

CHECK UP

Choose the correct option to fill the blank.

It is critical _____ to understand staff's difficulties.

- (A) for him (B) for his

⇒ The blank is in the position of the semantic subject of **to understand**; therefore, it should have the form of **for + object**.

Answer: (A)



Practice

Choose one correct option in the parentheses.

- 01 We hope (gain, to gain) a greater market share.
 02 Our goal is (to attract, attraction) more customers.
 03 Simon's mistake was (to forget, forget) the date of the conference.
 04 I am writing (inquire, to inquire) whether my order was shipped.
 05 She is beginning (prepare, to prepare) the company's anniversary celebration.
 06 We will need (to enhance, enhancement) the security of our website.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 The board members unanimously agreed _____ Mr. Weber's suggestion.
 (A) accept (C) accepted
 (B) to accept (D) acceptance
- 08 One way of boosting profits is _____ the cost of production.
 (A) reduced (C) to reduce
 (B) reduce (D) reduction
- 09 Some residents wish _____ their phone numbers after they move.
 (A) to keep (C) kept
 (B) keep (D) keeper
- 10 The accounting department may request receipts _____ your expenses.
 (A) verifying (C) be verified
 (B) verify (D) to verify

Answers: p. 384

VOCABULARY

- | | | |
|-------------------------|-------------------------------|--------------------------|
| 01 market share | 05 anniversary [æ'nəvə:rsəri] | 08 boost [bu:st] |
| 02 goal [gəʊl] | celebration [sələ'bréiʃən] | production [prədʌkʃən] |
| customer [kʌstəmər] | 06 security [sɪkjʊə'reti] | 09 resident [rɛzədənt] |
| 03 mistake [mɪ'steɪk] | 07 board [bɔ:rd] | 10 accounting department |
| conference [kɒnfə'rens] | unanimously [ju:nə'nəməsli] | receipt [rɪ'si:t] |
| 04 whether [wəðər] | suggestion [səgdʒéstʃən] | expense [ɪkspens] |
| ship [ʃɪp] | | |



To climb up the mountain is their hobby.

Almost everybody gets up early to climb up the mountain.

To-infinitives can have different functions in a sentence. In the first sentence, it is a subject, and in the second one, it is a modifier.



To-infinitive as a noun

As a noun, a to-infinitive can come in the position of a subject, an object, or a complement of a sentence. In this case, it describes an action.

Subject: To arrive on time/is/very important.

Subject

Object: Jennifer/refused/to change her opinion.

Object

Complement: Her goal/is/to hand in reports this week.

Complement



To-infinitive as an adjective

A to-infinitive can follow and modify a noun, which functions as an adjective. In this case, this to-infinitive means **going to do something** or **having to do something in the future**.

Noun complement: Ms. Akashi/has/an urgent meeting/to attend.

Noun



To-infinitive as an adverb

A to-infinitive can stand at the beginning of a sentence or after a verb in order to modify the whole sentence or the main verb, which functions as an adverb. In this case, this to-infinitive means **for the purpose of ...**

Modifying the whole sentence: To buy supplies,/we/need/approval/from the director.

Modifying the verb:

Susan/exercises/to maintain good health.



Practice

Choose one correct option in the parentheses.

- 01 Many people prefer (invest, to invest) in the IT industry.
- 02 (To update, Update) our website is my main responsibility.
- 03 Our policy is (donation, to donate) money to charities every year.
- 04 He has a presentation (to make, make) on sales strategies.
- 05 (To protect, Protection) your skin, you should use UltraCare sunblock.
- 06 She called (to reschedule, reschedule) her appointment with Mr. Lee.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 _____ the facilities before the upcoming event, the firm required several staff members to work overtime.
 - (A) To inspect
 - (B) Inspected
 - (C) Inspection
 - (D) Inspect
- 08 Every company has an obligation _____ its workers with a safe and healthy work atmosphere.
 - (A) provide
 - (B) provides
 - (C) provision
 - (D) to provide
- 09 The meeting's purpose is _____ improvements in employee benefits.
 - (A) discuss
 - (B) will discuss
 - (C) discussion
 - (D) to discuss
- 10 Mr. McCarran checked the advertisements in several newspapers _____ for a used digital camera.
 - (A) of looking
 - (B) to look
 - (C) look
 - (D) looks

Answers: p. 384

VOCABULARY

- | | | |
|---------------------------------|-----------------------------|----------------------------------|
| 01 prefer [prɪfə:r] | 05 skin [skɪn] | 09 purpose [pə:rpəs] |
| industry [ɪndəstri] | sunblock [sʌnb্লɔk] | improvement [ɪmpru:vmənt] |
| 02 main [meɪn] | 06 appointment [əpɔɪntmənt] | 10 advertisement [ædvɜ:təɪzmənt] |
| responsibility [rɪspɒnsəbɪləti] | 07 facility [fə'sɪləti] | used [ju:zd] |
| 03 policy [pɒləsi] | upcoming [ʌpkʌmɪŋ] | |
| charity [tʃærəti] | firm [fɜ:rm] | |
| 04 presentation [prɪ:zɛntəʃən] | work overtime | |
| sales [seɪlz] | 08 obligation [ɒbləgeɪʃən] | |
| strategy [strætədʒi] | atmosphere [ætməsfɪə] | |





I decided (to study, studying) English every day.

The verb **decide** needs a to-infinitive as its object. There are many other verbs which need a to-infinitive as an object.



Verb + to-infinitive

Below are some verbs followed by a to-infinitive.

agree	hope	promise
choose	learn	refuse
decide	offer	want
fail	plan	wish

The supplier/offered/to send samples.

The congressmen/agreed/to aid small enterprises.

Some people/refuse/to pay their income taxes.



Verb + object + to-infinitive

Below are some verbs which take a to-infinitive as an object complement.

ask	invite	remind
encourage	permit/allow	want
force	persuade	warn

The guard/allowed/me/to come into the building.

Object

The manager/encouraged/us/to think creatively.

Object

He/wants/Susie/to correct the errors in his report.

Object



Practice

Choose one correct option in the parentheses.

- 01 The presenter forced attendees (to set, setting) yearly goals.
- 02 Bigtown, Inc. permits employees (moving, to move) to other branches.
- 03 The corporation wishes (relocating, to relocate) outside New York.
- 04 The manager promised (to lower, lowering) the sales quotas for new dealers.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 We would like to remind customers _____ this device cautiously.
(A) handling (C) handle
(B) handled (D) to handle
- 06 The team failed _____ the project, so they did not receive bonuses.
(A) complete (C) completes
(B) to complete (D) completed

07 Questions 7 and 8 refer to the following notice.

08

Date: August 10

Subject: Employee Awards Night

We have scheduled the ceremony _____ awards to the company's employees of the

- 07 (A) present (C) to present
(B) presents (D) presented

year for August 18. There will be a rehearsal on August 16, so please ask Jane Williams and Ryan Monk to report to the second-floor conference hall at 5:00 p.m. My secretary plans _____ out the invitations to the employees and their families soon.

- 08 (A) to mail (C) is mailing
(B) mailed (D) mail

Answers: p. 384

VOCABULARY

- | | | |
|-------------------------------|--------------------------|-------------------------|
| 01 presenter [prizéntər] | 04 sales quota | employee of the year |
| attendee [ətendi:] | dealer [dí:lər] | rehearsal [rihə:rsəl] |
| yearly [jíərlí] | 05 device [diváís] | report [ripó:rt] |
| 02 branch [bræntʃ] | cautiously [kó:fəslí] | secretary [sékretəri] |
| 03 corporation [kò:rpəréifən] | 07 ceremony [sérəməðuni] | invitation [invətéifən] |
| outside [àutsáíd] | 08 award [əwó:rd] | |

Nouns (3)

The Agricultural Revolution



The agricultural revolution in the nineteenth century involved two things: the invention of labour-saving machinery and the development of scientific agriculture. Labour-saving machinery naturally appeared first where labour was scarce. "In Europe," said Thomas Jefferson, "the objective is to make the most of their land, labour being abundant; here it is to make the most of our labour, land being abundant". It was in America, therefore, that the great advances in nineteenth-century agricultural machinery first came.



At the opening of the century, with the exception of a crude plow, farmers could have carried practically all of the existing agricultural implements on their backs; by 1860, most of the machinery in use today had been designed in an early form. The most important of the early inventions was the iron plow. As early as 1790, Charles Newbold of New Jersey had been working on the idea of a cast-iron plow and spent his entire fortune in introducing his invention. The farmers, however, would have none of it, claiming that the iron poisoned the soil and made the weeds grow. Nevertheless, many people devoted their attention to the plow until in 1869, James Oliver of South Bend, Indiana, turned out the first chilled-steel plow.



LANGUAGE FOCUS

- **revolution**

A revolution in information technology has taken place.

- **invention**

Inventions like the electric light bulb changed the way people lived.

- **machinery**

You should not drive or operate machinery after taking the medicine.

- **development**

We encourage our staff in their development of new skills.

- **agriculture**

Most of the population is employed in agriculture and fishing.

- **labour**

The demand for skilled labour in the building industry is high.

- **objective**

The main objective of the department is to identify market opportunities.

- **advance**

In spite of all its advances, medical science still knows little about the brain.

- **exception**

There are some exceptions to every grammatical rule.

- **implement**

Agricultural implements include plows, threshers, axes, cutters, cultivators, seed drills, etc.

- **fortune**

Henry Ford made his fortune with the Model T.

- **attention**

It's time now to turn our attention to the committee's recommendations.



Practice

Choose one correct option in the parentheses.

- 01 The company needs a consultant with (inquiry, expertise, defects) in real estate.
 02 The CEO should ensure the (stability, issue, request) of the company.
 03 Stock price is an (indicator, invitation, expertise) of expected future profits.
 04 The medication reduces the (duration, profits, purpose) of symptoms associated with the flu.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Mr. Robert recently received an _____ to participate in the annual conference.
 (A) expression (C) indicator
 (B) invitation (D) honor
- 06 _____ for additional copies should be addressed to the Service Center.
 (A) Requests (C) Retirements
 (B) Developments (D) Facilities

07 Questions 7 and 8 refer to the following letter.

08

Dear Ms. Pena,

We ordered car accessories from your company and were very impressed with the speedy delivery. However, some of the accessories were damaged. Because of the _____, we were not able to meet an important deadline, and the actual _____ from the

- 07 (A) alterations (C) charges 08 (A) incentive (C) price
 (B) shortages (D) defects (B) profit (D) concern

sale of these cars was much less than we estimated. Since the problem was caused by your company, we feel that our losses should be compensated.

Answers: p. 384

VOCABULARY

- | | | |
|-----------------------------|-------------------------------|--------------------------|
| 01 consultant [kənsəl'tænt] | symptom [sɪmptəm] | 07 accessory [ək'sesəri] |
| real estate | associated with | 08 damaged [dæ'mɪdʒd] |
| 02 ensure [ɪnʃʊə] | 05 participate [pɑ:'tɪsəpèɪt] | meet a deadline |
| 03 stock price | annual conference | estimate [éstəmèɪt] |
| expected future profit | 06 additional [ədɪ'ʃənl] | loss [lɔ:s] |
| 04 medication [mèdɪkèiʃən] | address [ədrés] | compensate [kɒmpənsèɪt] |
| reduce [rɪdʒú:s] | | |

Invoices

In Part 7, reading passages may be in the form of invoices which show major details related to payment for commodities or services that a supplier has done for customers.



Question Types and Reading Strategy

Questions related to invoices usually ask about the recipient, the amount of money in an invoice, the dates as well as other specific details in an invoice.

Questions about the recipient of an invoice

Typical questions: Who is the **intended recipient** of this invoice?

Who is the invoice **intended for**?

Reading strategy: The recipient of an invoice is often stated in the first part of a reading passage.

Usually, the name of the company and the sender may be found at the top of an invoice. The section **Bill to** provides information about the recipient of the invoice or the one who pays the invoice. The section **Ship to** indicates the destination where delivery is sent.

Questions about the amount of money shown in an invoice

Typical questions: How much has the customer **already paid**?

What is included in the **total price**?

Reading strategy: Information about the amount of money displayed in an invoice is often shown in the middle of a reading passage.

Questions about money are often information questions. Identify the key word(s) in the question. Then locate hints for the correct answer in the middle of a reading passage.

Questions about the dates and other specific details in an invoice

Typical questions: When was the order **sent**?

What **CANNOT** be **known from** the invoice?

Reading strategy: The dates and other specific details in an invoice can be found throughout a reading passage.

As this is an information or a NOT/TRUE question, identify the key word(s) in the question first. Then locate hints for the correct answer in a reading passage.

Common expressions in invoices

invoice	bill to	balance due	deliver charge
item	payment method	outstanding balance	total amount due
price	payment date	late payment	make payable to
quantity	billing date	overdue charge	
order number	due	deposit	
ship to	due date	shipping and handling	



Strategy Application

The questions below refer to the following invoice.

Heading ————— [

Name of the company — [

Address ————— [

Information of the recipient — [

Detailed information — [

Requirements ————— [

Invoice			
Joy Interior			
512 Ralph Avenue, Orchard Park, NY			
Bill to: Clair Park, ESL Institute Manager		Invoice Date: October 11	
1001 Essex Way, New York, NY		Phone: 051221	
Item Name	Quantity	Unit Price	Total
SCH-09 Table set for 2	30	\$80	\$2,400
MXT-15 Conference table for 12	1	\$1,200	\$1,200
LC-109 Cabinet	3	\$350	\$1,050
			Total: \$4,650
			Deposit: \$850
			Total amount due: \$3,800
* All invoices should be paid within 14 days from the date the delivery note is issued.			



DAY 3
WEEK 3

Questions: 1. Who is the **intended recipient** of this invoice?

→ Key word

- (A) Joy Interior (B) ESL Institute

2. **How much** has the customer **already paid**?

→ Key word ←

- (A) \$850 (B) \$4,650

3. What **CANNOT** be known from the invoice?

→ Key word

- (A) Invoice date (B) Payment method

Analyzing:

- This question is about the invoice recipient. Find the relevant information to the key word at the beginning of the reading passage. Through the section *Bill to: Clair Park, ESL Institute Manager*, it can be inferred that the invoice is sent to the **ESL Institute**. Therefore, choice (B) *ESL Institute* is the correct answer.
- This is clearly a money-related question. Find the relevant information to the key words in the middle of the reading passage. The key word **already paid** is paraphrased in the reading passage as **deposit**. Choice (A) **\$850** is the correct answer.
- This question is about the specific details in the invoice. As this is a NOT/TRUE question, find and compare the information related to the given options in the reading passage. Choice (A) is mentioned in the reading passage by *Invoice Date: October 11*. Choice (B) *Payment method* is not mentioned. Then (B) is the correct answer.



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

- 01 Please make checks payable to Union Atlantic.
= Checks should be _____ to Union Atlantic.
(A) reviewed (B) addressed
- 02 Now that we have the extra funds, the project seems feasible.
= As we have received financing, it is _____ to start the project.
(A) possible (B) effective
- 03 Take the amount of money we have into consideration when purchasing new computers.
= When ordering new computers, please keep our _____ in mind.
(A) budget (B) bonus
- 04 If the past-due charges are not paid, we will suspend your credit card account.
= If your bill is not paid, service will be _____.
(A) interrupted (B) activated

VOCABULARY

- 01 payable [ˈpeɪəbl̩]
review [rɪˈvjuː]
address [əˈdres]
02 now that
extra [ˈɛkstrə]
fund [fʌnd]

- seem [si:m]
feasible [ˈfiːzəbl̩]
financing [ˈfaɪnænsɪŋ]
03 take A into consideration
keep in mind
budget [ˈbʌdʒɪt]

- 04 past-due charge
suspend [səˈspend]
interrupt [ɪntəˈrʌpt]
activate [æˈktəveɪt]



- 05 Customers who pay their bills online will receive a 5 percent discount off the total.
- (A) Early payment will result in a partial fee reduction.
 - (B) To save money, pay your bills on the Internet.
- 06 Customers who have no outstanding payments will get free repair.
- (A) Free repairs are given to customers who do not owe money.
 - (B) Customers who make their payments on time can receive on-site repair service.
- 07 To get a free quote for our services, click here and fill in the appropriate information.
- (A) Complete the form to get an estimate at no charge.
 - (B) We will be glad to visit and give you a free estimate.
- 08 An additional \$100 will be added to your bill for the hotel's daily breakfast plan.
- (A) You must deposit \$100 in order to receive a meal.
 - (B) You will be charged extra money for a meal plan.

VOCABULARY

- | | | |
|-----------------------------|--------------------------|--------------------------|
| 05 partial [pɑ:rtʃəl] | on time | estimate [éstəmət] |
| reduction [rɪdʌkʃən] | on-site repair service | at no charge |
| 06 outstanding [aʊtstændɪŋ] | 07 quote [kwout] | 08 additional [ədɪʃənəl] |
| repair [rɪpéər] | fill in | add [æd] |
| owe [ou] | appropriate [əprəʊpriət] | deposit [dɪpəzɪt] |



Practice

Question 9 refers to the following invoice.

This invoice is a confirmation that your order for the following items has been received:

- 10 boxes of Super Fine A4 paper (\$10.50/box)
- 5 boxes of Black Gel pens (\$6.95/box)
- 1 box of 3oz, paper cups (\$3.00/box)

The total, including 10% sales tax, is \$157.02. All orders of \$100 and over are exempt from shipping charges.

09 According to the invoice, why is the delivery free?

- (A) It is free on the first order.
- (B) It has been paid already.
- (C) The order is above a certain amount.

Question 10 refers to the following invoice.

Sport & Cycle

Shipment Date: May 4

Item Name	Quantity	Unit Price	Total Price
Technix Tire	2	\$36.95	\$73.90
Cortex Seat	1	\$24.85	\$24.85

The Reynolds Seat that you ordered is currently out of stock. We do not anticipate the arrival of our next shipment until the end of June. Although we tried to contact you several times about the matter, we were unable to reach you. As a result, we have included the Cortex Seat in your order. Please note that the price of the Cortex Seat is actually \$39.99.

10 What does Sport & Cycle say about the order?

- (A) They offered a discount on the Cortex Seat.
- (B) They will send the Reynolds Seat in June.
- (C) They expect a new shipment of Cortex Seat soon.

VOCABULARY

09 confirmation [kən'fɜ:mɛɪʃən]
 including [ɪn'klú:dɪŋ]
 sales tax
 exempt [ɪgzɛmpt]

above [ə'boʊv]
 certain [sɜ:'rtɪn]
 amount [ə'maʊnt]

10 quantity [kwántəti]
 out of stock
 anticipate [æntɪ'sɛpəɪt]
 note [nəʊt]



Questions 11-12 refer to the following invoice.

Actual Questions

Office Experts

200 Front St., Toronto, ON, M5J 1E3
(555) 458-1622

Invoice Number: 1123451
Invoice Date: January 25
Shipped: January 23
Amount Due by: January 30

Bill to:
Customer Number: 52341
Mack Publications
25 Richmond St.
Toronto, ON, M5C 1N2

Ship to:
Brian Dennis
Vega Solutions Co.
12 King St.
Toronto, ON, M5H 1A1

Item #	Description	Quantity	Price	Total
20012	EZ LCD screen	2	\$149.00	\$298.00
21123	Overhead projector	1	\$474.99	\$474.99
42111	Box of pens (12 pcs included)	5	\$15.00	\$75.00
			Subtotal	\$847.99
			Sales Tax (8%)	\$67.84
			Total Amount Due	\$915.83

* The speakerphone you ordered is on back order. It will be sent out on January 27.
* Make all checks payable to Office Experts and send payment to the address above.

11 Who is supposed to pay for the purchase?

- (A) Office Experts
- (B) Brian Dennis
- (C) Vega Solutions Co.
- (D) Mack Publications

12 What is NOT included in this invoice?

- (A) The payment due date
- (B) The total amount the recipient owes
- (C) The client's telephone number
- (D) The address to which to send checks

Answers: p. 384

VOCABULARY

11 bill [bɪl]
12 ship [ʃɪp]
description [dɪskrɪpʃən]
overhead projector

back order
be supposed to
purchase [pə:rtʃəs]
recipient [rɪsɪpiənt]

owe [əʊ]
client [klaɪənt]

Questions 11-12 refer to the following invoice.



12. What is NOT included in this invoice?
- (A) The payment due date
 - (B) The total amount the recipient owes
 - (C) The client's telephone number
 - (D) The address to which to send checks

11. Who is supposed to pay for the purchase?

- (A) Office Express
- (B) Data Dennis
- (C) Viral Solutions Co.
- (D) Mark Publications



Day 4 Week 3

Grammar

[Verbal Phrase] Gerunds

- 01 Positions and Functions of Gerunds
- 02 Verbs Followed by a Gerund
- 03 Expressions Followed by a Gerund

Vocabulary

Nouns (4)

Reading

Schedules



[Verbal Phrase] Gerunds



Fun with Basic Grammar

What is a gerund?

I love reading books.

Function as a noun



The **-ing** form of a verb used as a noun is called a gerund.

Functions of gerunds

Functions of gerunds

Noun

Form of gerunds

A gerund is formed by adding **-ing** to a bare infinitive (bare infinitive + **-ing**).

Ms. Holly/postponed/completing the papers.

Bare infinitive + -ing

CHECK UP

Put the following verb into the gerund.

She finished _____ (send) out the invitations.

⇒ The form of the gerund is bare infinitive + -ing.

Answer: sending

Differences between a noun and a gerund

A gerund can take an object, but a noun cannot. In addition, a gerund cannot be preceded by an article, while a noun can.

	Gerund	Noun
Object	○	X
Article	X	○



She/stopped/collecting comic books.

Gerund Object

We/went to a park/after lunch.

Article Noun

CHECK UP

Which of the following fits the sentence?

Many workers enjoy _____ the leadership training program.

- (A) attendance (B) attending

⇒ Because there is the object **the leadership training program** after the blank, a gerund is needed to complete the sentence.

Answer: (B)

Does a gerund have properties of a verb?

Even though a gerund cannot function as a main verb, it does have verbal properties, which is similar to a to-infinitive. A gerund can take an object or a complement and can be modified by an adverb.

We/consider/improving health care.

Gerund Object

Exercising regularly/is/important.

Gerund Adverb

CHECK UP

Which of the following is the gerund?

Our company attempted **reducing** the number of paid holidays.

- (A) (B)

⇒ A gerund can take an object but it cannot be the main verb of a sentence.

Answer: (B)



I love traveling by air.

In this sentence, the phrase **traveling by air** comes in the position of the object of the verb **love**. A gerund can come in different positions in a sentence.



Positions and functions of gerunds

A gerund can be used as a noun; therefore, it can be put in the position of a subject, an object, a complement, or right after a preposition, which functions as a noun.

Subject position: Playing the guitar/is/one of my hobbies.
Subject

Object position: I/like/getting up early in the morning.
Object

Complement position: My main interest/is/writing poetry.
Complement

After a preposition: Lauren/left/without saying a word.
Preposition



Parts of speech that cannot come in the positions of a gerund

Bare infinitives cannot come in the positions of a gerund.

(Demand, Demanding) a raise in salary/is not acceptable.

Bare infinitive (X) Gerund (O)

⇒ A gerund, not a bare infinitive, must come in the subject position.

A gerund can follow a preposition, while a bare infinitive or a to-infinitive cannot.

The owner/cared/about (~~to improve~~, improving) service.

Preposition To-infinitive (X) Gerund (O)

⇒ A gerund, not a to-infinitive, is needed after a preposition.



Practice

Choose one correct option in the parentheses.

- 01 Neil, Inc. has begun (produce, producing) memory chips.
 02 Stress can prevent one from (sleeping, slept) well.
 03 Our first priority is (confirm, confirming) all our hotel reservations.
 04 (Read, Reading) the instructions on the package is essential.
 05 We stopped (developing, develop) alternative fuels due to financial difficulties.
 06 You should look around before (joining, to join) a health club.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 _____ the speech several times before the ceremony is necessary.
 (A) Practice (C) Practiced
 (B) Practices (D) Practicing
- 08 The Cohen Company started _____ wall-paper with flower designs last year.
 (A) making (C) made
 (B) make (D) of making
- 09 The company's first priority is _____ its customers with high-quality products.
 (A) provides (C) providing
 (B) provide (D) provided
- 10 Competitiveness is maintained by _____ the skills of the employees.
 (A) upgrading (C) to upgrade
 (B) upgrades (D) upgraded

Answers: p. 384

VOCABULARY

- | | | |
|-----------------------------|---------------------------|-------------------------------------|
| 02 prevent [prɪvɛnt] | 05 alternative fuel | 09 major [meɪdʒər] |
| 03 first priority | financial [faɪnænsjəl] | concern [kənsə:rn] |
| reservation [rɪzərveɪʃən] | 06 look around | 10 competitiveness [kəmpeɪtətɪvnɪs] |
| 04 instruction [ɪnstrʌkʃən] | 07 speech [spi:tʃ] | maintain [meɪnteɪn] |
| package [pækɪdʒ] | ceremony [sərəməʊni] | |
| essential [ɪsénʃəl] | necessary [néəsəsəri] | |
| | 08 wallpaper [wɔ:lpeɪpər] | |



I enjoy (to listen, listening) to music.

In this sentence, the verb **enjoy** takes the gerund **listening** as its object. There are many other verbs followed by a gerund.



Verb + gerund

Below are some verbs followed by a gerund.

avoid	enjoy	postpone
consider	finish	recommend
deny	give up	suggest

The entrepreneur/considered/buying the hotel.

Teenagers/enjoy/listening to music/online.



Verb + gerund / to-infinitive

Below are some verbs followed by either a gerund or a to-infinitive.

attempt	hate	love
begin	intend	prefer
continue	like	start

They/continued/producing textiles.

= They/continued/to produce textiles.



Practice

Choose one correct option in the parentheses.

- 01 I personally prefer (take, taking) public transportation to work.
- 02 Mr. Fox denied (receiving, to receive) a bribe for a venue bid.
- 03 The government attempted (to stop, stop) illegal immigration.
- 04 Ms. Rho asked her attorney to finish (reviewing, to review) the contract by tomorrow.
- 05 Avoid (to expose, exposing) the disc to intense direct light as this may ruin it.
- 06 The CEO enjoys (talking, to talk) with each staff member in the department.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 The film is considering _____ a strict policy regarding employee absences.
(A) to introduce (C) introduced
(B) introduce (D) introducing
- 08 We strongly recommend _____ rooms more than eight weeks in advance during the busy summer months.
(A) books (C) booking
(B) to book (D) be booked
- 09 The marketing manager suggested _____ the logo to enhance the image of the company.
(A) change (C) to change
(B) changing (D) of changing
- 10 Toby Electronics requests that customers postpone _____ GXT 250 laptops until the technical issues are resolved.
(A) purchase (C) purchasing
(B) purchased (D) to purchase

Answers: p. 384

VOCABULARY

- | | | |
|----------------------------|-----------------------|-------------------------|
| 01 personally [pé:rsənəli] | 04 attorney [ətó:rni] | 09 enhance [inhæns] |
| public transportation | contract [kánt:rækt] | 10 postpone [poustpóun] |
| 02 bribe [braib] | 05 intense [inténs] | resolve [rizólvi] |
| venue [vénju:] | direct light | |
| bid [bid] | ruin [rú:in] | |
| 03 government [gávənmənt] | 07 policy [póləsi] | |
| illegal [ilí:gəl] | absence [æbsəns] | |
| immigration [iməgréiʃən] | 08 in advance | |



I am used to (drive, driving).

Be used to is followed by a gerund. In English, there are many other expressions that are followed by a gerund.



Collocations with a gerund

Below are some collocations with a gerund.

be aware of V-ing	feel like V-ing
be busy V-ing	go V-ing
be capable of V-ing	keep (on) V-ing
be worth V-ing	on V-ing
have difficulty (in) V-ing	spend + time / money + V-ing

I/feel like/having pizza.

I/had difficulty/communicating in English.

We/spent/a lot of time/collecting information.



Preposition to + gerund

The preposition **to** is followed by a gerund. **To** is sometimes misunderstood as **to** in a to-infinitive; therefore, be careful to use a gerund, not a bare infinitive, after the preposition **to**.

be committed to V-ing	contribute to V-ing
be devoted to V-ing	look forward to V-ing
be used to V-ing	object to V-ing

I/look forward/to meeting you.

The farmers/objected/to lowering trade barriers.

The employees/are used/to handling complaints.



Practice

Choose one correct option in the parentheses.

- 01 Our consultants are aware of (making, to make) new trends in the international market.
- 02 The new Greek restaurant is worth (to try, trying).
- 03 Every company division will contribute to (improve, improving) productivity.
- 04 The firm spends a lot of money (advertising, advertisement) new goods.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 The government is committed to _____ natural resources.
(A) preserving (C) preserved
(B) preserve (D) preservation
- 06 The new computer is capable of _____ large amounts of data.
(A) processed (C) be processing
(B) process (D) processing

07 Questions 7 and 8 refer to the following e-mail.

08

From: rcastillo@daltonco.com
To: gfields@seplus.com

Dear Mr. Fields,

This is in reply to your request for information on investment agencies. There are a few agencies in Connecticut that have excellent reputations. However, I would like to recommend _____ the Catalonia Foreign Investment Agency. The Catalonia Agency was

- 07 (A) hire (C) hiring
(B) hires (D) to hire

involved in _____ 24 foreign investment projects in the past year. One chemical

- 08 (A) secure (C) to secure
(B) secured (D) securing

manufacturing project represented an investment of \$400 million. I have attached a scanned version of their brochure. Catalonia's website is www.catalonia-invest.com.

Answers: p. 384

VOCABULARY

- | | | |
|-----------------------------|----------------------------|-----------------------|
| 01 trend [trend] | natural resources | foreign [fɔːrən] |
| 03 division [dɪvɪʒən] | 07 in reply to | involve in |
| productivity [prɒdʌktɪvəti] | 08 investment [ɪnvɛstmənt] | chemical [kɛmɪkəl] |
| 04 firm [fɜːm] | agency [eɪdʒənsi] | represent [rɛprɪzɛnt] |
| goods [gʊdz] | reputation [rɛpjuːtɪʃən] | attach [ətætʃ] |
| 05 government [gʌvənmənt] | recommend [rɛkəmənd] | brochure [brɒʃʊr] |

Nouns (4)

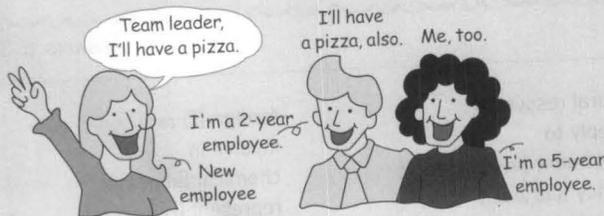
A "Generous" Team Leader

An overseas business team has been under the **supervision** of Mr. Simpson – team leader – for three years. Mr. Simpson has been really suitable for the **position** because he not only has a wide **knowledge** of foreign markets but also is good at taking notes in conferences to produce full **summaries**.

Well, I'm going to invite you to lunch today. What are you going to order? You all know the dishes that consist of two words are delicious, don't you?



Overall, Mr. Simpson is a nice person, but when going to a restaurant, he does not give his employees any **opportunities** to choose the dishes they like. As always, he just suggests "Let's eat pizza or pasta." His employees, of course, do not have any other **options**, eating what Mr. Simpson has ordered. This has, thus, become a **practice** among them, and any new employee joining his team should be fully aware of this practice by just ordering a pizza or pasta when invited to lunch by this "generous" team leader.



LANGUAGE FOCUS

- **supervision**

The department is under the supervision of Mr. Hart.

- **position**

Ms. Nash is suitable for the sales position.

- **knowledge**

The manager has a broad knowledge of accounting.

- **summary**

The following is a summary of Ms. Mo's research findings.

- **opportunity**

Employees had the opportunity to attend the seminar.

- **option**

Clients have the option of paying by check or credit card.

- **practice**

Sending workers overseas is becoming a common practice.



Practice

Choose one correct option in the parentheses.

- 01 Guests will have the (complaint, effort, opportunity) to try new wines.
 02 The following is a (total, point, summary) of activities scheduled for this year.
 03 The hotel is gaining (participation, discount, popularity) because of its facilities.
 04 Mr. Dyen will secure his (schedule, position, order) as a manager for another year.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Every customer will have the _____ of canceling the order at any time.
 (A) summary (C) exception
 (B) option (D) expertise
- 06 Changing the locks frequently is a highly recommended _____.
 (A) plot (C) spot
 (B) point (D) practice

07 ~ 08 Questions 7 and 8 refer to the following memorandum.

I am pleased to announce that Mary Murphy was recently promoted to manager of the real estate development department. She will start her new position on May 15. Most of you know that the company's sales department has been under the _____ of

- 07 (A) attendance (C) provision
 (B) supervision (D) sight

Ms. Murphy for two years. During that period, a comprehensive _____ of the property

- 08 (A) knowledge (C) ability
 (B) opinion (D) obligation

development industry has allowed her to increase the company's real estate sales by 150 percent.

Answers: p. 384

VOCABULARY

- | | | |
|-------------------------|--------------------------|------------------------------------|
| 02 the following | frequently [fri:kwəntli] | promote [prə'móut] |
| 03 facility [fə'siləti] | highly [háili] | real estate development department |
| 04 secure [sikjúər] | recommend [rəkə'mend] | position [pə'ziʃən] |
| 05 customer [kástəmər] | 07 pleased [pli:zd] | comprehensive [kəm'prihənsiv] |
| cancel [kænsəl] | 08 announce [ə'náuns] | property [prə'pərti] |
| 06 lock [lɒk] | recently [ri:sntli] | increase [inkri:s] |

Schedules

In Part 7, reading passages may be in the form of schedules or timetables such as schedules for a conference, a performance, an event, or travel itineraries. Conference schedules generally show the presenters, the topic presented, and the venue. Travel itineraries normally contain dates, departures and arrivals, departure/arrival times, and flight numbers.



Question Types and Reading Strategy

A conference schedule or an event schedule is often followed by questions about the detailed information of a conference or an event such as the subject, the venue, the planner of the conference/event, etc. A travel itinerary is often followed by questions about the travel agency or travelers, the departure and arrival time, and the detailed traveling plan mentioned.

Questions about a conference or an event – the subject, the venue, the conference/event planner

Typical questions: What is the main **subject** of the conference?

Who arranged the event on **March 6**?

Reading strategy: The subject of a conference or an event is often stated at the beginning of a reading passage. The conference/event planner is often discussed either at the beginning or at the end of a reading passage.

As this is the topic/purpose question, hints for the correct answer can be found at the beginning of a reading passage. On the other hand, questions about the conference/event planner or other specific information are information questions; therefore, identify the key word(s) in the question, then locate the information that is related to the key word(s) for the answer.

Questions about a travel itinerary – the travel agency or travelers, the departure and arrival time, the detailed traveling plan mentioned in the travel itinerary

Typical questions: What time will the travelers **depart from New York**?

What is **NOT included** in the itinerary?

Reading strategy: Detailed information of a travel itinerary is often presented in the middle and at the end of a reading passage.

As this is an information or a NOT/TRUE question, first identify the key word(s) in the question, and then find hints for the correct answer in a reading passage.

Common expressions in conference/event schedules or travel itineraries

agenda	address	conference	convention
keynote speaker	speech	session	participant
registration	workshop		
arrival	confirm	departure	destination
itinerary	non-stop flight	one-way	reservation
round trip			



Strategy Application

The questions below refer to the following itinerary.

Heading

Detailed itinerary

Happy Tour Travel Agency

Planner: Laura Simpson
Recipient: Barbara Cats

Date	Departure	Arrival	Departure Time	Flight Number
September 4	Tokyo	Osaka	2:00 p.m.	JAL 740
September 9	Osaka	New York	9:30 a.m.	JAL 918
September 13	New York	Seoul	7:00 p.m.	KE 1027

Please call 222-1004, or visit the website www.happytour.com to make any changes.

Questions: 1. Who is Laura Simpson?

→ Key word

- (A) An airport personnel (B) A travel agent

2. Where is the final stop of this trip?

→ Key word

- (A) Osaka (B) Seoul

Analyzing:

- From the key word **Laura Simpson** in the question, it can easily be inferred that the question is about the travel agent or travelers. Find the information related to the key word **Laura Simpson** in the reading passage. As stated at the beginning of the reading passage – *Planner: Laura Simpson*, it can be inferred that Laura Simpson is an agent of the Happy Tour Travel Agency. Choice (B) *A travel agent* is the correct answer.
- This question is about the details in the itinerary. The key word **final stop** in the question is paraphrased as **arrival** in the itinerary. According to the schedule, the last stop is in Seoul on September 13. Choice (B) *Seoul* is the correct answer.



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

- 01 All the buses will depart at the exact time noted in the timetable.
= Every vehicle will leave _____ as scheduled.
(A) appropriately (B) promptly
- 02 This program is designed to protect our nation's natural resources.
= This program is an effort to _____ the state's natural resources.
(A) preserve (B) purchase
- 03 The camera was so complicated to use that many customers complained.
= Many customers were dissatisfied because the new camera was too _____.
(A) complex (B) content
- 04 The conference coordinator had to switch the speakers due to a late arrival.
= A _____ of speakers was made because someone arrived late.
(A) transformation (B) change

VOCABULARY

- 01 depart [dipá:rt]
exact [igzækt]
timetable [táimtèibl]
appropriately [əprópriətli]
promptly [prómpfli]
02 design [dizáin]
natural resources

- state [steit]
preserve [prizá:rv]
03 complicated [kámpləkèitid]
complain [kəmpléin]
dissatisfied [disætisfàid]
complex [kómpleks]
content [kəntént]

- 04 coordinator [kouó:rdənèitər]
switch [switʃ]
arrival [əráivəl]
transformation [trænsfərméiʃən]



05 The weather caused us to fall behind schedule and miss construction deadlines.

- (A) Extra time was given due to the expansion of the project.
- (B) The project was delayed because of the weather.

06 An excursion to the historic site is included in the conference program.

- (A) A tour is provided for participants of the conference.
- (B) The conference is designed for members of historical associations.

07 The department manager will give instructions to new employees about their jobs.

- (A) The new staff members will be informed of their tasks by the department head.
- (B) Each department supervisor will give a talk on duties related to the new project.

08 A ceremony was held last year to celebrate the official opening of the AEU.

- (A) The AEU held a ceremony to celebrate its one-year anniversary.
- (B) The founding of the AEU in the previous year was marked by a special event.

VOCABULARY

05 fall behind

miss [mis]

construction [kənstrʌkʃən]

deadline [dédlaɪn]

expansion [ɪkspænzən]

delay [diléi]

06 excursion [ɪkskó:rʒən]

historic site

include [ɪnklú:d]

association [əsoúsiéiʃən]

07 task [tæsk]

duty [dʒú:ti]

related [riléitid]

08 celebrate [séləbrèit]

official [əfíʃəl]

anniversary [ə'nəvə:rsəri]

founding [fáundɪŋ]

previous [pri:vias]

mark [mɑ:rk]



Practice

Question 9 refers to the following schedule.

The 7th Annual Robotics Technology Convention will be held at the Imperial Palace Hotel from February 2 to 9. The daily agenda for the convention will include information sessions with individual companies in the mornings, followed by speeches by leaders in the robotics industry in the afternoons. On the weekend, practical workshops will take place for people interested in learning about special topics related to robots. Please be aware that advance registration is required in order to participate in the workshops.

09 What must be done to participate in the workshops?

- (A) Participants must be leaders in the industry.
- (B) Participants must sign up ahead of time.
- (C) Participants must attend the morning exhibitions.

Question 10 refers to the following schedule.

Date	Exhibition Location	Event
March 3-6	Atlantic Hall	International Exhibition of Computer Sport Games
March 4-10	Pacific Hall	International Automobile Exhibition
March 4-6	Indian Hall	International Exhibition of Office Supplies
March 5-6	Arctic Hall	International Summer Fashion Show

10 Where should you go if you are interested in international clothing?

- (A) Atlantic Hall
- (B) Pacific Hall
- (C) Arctic Hall

VOCABULARY

09 convention [kənvenʃən]
 agenda [ədʒɛndə]
 individual [ɪndəvɪdʒuəl]
 practical [præktɪkəl]

related [rɪleɪtɪd]
 be aware
 advance [ədvæns]
 registration [rɛdʒɪstreɪʃən]

participate [pɑːrtɪsəpɛɪt]
 attend [ətɛnd]
 exhibition [ɛksəbɪʃən]



Actual Questions

Questions 11-12 refer to the following schedule.

Denham Music Festival

April 5-7

Denham Public Park

Sponsored by Blake Culture Foundation

April 5, Friday 7:00 p.m. - 9:00 p.m.	String Quartet in D Minor, Mozart Orion String Quartet
April 6, Saturday 7:00 p.m. - 8:00 p.m.	The Voices of Africa – Drums and Dancing Oubekou Percussion Group
April 7, Sunday 5:00 p.m. - 6:00 p.m.	The Healing Effect of Music Samuel Doyle Professor of Contemporary Music, Denham University * Through this experiential lecture, you will learn how to use music to relieve stress.
April 7, Sunday 7:30 p.m. - 8:30 p.m.	Jazz night George and Friends

All the events will be held outside on a stage specially set up in the Denham Public Park. In the event of rain, the event will be postponed. For further information, contact the event organizer Sue Hayes at 456-5698.

- 11 What will Mr. Doyle do at the event?
- (A) Conduct an orchestra
(B) Play jazz music
(C) Give a lecture
(D) Perform on the drums
- 12 What will happen if unfavorable weather conditions arise?
- (A) The event will be held at another time.
(B) The festival will be canceled.
(C) The concert will be held indoors.
(D) The festival will continue as scheduled.

Answers: p. 384

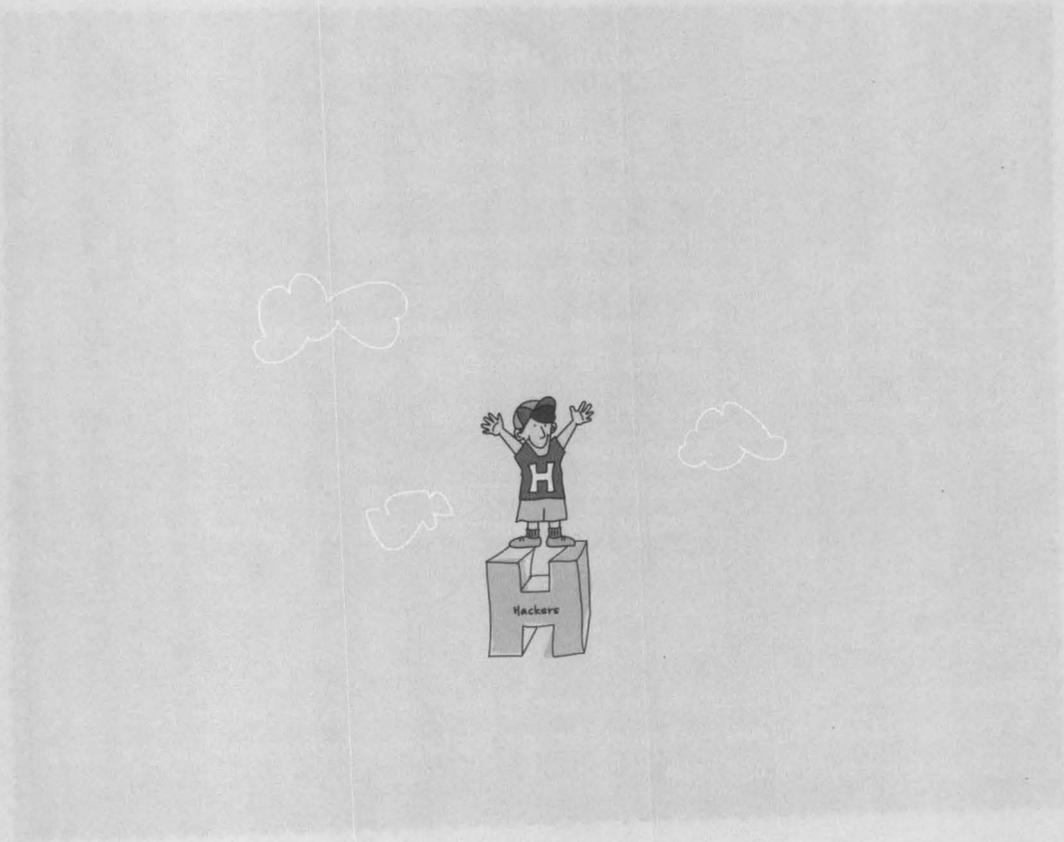
VOCABULARY

11 sponsor [spɒnsər]
12 foundation [faʊndəɪʃən]
percussion [pərkʌʃən]
healing [hi:lɪŋ]

contemporary [kəntəmperəri]
relieve [rɪli:v]
in the event of
postpone [pəʊstpəʊn]

unfavorable [ʌnfəvərəbəl]
arise [əraɪz]
indoors [ɪndɔ:rz]

Questions 11-12 refer to the following schedule.



12. What will happen if unfavorable weather conditions arise?
- (A) The event will be held at another time.
 - (B) The festival will be canceled.
 - (C) The concert will be held indoors.
 - (D) The festival will continue as scheduled.

11. What will Mr. Doyle do at the event?
- (A) Conduct an orchestra.
 - (B) Play the piano.
 - (C) Give a lecture.
 - (D) Perform on the stage.

unfavorable (adj.)
cancel (v)
indoor (adj)

conduct (v)
play (v)
lecture (n)
perform (v)

orchestra (n)
piano (n)
lecture (n)
stage (n)



Day 5 Week 3

Grammar

[Verbal Phrase] Participles

- 01 Positions and Functions of Participles
- 02 Participle Phrases
- 03 Present Participles and Past Participles

Vocabulary

Adjectives (1)

Reading

Surveys



[Verbal Phrase] Participles



Fun with Basic Grammar

What is a participle?

The noise wakes up a sleeping rabbit.

Adjective

Sleeping modifies the noun **rabbit** and describes the action of sleeping of the rabbit.



The word which has the characteristics of a verb and functions as an adjective modifying a noun is called a participle.

Functions of participles

Functions of participles

Adjective

Form of participles

Participles are divided into present participles and past participles, which are differently formed. A present participle is formed by adding **-ing** to a bare infinitive (bare infinitive + **-ing**) and conveys an active meaning. On the other hand, a past participle is formed by adding **-ed** to the bare infinitive (bare infinitive + **-ed**) of a regular verb; irregular verbs have their own forms. A past participle conveys a passive meaning.

Present participle	bare infinitive + -ing	exciting	
Past participle	bare infinitive + -ed	excited	

It/was/an exciting trip.

Present participle (Active meaning)

He/removed/the broken glass.

Past participle (Passive meaning)

CHECK UP

Which of the following fits the sentence?

The firm postponed (plan, planned) wage increases.

⇒ A past participle indicates a passive meaning.

Answer: planned

Does a participle have properties of a verb?

Even though it cannot function as a main verb, a participle has verbal properties (a to-infinitive and a gerund can, too). A participle can take an object or a complement and can be modified by an adverb.

I/know/the woman/taking pictures.

Participle Object

The news/announced yesterday/surprised/us.

Participle Adverb

CHECK UP

Which of the following is the participle?

The man driving the red car almost hit the passer-by.

(A)

(B)

⇒ A participle can be followed by an object, but it cannot be the main verb in a sentence.

Answer: (A)

What is a participle phrase?

A participle phrase is formed by reducing an adjective clause or an adverb clause into a phrase using a participle. A participle phrase functions as an adjective phrase or an adverb phrase and stands at the beginning, in the middle, or at the end of a sentence.

Renovated in 2006,/the gallery/continues/to add/new exhibit rooms.

Participle phrase

CHECK UP

Which of the following fits the sentence?

She earned knowledge of the Asian market (work, working) in China.

⇒ A participle phrase is a reduced form of an adjective clause or an adverb clause. It begins with a participle and often stands at the beginning, in the middle, or at the end of a sentence.

Answer: working



Do not disturb a sleeping cat.

In this sentence, the suffix **-ing** is added to the verb **sleep** to form **sleeping** that functions as an adjective modifying the noun **cat**. In English, **-ing** or **-ed** is added to a verb to make a participle which functions as an adjective in a particular sentence.



Positions and functions of participles

A participle can function as an adjective; therefore, it can come in the position of a complement, or come before or after a noun.

Before a noun: I/am looking for/a missing bag.
Noun

Ms. Anderson/classified/the collected data.
Noun

As a complement: The export records/of last year/were/satisfying.
Complement

After a noun: Staff/working at the factory/wear/masks.
Noun



Parts of speech that cannot come in the positions of a participle

Neither a verb nor a noun can come in the positions of a participle.

(Repeat, Repeated) mistakes/are unacceptable/here.
Verb (X) Participle (O) Noun

⇒ A participle, not a verb, comes before and modifies the noun.

People/(usage, using) the airline/complain/of the prices.
Noun Noun (X) Participle (O)

⇒ A participle, not a noun, is needed to modify the noun before it.



Practice

Choose one correct option in the parentheses.

- 01 The hotel (locate, located) in Miami is famous for its beautiful beach.
 02 Monte Motor is the (leading, lead) company in the automobile industry.
 03 We will receive a (decrease, decreased) bonus this year.
 04 The bank provides help for depositors (try, trying) to save money.
 05 Ms. Jones is looking for highly (motivate, motivated) workers.
 06 He got a call (inquiring, inquiry) about flights to Japan.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 The conference offers free hotel rooms for visitors _____ overnight in the city.
 (A) staying (C) stay
 (B) will stay (D) have stayed
- 08 The organization accepted full responsibility for the damage _____ by its members.
 (A) causes (C) caused
 (B) has caused (D) cause
- 09 Mr. Chang _____ charge of the new products was transferred to Paris.
 (A) to take (C) takes
 (B) taking (D) has taken
- 10 Each employee should carefully study the materials _____ out at the beginning of the workshop.
 (A) will give (C) given
 (B) gave (D) give

Answers: p. 384

VOCABULARY

- | | | |
|----------------------------|--------------------------------|---------------------------------|
| 02 automobile [ɔ:təməbi:l] | 06 get a call | responsibility [rɪspɒnsəbɪləti] |
| industry [ɪndəstri] | flight [flaɪt] | damage [dæmɪdʒ] |
| 03 receive [rɪsi:v] | 07 conference [kɒnfərəns] | 09 product [prɒdʌkt] |
| 04 depositor [dɪpɔzɪtər] | overnight [ɒvənaɪt] | transfer [trænsfɜ:r] |
| 05 look for | 08 organization [ɔ:rgənɪzɪʃən] | 10 carefully [keərfəli] |
| highly [haɪli] | accept [əksept] | material [mə'tɪəriəl] |



While my friend was waiting for me, she ate her sandwich.

= While waiting for me, my friend ate her sandwich.

In the second sentence, the phrase **While waiting for me** is reduced from the dependent clause **While my friend was waiting for me** in the first sentence. In English, a participle phrase is used to avoid repetition and to simplify a sentence.



Form of participle phrases

The participle phrase is formed by **(conjunction +) participle**. This is actually the reduction of an adverb clause: **Conjunction + adverb clause + subject + verb**.

Reduction of the adverb clause and the conjunction **while**: (If the meaning of the sentence becomes vague when the conjunction **while** is omitted, it is better to keep the conjunction.)

~~While~~ I ate lunch, I watched TV.

Reduction of the subject in the adverb clause: (Both the adverb clause and the main clause share the same subject.)

~~While, I~~ ate lunch, I watched TV.

└─ Eating

Add the suffix **-ing** to the base form of the main verb in the adverb clause:

Eating lunch, I watched TV.

~~If you~~ turn to the left, /you/ will find /the post office.

└─ Turning

⇒ Turning to the left, /you/ will find /the post office.

~~Because I~~ was tired, /I/ went /home/ early.

└─ Being

⇒ (Being) Tired, /I/ went /home/ early.



Parts of speech that cannot come in the positions of a participle in a participle phrase

A verb or a noun cannot come in the positions of a participle.

(~~Drive~~, Driving) to the country, /I/ found /a nice café.

Verb (X) Participle (O)

⇒ While I drove to the country is changed into the participle phrase **Driving to the country**.

(~~Disappointment~~, Disappointed) at the merger, /Mr. Kane/ quit.

Noun (X) Participle (O)

⇒ Because Mr. Kane was disappointed at the merger is changed into the participle phrase **Disappointed at the merger**.



Practice

Choose one correct option in the parentheses.

- 01 When (fill, filling) out the survey, you do not need to answer all the questions.
- 02 (Got, Getting) good reviews, the product sold well.
- 03 When (face, faced) with a problem, he always finds a solution.
- 04 (Damaged, Damage) by the hurricane, the building had to be renovated.
- 05 (Taking, Took) responsibility for the failure of the promotion, the manager stepped down.
- 06 Unless (direction, directed) by your doctor, do not take any other medication.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 After _____ a joint venture business, Mr. Simon met with some interested investors.
 - (A) organizing
 - (B) organize
 - (C) was organized
 - (D) organization
- 08 _____ adequately, new employees will be able to successfully perform their duties.
 - (A) Train
 - (B) To train
 - (C) Trained
 - (D) Trainer
- 09 _____ the president of the company, Mr. Smith has implemented many important policies.
 - (A) To be
 - (B) Be
 - (C) Being
 - (D) Have been
- 10 After _____ encouraged to submit a proposal, the Ralston Corporation decided to conduct a feasibility study.
 - (A) been
 - (B) being
 - (C) were
 - (D) was

Answers: p. 384

VOCABULARY

- | | | |
|-------------------------------------|---------------------------|----------------------------|
| 01 survey [sə:'rveɪ] | 07 joint venture | 10 encourage [ɪnkeɪ'ri:dʒ] |
| 02 review [rɪvju:] | interested [ɪntərə'stɪd] | submit [səb'mɪt] |
| 03 solution [səlu:'ʃən] | investor [ɪn'vestə] | proposal [prə'pəʊzəl] |
| 04 hurricane [hə:'rækəɪn] | 08 adequately [ædəkwətli] | conduct [kən'dʌkt] |
| renovate [rənə'veɪt] | be able to | feasibility study |
| 05 responsibility [rɪspənsə'bɪləti] | perform [pə'fɔ:rm] | |
| failure [feɪljə] | duty [dju:'ti] | |
| promotion [prə'məʊʃən] | 09 president [prezɪdənt] | |
| step down | implement [ɪm'plɪmənt] | |
| 06 medication [medə'keɪʃən] | policy [pə'ləsi] | |



She got satisfying grades this semester. The grades made her mother satisfied.

Both **satisfying** and **satisfied** come from the verb **satisfy**. However, the meanings (active or passive) vary depending on the suffix **-ing** or **-ed** added to **satisfy**.



Differences between present participles and past participles

Keep in mind the rule for participles: a present participle indicates an active meaning, whereas a past participle conveys a passive meaning.

The man/ (~~delivered~~, delivering) her note/ was/ Mr. Smith.

Past participle (X) Present participle (O)

⇒ In **The man delivering her note**, *the man* is the one *who delivered her note*. The meaning is active; therefore, a present participle is used.

The people/ (~~inviting~~, invited) to the party/ are/ my co-workers.

Present participle (X) Past participle (O)

⇒ In **The people invited to the party**, *the people* are the ones *who have been invited to the party*. The meaning is passive; therefore, a past participle is used.

A present participle can take an object; on the contrary, there is no object after a past participle. When there is an object after a participle, the participle must certainly be the present participle.

The staff/ (~~attended~~, attending) the conference/ seemed/ bored.

Past participle (X) Present participle (O) Object

A copy of the contract/ (~~attaching~~, attached) to this letter/ should be kept.

Present participle (X) Past participle (O)



Choose one correct option in the parentheses.

Practice

- 01 Ms. Holly reread (examined, examining) annual reports.
 02 Board members visited the recently (bought, buying) property on Fifth Avenue.
 03 The number of staff members (agreed, agreeing) to do volunteer work is growing every year.
 04 The flight (left, leaving) Auckland for New York was delayed due to mechanical problems.



Choose the correct option for each of the following sentences.

Actual Questions

- 05 The department must reduce its costs to prepare for the _____ budget decrease.
 (A) prediction (C) predicted (B) predicting (D) predict
- 06 Please complete the _____ form and submit it to your supervisor by the end of the week.
 (A) enclose (C) enclosing (B) enclosed (D) enclosure

07 Questions 7 and 8 refer to the following notice.

08

Subject: Decrease your energy consumption

The Metcalf Fuel Co. is encouraging customers to conserve electricity during the winter season. We have added a Save Energy section to our website which offers tips for cutting down on the amount of energy you use. Our questionnaire will help you check where you consume the most energy and obtain _____ information on how to save

- 07 (A) customized (C) customize
 (B) will customize (D) customizes

energy in every room of your home. If you are concerned about _____ bills, please check

- 08 (A) increased (C) increase
 (B) increasing (D) has increased

the section to find information on which appliances use the most energy.

Answers: p. 384

VOCABULARY

- | | | |
|--------------------------|-----------------------------|---------------------------|
| 02 board [bɔ:rd] | 05 reduce [rɪdʒú:s] | electricity [ɪlektɹísəti] |
| recently [rɪ:sntli] | prepare [prɪpéər] | section [sékʃən] |
| property [prɒpərti] | budget decrease | cut down |
| 03 volunteer [vɒləntíər] | 06 complete [kəmplɪ:t] | consume [kənsú:m] |
| 04 delay [dɪléi] | 07 consumption [kənsʌmpʃən] | obtain [əbteɪn] |
| due to | 08 conserve [kənsə:rv] | appliance [əpláɪəns] |
| mechanical [mækənikəl] | | |

Adjectives (1)

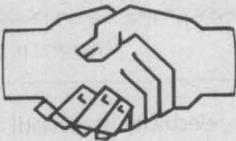
American Habits



Clothing habits are a matter of **personal** preference in the United States. Most people are free to wear whatever they feel **comfortable**. Business people in large **urban** areas are likely to wear suits or dresses, while clothing in **rural** areas is less **formal**. Most Americans tend to dress casually when not in formal or business situation.

When eating, most Americans hold a fork in the hand with which they write. Americans eat away from home often, and usually they pay for their own meals when dining with friends.

When Americans greet one another, they often exchange a **firm** handshake. They may greet strangers on the street by saying *Hello* or *Good morning*. Friends often greet each other with *How are you?* and respond with *Fine, thanks*. Americans do not really expect any other answers to the question *How are you?* because it is a way of saying hello. Except in formal situations, people address each other by their given names once they are acquainted.



Although Americans are generally **informal** people, it would be best to schedule an appointment before going to visit someone, especially in business. When an appointment has been made, it is important for those involved to be **punctual**.



LANGUAGE FOCUS

- **personal**

Choosing a new car is a matter of personal preference.

- **comfortable**

Always sit in a comfortable position.

- **urban**

People moved to the urban areas for jobs.

- **rural**

Most people who live in remote rural areas are peasants.

- **formal**

They have offered me the job, but I don't yet have a formal contract.

- **firm**

When Americans greet one another, they often exchange a firm handshake.

- **informal**

It was very informal – more of a chat than an interview.

- **punctual**

We expect punctual payment of bills.



Practice

Choose one correct option in the parentheses.

- 01 Our staff members had (temporary, differing, qualified) opinions on the matter.
- 02 Future economic prospects look less (common, unprecedented, promising) than expected.
- 03 Investors feel (incapable, unanimous, insecure) about the current market.
- 04 It is the obligation of the company to recall (untrue, defective, differing) products.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Retail prices increased after an _____ rise in oil prices.
(A) abundant (B) accomplished (C) informed (D) unprecedented
- 06 Mr. Gunn served as a _____ replacement for an employee who is on leave.
(A) minor (B) demanding (C) lengthy (D) temporary

07
08

Questions 7 and 8 refer to the following memorandum.

From: Ralph F. McKinney, CEO

To: All ChemField employees

It is fairly _____ for new businesses to take some time to become profitable. However, it

- 07 (A) insecure (B) common (C) even (D) level

took ChemField only two months to establish a strong customer base in the food industry. This resulted from our _____ improvements in serving our customers' needs. To

- 08 (A) mature (B) straight (C) continuous (D) promising

celebrate our rapid growth, we will be giving all employees a bonus of 20 percent of their current salaries on the last day of this month. We look forward to your ongoing loyalty and dedication to ChemField.

Answers: p. 384

VOCABULARY

- | | | |
|----------------------------|---------------------------|-------------------------|
| 02 prospect [prúspekt] | on leave | rapid [ræpid] |
| 03 investor [invéstər] | 07 take time | growth [grouθ] |
| 04 obligation [əbləgɛɪʃən] | 08 profitable [prúfitəbl] | salary [sæləri] |
| recall [rɪkól] | establish [ɪstæblɪʃ] | loyalty [lɔɪəlti] |
| 05 retail price | customer base | dedication [dɛdɪkɛɪʃən] |
| 06 serve [sə:rv] | result from | |
| replacement [rɪpléismənt] | improvement [ɪmprú:vmənt] | |

Surveys

In Part 7, reading passages may be in the form of surveys which usually include information asking about customers' satisfaction upon using a particular product or customers' opinion after using some kind of facility such as a hotel or restaurant service.



Question Types and Reading Strategy

Questions about surveys often focus on the purpose or specific responses in a survey.

Questions about the purpose of a survey

Typical questions: What is the main **purpose** of the form?

What is the form **for**?

Reading strategy: The purpose of a survey is often stated at the beginning of a reading passage.

As this is the topic/purpose question, hints for the correct answer can be found at the beginning of a reading passage.

Questions about the specific responses in a survey

Typical questions: What feature of the hotel did Tom rate **highest**?

What did the customer **NOT like** about the room?

Reading strategy: Responses to a survey are mainly presented in the questionnaire in the middle of a reading passage or in the comment section.

As this is an information or a NOT/TRUE question, first determine the key word(s) in the question, and then find hints for the correct answer in a reading passage.

Common expressions in surveys

questionnaire

comment

excellent

above average

average

fair

below average

poor

satisfactory

unsatisfactory

Fill out the survey.

Thank you so much for your time.



Strategy Application

The questions below refer to the following answered survey.

Purpose

To improve our service quality and provide better service, Polar Star Inn is conducting a survey into the customers' opinions. Please help us to do this by filling out this questionnaire.

Questionnaire

Please tick appropriate boxes to show your opinions as follows.

	Very satisfactory	Satisfactory	Fair	Poor
Friendliness of staff	✓			
Hygiene condition of rooms				✓
Conveniences of the hotel		✓		

Other comments

Comments or suggestions: I usually stay at Polar Star Inn every time I go on a business trip as this hotel always offers me modern facilities and excellent service. However, during 4 days and 3 nights staying here this time, I felt uncomfortable because the sheet and towel were not changed in time.

Name: Adam Lee

E-mail: adamandeve@gmail.com

Questions: 1. What is the main purpose of this form?

→ Purpose

- (A) To provide better customer service (B) To find out about the customer idea

2. What did Adam Lee NOT like about the hotel?

→ Key word

- (A) The conveniences (B) The hygiene condition of rooms

Analyzing:

- This question is about the purpose of the survey. As stated at the beginning of the reading passage – *To improve our service quality and provide better service, Polar Star Inn is conducting a survey into the customers' opinions*, it can be understood that this is a survey conducted in order to provide better customer service. Therefore, the correct answer is choice (A) *To provide better customer service*.
- This question is about specific information in the reading passage. **NOT like** is a restatement of **poor** in the survey. Choice (B) *The hygiene condition of rooms* is the correct answer.





Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

- 01 Your responses on the questionnaire are private.
= The information you give in the survey will remain _____.
(A) confidential (B) unchanged
- 02 The car is in good shape considering it is second-hand.
= This used car is in good _____.
(A) condition (B) service
- 03 This month's issue will be your last, unless you extend your contract.
= Your subscription will end this month if you do not _____ it.
(A) regain (B) renew
- 04 Due to higher prices for raw materials, we decided to substitute nylon for silk.
= Nylon _____ silk because the price of silk went up.
(A) replaced (B) advanced

VOCABULARY

- 01 private [praɪvət]
remain [rɪmeɪn]
confidential [kən'fɪdənl]
- 02 in good shape
second-hand [sɛkənd'hænd]

- 03 contract [kɒntrækt]
subscription [səbskrɪpʃən]
regain [rɪgeɪn]
renew [rɪnju:]

- 04 raw material
substitute A for B
replace [rɪplɛɪs]
advance [əd'væns]



- 05 As my job involves frequent business trips, I plan to stay at your hotel often.
- (A) I may become a regular customer because I travel for work often.
- (B) The reason I stay at your hotel regularly is that I am always satisfied with its service.

- 06 To provide better service, we ask patrons to fill out a customer satisfaction survey.
- (A) The questionnaire is designed to determine which services are preferred by customers.
- (B) Customers are invited to complete a survey to help us improve service.

- 07 The construction company believed that District D was a good site for industrial plants.
- (A) The builder thought District D was a suitable location to construct industrial factories.
- (B) The contractor began to build several industrial plants in District D.

- 08 The award is known as the Bell Award, in honor of the man who founded Bell Industries.
- (A) Bell named the award after founding the company.
- (B) The Bell Award was named after the company's founder.

VOCABULARY

- 05 frequent [fri:kwənt]
regularly [régjələrli]
satisfied [sætisfaɪd]
- 06 patron [péitrən]
fill out

- determine [ditə:rmin]
invite [inváit]
- 07 suitable [sú:təbl]
contractor [kántræktər]

- 08 in honor of
found [faund]
name after



Practice

Question 9 refers to the following survey.

The purpose of this research, conducted by Gibbons Science Institute, is to better understand how college students' personalities develop. The research also seeks to find out how they form relationships with friends and romantic partners. Participation is voluntary. You are asked to complete 50 questions on a survey. Your information is confidential and will not be shared with other individuals or organizations.

09 What is NOT mentioned as a reason for the research?

- (A) To understand how young people's personalities form
- (B) To improve college environment for students
- (C) To learn how students build relationships

Question 10 refers to the following survey.

The goal of Wellness Hotel is to make our facilities the most respected and popular in Thailand. Please help us to do this by filling out this questionnaire.

	Excellent	Fair	Poor
Helpfulness of staff	✓		
Condition of rooms			✓
Quality of food		✓	

Comments or suggestions: I have noticed that your facilities are not maintained very well. The paint is chipping and the floors are dirty.

10 What is the purpose of the survey?

- (A) To get guests' opinions of the facility
- (B) To select a proper service provider
- (C) To ask for business advice

VOCABULARY

- 09 purpose [pə:rpəs]
 conduct [kəndákt]
 personality [pərsənəli]ti
 form [fɔ:rm]
 participation [pɑ:rtisəpi]ʃən

- voluntary [vɔləntəri]
 complete [kəmpli:t]
 confidential [kɔnfədén]ʃəl
 10 goal [gou]l
 respected [rispéktid]

- maintain [meintéin]
 chip [tʃip]
 advice [ədvaís]



Actual Questions

Questions 11-12 refer to the following survey.

HSGA Communications Survey

Services

* Installation

	Excellent	Good	Poor
Ease of rescheduling installation time		✓	
Preparedness of staff (equipment and materials)	✓		

* Problems

	Excellent	Good	Poor
Satisfaction with the problem's resolution		✓	
Timeliness of response to a complaint			✓

* Overall Satisfaction

	Excellent	Good	Poor
Overall quality of service		✓	

As a token of appreciation for your participation, a stylish LCD transparent digital clock will be delivered to you. Please provide your name and company address below for delivery.

Name: Dorothy Jackson

Address: 122 Washington St., Chicago, IL 60602

Thank you for taking the time to complete this questionnaire.

11 What service is the customer dissatisfied with?

- (A) The company was reluctant to reschedule installation.
- (B) It was hard to arrange a convenient installation time.
- (C) The company did not deal with a problem in time.
- (D) The installation was not completed efficiently.

12 The word "appreciation" in line 14 is closest in meaning to

- (A) enjoyment
- (B) thanks
- (C) increase
- (D) understanding

Answers: p. 384

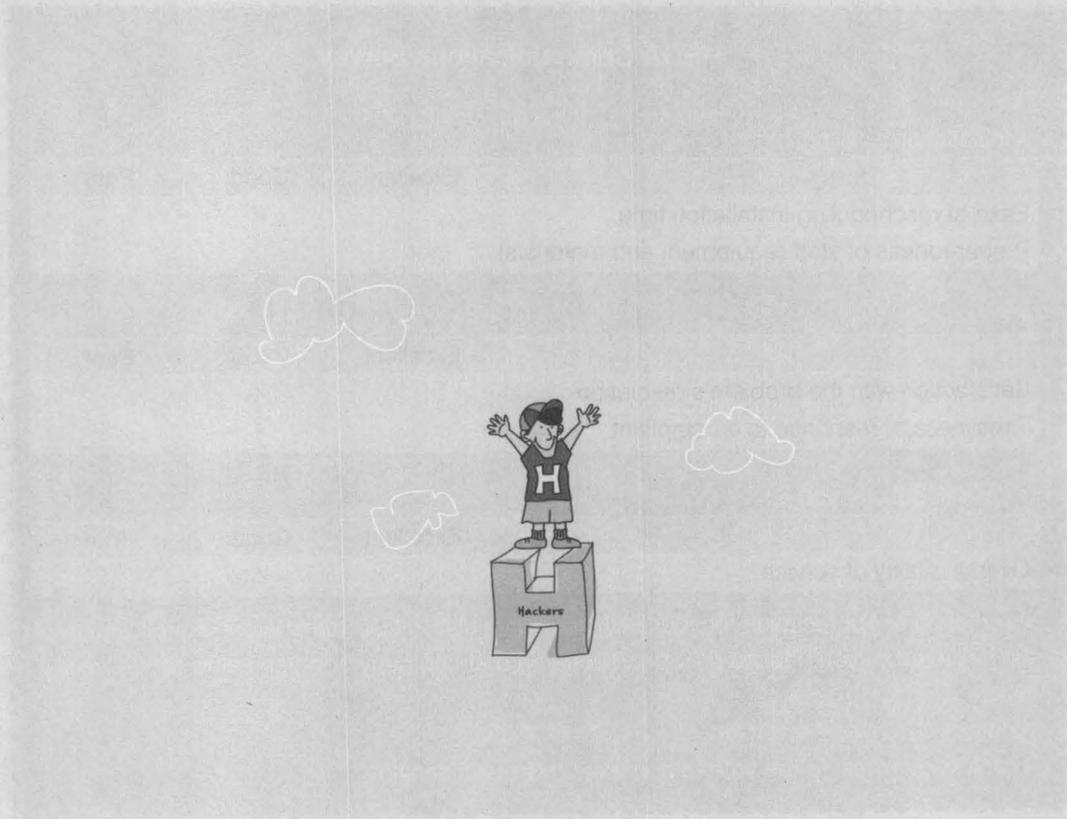
VOCABULARY

11 ease [i:z]
12 installation [ɪnstəleɪʃən]
preparedness [prɪpeədndɪs]
resolution [rɪzəlu:ʃən]
timeliness [taɪmlɪnɪs]

overall [əʊvərɔ:l]
as a token of
transparent [trænspeərənt]
reluctant [rɪlʌktənt]
arrange [ə'reɪndʒ]

convenient [kənvi:niənt]
deal with
in time
efficiently [ɪfɪʃəntli]

Questions 11-12 refer to the following survey.



11. The word "appreciation" in line 14 is

closest in meaning to

- (A) enjoyment
- (B) praise
- (C) thanks
- (D) understanding

12. What service is the customer dissatisfied with?

- (A) The company was hesitant to describe its installation.
- (B) It was hard to arrange a convenient installation time.
- (C) The company did not deal with a problem at the time.
- (D) The installation was not completed efficiently.

Answer Key

11. (C) appreciation
12. (B) installation

13. (A) installation
14. (B) installation
15. (C) installation
16. (D) installation

17. (A) installation
18. (B) installation
19. (C) installation
20. (D) installation



Day 1 Week 4

Grammar

[Clause] Noun Clauses

- 01 Positions of Noun Clauses
- 02 Noun Clause Conjunctions

Vocabulary

Adjectives (2)

Reading

Double Passages: Letters/E-mails



[Clause] Noun Clauses



Fun with Basic Grammar

What is a noun clause?

I know that the Earth is round.

Noun clause



The clause **that the Earth is round** is part of the sentence *I know that the Earth is round* and is placed at the position of an object. A clause which comes in the position of a noun as in the above example is called a noun clause.

Form of noun clauses

A noun clause is formed by **noun clause conjunction + subject + verb ~**.

We/want/to know/if you are okay.

Noun clause conjunction (if) + subject (you) + verb (are) ~ = Noun clause

CHECK UP

Which of the following is the noun clause?

Mr. Morrison is not sure if he will get the job.

(A)

(B)

⇒ A noun clause consists of **noun clause conjunction + subject + verb ~**.

Answer: (B)

Noun clause conjunctions

Noun clause conjunctions are divided into three groups depending on their meanings.

Noun clause conjunctions
that
whether/if
Question words: who, when, where, what, which, why, how



It is/certain that he is competent.

Noun clause conjunction

We wondered why she did not come.

Noun clause conjunction

CHECK UP

Which of the following fits the sentence?

The point is (whether, who) the new advertisement will attract customers.

⇒ The sentence needs a noun clause conjunction which means **whether ... or not** so that it sounds correct.

Answer: whether



Everybody agrees that I am lovely.

That I am lovely comes in the position of an object in the sentence. In English, a noun clause can have several positions depending on its functions in the sentence.



Positions of noun clauses

A noun clause does the job of a noun. It can come in the position of a subject, an object, a complement, or after a preposition.

Subject position: When he will come back/is/uncertain.
Subject

Object position: Our staff/know/that Mr. John cares about them.
Object

Complement position: The question/is/who will do it.
Complement

After a preposition: I/am thinking/about what he said.
Preposition



Parts of speech that cannot come in the positions of noun clause conjunctions

A noun clause conjunction, which starts a noun clause, cannot be replaced by a pronoun or a preposition.

Two factors/account for/(~~it~~, why) sales were up in June.
Pronoun (X) Conjunction (O)

⇒ A pronoun cannot come in the position of this noun clause conjunction which starts the clause being the object of the verb **account for**.

The hotel guests/complained/(~~about~~, that) the rooms were cold.
Preposition (X) Conjunction (O)

⇒ A preposition cannot come before a clause and in the position of this noun clause conjunction which starts the noun clause.



Practice

Choose one correct option in the parentheses.

- 01 (That, It) the meeting was scheduled for Saturday is disappointing.
- 02 The conclusion is (around, that) a good company creates a supportive environment for its staff.
- 03 We talked about (who, them) will participate in the seminar.
- 04 (About, Why) it took over thirty workers to finish the project is unclear.
- 05 Employees need to understand (what, on) their responsibilities are.
- 06 The article states (that, this) the current economic situation is getting worse.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 _____ Doctor Moresby will give a speech at the Remond Hotel remains undecided.
(A) About (C) Before
(B) It (D) Whether
- 08 Ms. Zarba argued _____ higher spending on advertising can create a favorable consumer attitude towards the product.
(A) of (C) it
(B) that (D) about
- 09 Please remember _____ the vacation policy has been changed this year.
(A) concerning (C) about
(B) that (D) them
- 10 The new employees wondered _____ they would be given health care and some benefits.
(A) of (C) about
(B) on (D) if

Answers: p. 384

VOCABULARY

- | | | |
|-------------------------------------|-----------------------|--------------------|
| 01 disappointing [dɪsə'pɔɪntɪŋ] | 06 article [ɑ:'rtɪkl] | 10 wonder [wʌndər] |
| 02 conclusion [kənklú:ʒən] | state [steɪt] | health care |
| supportive [səpə:'rtɪv] | current [kə:'rɛnt] | benefit [bɛnə'fɪt] |
| environment [ɪnváɪərənmənt] | 08 argue [ɑ:'rgju:] | |
| 03 participate [pɑ:'rtɪsəpɛɪt] | spending [spéndɪŋ] | |
| 05 responsibility [rɪspənsə'bɪlətɪ] | favorable [fə'vərəbl] | |
| | attitude [æ'tɪtʃu:d] | |



I cannot believe (that, if) he is only 14.

For the two words given, **that** is more appropriate because it means *the thing that ...*. **If** means *whether ... or not*. It is very important to use a suitable conjunction so that the meaning of a noun clause makes sense.



that

A noun clause starting with the conjunction **that** expresses a fact, meaning *the thing / the fact that ...*

That he drew the picture/is/unbelievable.

A fact (the fact that he drew the picture)

I/knew/that he was a lawyer.

A fact (the fact that he was a lawyer)



if/whether

A noun clause starting with the conjunction **if/whether** expresses a speaker's doubtful opinion.

I/do not know/if she ordered it.

A doubtful opinion (whether she ordered it or not)

Whether he will agree/is/another question.

A doubtful opinion (whether he will agree or not)



Question words

A noun clause can also start with a question word such as **who, when, where, what, which, why, how**, which mean *the person, the time, the place, the thing, which one, the reason for, in what way*.

Who invented the product/is/unknown.

I/wonder/when the class starts.

He/told/me/how he succeeded.



Practice

Choose one correct option in the parentheses.

- 01 (That, Where) Laura won the competition is incredible.
 02 We will find out soon (whether, who) the new business is profitable.
 03 Please note (that, what) the order may take several days to process.
 04 We would like to know (why, when) the test results will be ready.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Clients understand _____ they should contact the service department to solve any problems.
 (A) that (C) about
 (B) who (D) it
- 06 The organizers have not decided _____ they will hold the next annual meeting.
 (A) who (C) what
 (B) where (D) over

07 Questions 7 and 8 refer to the following article.

08 The state of New York experienced economic growth during the month of December. Sales were the highest they have been in ten years. _____ a predicted rise in fuel costs will have an impact on consumption is unclear. The tourism industry stated _____ a 10 percent rise in the number of tourists coming to New York also contributed to increased sales.

07 (A) While (C) Because
 (B) What (D) Whether

08 (A) on (C) about
 (B) that (D) this

Answers: p. 384

VOCABULARY

- | | | |
|----------------------------|---------------------------|--------------------------|
| 01 incredible [ɪnkrədəbəl] | 07 state [steɪt] | tourism industry |
| 02 profitable [prɒfɪtəbəl] | 08 predict [prɪdɪkt] | contribute [kəntrɪbju:t] |
| 03 process [prəses] | impact [ɪmpækt] | |
| 05 solve [sɒlv] | consumption [kən'sʌmpʃən] | |
| 06 annual [ænjʊəl] | | |

Adjectives (2)

Telecommuting



Telecommuting is some form of computer communication between employees' homes and offices.

For employees whose jobs involve sitting at a terminal or word processor entering data or typing reports, the location of the computer is of no consequence. If the machine can communicate over telephone lines, when the work is completed, employees can dial the office computer and transmit the material to their employers. A recent survey in *USA Today* estimates that there are approximately 8.7 million telecommuters. Although the numbers are rising annually, the trend does not appear to be very **significant**.

Clearly, change simply takes time. In addition, there has been **active** resistance on the part of many managers. These executives claim that supervising the telecommuters in a large workforce scattered across the country would be too **demanding**, or, systems for managing them are not yet developed, thereby complicating the manager's responsibilities.

It is also true that employees who are given the option of telecommuting are often **reluctant** to accept the opportunity. Most people feel that they need **regular** interaction with a group, and many are **concerned** that they will not have the same consideration for advancement if they are not more **visible** in the office setting. Some people feel that even when a space in their homes is set aside as a work area, they never really get away from the office.



LANGUAGE FOCUS

- **significant**

There's been some significant progress.

- **active**

People are remaining active into later life.

- **demanding**

Choosing the winner was a demanding task.

- **reluctant**

She was reluctant to leave.

- **regular**

We hold regular monthly meetings.

- **concerned**

Police said they were very concerned about the boy's safety.

- **visible**

There has been a visible improvement in your work.



Practice

Choose one correct option in the parentheses.

- 01 Individuals should provide (annual, qualified, accurate) contact information on packages.
- 02 Companies use new methods to improve (mounting, maintaining, existing) technology.
- 03 The food industry is currently expanding at a(n) (active, powerful, rapid) rate.
- 04 Workers should not feel (sincere, apprehensive, surprising) about voicing their opinions.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Conducting online transactions is less _____ for the elderly due to their lack of computer skills.
- (A) sophisticated (C) convenient (B) protective (D) accurate
- 06 The CEO is required to attend a(n) _____ conference to determine ways to achieve yearly goals.
- (A) recent (C) existing (B) annual (D) typical

07 Questions 7 and 8 refer to the following notice.

08

We are sorry to announce that as a result of system crash in our main server, some of the music data on our website was lost. For the moment, the data we have will be _____

- 07 (A) available (C) defective
(B) effective (D) potential

at www.tempmusic.com. Please accept our _____ apologies for any inconvenience this

- 08 (A) original (C) completed
(B) estimated (D) sincere

unexpected problem may have caused you.

Answers: p. 384

VOCABULARY

- | | | |
|------------------------------|--------------------------|--------------------------------|
| 01 individual [ɪndəˈvɪdʒuəl] | 04 voice [vɔɪs] | 07 announce [əˈnaʊns] |
| provide [prəˈvaɪd] | opinion [əˈpɪnjən] | 08 crash [kræʃ] |
| contact information | 05 conduct [kənˈdʌkt] | accept [əkˈsept] |
| 02 method [məˈθɒd] | transaction [trænzækʃən] | apology [əˈpɒlədʒi] |
| 03 expand [ɪksˈpænd] | 06 determine [dɪˈtɜːmɪn] | inconvenience [ɪnkənˈviːniəns] |
| rate [reɪt] | achieve [əˈtʃiːv] | unexpected [ʌnɪksˈpektɪd] |

Double Passages: Letters / E-mails

In Part 7, besides single reading passages, double reading passages are also given. These are pairs of passages. The first passage is usually about a letter or an e-mail, the other may be a replied letter / e-mail / a work schedule / an advertisement, etc.



Related Situations

Double reading passages related to letters / e-mails usually include information requesting conference postponement and a reply to that request, an e-mail complaining about a product and a reply to that complaint, or an e-mail reminding of attending a conference and a flight schedule.

Example:

Passage 1: Michael sent an e-mail to a real estate agency in order to find a flat near
E-mail Victoria University, Victoria City.

Passage 2: Advertisements of apartments for rent: Rose Apartment in Victoria City
Advertisement and Sky Apartment near Queens City.

Question: Which apartment building is closest to Michael's concern?

Answer: Rose Apartment



Reading Strategy

Step 1: Identify key word(s) in the question

Read the question and identify the key word(s). Decide whether it is an information question or an inference question.

Step 2: Find hints for the answer

Identify either of the passages in which the information related to the key word(s) is present. Locate the key word(s), and then find hints to help choose the answer. Hints for the answer can also be found in the other passage.

Step 3: Generalize hints from the two passages and choose the correct answer

Integrate hints from the first and the second passage, then choose the correct answer from given choices. Answer choices may be paraphrased from the two reading passages.



Strategy Application

The question below refers to the following letters.

Dear Mr. Grant,

I am writing this letter to inform you about the problem with my laptop. I bought an SX3000 laptop from your shop. It is known for its multi-task function, which enables me to simultaneously operate many programs. For my job, I have to manipulate many programs at the same time; however, the laptop freezes every time I do this. Since the deadline for my finished project is in two weeks, I hope you can solve this problem as soon as possible.

Yours sincerely,
Doris Moore

Step 2: Find the second hint

Dear Ms. Moore,

We would like to apologize for the inconvenience you encountered when using our laptop. Could you please access our website to download the program related to the problem reported? If the problem still exists after installing the program, please send your laptop to the service center for repair. It takes about 4-5 weeks to fix it.

Yours sincerely,
Harry Grant

Step 2: Find the first hint

Question: Why is Ms. Moore unlikely to send her laptop to the service center? ← Step 1: Identify the key word(s)

Key word ←

(A) Because the cost seems to be very high.

(B) Because she may miss the deadline for her project.

Step 3: Generalize the two hints to help choose the answer

Analyzing:

Step 1: Identify the key word **service center** in the question. With the word **unlikely**, it can be inferred that this is an inference question.

Step 2: Find the first hint in the second reading passage where the key word **service center** is found. The second reading passage states, *please send your laptop to the service center for repair. It takes about 4-5 weeks to fix it.* However, this does not provide enough information to choose the correct answer. Therefore, search for the second hint related to the first one in the first reading passage, especially in the sentence *Since the deadline for my finished project is in two weeks, I hope you can solve this problem as soon as possible.*

Step 3: Generalize the two hints. It can be inferred that the reason Ms. Moore may not bring her laptop to the service center is that she can miss the deadline for her plan. Therefore, the correct answer to this question is choice (B) *Because she may miss the deadline for her project.*



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

- 01 The decision has drawn criticism from many employees.
= Many of the workers _____ of the decision.
(A) disapproved (B) determined
- 02 The fee for the books is almost four weeks overdue.
= Payment is about a month _____.
(A) late (B) away
- 03 The identification card will be valid for one year from the date of issue.
(A) ID cards will be issued to those who have worked for a year.
(B) The ID is effective for 12 months from the day it was given out.
- 04 One of the reasons for the hotel's closure is its low occupancy rate.
(A) The number of guests was insufficient for the hotel to remain in business.
(B) Business guests found the hotel inadequate for their needs.

VOCABULARY

- | | | |
|--|--|---|
| 01 draw [drɔː]
criticism [kɪtɪsɪzəm]
disapprove [dɪsəpruːv]
determine [dɪtəːrmin] | 02 overdue [ðuːvərdjuː]
03 valid [vælid]
issue [ɪʃuː]
effective [ɪfektɪv] | 04 occupancy rate
insufficient [ɪnsəfɪʃənt]
remain [rɪmeɪn]
inadequate [ɪnædɪkwət] |
|--|--|---|



Practice

Question 5 refers to the following e-mails.

Dear Ms. Jones,

I spoke with your assistant and she suggested that I contact you directly. I am graduating soon, and I am looking for an internship at an advertising company. In particular, I would love to gain some experience with marketing research.

As the attached résumé shows, I worked for one year as a part-time assistant at Parker Advertising during college. Based on my experience and social skills, I think I am fully qualified for a position evaluating the target market. If there is an opening, please let me know.

Sincerely,
Brenda Nickel

Dear Ms. Nickel,

Thank you so much for your interest in EJM Advertising. At the moment, we have no positions available in your field of interest. However, we do have a different internship that could lead to a permanent position. This internship involves developing copy, slogans, and campaigns, as well as writing press releases. Please contact me if this is something that would interest you.

Sincerely,
Karen Jones



DAY 1
WEEK 4

05 What news does Ms. Jones give Ms. Nickel?

- (A) The company is seeking part-time assistants.
- (B) The company has no openings for work with marketing research.
- (C) She will give her an opportunity for a permanent position.

VOCABULARY

05 assistant [ə'sɪstənt]
graduate [grædʒu'eɪt]
look for
in particular
gain [geɪn]

attached [ə'tætʃt]
résumé [rɛ'zʊmɛ]
qualified [kwɒlɪfáɪd]
evaluate [ɪvælju'eɪt]
target market

opening [ɒpənɪŋ]
field [fi:ld]
permanent position
press release
opportunity [ɒpər'tjʊ:nəti]



Actual Questions

Questions 6-10 refer to the following e-mails.

From: Richard King, Morris Electronics
To: Linda Watson, Brooks Textiles
Subject: Waterproof jackets

Dear Ms. Watson,

I am looking for a firm to supply 500 waterproof jackets for our staff. I saw your textile exhibit at the Atlanta Textile Convention this February and thought your award-winning items would fit our needs. The items will be presented as gifts for our thirtieth anniversary on May 12. They need to arrive at our company by May 9 because they are scheduled to be distributed at a company outing on May 10. The order needs to be handled promptly since we have only one week left. Could you send your latest catalog, textile samples, and a per unit price quote today? Thank you.

From: Linda Watson, Brooks Textiles
To: Richard King, Morris Electronics
Subject: Textile description

Dear Mr. King,

Thank you for your interest in our company. I listed the main features of each material in this e-mail. Normally delivery takes about two weeks, but we can meet your order request for a nominal additional cost. I would like to bring our catalogs and samples to your office to discuss your order further. If this would be convenient for you, please call me to set a meeting time.

WELL-TEX

Windproof and extremely durable. Machine-washable and waterproof.

Ventos

A robust & heavyweight fabric. This is used by the Scottish Antarctic Survey Team.

FEEL-TEX

A polyester fleece that is soft, light, and warm. It dries quickly.



- 06 What is the main purpose of Mr. King's e-mail?
 (A) To announce the company's anniversary
 (B) To recognize dedicated staff
 (C) To initiate a business deal
 (D) To participate in an exhibition
- 07 What will happen on May 10?
 (A) The new branch office will open.
 (B) The jackets will be picked up from the supplier.
 (C) The staff will gather for an event.
 (D) The prize winner will be announced.
- 08 What does Ms. Watson offer to do?
 (A) Send catalogs and samples by courier
 (B) Explain her products in person
 (C) Provide overnight delivery to meet the deadline
 (D) Give a discount on bulk orders
- 09 Why will Mr. King probably pay an extra fee?
 (A) The order amount is smaller than usual.
 (B) The merchandise will be delivered by hand.
 (C) The items are made from an extra-light material.
 (D) The jackets should be delivered within a shorter time period.
- 10 What is NOT stated about WELL-TEX?
 (A) It lasts a long time.
 (B) It is easy to clean.
 (C) It is resistant to wind.
 (D) It is smooth.



Answers: p. 384

VOCABULARY

06 textile [tɛkstajl]
 10 waterproof [wɔ:təpru:f]
 look for
 exhibit [igzɪbɪt]
 award-winning
 fit [fɪt]
 distribute [dɪstrɪbjʊ:t]
 handle [hændl]
 promptly [prɒmptli]

quote [kwout]
 feature [fi:tʃər]
 nominal [nɒmənəl]
 windproof [wɪndpru:f]
 durable [dʒʊərəbl]
 robust [rəʊbʌst]
 fabric [fæbrɪk]
 recognize [rɛkəgnəɪz]
 dedicated [dɛdɪkɛɪtɪd]

initiate [ɪnɪʃiət]
 gather [gæðər]
 courier [kú:riər]
 in person
 bulk order
 be delivered by hand
 last [læst]
 resistant [rɪzɪstənt]

09 Why will Mr. King probably pay an extra fee?
 (A) The order amount is smaller than usual.
 (B) The merchandise will be delivered by hand.
 (C) The items are made from an extra-light material.
 (D) The jacket should be delivered within a shorter time period.

10 What is NOT stated about WELL-TEXT?
 (A) It has a wide line.
 (B) It is easy to clean.
 (C) It is resistant to wind.
 (D) It is smooth.



06 What is the main purpose of Mr. King's e-mail?
 (A) To announce the company's anniversary.
 (B) To request additional staff.
 (C) To inform a business deal.
 (D) To state data in an expansion.

07 What will happen on May 10?
 (A) The new branch office will open.
 (B) The jacket will be picked up from the supplier.
 (C) The staff will gather for an event.
 (D) The merchandise will be announced.

08 What does Ms. Watson think about the new catalog she emailed to you?
 (A) Classic car products in person.
 (B) Favorite overnight delivery to meet the deadline.
 (C) Give a discount on bulk orders.

Section 4

intake [ɪn'teɪk]
 gather [gæðə]
 cover [kʌvə]
 in person
 take order
 be delivered by hand
 test [tɛst]
 resistant [rɪzɪ'stənt]

quote [kwoʊt]
 feature [fi:tʃə]
 annual [ænuəl]
 additional [ədɪ'tɪʃənəl]
 suitable [su:tableɪ]
 total [təʊtəl]
 fabric [fæbrɪk]
 recipient [rɪ'sɪpiənt]
 selected [sɪ'lektɪd]

Section 5

to battle [bætl]
 to withdraw [wɪð'drɔ:
 last [lɑ:
 extend [ɪk'stend]
 award-winning
 in fact
 produce [prə'dju:s]
 handle [hændl]
 promote [prə'moʊt]



Day 2 Week 4

Grammar

[Clause] Adverb Clauses

01 Positions of Adverb Clauses

02 Adverb Clause Conjunctions

Vocabulary

Adjectives (3)

Reading

Double Passages: Announcements



[Clause] Adverb Clauses



Fun with Basic Grammar

What is an adverb clause?

Because Mr. Brown is a famous author, his novels have been sold well.

Adverb clause

The main clause in this sentence is **his novels have been sold well**. The clause **Because Mr. Brown is a famous author** which explains why his novels have been sold well is a dependent clause. A clause that gives additional information to the main clause in a sentence, such as reasons, conditions, time, etc., is called an adverb clause.



Form of adverb clauses

An adverb clause is formed by **adverb clause conjunction + subject + verb ~**.

Mr. Parker / did not attend / the meeting / because he had another appointment.

Adverb clause conjunction (**because**) + subject (**he**) + verb (**had**) ~ = Adverb clause

CHECK UP

Which is the adverb clause in the following sentence?

They will invest in stocks because the current market is so favorable.

(A)

(B)

⇒ An adverb clause is formed by **adverb clause conjunction + subject + verb ~**.

Answer: (B)

What conjunctions can start an adverb clause?

Adverb clause conjunctions are grouped into conjunctions of time, condition, concession, and reason.

Types	Adverb clause conjunctions
Time	until, before, after, when, since, while, once
Condition	if, unless, as long as, in case
Concession	although, even though, even if, while
Reason	because, since



We/drank/coffee/before the seminar started.

Adverb clause conjunction (time)

Although Joe did not finish his work,/he/went/home.

Adverb clause conjunction (concession)

CHECK UP

Match the two halves to make complete sentences.

- 1. He set up a business (A) if you are interested.
- 2. Please call me (B) when he lived in America.

⇒ The sentences will make sense when we combine He set up a business with when he lived in America and Please call me with if you are interested.

Answer: 1. (B), 2. (A)



DAY 2
WEEK 4



As soon as I arrived at the station, the train had left.

In this sentence, the adverb clause **As soon as I arrived at the station** starts the sentence. In English, adverb clauses have several positions in a sentence.



Positions of adverb clauses

An adverb clause can come before or after the main clause in a sentence. When an adverb clause comes before a main clause, a comma (,) is needed to set off the two clauses.

Before a main clause: [If you have any questions], / please/contact/me.

Main clause

After a main clause: He/set/the alarm / [before he went to bed].

Main clause



Parts of speech that cannot come in the positions of adverb clause conjunctions

A preposition cannot start an adverb clause; therefore, it is important to remember that there are some prepositions that have similar meanings to those of adverb clause conjunctions but cannot replace them in any adverb clauses.

Adverb clause conjunctions	Prepositions
while	during, for
although, even though	in spite of, despite
because, since	because of, due to

Ms. Lee / called / me / [(during, while) I was at the meeting].

Preposition (X) Adverb clause conjunction (O)

⇒ A preposition cannot start an adverb clause standing after the main clause.

[(Due to, Because) oil prices rose], / our profits / dropped.

Preposition (X) Adverb clause conjunction (O)

⇒ A preposition cannot start an adverb clause standing before the main clause.

An adverb cannot start an adverb clause, either.

[(Only, When) we work as a team], / productivity / grows.

Adverb (X) Adverb clause conjunction (O)

⇒ An adverb cannot start an adverb clause standing before the main clause.



Practice

Choose one correct option in the parentheses.

- 01 (If, Still) funding is approved, the information campaign will be extended.
- 02 Dennis had worked at DIC Productions (by, before) he went to study abroad.
- 03 (Although, Despite) the lawyer is inexperienced, he has won several important cases.
- 04 Please call Mr. Harris (if, with) you experience problems with your heater.
- 05 The manager studied the electronics market (while, during) her stay in Rome.
- 06 Sue made a reservation (because, because of) she wanted to get a good seat.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 The company will produce a second edition _____ the first one sells well.
(A) if (C) to
(B) there (D) then
- 08 _____ you sign the document, you should carefully review the details of the contract.
(A) Next (C) Before
(B) Where (D) Finally
- 09 The document has to be revised _____ it contains incorrect information.
(A) anyway (C) with
(B) because (D) due to
- 10 _____ the new plant was built, it has employed more than 300 local people.
(A) Still (C) With
(B) Since (D) Due to

Answers: p. 385

VOCABULARY

- | | | |
|-----------------------------------|------------------------------|-----------------------|
| 01 funding [fʌndɪŋ] | 06 reservation [rəzərveɪʃən] | 09 revise [rɪvaɪz] |
| approve [əpru:v] | 07 edition [ɪdɪʃən] | contain [kən'teɪn] |
| extend [ɪk'stend] | 08 review [rɪvju:] | incorrect [ɪnkə'rekt] |
| 02 abroad [əbrɔ:d] | detail [dɪ'teɪl] | 10 plant [plænt] |
| 03 inexperienced [ɪnɪkspɪəriənst] | contract [kɒn'trækt] | employ [ɪm'plɔɪ] |
| case [keɪs] | | |



(Although, When) Andy needed a break, he continued working.

For the two options given, **Although** rather than **When** is more suitable in the sentence. **Although** shows contradiction, whereas **when** shows time. Conjunctions in adverb clauses should carefully be used to make the sentence sound correct.



Conjunctions of time

Conjunctions of time include **until**, **before**, **after**, **when**, **since**, **while**, **once**, which begin an adverb clause showing time.

Lucas/waited/for her/[(if, **until**) the restaurant closed].

⇒ **Until** makes the sentence more correct than **if**.



Conjunctions of condition

Conjunctions of condition include **if**, **unless**, **as long as**, **in case**, which begin an adverb clause showing a condition.

We/will not go/[(while, **if**) the weather is bad].

⇒ **If** makes the sentence more correct than **while**.



Conjunctions of concession

Conjunctions of concession include **although**, **even though**, **even if**, **while**, which begin an adverb clause showing contradiction.

I/exercise/regularly/[(because, **although**) I am busy].

⇒ **Although** makes the sentence more correct than **because**.



Conjunctions of reason

Conjunctions of reason include **because**, **since**, which begin an adverb clause showing a cause or reason.

[(After, **Since**) he likes meeting people],/Jim/is/in sales.

⇒ **Since** makes the sentence more correct than **after**.



Practice

Choose one correct option in the parentheses.

- 01 We will hold the workshop (if, while) more than ten employees register.
 02 Mr. Evans will not attend the seminar (after, even if) he has the time.
 03 The assembly line was stopped (because, although) a machine broke down.
 04 (Before, Unless) Ms. Murphy made a decision, she talked with a financial consultant.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 _____ the rice crop in East Asia was plentiful this year, it will not be enough to meet the overall demand.
 (A) Because of (C) While
 (B) As long as (D) However
- 06 The manager will receive a bonus _____ she obtains a contract with Roald Enterprises.
 (A) until (C) before
 (B) even if (D) if

07
08

Questions 7 and 8 refer to the following e-mail.

Dear Mrs. Flanagan,

We are very sorry that the contents of your shopping cart were erased. The information was lost _____ a server crashed. To recreate your list, it might help to check the product

- 07 (A) until (C) although
 (B) because (D) before

categories you visit most, _____ you want to make a completely new list. As an incentive,

- 08 (A) often (C) whoever
 (B) while (D) unless

Top-Products will give you ten dollars off your next order. Thank you!

Answers: p. 385

VOCABULARY

- | | | |
|--------------------------------|--------------------------|----------------------|
| 01 register [rédʒɪstər] | 05 plentiful [pléntɪfəl] | 07 erase [ɪrɪs] |
| 02 attend [əténd] | overall [ðuvərə:l] | 08 crash [kræʃ] |
| 03 assembly line
break down | 06 obtain [əbtéɪn] | recreate [ri:kriéit] |
| 04 decision [dísɪʒən] | contract [kántrækt] | category [kætəgò:ri] |
| | enterprise [éntəpràiz] | incentive [ɪnséntɪv] |

Adjectives (3)

Smoking



Smoking has many **serious** effects. The most **obvious** effect is the deterioration of a smoker's health. Smoking increases the risk of lung disease, increases blood pressure, increases the risk of heart attacks, and reduces the flow of oxygen to the brain. Smoking creates **respiratory** problems. A smoker's cough expels phlegm, a thick mucus in the nose and the throat that wants to escape the body.



Prolonged use may lead to emphysema and the need to hook up to a machine to pump enough oxygen into the lungs. Another effect of this habit is that smoking breeds halitosis; a smoker's breath always smells foul and **repulsive**. Smoking frequently results in **social** isolation because fewer people smoke or want to be in the presence of second-hand smoke. Friends and acquaintances often bluntly tell their smoking friends that they don't want the smell in their cars or in their homes. The strong, **offensive** odor of smoke clings to smokers' clothing, hair, and skin. The final effect of smoking is that it depletes the pocketbook. Smoking is now an expensive habit, and the price of cigarettes continues to rise. The effects of smoking are many, which leaves one wondering why intelligent people do not find a way to break their **harmful** addiction.



LANGUAGE FOCUS

- **serious**

It's not a serious problem – we should be able to fix it without too much trouble.

- **obvious**

The most obvious explanation is not always the correct one.

- **respiratory**

The patient died of respiratory failure.

- **prolonged**

A prolonged period of silence occurred after the manager's talk.

- **repulsive**

I think rats and snakes are repulsive.

- **social**

They try to address social problems such as unemployment and poor health.

- **offensive**

There were complaints that the advertisement was offensive to women.

- **harmful**

Smoking is harmful for health.



Practice

Choose one correct option in the parentheses.

- 01 The team made (considerable, confidential, rapid) efforts to collect the data.
 02 Everyone congratulated Mr. Park on his (modern, late, recent) promotion.
 03 Any (improper, complete, appropriate) behavior will not be tolerated in the office.
 04 A (recent, pleasant, broad) atmosphere improves work performance.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Management expects applicants to have a _____ knowledge of economics.
 (A) high (B) whole (C) round (D) broad
- 06 When the installation process is _____, the "Done" tab will appear on the monitor.
 (A) entire (B) accurate (C) total (D) complete

07 Questions 7 and 8 refer to the following memorandum.

08

From: Olivia Johnson
 To: All staff

This memo is to refresh everyone's memory on the importance of keeping records private. Please remember that all _____ records must be kept in locked file cabinets when

- 07 (A) confidential (B) former (C) limited (D) unprecedented

not in use. The company's reputation rests upon your ability to handle _____ client

- 08 (A) apprehensive (B) competitive (C) sincere (D) sensitive

information properly. Employees who fail to do so will be warned, and if it happens repeatedly, access to the files will be restricted.

Answers: p. 385

VOCABULARY

- | | | |
|--|---|---|
| 01 make an effort
collect [kələkt] | 04 atmosphere [ætməsfiər]
work performance | reputation [rəpjuteɪʃən]
rest upon |
| 02 congratulate [kɒŋgrætʃuleɪt]
promotion [prəməʊʃən] | 06 installation [ɪnstəleɪʃən]
process [próses] | handle [hændl]
repeatedly [ripi:tɪdli] |
| 03 behavior [bihéivjər]
tolerate [tələreɪt] | appear [əpiər]
07 refresh [rɪfréʃ] | access [ækses]
restrict [rɪstrɪkt] |
| | 08 private [praɪvət] | |

Double Passages: Announcements

In Part 7, double passages may be related to announcements. The first reading passage is usually an announcement and the second one is an e-mail, an invoice, etc. in which all the information is related to the announcement.



Related Situations

Double reading passages related to announcements are mainly about some information concerning a conference and a letter informing a certain change in the conference, about an agenda and an e-mail asking about it, about a lecture and a letter asking for a membership form, etc.

Example:

Passage 1: An announcement about the submission of dissertations on technological development to Mark, the editor-in-chief.

Passage 2: An e-mail by Paul asking about his dissertation that has been submitted, but there has been no reply from the editor-in-chief.

Question: To whom did Paul send his dissertation?

Answer: Mark



Reading Strategy

Step 1: Identify key word(s) in the question

Read the question and identify the key word(s). Decide whether it is an information question or an inference question.

Step 2: Find hints for the answer

Identify either of the passages in which the information related to the key word(s) is present. Locate the key word(s), then find hints to help choose the answer. Hints for the answer can also be found in the other passage.

Step 3: Generalize hints from the two passages and choose the correct answer

Integrate hints from the first and the second passage, then choose the correct answer from given choices. Answer choices may be paraphrased from the two reading passages.



Strategy Application

The question below refers to the following announcement and e-mail.

Support for the Harmony Band

The Harmony Band, via their concert, is helping mentally retarded children. We hope this charity event will be well received so that the charitable activity can bring better benefits to those children. In order to express our appreciation to your support, we are giving out some bonuses.

- Silver sponsor (\$1,000 ~ \$3,000): A Harmony music CD, Harmony magazines in one year
- Golden sponsor (\$3,000 ~ \$5,000): A Harmony music CD, Harmony magazines in one year, a 15% discount on all concert tickets
- Star sponsor (more than \$5,000): Similar to Golden sponsor, reserved seats for all concerts

For those who are interested, please call the Harmony Band office at 239-6922.

Step 2: Find the second hint

Dear Harmony Band representative,

I am very pleased to support your band as I always do this. This time, I would like to give \$7,000. My colleague, James, told me that he would like to become your Golden sponsor. His money will be sent to your office soon.

Step 2: Find the first hint

Yours sincerely,

Thomas

Question: Which bonus does Thomas receive but James does not?

Step 1: Identify the key word(s)

Key word

- (A) Discount on concert tickets
- (B) Special seats

Step 3: Generalize the two hints to help choose the answer

Analyzing:

Step 1: Read the question and identify the key words **James**, **Thomas**, and **bonus**. From the words **which bonus**, it can be inferred that this is an information question.

Step 2: Find the first hint in the e-mail involving the key words **James** and **Thomas**. The first hint can be identified in *I would like to give \$7,000. My colleague, James, told me that he would like to become your Golden sponsor*. Looking back on the announcement, we can see that James is a Golden sponsor whereas Thomas is a Star sponsor. Keep on looking for the second hint related to the key word **bonus** in the announcement. The announcement says, *Star sponsor (more than \$5,000): Similar to Golden sponsor, reserved seats for all concerts and Golden sponsor (\$3,000 ~ \$5,000): A Harmony music CD, Harmony magazines in one year, a 15% discount on all concert tickets*. There is a slight difference in bonuses that these two kinds of sponsors receive.

Step 3: Combine the hints from both sources and compare the bonuses received by the two kinds of sponsors. It is obvious that Thomas is offered reserved seats but James is not. Therefore, choice (B) *Special seats* is the correct answer.



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

- 01 Travelers are not allowed to smoke on flights.
= Passengers are _____ from smoking while on the plane.
(A) prohibited (B) suffering
- 02 Letters to the newspaper must include the writer's name in order to be printed.
= _____ submissions will be rejected.
(A) Unanimous (B) Anonymous
- 03 Only authorized personnel are permitted to enter classified areas.
(A) Only the personnel department can approve access to the restricted sections.
(B) Only approved staff members have access to restricted sections.
- 04 Equipped with state-of-the-art machines, the company decided to reduce its workforce.
(A) Some workers lost their jobs after equipment improvements were made.
(B) Equipped with up-to-date machines, some workers are making changes.

VOCABULARY

01 allow [ə'laʊ]

prohibit [prə'hɪbɪt]

suffer [sʌfə]

02 submission [sə'bɪmɪʃən]

reject [rɪdʒekt]

unanimous [ju:nə'nɪməs]

anonymous [ə'nɒnɪməs]

03 authorized [ɔ:'θɔ:rəɪzɪd]

permit [pə'mɪt]

classified [klə'sɪfaɪd]

approve [ə'pru:v]

access [ækses]

restricted [rɪ'strɪktɪd]

04 equipped with

state-of-the-art [steɪtəvði:ɑ:t]

workforce [wɜ:kfɔ:rs]

up-to-date [ʌptədeɪt]



Practice

Question 5 refers to the following announcement and letter.

Web Design Career Fair
Saturday, May 15
9:00 a.m. ~ 7:00 p.m.
Nynack Convention Center, Maryville

The Fifth Annual Web Design Career Fair is an opportunity for residents to find jobs in the exciting world of computers. Hundreds of companies are looking for employees having passion in web design. Company representatives will provide specific details on current openings.

Dear Ms. Forrester,

I am writing to request your assistance in the upcoming Web Design Career Fair. It is going to be held in some major cities such as Chicago, New York, and Seattle as well as a couple of smaller ones. Your excellent communication skills and technical knowledge will help us attract top talents. In addition, it is scheduled to take place in your hometown, on May 15. So, I hope that you will be interested in attending. You will be responsible for introducing the current projects we are working on and the benefits that the company offers.

Regards,
Tony Rex

05 Where is Ms. Forrester most likely from?

- (A) New York
- (B) Seattle
- (C) Maryville

VOCABULARY

05 career [kə'riə]

fair [feə]

opportunity [ɒpə'tjʊ:nəti]

resident [rɛzədənt]

passion [pæʃən]

specific [spə'sɪfɪk]

current [kʌrənt]

opening [ɒpənɪŋ]

assistance [ə'sɪstəns]

upcoming [ʌp'kʌmɪŋ]

major [mə'dʒɔ]

technical knowledge

attract [ə'trækt]

talent [tælənt]

attend [ətend]

be responsible for

benefit [bɛnə'fɪt]



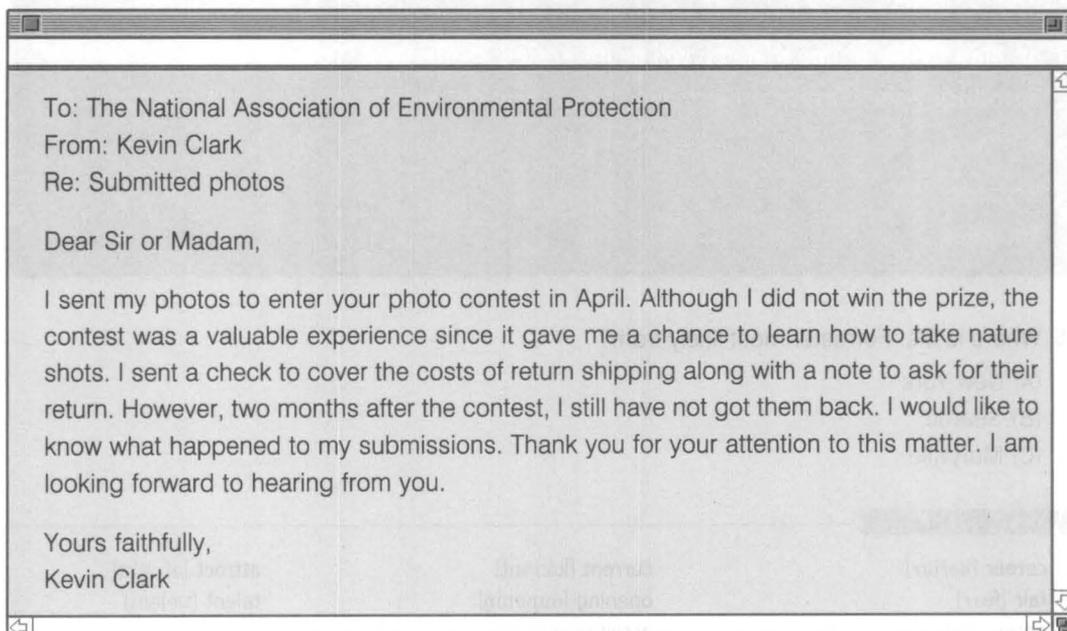
Actual Questions

Questions 6-10 refer to the following announcement and e-mail.

Photography Contest

The National Association of Environmental Protection is going to hold a photography contest to promote the conservation of wildlife and the habitat critical to its survival. The photographs will be judged on technical excellence and originality. All photographers, professional or amateur of any age, may enter. Color and black-and-white prints up to 8x10 may be submitted. Anonymous submissions will not be accepted.

The National Association of Environmental Protection will not be responsible for the return of photographs not accompanied by a SASE (self-addressed stamped envelope) of the appropriate size for your print. If the print has not been reclaimed after a period of three months, the photograph will be considered the property of the National Association of Environmental Protection.





- 06 What condition must be met to enter the contest?
- (A) Contestants must indicate their names.
(B) Only color photos are considered.
(C) The photographers should be an amateur.
(D) The submissions need to be original copies.
- 07 What most likely is the subject of the contest?
- (A) Greenhouses
(B) City views
(C) Portraits
(D) Wild animals
- 08 What is stated about the contest's policy for the return of submitted materials?
- (A) A handling fee must be paid for their return.
(B) The photographer must fill out a form for their return.
(C) Only 8×10 prints will be returned.
(D) The association will take ownership of submissions that are not reclaimed.
- 09 What is the purpose of the e-mail?
- (A) To check if a submission was received
(B) To ask about the judging criteria
(C) To follow up on a request
(D) To object to the contest's results
- 10 Why was the submission most likely not sent back to Mr. Clark?
- (A) He did not pay the entry fee.
(B) He did not include a SASE.
(C) He gave the wrong address.
(D) He did not want to pick it up.



Answers: p. 385

VOCABULARY

06 environmental [ɪnvàɪərənməntl]
10 promote [prə'móut]
conservation [kənsərvéɪʃən]
wildlife [waɪldlaɪf]
habitat [hæbítæt]
critical [krítikəl]
judge [dʒʌdʒ]
originality [ə'ɹɪdʒənəli]tɪ
up to
submit [səbmít]
anonymous [ənɒnəməs]

accompany [ə'kʌmpəni]
self-addressed
appropriate [ə'prɒpɪət]
reclaim [rɪkleɪm]
consider [kənsɪdər]
property [prɒpərti]
valuable [væljuəbl]
cover [kʌvər]
contestant [kəntéstənt]
indicate [ɪndɪkèit]
greenhouse [grɪ:nhàus]

view [vju:]
portrait [pó:rtrɪt]
wild animal
policy [póləsi]
handling [hændlɪŋ]
ownership [óunərʃɪp]
criteria [kraítíəriə]
follow up on
object [əbdʒékt]
pick up

09. What is the purpose of the e-mails?
- (A) To check if a submission was received
 - (B) To ask about the judging criteria
 - (C) To follow up on a request
 - (D) To object to the contest results
10. Why was the submission most likely not sent back to Mr. Clark?
- (A) He did not pay the entry fee
 - (B) He did not include a SASL
 - (C) He gave a wrong address
 - (D) He did not want to pick it up

06. What condition must be met to enter the contest?
- (A) Contestants must indicate their names
 - (B) Only email photos are considered
 - (C) The photographs should be 311 pixels
 - (D) The submissions need to be original copies
07. What most likely is the subject of the contest?
- (A) Geographical
 - (B) City names
 - (C) Politics
 - (D) Wild animals



08. What is stated about the contest's policy on the return of submitted materials?
- (A) A handling fee must be paid for their return
 - (B) The photographer must fill out a form
 - (C) Only 8x10 prints will be returned
 - (D) The occasion will take ownership of submitted work that are not reclaimed

- view (view)
- participate (participate)
- with similar (with similar)
- policy (policy)
- handling (handling)
- ownership (ownership)
- entries (entries)
- return us on (return us on)
- object (object)
- pick up (pick up)

- occasionally (occasionally)
- self-addressed (self-addressed)
- appropriate (appropriate)
- remain (remain)
- consider (consider)
- property (property)
- valuable (valuable)
- cover (cover)
- contested (contested)
- indicate (indicate)
- greenhouse (greenhouse)

- environmental (environmental)
- to promote (to promote)
- cooperation (cooperation)
- website (website)
- regular (regular)
- contest (contest)
- judge (judge)
- highlight (highlight)
- as to (as to)
- event (event)
- employees (employees)



Day 3 Week 4

Grammar

[Clause] Adjective Clauses

- 01 Positions of Adjective Clauses
- 02 Relative Pronouns

Vocabulary

Adverbs (1)

Reading

Double Passages: Advertisements



[Clause] Adjective Clauses



Fun with Basic Grammar

What is an adjective clause?

He's the friend that I like.

Adjective clause



The group of words **that I like** modifies the noun **friend**. A clause that modifies a noun as **that I like** is called an adjective clause.

Form of adjective clauses

An adjective clause is formed by **adjective clause conjunction + (subject) + verb ~**. An adjective clause is also known as a relative clause, and adjective clause conjunctions are also called relative pronouns.

He/is/a film director/who is famous for his use of special effects.

Relative pronoun (**who**) + verb (**is**) ~ = Adjective clause

CHECK UP

Which of the following is the adjective clause?

I have a friend who is interested in marketing area.

(A)

(B)

⇒ This adjective clause is formed by **relative pronoun + (subject) + verb ~**.

Answer: (B)

What are relative pronouns?

Relative pronouns consist of **who**, **which**, **that** depending on their preceding nouns (people, things, animals) and their functions in a clause (subjective, objective, or possessive).

Modified nouns	Case	Subjective	Objective	Possessive
	People		who	who/whom
Things, animals		which	which	whose/of which
People, things, animals		that	that	—



Diana/mentioned/a former colleague/who quit his job last year.

Noun (person) Relative pronoun (subjective)

CHECK UP

Which relative pronoun fits the following sentence?
The manager is looking at the chart _____ shows the volume of sales.
(A) which (B) who

⇒ The preceding noun **chart** is a thing and the pronoun needed for the blank functions as the subject of the adjective clause. Answer: (A)

How is an adjective clause formed?

Two sentences that have two nouns/pronouns referring to the same person/thing/animal can be combined into one by changing the second noun/pronoun into a relative pronoun. The relative pronoun functions as a conjunction linking the two sentences and is used to replace the noun/pronoun.

I have a dog. + It is cute.

(Dog and it refer to the same animal.)

I have a dog which is cute.

(The relative pronoun **which** both combines two sentences and replaces the pronoun it.)

CHECK UP

Which of the two options is correct?
We will do regular inspections (they, which) are a part of quality control.
⇒ The correct word in this sentence should be a relative pronoun. It combines two sentences and functions as the subject of the adjective clause. Answer: which



The musical instrument that I learn to play is the violin.

In this sentence, **that I learn to play** is an adjective clause. In English, in a particular sentence, an adjective clause must come right after the noun it modifies.



Positions of adjective clauses

An adjective clause (or a relative clause) follows the noun it modifies.

The man/[who gave the speech]/is/my boss.

Noun

I/found/some errors/in the report/[which he wrote].

Noun

Ashley/showed/me/the letter/[that she received].

Noun



Parts of speech that cannot come in the positions of relative pronouns

A personal pronoun (**he, she, they**, etc.) cannot come in the positions of a relative pronoun.

Patients/[(~~they~~, who)/want to see a doctor]/should wait.

Noun Personal Relative
pronoun (X) pronoun (O)

⇒ The relative pronoun **who** which begins the adjective clause and modifies the noun **patients** cannot be replaced by the personal pronoun **they**.



Practice

Choose one correct option in the parentheses.

- 01 Randy Hayes' book (which, it) studies international banking is a bestseller.
- 02 Warehouse workers stocked the items (these, that) are popular in stores.
- 03 The consultant (who, he) gave us advice will visit the office tomorrow.
- 04 Our department manager will produce reports (that, they) evaluate the employees' performances.
- 05 The head office must hire someone (this, who) can upgrade its accounting software.
- 06 The report includes the sales figures (those, that) we corrected today.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 Shoppers _____ present a coupon can get a 20 percent discount.
- (A) who (C) there
(B) they (D) when
- 08 If the lawyer had had time, she would have verified the content of the document _____ you gave her last week.
- (A) who (C) whose
(B) those (D) that
- 09 The concert _____ was held in the theater yesterday is the best I have ever seen.
- (A) who (C) those
(B) which (D) they
- 10 The company will move into a new office building, _____ Atlanta Builders constructed.
- (A) they (C) which
(B) it (D) those

Answers: p. 385

VOCABULARY

- | | | |
|-----------------------------|-----------------------|-----------------------|
| 02 warehouse [wéər'hàʊs] | 05 hire [háíər] | 08 content [kóntənt] |
| stock [stæk] | accounting [əkáuntɪŋ] | 10 move into |
| 03 consultant [kənsəl'tənt] | 06 include [ɪnklú:d] | construct [kənstrákt] |
| advice [əd'vaɪs] | sales figure | |
| 04 evaluate [ɪvə'ljuèit] | correct [kə'rekt] | |
| performance [pə'fɔ:rməns] | 07 present [prɪzént] | |



I met the man (who, which) had a tattoo.

Since the noun **man** before the relative pronoun indicates people, the relative pronoun beginning the following relative clause must also indicate people. The relative pronoun in a relative clause must correspond with the noun it replaces and its function in the clause.



who/which

Who is used when the relative clause follows a noun indicating people, whereas **which** is used to refer to a noun indicating things or animals.

Guests/[(~~which~~, who) came to the party]/brought/food.

People

I/lost/the watch/[(~~who~~, which) I bought yesterday].

Thing



Subjective case/objective case/possessive case

If there is no subject in a relative clause, the subjective relative pronouns **who**, **which**, **that** should be used.

People/[who register today]/receive/a 20 percent discount.

⇒ Because this relative clause does not contain a subject, the subjective relative pronoun **who** should be used.

If there is no object in a relative clause, the objective relative pronouns **whom**, **which**, **that** should be used or can be omitted.

He/is/the dealer/[whom I met at the conference].

⇒ Because this relative clause does not contain an object, the objective relative pronoun **whom** should be used or can be omitted.

This/is/the list/[which the customer requested].

⇒ Because this relative clause does not contain an object, the objective relative pronoun **which** should be used or can be omitted.

If a relative clause has a noun that is part of or belongs to the noun before the relative clause, the possessive relative pronoun **whose** should be used.

I/rented/a house/[whose roof was blue].

⇒ Because this relative clause has the noun **roof** which is part of the noun **house**, the possessive relative pronoun **whose** should be used.



Practice

Choose one correct option in the parentheses.

- 01 The company is producing a new tire (who, which) is extremely durable.
 02 This organization is hiring a PR man (whom, whose) responsibilities will include fundraising.
 03 The second edition (who, which) will be available soon has an additional chapter.
 04 Writers (whose, who) work is admired internationally usually write about universal subjects.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 He recommends this website for anyone _____ is thinking about buying a car.
 (A) when (C) which
 (B) what (D) who
- 06 The secretary printed some invitations _____ he will send tomorrow.
 (A) which (C) whose
 (B) who (D) what

07 Questions 7 and 8 refer to the following article.

08

Lunsford Publishers announced yesterday that it has released a new book called *Lost Wind*. It is a novel about a family _____ lived in Massachusetts in the late nineteenth

- 07 (A) who (C) which
 (B) these (D) they

century. The novel _____ gives an accurate picture of life in the 1890s was found in the

- 08 (A) whatever (C) what
 (B) this (D) which

attic of Mary Woods, a Virginia resident. Her grandmother is its author.

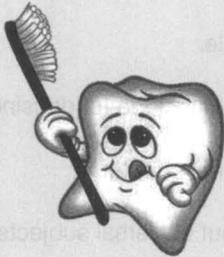
Answers: p. 385

VOCABULARY

- | | | |
|------------------------------------|---------------------------------|---------------------|
| 01 extremely [ɪkstriːmli] | 04 admire [ədmaɪər] | accurate [ækjʊrət] |
| durable [dʒʊərəbl] | internationally [ɪntərnæʃənəli] | picture [pɪktʃər] |
| 02 responsibility [rɪspɒnsəbɪləti] | universal [juːnəvɜːrsəl] | attic [ætik] |
| fundraising [fʌndreɪzɪŋ] | 05 recommend [rɪkəmənd] | resident [rɛzɪdənt] |
| 03 edition [ɪdɪʃən] | 06 invitation [ɪnvɪteɪʃən] | author [ɔːθər] |
| available [əvəɪləbl] | 07 announce [ənaʊns] | |
| additional [ədɪʃənəl] | 08 release [rɪliːs] | |

Adverbs (1)

How to Keep Our Teeth Healthy



It is very important to have healthy teeth. **Actually**, good teeth help us to chew our food. They also help us to look nice. How does a tooth go bad? The decay begins in a little crack in the enamel covering of the tooth. This happens after germs and bits of food have **repeatedly** collected there, then the decay slowly spreads inside the tooth. **Eventually**, poison goes into the blood, and we may feel quite ill.

How can we keep our teeth healthy? Firstly, we ought to **voluntarily** visit our dentist twice a year. He can fill the small holes in our teeth before they destroy the teeth **markedly**. He can examine our teeth to check that they are growing in the right way. **Unfortunately**, many people wait until they have toothache before they see a dentist. Secondly, we should brush our teeth with a toothbrush and fluoride toothpaste at least twice a day – once after breakfast and once before we go to bed. We can **additionally** use wooden toothpicks to clean between our teeth after a meal. Thirdly, we should eat food that is good for our teeth and our body: milk, cheese, fish, brown bread, potatoes, red rice, raw vegetables, and fresh fruit. Chocolate, sweets, biscuits, and cakes are bad, **especially** when we eat them between meals. They are **extremely** harmful because they stick to our teeth and cause decay.



LANGUAGE FOCUS

- **actually**

We've spoken on the phone but we've never actually met.

- **repeatedly**

Customers repeatedly complained about the service of this hotel.

- **eventually**

The authority is hoping, eventually, to create 500 new jobs.

- **voluntarily**

Did he do it voluntarily, or did you make him?

- **markedly**

The city's population has increased markedly.

- **unfortunately**

Unfortunately, one of the most competent managers is leaving the company.

- **additionally**

Members receive six newsletters a year. Additionally, they have the use of a helpline.

- **especially**

It was a very cold house, especially in winter.

- **extremely**

These negotiations will be extremely difficult for the company.



Practice

Choose one correct option in the parentheses.

- 01 Oil prices increased (simultaneously, importantly, markedly) two years ago.
- 02 Companies work (initially, cooperatively, fairly) to find solutions to problems.
- 03 Clients have (repeatedly, markedly, briefly) requested information on our new products.
- 04 The employee who (seriously, voluntarily, widely) took on a difficult task was promoted.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 The New Chinese Financial Newspaper will be released _____ in Singapore and Taiwan.
(A) typically (C) conveniently (B) stringently (D) simultaneously
- 06 The country suffered a(n) _____ high unemployment rate for years.
(A) wrongly (C) unusually (B) improperly (D) hugely

- 07 Questions 7 and 8 refer to the following advertisement.
08

Welcome to the Grand Opening of the Lake Park Plaza!

Please join us as we celebrate our Grand Opening on Friday, March 16 at 1:30 p.m. The Lake Park Plaza shopping center will _____ open for business with a ribbon cutting. The

- 07 (A) normally (C) presently
(B) officially (D) recently

president of the Lake Park Plaza will then give a speech about her long-term vision for the shopping center. The speech will be followed by a party which will begin _____ at

- 08 (A) randomly (C) promptly
(B) relatively (D) ultimately

2:30 p.m.

Answers: p. 385

VOCABULARY

- | | | |
|------------------------|-----------------------------|-----------------------|
| 02 solution [səluːʃən] | 06 suffer [sʌfər] | president [prɪzədənt] |
| 03 request [rɪkwɛst] | unemployment rate for years | speech [spi:tʃ] |
| 04 task [tæsk] | 07 grand opening | long-term [lɒŋtɑːrm] |
| promote [prəməut] | 08 celebrate [sɛləbreɪt] | vision [vɪʒən] |
| 05 release [rɪliːs] | | |

Double Passages: Advertisements

In Part 7, double reading passages may be related to advertisements. The first passage is an advertisement and the second one is another advertisement/a letter/an e-mail/an article/a form, etc. related to the first advertisement.



Related Situations

Double reading passages related to advertisements may be about a recruit advertisement and an e-mail or a curriculum vitae applying for a vacancy; about a hotel advertisement and a complaint letter about hotel services; about a product advertisement and similar services.

Example:

Passage 1: An advertisement about office facilities and a guarantee of delivery within
Advertisement three days

Passage 2: An e-mail complaining about the computer table bought. The product was
E-mail delivered one week late and was different from what was ordered.

Question: What in the advertisement does the e-mail mention?

Answer: Quick delivery



Reading Strategy

Step 1: Identify key word(s) in the question

Read the question and identify the key word(s). Decide whether it is an information question or an inference question.

Step 2: Find hints for the answer

Identify either of the passages in which the information related to the key word(s) is present. Locate the key word(s), then find hints to help choose the answer. Hints for the answer can also be found in the other passage.

Step 3: Generalize hints from the two passages and choose the correct answer

Combine hints from the first and the second passage, then choose the correct answer from given choices. Answer choices may be paraphrased from the two reading passages.



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

- 01 Applicants must be bilingual in order to be eligible for the position.
= To _____ for the job, you need to know more than one language.
(A) promote (B) qualify
- 02 We offer discounts for purchases of large quantities.
= Customers who buy in _____ will save money.
(A) bulk (B) size
- 03 We treat our customers as individuals and meet their specific needs.
(A) Our services are customized.
(B) We offer 100 percent customer satisfaction guarantee.
- 04 Advances in computer technology improved the accuracy of modern weather forecasts.
(A) Weather forecasting was not possible before the invention of computers.
(B) Weather predictions became more reliable due to better technology.

VOCABULARY

01 bilingual [baɪlɪŋgwəl]
eligible [ɛlɪdʒəbl]
promote [prəməʊt]
qualify [kwɔləfaɪ]
02 quantity [kwɒntəti]
in bulk

03 treat [tri:t]
individual [ɪndəvɪdʒuəl]
meet [mi:t]
specific [spəsɪfɪk]
customize [kʌstəmaɪz]
guarantee [gə'rænti:]

04 advance [əd'væns]
accuracy [ækjʊrəsi]
forecast [fɔ:kæst]
invention [ɪnvénʃən]
prediction [prɪdɪkʃən]
reliable [rɪlaɪəbl]



Practice

Question 5 refers to the following two advertisements.

UNIC – posting number 9021 – posted November 27

The UN Information Coalition (UNIC) seeks motivated individuals who enjoy working in teams under leading IT specialists.

Duties: The individual will work with others to compile information.

Requirements: Fluency in English is necessary; proficiency in additional languages is preferred. Familiarity with PowerPoint software is a must, as the job involves presentations. The application deadline is December 5. Applicants will be contacted for interviews by December 19.

Riviera Cruise Line – posting number 4519 – posted December 3

Riviera Cruise Line is looking for new employees that have a willingness to work with others. Applicants are encouraged to apply regardless of their experience in the service industry as long as they are not restricted from international travel. To learn about the various positions open, e-mail to jobs@riviera.com. These jobs offer an opportunity to travel, make money, and above all, have fun!

05 According to the postings, what are applicants at both companies required to do?

- (A) Work in groups
- (B) Speak two languages
- (C) Learn about software

VOCABULARY

05 seek [si:k]
 motivated [móutəvèitid]
 duty [dʒú:ti]
 compile [kəmpáil]
 requirement [rikwáíərmənt]
 fluency [flú:ənsi]
 necessary [néəsəsəri]

proficiency [prəfíʃənsi]
 preferred [prifə:rd]
 familiarity [fəmilíærəti]
 must [mʌst]
 application [æpləkéiʃən]
 willingness [wíliŋnis]
 encourage [inkə:ridʒ]

regardless of
 as long as
 restrict [ristríkt]
 opportunity [əpərtjú:nəti]
 above all
 according to



Actual Questions

Questions 6-10 refer to the following advertisement and résumé.

Employment Opportunities

The Federal Housing Institute (FHI) is seeking a full-time research associate. FHI is an independent research institute dedicated to housing and community development issues.

Responsibilities of the position:

- conducting research on FHI projects, including data analysis and field investigations;
- preparing progress reports for the members of the FHI board, investors, and others;
- representing FHI at meetings and conferences.

The successful candidate should possess a master's degree in city planning, and a minimum of two years' professional experience in the related field is required. The key requirement for the position involves a persuasive speaking ability to please diverse audiences. So, an applicant with a public speaking ability or having equivalent qualifications is preferred. Frequent travel and oral contacts with policy makers are worth considering.

Salary will be commensurate with qualifications and experience. Please send a cover letter and résumé to: The Federal Housing Institute, 220 Westlake Ave., Seattle, WA 98121.

Margaret Cooper

711 Pine St., Seattle, WA 98101

206-563-1156

margaret1156@realmail.com

Objective

To obtain the position of research associate

Educational Background

University of Seattle, Master of Science in City Planning

Meyer University, Bachelor of Science in Civil Engineering

Meyer University, Bachelor of Arts in Communication

Work Experience

Associate Researcher, Bishop Urban Development Co., 2006 ~ present

- Researching urban water supply design and construction

Associate Researcher, Ardell City, Department of City Development, 2003 ~ 2006

- Wrote research summaries and case studies for Ardell City waterway research activities
- Published the paper "The Role of Urban Waterways" in *Today and Future*



- 06** Who posted the advertisement?
 (A) A construction company
 (B) A real estate agency
 (C) A research organization
 (D) A city's department
- 07** What is NOT mentioned as a requirement for the job?
 (A) A graduate degree
 (B) Related experience
 (C) A willingness to travel
 (D) Computer literacy
- 08** What does the advertisement suggest?
 (A) FHI raises funds for urban development.
 (B) Pay depends on the background of the applicant.
 (C) The job involves contributions to a periodical.
 (D) FHI is going to expand its research division.
- 09** What qualification of Margaret Cooper would be most compatible with the company's requirements?
 (A) Her diploma from the University of Seattle
 (B) Her studies in communication
 (C) Her experience in publishing
 (D) Her degrees from Meyer University
- 10** What does Margaret Cooper do at her current job?
 (A) She researches urban water services.
 (B) She represents the company at conferences.
 (C) She contributes papers to a magazine.
 (D) She works on Ardell City's projects.



Answers: p. 385

VOCABULARY

06 associate [ə'səʊʃɪət]

10 dedicated to

conduct research

analysis [ə'nælɪsɪs]

field [fi:ld]

investigation [ɪn'vestəg'eɪʃən]

possess [pə'zɛs]

master's degree

persuasive [pə'swɛɪsɪv]

diverse [daɪvə:rs]

equivalent [ɪkwɪvələnt]

qualification [kwəlɪfɪk'eɪʃən]

commensurate with

objective [əb'dʒɛktɪv]

educational background

bachelor [bæ'tʃələ]

summary [sʌməri]

computer literacy

contribution [kən'trɪbjú:ʃən]

periodical [pɪəri'ɔdɪkəl]

compatible [kəm'pætəbl]

diploma [dɪplómə]

09. What qualification of Margaret Cooper would be most compatible with the company's requirements?

(A) Her diploma from the University of Seattle
 (B) Her studies in computer science
 (C) Her experience in publishing
 (D) Her degrees from MIT and Stanford

10. What does Margaret Cooper do at her current job?

(A) She researches urban water services.
 (B) She represents the company in conferences.
 (C) She contributes papers to a magazine.
 (D) She works on Apple City's projects.

08. Who posted the advertisement?

(A) A construction company.
 (B) A real estate agency.
 (C) A research organization.
 (D) A city government.

07. What is NOT mentioned as a requirement for the job?

(A) A graduate degree.
 (B) Related experience.
 (C) A willingness to travel.
 (D) Computer literacy.

06. What does the advertisement suggest?

(A) The boss finds the job development.
 (B) The boss has a background of the job.
 (C) The job involves conditions to a physical.
 (D) The boss is going to expand the research division.



Answer Key

01. (A) 02. (D) 03. (C) 04. (A)
 05. (B) 06. (D) 07. (C) 08. (D)
 09. (D) 10. (C)

Answer Key

01. (A) 02. (D) 03. (C) 04. (A)
 05. (B) 06. (D) 07. (C) 08. (D)
 09. (D) 10. (C)



Day 4 Week 4

Grammar

[Special Structure] Comparisons

- 01 Comparatives
- 02 Superlatives

Vocabulary

Adverbs (2)

Reading

Double Passages: Articles



[Special Structure] Comparisons



Fun with Basic Grammar

What is a comparison?

You are taller than me.

Comparison

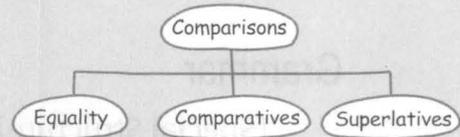
You are the oldest among us.

Comparison



The structures used to show similarities and/or differences between two or among three or more objects like the above examples are called comparisons.

Types of comparisons



Types of comparisons

There are three types of comparisons: equality used to compare two equal objects, comparatives used when the one object is superior to the other, and superlatives used when one object is superior to the other two or more. (In the TOEIC exam, comparatives and superlatives are more likely found.)

Equality	as + bare adjective + as	as large as
Comparatives	comparative + than	larger than
Superlatives	the + superlative	the largest



Seoul/is/larger/than Busan.

Seoul/is/the largest city/in Korea.

CHECK UP

Which of the following is the comparative?

(A) This chair is comfortable.

(B) This chair is more comfortable than the old one.

⇒ The comparison used when the one object is superior to the other is called the comparative.

Answer: (B)

Forms of comparatives and superlatives

Comparatives and superlatives are formed by changing the form of adjectives and adverbs. There are regular and irregular forms.

Regular forms		
Comparatives	One syllable	adjective/adverb + -(e)r : fast → faster
	Two or more syllables	more + adjective/adverb: diligent → more diligent
Superlatives	One syllable	adjective/adverb + -(e)st : fast → fastest
	Two or more syllables	most + adjective/adverb: diligent → most diligent



Irregular forms		
Equality	Comparatives	Superlatives
good/well	better	best
bad	worse	worst
many/much	more	most
little	less	least



The KTX is faster than a bus.

Max is the most diligent worker in the office.

Her ideas are better than mine.

It was the worst food that I have ever eaten.

CHECK UP

Which of the following fits the sentence?

My colleague can speak Spanish _____ than Mr. Anderson.

(A) weller (B) better

⇒ The adverb well has an irregular comparative form.

Answer: (B)



Jeju Island is larger than Dokdo Island.

Than is the common term used when we compare two objects in which the one object is superior to the other. There are also other expressions which are used to express comparatives in English.



Comparative + than

In comparatives, the structure **comparative of adjective/adverb + than** is usually used. Therefore, if you see **than** in a sentence, the comparative form of an adjective or adverb must come before it.

Plastics/are/(light, lighter)/than metals.

Adjective (X) Comparative (O)

She/speaks/(clearly, more clearly)/than the others.

Adverb (X) Comparative (O)



Comparative expressions

the + comparative ~, the + comparative ~
the + comparative + of the two

The more/you learn,/(~~the wise~~, the wiser)/you become.

Patrick/is/(~~the tall~~, the taller) of the two.



Comparative emphasis

Adverbs to emphasize comparatives with the meaning of *a little bit* include **much, even, still, far**.

Our delivery service/is/much quicker/than that of others.

Comparative

The hotel/is/far cheaper/than we expected.

Comparative



Practice

Choose one correct option in the parentheses.

- 01 Morning classes are (little, less) crowded than evening ones.
- 02 This system is (very, much) more sophisticated than the old one.
- 03 Using public transportation is far (fast, faster) than taking the car.
- 04 The desk job is the (safe, safer) of the two jobs Mr. Pryce is considering.
- 05 The (more, most) prepared the staff is, the more quickly the evaluation can be completed.
- 06 Experience can help you communicate (skillfully, more skillfully) than having much knowledge.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 _____ the session lasts, the more exhausted the attendees will be.
 - (A) The longer
 - (B) Longer
 - (C) The longest
 - (D) If longer
- 08 Small music devices are available _____ today than they were a decade ago.
 - (A) more readily
 - (B) readily
 - (C) most readily
 - (D) readiest
- 09 The economy is currently much _____ than it was five years ago.
 - (A) weak
 - (B) weaker
 - (C) weakest
 - (D) weakness
- 10 The _____ of the two places will be selected as a new location for the company.
 - (A) more
 - (B) good
 - (C) better
 - (D) most



DAY 4
WEEK 4

VOCABULARY

- | | | |
|----------------------------------|-----------------------------|--------------------------|
| 01 crowded [kraʊdɪd] | 06 experience [ɪkspɪəriəns] | 08 device [dɪvaɪs] |
| 02 sophisticated [səfɪstəkeɪtɪd] | communicate [kəmjuːnəkeɪt] | decade [dekeɪd] |
| 03 public transportation | knowledge [nɒlɪdʒ] | 09 currently [kəːrəntli] |
| 04 consider [kənsɪdər] | 07 session [sɛʃən] | 10 select [sɪlekt] |
| 05 evaluation [ɪvæljueɪʃən] | last [læst] | |
| complete [kəmplɪːt] | exhausted [ɪgzɔːstɪd] | |
| | attendeé [ətendɪː] | |

Answers: p. 385



That sports car is the greatest of mine.

In this sentence, **the greatest** shows that the object is superior to any other things.



the + superlative + of ~ / in ~ / that-clause

In superlatives, the structure **the + superlative of adjective/adverb + of ~ / in ~ / that-clause** is used.

He / is / the (cleverer, **cleverest**) student / of all my classmates.

Comparative (X) Superlative (O)

It / is / the (taller, **tallest**) building / in the city.

Comparative (X) Superlative (O)

This copy machine / runs / the fastest / of all.



Superlative expressions

one of the + superlative + plural noun

the + ordinal number + superlative

She / is / one of the (richer, **richest**) people / in this town.

Comparative (X) Superlative (O)

Busan / is / the second (larger, **largest**) city / in Korea.

Comparative (X) Superlative (O)



Choose one correct option in the parentheses.

Practice

- 01 Porcot Systems provides the (finer, finest) services of any company in our industry.
 02 The city of Kimpo has the nation's (second, secondly) busiest airport.
 03 Shanghai has become the (most, more) advanced city in China.
 04 FunTravel Co. offers consumers the (wider, widest) selection of accommodations in Asia.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Plastic is one of the _____ widely used materials in the electronics industry.
 (A) more (B) most (C) much (D) such
- 06 Of all the types of transportation available, the express bus is the _____ way to reach the downtown area.
 (A) more easily (B) most easily (C) easiest (D) easy

07 Questions 7 and 8 refer to the following article.

08

The state government is planning to revise existing regulations for small businesses. At present, these companies are burdened by high taxes and requirements that are more _____ than those of other states. Beginning next month, small businesses will pay

- 07 (A) restrictive (B) restrict (C) restrictively (D) to restrict

lower permit fees. Fees will be suspended if the business spends one million dollars on construction. City officials cited a recent study which concluded that the _____ small

- 08 (A) strong (B) strongly (C) stronger (D) strongest

companies in the region invested large amounts on construction.

Answers: p. 385

VOCABULARY

- | | | |
|-------------------------------|-------------------------------------|-----------------------------|
| 01 provide [prə'vaɪd] | electronics [ilɛk'trɒnɪks] | burden [bɜːrɪdn] |
| 02 nation [neɪʃən] | 06 transportation [træns'pɔːtətʃən] | permit fee |
| 04 consumer [kɒnsú:mər] | express bus | suspend [sə'spɛnd] |
| selection [sɪlɛkʃən] | downtown [daʊntáun] | construction [kɒn'strʌkʃən] |
| accommodations [ækómədéifənz] | 07 state [steɪt] | cite [saɪt] |
| 05 widely [waɪdli] | 08 government [gávrnmənt] | conclude [kɒnklú:d] |
| material [mætɪəriəl] | revise [rɪvaɪz] | invest [ɪnvést] |

Adverbs (2)

Healthy Food



As a result of years of research, we know that too much animal fat is bad for our health. **Typically**, Americans eat a lot of meat and only a small amount of grains, fruit and vegetables. Because of their diet, they **currently** have high rates of cancer and heart disease. In Japan, in contrast, people **solely** eat large amounts of grains and very little meat. The Japanese also have very low rates of cancer and heart disease. In fact, the Japanese live longer than anyone else in the world.

When Japanese people move to the United States, the rates of heart disease and cancer increase as their diet changes. **Moreover**, as hamburgers, ice cream, and other high-fat foods become popular in Japan, the rates of heart disease and cancer are **continually** increasing there as well. People are also eating more meat and dairy products in other countries, such as Cuba, Mauritius, and Hungary. Not **surprisingly**, the disease rates in these countries are increasing along with the change in diet. **Consequently**, doctors everywhere advised people to **frequently** eat more grains, fruit and vegetables and to eat less meat and fewer dairy products. Eating **adequately** and **effectively** is one of the ways to maintain good health.



LANGUAGE FOCUS

- **typically**

They have a typically English lifestyle.

- **currently**

The national museum is currently closed.

- **solely**

The department focused solely on research.

- **moreover**

More and more people are opposed to the idea of increasing university fees. Moreover, there is now evidence that it discourages many students from coming to the UK.

- **continually**

Our database is being continually updated.

- **surprisingly**

Not surprisingly, everyone got drunk at the wedding.

- **consequently**

They've increased the number of staff, and consequently the service is better.

- **frequently**

The ten most frequently asked questions are listed.

- **adequately**

The programme is adequately funded at this time.

- **effectively**

The system could deliver services to local communities more effectively.



Practice

Choose one correct option in the parentheses.

- 01 The item is (shortly, temporarily, efficiently) out of stock.
- 02 The product was (conveniently, widely, directly) advertised throughout the region.
- 03 Passwords should be changed (lately, clearly, frequently) to prevent unauthorized access.
- 04 For technical reasons, the website is (currently, precisely, highly) not accessible.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Shareholders should not rely _____ on the fund's investment adviser for assistance.
 - (A) surely
 - (B) solely
 - (C) recently
 - (D) nearly
- 06 The session will help participants learn how to _____ conduct a survey.
 - (A) accidentally
 - (B) apparently
 - (C) effectively
 - (D) informally

07
08

Questions 7 and 8 refer to the following advertisement.

Alpha Auto Body has served Tokyo motorists for over 20 years. Since our opening, we have _____ provided our customers with superior customer service. We are _____

- 07 (A) broadly
- (B) formerly
- (C) fairly
- (D) consistently
- 08 (A) gradually
- (B) quickly
- (C) conveniently
- (D) marginally

located in the city's center near department stores and subway stations. Our facility is equipped with the latest high-tech machines and computerized systems. We ensure you an excellent repair job at a fair price.

Answers: p. 385

VOCABULARY

- 01 out of stock
- 02 advertise [ædvə'taɪz]
- region [rɪ:dʒən]
- 03 prevent [prɪvənt]
- unauthorized [ʌnɔ:θəraɪzd]
- access [ækses]
- 05 shareholder [ʃeə'həʊldə]
- rely on
- fund [fʌnd]
- investment [ɪn'vestmənt]
- assistance [ə'sɪstəns]
- 06 participant [pɑ:rtɪsəpənt]
- conduct a survey
- 07 provide A with B
- 08 superior [su:pɪəriə]
- locate [ləukeɪt]
- be equipped with
- latest [leɪtɪst]
- ensure [ɪnʃʊə]
- fair [feə]

Double Passages: Articles

In Part 7, double reading passages may be related to articles. The first passage is an article focusing on a particular topic and the second one is another article / letter / memo / form, etc. related to the first article.



Related Situations

Double reading passages related to articles may be an article discussing corporate trends and a letter which asks for correcting the article content; an article involving a sales situation and a memo convening a sales meeting; an article on promoting product sales and a product sample; an article commenting on a performance and a program schedule, etc.

Example:

Passage 1: An article about Company ABC, which is promoting their product consumption program. During this event, customers can exchange points accumulated on buying products for popular products; however, most customers cannot exchange for the most popular product until they gather enough 5,000 points.

Passage 2: List of products for exchange: 5,000 points – MP3 player

Question: What product do customers like best?

Answer: The MP3 player



Reading Strategy

Step 1: Identify key word(s) in the question

Read the question and identify the key word(s). Decide whether it is an information question or an inference question.

Step 2: Find hints for the answer

Identify either of the passages in which the information related to the key word(s) is present. Locate the key word(s), then find hints to help choose the answer. Hints for the answer can also be found in the other passage.

Step 3: Generalize hints from the two passages and choose the correct answer

Combine hints from the first and the second passage, then choose the correct answer from given choices. Answer choices may be paraphrased from the two reading passages.



Strategy Application

The question below refers to the following article and letter.

The IMV Record Company has announced that they are planning to buy the H&B Company in order to expand their business in the market. The IMV has been lonely struggling in the severe competition with larger record companies such as Power Music Company or Harmony Company. Their sales figures this year have decreased by 5.7%, whereas profit from the H&B Company's outlets during the two quarters has gone down by 8%. Experts have predicted that the IMV Company will close some of the H&B Company's outlets to cut down expenses and lay off a number of employees.

Step 2: Find the second hint

To whom it may concern,
I am the spokesman of the H&B Company. I am writing this letter in response to the article published on Music Magazine on June 10. Contrary to what was stated in the article, our company's sales in two quarters have only declined slightly by 0.8%. The article may have provoked a negative impact on our business. Therefore, I am requesting you to correct this information as soon as possible.
Yours faithfully,
Mark

Step 2: Find the first hint

Question: What is implied about **Mark**?
Key word ←

Step 1: Identify the key word(s)

- (A) He is the representative of a record association.
- (B) His company will be purchased.

Step 3: Generalize the two hints to help choose the answer

Analyzing:

Step 1: Read the question and identify the key word **Mark**. From the word **implied** used in the question, this is clearly an inference question.

Step 2: Identify the reading passage in which the key word **Mark** appears. As stated in the letter, *I am the spokesman of the H&B Company*, and the signature at the end of the letter, it can be inferred that Mark is the H&B Company's employee and also the letter sender. However, the information is not relevant to the given choices. It is, therefore, necessary to search for the second hint. The article says, *The IMV Record Company has announced that they are planning to buy the H&B Company ...*

Step 3: When we combine the first hint indicating Mark is the H&B Company's staff and the second hint saying the IMV Company is planning to buy the H&B Company, it can be inferred that Mark's company will be purchased by another one. Therefore, the correct answer is choice (B) *His company will be purchased*.



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

- 01 It would be best to delay investing until we know the long-term effects of the merger.
= I recommend _____ investment until we have a clear idea of the merger's results.
(A) investigating (B) postponing
- 02 The restaurant was threatened with closure because it was not clean enough.
= The restaurant was warned to improve its poor _____.
(A) sanitation (B) ventilation
- 03 A power failure at the production facility has caused serious delays.
(A) Serious failures by those who have power caused major production delays.
(B) Production was significantly delayed due to interruption of electric power.
- 04 Following the merger, there will be staff reductions at all of the company's locations.
(A) The company will lay off workers after the merger.
(B) The merger will result in the closure of some of the company's branches.

VOCABULARY

- | | | |
|---|---|---|
| 01 delay [dɪleɪ]
long-term [lɒŋtɜːrm]
merger [mɜːrdʒər]
investment [ɪnvɛstmənt]
investigate [ɪnvɛstəgeɪt]
postpone [pəʊstpəʊn] | 02 threaten [θreɪn]
sanitation [sænɪtɪʃən]
ventilation [vɛntəlɪʃən]
03 power failure
significantly [sɪgnɪfɪkəntli]
interruption [ɪntərəpʃən] | 04 reduction [rɪdʌkʃən]
lay off
closure [kləʊʒər] |
|---|---|---|



Practice

Question 5 refers to the following review and program.

The Summer Stage Community Theater opened its new season last night with a production of *Waiting for the Last Bell to Ring*. Much to my surprise, this may be the best production of the year! A novel adapted to the stage, it is a mix of romance, comedy, adventure, and tragedy in Paris in the eighteenth century.

The costumes and sets were simply amazing without being a distraction. The lead actress, Ms. Bowles, was quite convincing, and her growth in this role brought the audience to tears. If there was a weak point, it was the script, which seemed to lack a natural flow between some scenes.

Summer Stage Community Theater
Presents

Waiting for the Last Bell to Ring

Scripted by
Franco Seginer

Starring _____ Gayle Bowles and Arthur Mandel
Directed by _____ Sally Noleila
Costume Designer _____ Rachel Green
Production Designer _____ Wesley Pierce
Technical Designer _____ Tom Brown

This production has been made possible by the generous sponsorship of members of the local business community.

05 Whose work received a negative review?

- (A) Gayle Bowles
- (B) Rachel Green
- (C) Franco Seginer

VOCABULARY

05 stage [steɪdʒ]
production [prəˈdʌkʃən]
to one's surprise
adapt [əˈdæpt]
mix [mɪks]
adventure [ədˈvɛntʃər]
tragedy [trædʒədi]

costume [kəstju:m]
distraction [dɪstrækʃən]
lead actress
convincing [kənˈvɪnsɪŋ]
bring A to tears
weak point
lack [læk]

flow [fləʊ]
star [stɑ:r]
generous [dʒɛnərəs]
sponsorship [spɒnsərʃɪp]
negative [nɛgətɪv]
review [rɪvju:]



Actual Questions

Questions 6-10 refer to the following article and letter.

With the successful opening of Footloose Shoes stores in Philadelphia and New Jersey last year, the company has decided to expand into Seattle, Portland, and San Francisco. New stores are under construction and will be completed in three months. They are projected to open within the year.

The company first began operations seven years ago as a small boutique store located in New York. It quickly gained a reputation for high-quality, stylish products. Although the company initially produced and sold only women's shoes, two years after opening, the decision was made to move into men's shoes. This proved to be a big success, and soon, men's shoes accounted for over 70 percent of the company's total sales. However, in conjunction with the upcoming expansion, the company will launch a new line of women's shoes to boost sales.

Dear Ms. Gomez,

The directors of Footloose Shoes would like to take this opportunity to thank you for your years of service to the company. In fact, your involvement in the opening of the Philadelphia branch played an important role in the success of the company.

We would like you to manage the new store in San Francisco for about a year. You would be in charge of dealing with any problems connected to the opening of the new store.

By the end of the year, our plans to expand into Europe will be completed. If the branch is successful, you would most likely be appointed regional manager for our European stores. As a regional manager, you would be responsible for all aspects of our European operation. We look forward to achieving success with you in the future. Please call me to discuss this further.

Yours sincerely,
Nicolas Nelson



- 06 In the article, the word “projected” in paragraph 1, line 3 is closest in meaning to
- (A) tightened
(B) scheduled
(C) shown
(D) agreed
- 07 When was Footloose Shoes founded?
- (A) Last month
(B) Last year
(C) Two years ago
(D) Seven years ago
- 08 What is NOT mentioned as part of the company's plans for the current year?
- (A) The release of a new product line
(B) The opening of new shops
(C) An expansion into menswear
(D) The construction of several stores
- 09 What did Ms. Gomez do last year?
- (A) She participated in the establishment of the company.
(B) She assisted with opening a store in Philadelphia.
(C) She worked for another corporation in New Jersey.
(D) She traveled throughout Europe.
- 10 What will probably happen if the store in San Francisco is successful?
- (A) Ms. Gomez will open her own store.
(B) Ms. Gomez will be transferred to Europe.
(C) Ms. Gomez will move back to Philadelphia.
(D) Ms. Gomez will become a director.

VOCABULARY

06 expand [ɪkspænd]
10 under construction
project [prədʒekt]
operation [ɒpəreɪʃən]
gain [geɪn]
reputation [rɛpjuːtəʃən]
initially [ɪnɪʃəli]
prove [pru:v]

account for
in conjunction with
launch [lɔ:ntʃ]
boost [bu:st]
involvement [ɪnvólvmənt]
be in charge of
deal with
connected [kənɛktɪd]

appoint [əpɔɪnt]
aspect [æspekt]
tighten [taɪtn]
current [kʌrənt]
release [rɪli:s]
establishment [ɪstæblɪʃmənt]
assist [əsɪst]
transfer [trænsfɜ:r]

Answers: p. 385

09. What did Mr. Gomez do last year?

(A) She participated in the renovation of the company.
 (B) She assisted with opening a store in Philadelphia.
 (C) She worked for another location in New Jersey.
 (D) She traveled throughout Europe.

10. What will the store happen if the store in San Francisco is successful?

(A) Mrs. Gomez will open her own store.
 (B) Mr. Gomez will be promoted to Chicago.
 (C) Mr. Gomez will move back to Philadelphia.
 (D) Mr. Gomez will become a director.



06. In the article, the word "projected" in para- graph 1, line 3 is closest in meaning to

(A) highlighted
 (B) calculated
 (C) shown
 (D) agreed

07. What was Footrose Shoes founded?

(A) Last month.
 (B) Last year.
 (C) Two years ago.
 (D) Seven years ago.

08. What is NOT mentioned as part of the company's plans for the current year?

(A) The release of a new product line.
 (B) The opening of new shops.
 (C) An expansion into international.
 (D) The construction of several stores.



Day 5 Week 4

Grammar

[Special Structure] Parallelism and Inversion

- 01 Parallelism
- 02 Inversion

Vocabulary

Adverbs (3)

Reading

Double Passages: Forms

When and how is an inversion used?

An inversion is used when we want to emphasize the meaning of a sentence. The emphasized part is put at the beginning of the sentence. The subject-verb order is changed. However, the verb form in the inverted sentence will vary depending on whether the verb in the original sentence is an ordinary verb or it goes with **be/have/auxiliary verb**.

Inversion with be/have/auxiliary verb

Be/have/auxiliary verb will be put before the subject.

Timothy / was / rarely / so pleased.

Subject Verb BE

Rarely was Timothy so pleased.

[Emphasized Verb Subject
RARELY] BE

Inversion with an ordinary verb

If a sentence contains an ordinary verb, the auxiliary verb **DO (do, does, did)** will be put before the subject, and the main verb is in the base form.

She / never thought / of it.

Subject Negative Ordinary verb
word (Simple past tense)

Never did she think of it.

[Emphasized Auxiliary Subject Ordinary
NEVER] verb DO verb



DAY 5
WEEK 4



CHECK UP

Which word fits the sentence?

I never receive enough incentives.

→ Never (do, am) I receive enough incentives.

⇒ This sentence contains an ordinary verb; the auxiliary verb DO must be put before the subject when the sentence is inverted.

Answer: do



Choose one correct option in the parentheses.

Practice

- 01 The company will develop and (distribute, distribution) free antivirus software.
- 02 We provide our customers with (satisfactory, satisfaction) and value.
- 03 Applicants should have demonstrated either experience or (know, knowledge) in this area.
- 04 Companies cut down costs by moving their plants abroad and (hiring, hire) cheap foreign labor.
- 05 The plan will be redesigned both to shorten project duration and (to simplify, simplifying) implementation.
- 06 The Support Department was asked to create an easy but (accurate, accurately) model of the data.



Actual Questions

Choose the correct option for each of the following sentences.

- 07 To apply for this job, please send a résumé that summarizes your _____ and skills.
(A) educate (C) education
(B) educated (D) educational
- 08 Thanks to the Internet, digital music has not only become popular but is also _____ across the globe.
(A) profits (C) profitably
(B) profitable (D) profiting
- 09 The duties for this position include both _____ budget savings and preparing financial reports.
(A) to achieve (C) achieved
(B) achieving (D) achievement
- 10 To move closer to work and _____ a place nearby can reduce the stress of commuting.
(A) to rent (C) rental
(B) renting (D) rented



DAY 5
WEEK 4

Answers: p. 385

VOCABULARY

- | | | |
|---|---------------------------------------|------------------------|
| 01 antivirus [æntiváirəs] | duration [dʒuréifən] | 09 duty [dʒú:ti] |
| 02 provide A with B
value [vælju:] | implementation [impləməntéifən] | position [pəzifən] |
| 03 demonstrate [démənstreɪt]
experience [iksɪəriəns] | 06 Support Department
model [módl] | include [inklú:d] |
| 04 plant [plænt]
labor [léibər] | 07 apply [əpláɪ]
résumé [rézumèi] | budget [báɔdʒit] |
| 05 redesign [ri:dizáin]
shorten [ʃó:rtən] | summarize [sámərəɪz] | financial [fainənsjəl] |
| | skill [skil] | 10 nearby [niərbái] |
| | | reduce [ridʒú:s] |
| | | commute [kəmju:t] |



I can never forget her big eyes. → Never can I forget her big eyes.

In English, when a negative word is put at the beginning of a sentence, the subject-verb order in that sentence will be changed.



Inversion cases

When a negative word such as **never**, **neither**, **hardly**, **seldom**, **rarely** and **little** is put at the beginning of a sentence to emphasize the meaning, the subject-verb order will be inverted.

I/had never seen/such a great view.

→ Never/had I seen/such a great view.

⇒ When the negative word **never** is put at the beginning of the sentence, the subject-verb order (**I-had**) will be inverted.

When **only + adverb** is moved to the beginning of a sentence as an emphasis, an inversion is used.

The manager/only recently/heard/the news.

→ Only recently/did the manager hear/the news.

⇒ When **only recently** is placed at the beginning of a sentence, the positions of the subject and verb will be changed. In this case, the auxiliary verb **did** is added and put before the subject **the manager**, and at the same time, the main verb **heard** is in the base form **hear**.



do/does/did + subject + bare infinitive, have/has/had + subject + past participle

When **do/does/did** is put before the subject, a bare infinitive should follow the subject; in case of **have/has/had**, a past participle should follow the subject.

Seldom/does Diana (~~delays~~, delay)/doing her work.

Third person singular verb (X) Bare infinitive (O)

Rarely/has the economic situation (~~be~~, been)/better.

Bare infinitive (X) Past participle (O)



Practice

Choose one correct option in the parentheses.

- 01 (Ever, Rarely) has the price of gasoline been higher than it is now.
 02 Only recently (have, do) nutrition studies uncovered the benefits of eating eggs every day.
 03 Hardly did financial experts (predict, predicted) the sudden changes in the stock market.
 04 Never (has, did) the company suffered such a sharp downturn.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Mrs. Jefferson will not attend the conference and _____ will Mr. Thomson.
 (A) however (C) either
 (B) neither (D) also
- 06 Never did Phil Stacey's personal problems _____ with getting his work done.
 (A) interfering (C) interfered
 (B) to interfere (D) interfere

07
08

Questions 7 and 8 refer to the following memorandum.

From: Marcia Sandilands, Manager
 To: Staff

We will be launching the biggest advertising campaign the company has ever conducted. Our objective will be to teach the public about the advantages of a Blue-Point PDA. _____

- 07 (A) Although (C) Never
 (B) Even (D) As quickly as

has the PDA been more in demand than now. Sales of all PDAs have jumped by 400 per cent since the beginning of the year, and we want a major share of that market. Therefore, I would like to remind you to provide _____ and timely information to prospective

- 08 (A) accuracy (C) accurateness
 (B) accurate (D) accurately

customers. Inform them about the features, how to use them, and about our warranty.

Answers: p. 385

VOCABULARY

- 02 nutrition [nju:trifən]
 uncover [ʌnkʌvər]
 03 stock market
 04 downturn [daʊntə:rn]

- 07 launch [lə:ntʃ]
 08 objective [əbdʒektɪv]
 advantage [ədvæntɪdʒ]
 be in demand
 major [meɪdʒər]

- share [ʃeər]
 timely [taɪmlɪ]
 prospective customer
 feature [fi:tʃər]
 warranty [wɒrənti]

Adverbs (3)

Advice for Overweight People

1. Do exercise **regularly**. Do not be lazy.
2. Do not eat junk food when you stay up **late**.
3. Do not think you can struggle on your own. If you practice with friends, it can be **mutually** helpful and you may lose weight **significantly**.
4. Read **carefully** all the stories written by those who have been successful in their fight against overweight so that you can learn from them more **efficiently**.

If you can act on these four pieces of advice **reasonably** both in exercising and your daily eating habits, you may **dramatically** lose weight some day. You should not expect to lose weight in one or two days, but you had better exercise regularly and correctly. A sound mind only exists in a healthy body.



LANGUAGE FOCUS

- **regularly**

The website should be upgraded regularly.

- **late**

Mr. Kehn does not like to stay up late.

- **mutually**

The solutions were mutually acceptable.

- **significantly**

Sales increased significantly at weekends.

- **carefully**

Ms. Hall read the contract carefully.

- **efficiently**

Computers allow us to plan efficiently.

- **reasonably**

Our workers are reasonably paid.

- **dramatically**

The price of oil will increase dramatically.



Practice

Choose one correct option in the parentheses.

- 01 This year's budget has been reduced (late, widely, significantly).
 02 Most stores stay open (well, much, late) on weekends to accommodate shoppers.
 03 The number of clients has grown (politely, dramatically, carefully) in the last few years.
 04 The food at the French restaurant was (initially, reasonably, solely) priced.



Actual Questions

Choose the correct option for each of the following sentences.

- 05 Our goal is to maintain a _____ beneficial relationship with our customers and community.
 (A) conveniently (C) regularly
 (B) mutually (D) precisely
- 06 The manual provides information that helps users operate the computer more _____.
 (A) frequently (C) cooperatively
 (B) efficiently (D) simultaneously

07 Questions 7 and 8 refer to the following memorandum.

From: Erica Turner, Office Manager
 To: All staff

I know that not everyone in the office is comfortable using computers, but all important office announcements will now be sent by e-mail. So, it is very important that you _____

- 07 (A) entirely (C) regularly
 (B) flexibly (D) strongly

check your e-mail inbox for messages. If you are having trouble using the company's e-mail system, please _____ read the directions in the employee manual.

- 08 (A) carefully (C) mildly
 (B) easily (D) softly

Answers: p. 385

VOCABULARY

- | | | |
|----------------------------|------------------------|-----------------------------|
| 01 budget [bʌdʒɪt] | beneficial [bɛnɛfɪjəl] | 07 announcement [ənʌnsmənt] |
| reduce [rɪdʒʊ:s] | community [kəmju:nəti] | 08 inbox [ɪnbɒks] |
| 02 accommodate [əkʌmədeɪt] | 06 manual [mænjuəl] | have trouble + V-ing |
| 05 maintain [meɪnteɪn] | operate [ɒpəreɪt] | direction [dɪrɛkʃən] |

Double Passages: Forms

In Part 7, double reading passages may be related to a certain type of forms. Forms may be in the form of a questionnaire, a table, a schedule, a chart, an invoice, etc. The first passage is a form. The second passage is an e-mail or a memo in which the information is related to the first form.



Related Situations

Double reading passages related to forms are generally about a quality guarantee and a refund claim letter; a survey questionnaire and a reply letter; a price list and an e-mail about it; an invoice and an e-mail asking for an exchange, etc.

Example:

Passage 1: A questionnaire asking about customers' opinions on the hotel service (Including a comment from the guest saying that the room service was not done at the expected time.)

Passage 2: An e-mail from the hotel manager who offers an apology to the customer for the inconvenience and promises that the staff who made the customer dissatisfied will correct their mistakes

Question: What kind of dissatisfaction does the hotel manager convey to his staff?

Answer: The room service was not done at the expected time.



Reading Strategy

Step 1: Identify key word(s) in the question

Read the question and identify the key word(s). Decide whether it is an information question or an inference question.

Step 2: Find hints for the answer

Identify either of the passages in which the information related to the key word(s) is present. Locate the key word(s), then find hints to help choose the answer. Hints for the answer can also be found in the other passage.

Step 3: Generalize hints from the two passages and choose the correct answer

Combine hints from the first and the second passage, then choose the correct answer from given choices. Answer choices may be paraphrased from the two reading passages.



Strategy Application

The question below refers to the following table and e-mail.

Employee's name	Extension number
David	200-109
Peter	200-114
Maria	300-117
Brad	300-110

Step 2: Find the second hint

Extension number 200 means the office is on the second floor, 300 means the office is on the third floor.

Dear Human Resources Manager,

I am writing this e-mail just to inform you that I have been transferred recently. While Maria is taking her three months' leave, I am taking her office as well as her extension number. However, because other colleagues and customers have not been informed of this change, every day, I am receiving more than 15 phone calls asking for speaking to Maria; this has greatly affected my work. I would be very grateful if you could provide me with a new extension number.

Step 2: Find the first hint

Regards,

Adam

Question: What is Adam's current extension number?

Step 1: Identify the key word(s)

(A) 300-117

(B) 200-109

Step 3: Generalize the two hints to help choose the answer

Analyzing:

Step 1: Read the question and identify the key word **Adam**. As the question asks for Adam's current extension number, it is clear that this is an information question.

Step 2: Find the first hint in the e-mail indicating the key word **Adam** in the question. **Adam** is the e-mail sender and the e-mail says, *While Maria is taking her three months' leave, I am taking her office as well as her extension number*; therefore, it can be inferred from the first hint that Adam is using Maria's extension number. The e-mail does not state the extension number, so there is not enough evidence to choose the correct answer. Consequently, the second hint can be found in the table. According to the table, 300-117 is Maria's extension number.

Step 3: When we combine the first hint that Adam is using Maria's extension number with the second hint that Maria's extension number is 300-117, it can be concluded that Adam is now using the extension number 300-117. Therefore, choice (A) **300-117** is the correct answer.



Paraphrasing Practice

Practice paraphrasing the following sentences by choosing the correct option.

- 01 Applicants must have special knowledge of the word processing program.
= _____ in word processing software is required.
(A) Interest (B) Expertise
- 02 Please phone ahead in order to book an appointment.
= To _____ a date and time, you should call in advance.
(A) schedule (B) check
- 03 Unauthorized vehicles will be towed at the owner's expense.
(A) One needs to pay a fee when parking.
(B) One needs to get permission to park a car.
- 04 Please put lab coats in the box marked "Protective Clothing" when you leave the lab.
(A) Workers are asked to put protective clothing in the designated box.
(B) All lab clothing must be marked as protective in order to be worn in the lab.

VOCABULARY

01 knowledge [nɒlɪdʒ]
expertise [ɛkspɜːtɪz]

03 unauthorized [ʌnɔːθəraɪzd]

tow [tuː]
at one's expense
permission [pəˈmɪʃən]

04 mark [mɑːrk]

protective [prəˈtɛktɪv]
designated [dɛzɪɡneɪtɪd]



Practice

Question 5 refers to the following schedule and e-mail.

Flight Information for April 25

Scheduled Time		From	To	Airline
Departure	Arrival			
06:20	08:30	London	Berlin	Majesty Air, MA3829
12:20	14:30	London	Berlin	Majesty Air, MA3835
14:00	16:10	London	Cologne	Deutsche Air, DA3825
16:35	18:45	London	Cologne	Deutsche Air, DA3836

Dear Mr. Watson,

I found a few flight possibilities for the conference in Berlin. You suggested we fly to Cologne because it is cheaper. But then we would have to take a train to Berlin, which would take more time. Also, leaving in the morning might be better because we would have some free time to take a city tour before the conference starts. Have a look at the flights and let me know what you think.

Regards,
Anton Steele

05 Which flight would Anton most likely prefer?

- (A) MA3829
- (B) MA3835
- (C) DA3836

VOCABULARY

05 flight [flaɪt]
scheduled [skɛdʒu:lɪd]
departure [dɪpɑ:rtʃər]
arrival [ə'raɪvəl]
airline [ɛə'láɪn]

possibility [pə'səbɪləti]
conference [kɒnfə'rens]
suggest [səgdʒést]
cheap [tʃi:p]
take a train

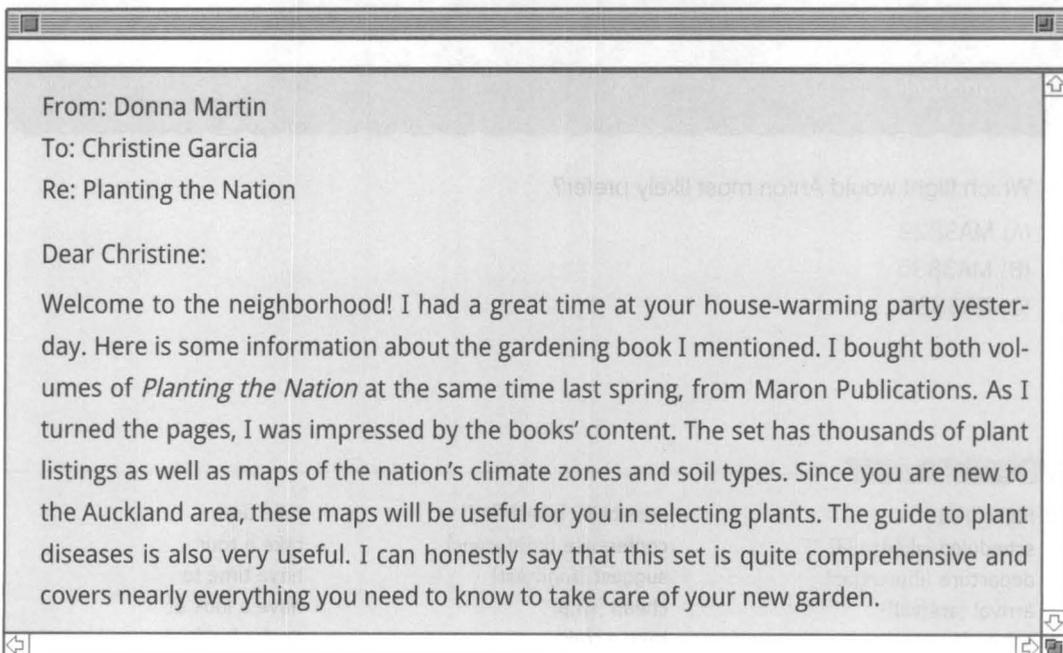
take time
take a tour
have time to
have a look at
prefer [prɪfə:r]

DAY 5
WEEK 4



Questions 6-10 refer to the following chart and e-mail.

Publications Listing	
Maron Publications 14 Leixlep Lane Botany Town Center, Auckland	
Publications	Price
<i>The Encyclopedia of Gardening</i>	\$66.00/postage: \$6.00
<i>Studies in New Zealand Garden History</i> edited by Patricia Jones	\$22.00/postage: \$5.00
Set of all available back issues of <i>New Zealand Garden History</i> – (Volumes 1-13)	\$65.00/postage: \$10.00
Individual back issues of <i>New Zealand Garden History</i>	\$5.50/postage: \$3.00
<i>Planting the Nation</i> – Volume One	\$15.00/postage: \$7.00
<i>Planting the Nation</i> – Volume Two	\$20.00/postage: \$3.50
<i>Planting the Nation</i>	\$35.00
* Order both volumes at the same time and save on postage.	postage for two volumes ordered together: \$8.60
Set of booklets about <i>Historic New Zealand Gardens</i> , complete with color photos and plant lists (12 releases)	\$11.00/postage: \$3.50





- 06 What is the price for a copy of a previous issue of *New Zealand Garden History*?
- (A) \$3.00
(B) \$5.50
(C) \$11.00
(D) \$65.00
- 07 Why did Ms. Martin write the e-mail?
- (A) To order extra copies of a gardening book
(B) To research a gardening book
(C) To recommend a publication to her neighbor
(D) To express thanks for an invitation to a party
- 08 How much did Ms. Martin pay for the shipping of her order?
- (A) \$3.50
(B) \$7.00
(C) \$8.60
(D) \$10.00
- 09 What is implied about Ms. Garcia in the e-mail?
- (A) She is not familiar with Auckland's weather.
(B) She does not have gardening experience.
(C) She prefers large-page publications.
(D) She wants to open a flower store in the future.
- 10 What is NOT covered in *Planting the Nation*?
- (A) Climate information
(B) Handling plant diseases
(C) A description of soil
(D) A resource directory

VOCABULARY

- 06 publication [pʌblə'keɪʃən]
10 encyclopedia [ɪnsaɪk'ləpi:diə]
back issue
volume [vɒl'yu:m]
postage [pəʊstɪdʒ]
impress [ɪm'pres]
content [kɒntent]

- climate [klaɪmɪt]
zone [zəʊn]
soil [sɔɪl]
disease [dɪzi:z]
comprehensive [kəm'pri:hen'sɪv]
cover [kʌvər]
recommend [rɪkə'mend]

- express [ɪks'pres]
be familiar with
description [dɪskrɪ'pʃən]
resource [rɪ:sɔ:rs]
directory [dɪ'rektəri]

Answers: p. 385

Irregular Verbs

Infinitive	Past tense	Past participle
become	became	become
begin	began	begun
break	broke	broken
bring	brought	brought
build	built	built
buy	bought	bought
catch	caught	caught
choose	chose	chosen
cost	cost	cost
deal	dealt	dealt
drink	drank	drunk
eat	ate	eaten
fall	fell	fallen
feel	felt	felt
find	found	found
fly	flew	flown
forbid	forbad(e)	forbidden
forget	forgot	forgotten
forgive	forgave	forgiven
give	gave	given
grow	grew	grown
hear	heard	heard
hide	hid	hidden
hold	held	held
keep	kept	kept
know	knew	known
lead	led	led
leave	left	left
lose	lost	lost
read	read	read
ride	rode	ridden
rise	rose	risen
seek	sought	sought
sell	sold	sold
send	sent	sent
sit	sat	sat
speak	spoke	spoken
spend	spent	spent
stand	stood	stood
tell	told	told
throw	threw	thrown
understand	understood	understood
wear	wore	worn
win	won	won
withdraw	withdrew	withdrawn
write	wrote	written



Day 1 Week 1

[Basic Grammar] Subject and Verb

O1 Subject

01 Registration 02 cost 03 To write 04 Eating
05 strategy 06 satisfaction 07 (C) 08 (D) 09 (A) 10 (C)

O2 Verb

01 require 02 should organize 03 purchased
04 can help 05 (A) 06 (C) 07 (D) 08 (B)

Prepositional Phrases

01 in 02 of 03 at 04 charge 05 (B) 06 (B) 07 (C) 08 (B)

Overview/Gist Questions

01 (A) 02 (B) 03 (B) 04 (A) 05 (B) 06 (B) 07 (A) 08 (B)
09 (B) 10 (C) 11 (B)

Day 2 Week 1

[Basic Grammar] Object, Complement, and Modifier

O1 Object

01 problem 02 agreement 03 to shop 04 resignation
05 launching 06 delivery 07 (B) 08 (D) 09 (A) 10 (A)

O2 Complement

01 spacious 02 popular 03 transferable 04 applicant
05 advisable 06 manager 07 (D) 08 (C) 09 (C) 10 (A)

O3 Modifier

01 Despite the bad weather 02 without the approval of
the owner 03 Because of a technical problem 04 who
was involved in stealing funds 05 seeking refunds 06 to
analyze the impact of higher interest rates 07 (B) 08 (A)

Verb Phrases (1)

01 to 02 in 03 to 04 to 05 (B) 06 (A) 07 (A) 08 (B)

Information Questions

01 (B) 02 (A) 03 (B) 04 (A) 05 (B) 06 (A) 07 (A) 08 (A)
09 (C) 10 (A) 11 (B) 12 (D)

Day 3 Week 1

[Part of Speech] Nouns

O1 Positions of Nouns

01 security 02 growth 03 profits 04 advantage
05 application 06 criticism 07 (B) 08 (A) 09 (D) 10 (A)

O2 Countable Nouns and Uncountable Nouns

01 access 02 furniture 03 advice 04 a month
05 luggage 06 an agreement 07 (D) 08 (A) 09 (B)
10 (D)

O3 Numeric Expressions before Nouns

01 candidates 02 Several 03 Some 04 much 05 (A)
06 (C) 07 (A) 08 (B)

Verb Phrases (2)

01 of 02 to 03 inform 04 provides 05 (A) 06 (A)
07 (D) 08 (A)

NOT/TRUE Questions

01 (A) 02 (B) 03 (B) 04 (A) 05 (B) 06 (A) 07 (A) 08 (A)
09 (C) 10 (B) 11 (C) 12 (D)

Day 4 Week 1

[Part of Speech] Pronouns

O1 Personal Pronouns, Possessive Pronouns, and Reflexive Pronouns

01 They 02 his 03 ours 04 us 05 themselves 06 their
07 (B) 08 (D) 09 (A) 10 (D)

O2 Demonstrative Pronouns

01 Those 02 this 03 that 04 That 05 those 06 These
07 (A) 08 (D) 09 (C) 10 (B)

O3 Indefinite Pronouns

01 the others 02 the others 03 some 04 another
05 the others 06 others 07 (B) 08 (C) 09 (D) 10 (C)

O4 Agreement between Pronouns and Nouns

01 She 02 They 03 she 04 They 05 (B) 06 (D) 07 (A)
08 (B)

Noun Phrases

01 productivity 02 allowance 03 technology
04 surveys 05 (D) 06 (A) 07 (A) 08 (C)

Inference Questions

01 (A) 02 (A) 03 (B) 04 (B) 05 (A) 06 (B) 07 (A) 08 (A)
09 (C) 10 (A) 11 (C) 12 (D)

Day 5 Week 1

[Part of Speech] Adjectives and Adverbs

O1 Adjectives

01 constructive 02 Successful 03 quick 04 specific
05 ideal 06 sure 07 (D) 08 (D) 09 (C) 10 (A)

O2 Adverbs

01 usually 02 finally 03 mistakenly 04 relatively
05 correctly 06 regularly 07 (D) 08 (A) 09 (D) 10 (B)

O3 Confusing Adjectives and Adverbs

01 closely 02 reliable 03 Nearly 04 responsible 05 (B)
06 (A) 07 (B) 08 (C)

Collocations

01 generate 02 Prospective 03 highly 04 extended
05 (C) 06 (B) 07 (A) 08 (C)

Synonym Questions

01 (B) 02 (A) 03 (A) 04 (B) 05 (A) 06 (B) 07 (A) 08 (A)
09 (B) 10 (C) 11 (B) 12 (D)

Day 1 Week 2

[Part of Speech] Prepositions

O1 Positions of Prepositions

01 pressure 02 regulations 03 suggestion
04 carelessness 05 pleasure 06 order 07 (C) 08 (D)
09 (A) 10 (B)

O2 Prepositions of Time

01 on 02 for 03 by 04 at 05 on 06 in 07 (C) 08 (B)
09 (B) 10 (D)

O3 Prepositions of Place

01 on 02 at 03 in 04 in 05 at 06 between 07 (C) 08 (B)
09 (A) 10 (D)

O4 Prepositions of Direction

01 along 02 out of 03 across 04 through 05 (A) 06 (C)
07 (D) 08 (C)

Verbs (1)

01 reviewed 02 developed 03 appoints 04 hire 05 (D)
06 (B) 07 (C) 08 (D)

Letters and E-mails

01 (B) 02 (A) 03 (B) 04 (A) 05 (A) 06 (A) 07 (B) 08 (A)
09 (B) 10 (C) 11 (D) 12 (A)

Day 2 Week 2

[Part of Speech] Conjunctions

O1 Coordinating Conjunctions and Correlative Conjunctions

01 or 02 both 03 but 04 but 05 yet 06 nor 07 (B)
08 (B) 09 (A) 10 (C)

O2 Subordinating Conjunctions

01 because 02 Although 03 which 04 Whether 05 (D)
06 (B) 07 (C) 08 (B)

Verbs (2)

01 presented 02 last 03 expect 04 accommodate
05 (A) 06 (B) 07 (D) 08 (A)

Advertisements

01 (B) 02 (A) 03 (B) 04 (B) 05 (B) 06 (A) 07 (A) 08 (A)
09 (B) 10 (C) 11 (D) 12 (A)

Day 3 Week 2

[Part of Speech] Verbs

O1 Verb Forms

01 pay 02 provided 03 asking 04 announced
05 predict 06 attend 07 (B) 08 (D) 09 (C) 10 (B)

O2 Intransitive Verbs and Transitive Verbs

01 care for 02 objected 03 approach 04 accompany
05 (C) 06 (D) 07 (C) 08 (A)

Verbs (3)

01 represent 02 avoid 03 anticipates 04 obtain 05 (B)
06 (A) 07 (C) 08 (B)

Notices / Announcements

01 (A) 02 (B) 03 (A) 04 (A) 05 (B) 06 (A) 07 (B) 08 (A)
09 (A) 10 (C) 11 (C) 12 (D)

Day 4 Week 2

[Verb] Subject-Verb Agreement

01 Subject-Verb Agreement – Singular Subject and Singular Verb

01 is 02 has 03 is 04 contains 05 was 06 wants 07 (B) 08 (D) 09 (A) 10 (A)

02 Subject-Verb Agreement – Plural Subject and Plural Verb

01 have 02 instruct 03 were 04 plan 05 provide 06 are 07 (C) 08 (D) 09 (B) 10 (A)

03 Subject-Verb Agreement – Special Cases

01 are 02 refuse 03 has 04 know 05 (C) 06 (D) 07 (A) 08 (B)

Verbs (4)

01 affect 02 decrease 03 changed 04 indicate 05 (D) 06 (B) 07 (C) 08 (C)

Articles/Reviews

01 (B) 02 (A) 03 (B) 04 (A) 05 (A) 06 (B) 07 (B) 08 (A) 09 (B) 10 (C) 11 (D) 12 (C)

Day 5 Week 2

[Verb] Tenses

01 Present Simple, Past Simple, and Future Simple

01 finished 02 announce 03 will convene 04 went 05 will leave 06 met 07 (A) 08 (C) 09 (C) 10 (B)

02 Present Progressive, Past Progressive, and Future Progressive

01 is preparing 02 was attending 03 will be attending 04 was working 05 is returning 06 will be making 07 (D) 08 (D) 09 (C) 10 (C)

03 Present Perfect, Past Perfect, and Future Perfect

01 will have appointed 02 had already gone 03 has increased 04 has fallen 05 (B) 06 (D) 07 (D) 08 (C)

Verbs (5)

01 handled 02 attract 03 hesitate 04 utilized 05 (D) 06 (C) 07 (D) 08 (C)

Memorandums

01 (B) 02 (A) 03 (B) 04 (A) 05 (A) 06 (B) 07 (B) 08 (A) 09 (B) 10 (C) 11 (D) 12 (C)

Day 1 Week 3

[Verb] Active Voice and Passive Voice

01 Active Voice and Passive Voice

01 be serviced 02 convey 03 paid 04 argue 05 were required 06 be changed 07 (C) 08 (C) 09 (B) 10 (B)

02 Common Collocations

01 to 02 in 03 with 04 pleased 05 (A) 06 (C) 07 (D) 08 (A)

Nouns (1)

01 exception 02 feedback 03 complaint 04 representatives 05 (A) 06 (A) 07 (C) 08 (B)

Information

01 (B) 02 (A) 03 (B) 04 (A) 05 (A) 06 (B) 07 (B) 08 (A) 09 (C) 10 (B) 11 (C) 12 (C)

Day 2 Week 3

[Verb] Conditionals

01 Past Conditional

01 could reduce 02 would be 03 Were 04 would continue 05 Were 06 might complete 07 (B) 08 (C) 09 (D) 10 (A)

02 Past Perfect Conditional

01 would have gotten 02 Had 03 had paid 04 would have gone 05 would have increased 06 would have become 07 (D) 08 (A) 09 (C) 10 (D)

03 Future Conditional

01 will restructure 02 may buy 03 Should 04 can offer 05 (D) 06 (C) 07 (A) 08 (D)

Nouns (2)

01 results 02 proportion 03 methods 04 incentives 05 (D) 06 (A) 07 (C) 08 (A)

Invitations

01 (B) 02 (A) 03 (B) 04 (A) 05 (B) 06 (A) 07 (A) 08 (A) 09 (C) 10 (A) 11 (D) 12 (B)

Day 3 Week 3

[Verbal Phrase] To-infinitives

O1 Positions of To-infinitives

01 to gain 02 to attract 03 to forget 04 to inquire
05 to prepare 06 to enhance 07 (B) 08 (C) 09 (A) 10 (D)

O2 Functions of To-infinitives

01 to invest 02 To update 03 to donate 04 to make
05 To protect 06 to reschedule 07 (A) 08 (D) 09 (D)
10 (B)

O3 Verbs Followed by a To-infinitive

01 to set 02 to move 03 to relocate 04 to lower 05 (D)
06 (B) 07 (C) 08 (A)

Nouns (3)

01 expertise 02 stability 03 indicator 04 duration 05 (B)
06 (A) 07 (D) 08 (B)

Invoices

01 (B) 02 (A) 03 (A) 04 (A) 05 (B) 06 (A) 07 (A) 08 (B)
09 (C) 10 (A) 11 (D) 12 (C)

Day 4 Week 3

[Verbal Phrase] Gerunds

O1 Positions and Functions of Gerunds

01 producing 02 sleeping 03 confirming 04 Reading
05 developing 06 joining 07 (D) 08 (A) 09 (C) 10 (A)

O2 Verbs Followed by a Gerund

01 taking 02 receiving 03 to stop 04 reviewing
05 exposing 06 talking 07 (D) 08 (C) 09 (B) 10 (C)

O3 Expressions Followed by a Gerund

01 making 02 trying 03 improving 04 advertising
05 (A) 06 (D) 07 (C) 08 (D)

Nouns (4)

01 opportunity 02 summary 03 popularity 04 position
05 (B) 06 (D) 07 (B) 08 (A)

Schedules

01 (B) 02 (A) 03 (A) 04 (B) 05 (B) 06 (A) 07 (A) 08 (B)
09 (B) 10 (C) 11 (C) 12 (A)

Day 5 Week 3

[Verbal Phrase] Participles

O1 Positions and Functions of Participles

01 located 02 leading 03 decreased 04 trying
05 motivated 06 inquiring 07 (A) 08 (C) 09 (B) 10 (C)

O2 Participle Phrases

01 filling 02 Getting 03 faced 04 Damaged 05 Taking
06 directed 07 (A) 08 (C) 09 (C) 10 (B)

O3 Present Participles and Past Participles

01 examined 02 bought 03 agreeing 04 leaving 05 (C)
06 (B) 07 (A) 08 (B)

Adjectives (1)

01 differing 02 promising 03 insecure 04 defective
05 (D) 06 (D) 07 (B) 08 (C)

Surveys

01 (A) 02 (A) 03 (B) 04 (A) 05 (A) 06 (B) 07 (A) 08 (B)
09 (B) 10 (A) 11 (C) 12 (B)

Day 1 Week 4

[Clause] Noun Clauses

O1 Positions of Noun Clauses

01 That 02 that 03 who 04 Why 05 what 06 that
07 (D) 08 (B) 09 (B) 10 (D)

O2 Noun Clause Conjunctions

01 That 02 whether 03 that 04 when 05 (A) 06 (B)
07 (D) 08 (B)

Adjectives (2)

01 accurate 02 existing 03 rapid 04 apprehensive
05 (C) 06 (B) 07 (A) 08 (D)

Double Passages: Letters/E-mails

01 (A) 02 (A) 03 (B) 04 (A) 05 (B) 06 (C) 07 (C) 08 (B)
09 (D) 10 (D)

Day 2 Week 4

[Clause] Adverb Clauses

O1 Positions of Adverb Clauses

01 If 02 before 03 Although 04 if 05 during 06 because
07 (A) 08 (C) 09 (B) 10 (B)

O2 Adverb Clause Conjunctions

01 if 02 even if 03 because 04 Before 05 (C) 06 (D)
07 (B) 08 (D)

Adjectives (3)

01 considerable 02 recent 03 improper 04 pleasant
05 (D) 06 (D) 07 (A) 08 (D)

Double Passages: Announcements

01 (A) 02 (B) 03 (B) 04 (A) 05 (C) 06 (A) 07 (D) 08 (D)
09 (C) 10 (B)

Day 3 Week 4

[Clause] Adjective Clauses

O1 Positions of Adjective Clauses

01 which 02 that 03 who 04 that 05 who 06 that
07 (A) 08 (D) 09 (B) 10 (C)

O2 Relative Pronouns

01 which 02 whose 03 which 04 whose 05 (D) 06 (A)
07 (A) 08 (D)

Adverbs (1)

01 markedly 02 cooperatively 03 repeatedly
04 voluntarily 05 (D) 06 (C) 07 (B) 08 (C)

Double Passages: Advertisements

01 (B) 02 (A) 03 (A) 04 (B) 05 (A) 06 (C) 07 (D) 08 (B)
09 (A) 10 (A)

Day 4 Week 4

[Special Structure] Comparisons

O1 Comparatives

01 less 02 much 03 faster 04 safer 05 more
06 more skillfully 07 (A) 08 (A) 09 (B) 10 (C)

O2 Superlatives

01 finest 02 second 03 most 04 widest 05 (B) 06 (C)
07 (A) 08 (D)

Adverbs (2)

01 temporarily 02 widely 03 frequently 04 currently
05 (B) 06 (C) 07 (D) 08 (C)

Double Passages: Articles

01 (B) 02 (A) 03 (B) 04 (A) 05 (C) 06 (B) 07 (D) 08 (C)
09 (B) 10 (B)

Day 5 Week 4

[Special Structure] Parallelism and Inversion

O1 Parallelism

01 distribute 02 satisfaction 03 knowledge 04 hiring
05 to simplify 06 accurate 07 (C) 08 (B) 09 (B) 10 (A)

O2 Inversion

01 Rarely 02 have 03 predict 04 has 05 (B) 06 (D)
07 (C) 08 (B)

Adverbs (3)

01 significantly 02 late 03 dramatically 04 reasonably
05 (B) 06 (B) 07 (C) 08 (A)

Double Passages: Forms

01 (B) 02 (A) 03 (B) 04 (A) 05 (A) 06 (B) 07 (C) 08 (C)
09 (A) 10 (D)