

Building Confidence for False Beginners in TOEIC



For the revised test format
2019 in Viet Nam

TOEIC Preparation

LC + RC

Park Hye Young • Jeon Ji Won



- ★ New TOEIC Materials
- ★ Clear and Detailed Explanations
- ★ Varied Passages and Selected Questions

NTV

Công ty TNHH
Nhân Trí Việt



**NHÀ XUẤT BẢN TỔNG HỢP
THÀNH PHỐ HỒ CHÍ MINH**

**Volume
2**

Tại Sách miễn phí tại: Sachmoi24h.com

TOEIC Preparation

LC+RC

Volume 2

TOEIC Preparation LC + RC (Volume 2)

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PREFACE

TOEIC Preparation LC + RC Volume 1 & Volume 2 are the right books for you – those who are planning to take the TOEIC test in the near future.

It is important to understand that TOEIC is not the kind of general English you have so far been familiar with. You must, therefore, know the structure of the test, especially the new test format, to familiarize yourself with the various kinds of questions and text types. Undoubtedly, **TOEIC Preparation LC + RC** series will meet your demand. Firstly, both listening and reading parts are presented in one book, which is very convenient for users. Each section begins with an introduction to a particular part of the TOEIC test, explaining what it is like and providing an example. Secondly, a wide range of exercises together with actual test practice throughout the book will enhance your test-taking skills, which may result in great success in the coming test. Finally, it is essential that you repeatedly do the practice tests in the book, check your work to draw experience and refer to additional materials in the same series.

TOEIC Preparation LC + RC series can be used in class with the assistance of an instructor or for self-study.

Through the step-by-step approach to learning and using test-taking skills, you not only become comfortable with the TOEIC test but also improve your overall English language ability.

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About the Book

Listening Comprehension - Parts 1·2·3·4

Each unit in the book presents two parts in the Listening Comprehension (LC) test, for example Part 1 and Part 3 or Part 2 and Part 4. You can therefore learn two different parts at the same time in a unit. A typical unit consists of the following sections:

Commonly used expressions

You will look at the lists of words and phrases, listen to the CD and repeat in order to familiarize yourself with a number of expressions that are commonly found on the test.

Practice

For Part 1, the **Practice** section asks you to listen and choose all the correct statements about two photos, then listen again and complete each gapped statement with the missing words. For Part 3 or Part 4, the **Practice** section requires you to listen and fill the conversation or the talk with the missing words. This section helps you get used to the format of the listening test and at the same time gradually improve your listening skill.

Part 1 Photos of One Person

• Every statement in Part 1 describes a certain activity in the photo. The statements often use the present continuous form for a verb-ing.
• Descriptive statements about the things around are also given in addition to the ones describing the person's activity or condition.

Describing the person's activity with verbs	Describing the person's clothing or accessories
is holding documents	is wearing glasses
is moving some furniture	is wearing a scarf
is carrying potted plants	is putting on a jacket
is pointing at a monitor	is taking off a jacket
is picking up some flowers	is trying on a dress

Describing the person's activity with first	Describing the person's activity with eye
is walking along the street	is looking at the screen
is strolling on the beach	is watching a street performance
is lying on the grass	is checking the hood
is going up the stairs	is reading a magazine
is running on a track	is inspecting a machine
is boarding/getting on a vehicle	

Practice Listen and choose all the correct statements about the photo, then listen again and complete each one with the missing words.

1 (A) The man is _____ a sofa.
(B) The man is _____
(C) The man is _____
(D) The man is _____

2 (A) He is _____ on the _____
(B) He is _____ in his hand.
(C) He is _____ the vehicle.
(D) He is _____

Part 1 Listen and choose the best descriptive statement for each photo.

1 (A) (B) (C) (D)

2 (A) (B) (C) (D)

3 (A) (B) (C) (D)

4 (A) (B) (C) (D)

Part 2 Listen again and complete each statement with the missing words.

1 (A) The woman is _____ some _____
(B) The woman is _____ documents
(C) The woman is _____ some _____
(D) The woman is _____ her _____

2 (A) The _____ is _____ the stairs.
(B) She is _____ the stairs.
(C) The woman is _____ at the gym.
(D) The woman is _____

3 (A) She _____
(B) She _____
(C) She _____
(D) She _____

4 (A) A man _____
(B) A man _____
(C) A man _____
(D) A man _____

document button up put on heavily attach unplug work out put up homework handout try on

Exercises

There are two exercises in this section. Exercise A gives you an opportunity to do the mini sample listening test, then exercise B asks you to listen again and fill in the missing words to complete the descriptive statements, the conversation, or the talk you have just heard in exercise A.

Practice with Actual Questions

Part 1 Listen and choose the best descriptive statements for each photo.

1 (A) (B) (C) (D)

2 (A) (B) (C) (D)

3 (A) (B) (C) (D)

4 (A) (B) (C) (D)

5 (A) (B) (C) (D)

6 (A) (B) (C) (D)

Part 2 Listen to the two conversations and choose the best answer to each question.

7. What are they talking about?
(A) A study for an employee
(B) A job opening
(C) The resignation procedures
(D) Their job satisfaction

8. What will the man probably do next?
(A) Apply for the job
(B) Put out a job advertisement
(C) Talk to his friend about the job
(D) Contact Mike to discuss some details

9. What does the woman mean when she says, "That would make things much easier"?
(A) The man will be able to leave the company.
(B) She will be able to find Mike's replacement.
(C) The man will be able to find a new job.
(D) She will be able to let Mike go.

10. What does the woman ask the man to do?
(A) Double-check his schedule
(B) Wait a few minutes
(C) Come back in a few minutes
(D) Finish the interview soon

Practice with Actual Questions

This section throughout the LC part helps you practice the four parts of an actual TOEIC Listening test. Doing this repeatedly will, without doubt, strengthen your test-taking ability.

Reading Comprehension - Parts 5-6-7

Similar to the units in the LC part, each unit in the Reading Comprehension (RC) section also presents two parts, for example Part 5 and Part 6 or Part 5 and Part 7. You can therefore learn two different parts at the same time in a unit.

A typical unit consists of the following sections:

► Grammar Points

Each unit presents some important grammar points that are often found on the TOEIC Reading test, which not only enlarges your grammar knowledge but also develops your test-doing ability.

► Exercises

There are two exercises below each grammar lesson. Different types of exercise A enable you to consolidate the grammar points you have just learnt, whereas questions in exercise B give you a chance to get access to the typical ones in Part 5 of the TOEIC Reading test.

1 Words Functioning as Subjects

A noun phrase often functions as the subject of a sentence. These are the most common parts of speech that can function as the subject in a sentence.

1. A noun phrase often functions as the subject in a sentence. These are the most common parts of speech that can function as the subject in a sentence.

Application: should be received no later than this Monday.

Example: You are not supposed to use a cell phone during the meeting. They are trying to contact the entire office.

Definition: A noun phrase is a group of words having more than two words and functions as a noun, e.g. the people in the lobby, a protective helmet.

2. A noun phrase can function as the subject in a sentence and is followed by a singular verb form.

Example: To promote a new line of shoes is my main goal.

Application: Dealing with customer complaints is my main duty.

3. A noun clause can function as the subject in a sentence, too. The most common words starting a noun clause are that, which, and what.

Example: What you said cannot be true. What we discussed at the sales meeting will be passed onto the board of directors, and so on.

Definition: A noun clause is a group of words that functions as a noun and is introduced by a word such as that, which, or what.

Example: That you need the instructions carefully is necessary. A noun clause with which at the beginning of the sentence is used in a formal way. It is more common to put it after a clause starting with the word subject.

Practice with Actual Questions

1. Experts have recommended _____ the partnership between Wilson Co. and H&S Co.

(A) enhance
(B) enhancing
(C) to enhance
(D) enhancement

2. All of the supervisors are starting _____ about the new employees' work performance.

(A) worried
(B) to worry
(C) have worry
(D) will worry

3. Simply by increasing the price of gas, the government has _____ reducing traffic congestion.

(A) success
(B) successful
(C) succeeded
(D) succeeded in

4. _____ a bigger factory is considered a better idea than rebuilding the current one.

(A) Purchase
(B) Purchased
(C) Purchasing
(D) To purchasing

5. The board of directors objected to _____ the Cambridge office in London.

(A) relocation
(B) relocating
(C) have relocated
(D) have relocated

6. To avoid _____ the printing machines, all employees must follow the instructions in the manual.

(A) damage
(B) damaging
(C) to damage
(D) have damaged

7. Mr. Stein is looking forward to _____ from Simon Co. regarding the investment.

(A) hears
(B) hearing
(C) to hear
(D) hear

8. The researchers spent at least two months _____ the data.

(A) analyze
(B) analyzing
(C) to analyze
(D) to analyze

9. Choose the correct option - (A), (B), (C), or (D) - for each question about the resting average.

Questions 9-12 refer to the following article.

Global Business News

Many of the best business leaders in the world are women. In fact, a recent survey of 100 top executives found that 55% of them were women. This is a significant increase from the 45% reported in a similar survey five years ago. The survey also found that women executives are more likely to be in senior positions than their male counterparts. In fact, 30% of the top executives were women, compared to 25% five years ago. The survey also found that women executives are more likely to be in senior positions than their male counterparts. In fact, 30% of the top executives were women, compared to 25% five years ago.

10. What is the article about?

(A) The education of business leaders
(B) A financial analysis of a car brand
(C) A change in company personnel
(D) The retirement of an executive

11. What is NOT suggested in the article?

(A) Sales at BMW Motors have decreased.
(B) The chief financial officer will resign on June 1.
(C) The resignation is being granted in the car industry.
(D) The chief financial officer has been in the position for less than 3 years.

12. In which of the positions marked (1), (2), (3), and (4) does the following sentence best belong?

"The company said that a search for a new chief financial officer is being conducted."

(A) (1)
(B) (2)
(C) (3)
(D) (4)

► Practice with Actual Questions

This section provides you with various exercises in Parts 5, 6, and 7 of the actual TOEIC test. Doing this repeatedly will certainly enhance your ability in the real test.

More Practice

A. Choose the correct option in brackets to complete each phrase.

1. () versatile / () diverse athletes
2. () related / () beneficial to both sides
3. () impending / () temporary issues
4. () addition / () thorough process
5. () remote / () limited from other cities
6. () delicate / () promising candidates
7. () suitable / () significant for adults
8. () tentative / () tendency plans
9. () defect / () defective machines
10. () straight / () immediate responses to a letter

B. Choose an appropriate word in A to complete each sentence.

1. The company carried out a _____ safety inspection of the new factory.
2. The workers are carefully checking for _____ merchandise before shipping items overseas.
3. The board of directors started discussing _____ matters at the meeting.

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

1. A recent study said that dark chocolate and walnuts can be _____ to people's health.
(A) versatile
(B) related
(C) related
(D) beneficial

2. Most of the language programs offered at the local community center are _____ for beginners.
(A) durable
(B) suitable
(C) suitable
(D) deliberate

► More Practice

The three similarly designed exercises at the end of each unit in both LC and RC parts aim at building your business-related vocabulary as well as improving your skill in doing Part 5 of the test.

About TOEIC

What is TOEIC?

TOEIC is short for Test of English for International Communication. It is an English language test to measure the everyday business English skills of non-native people working in an international environment. Employers may use the results to make hiring decisions, promotions, or transfers depending on job seekers' English ability.

TOEIC Test Structure

Section		Task	Number of Questions	Time	Maximum Score
Listening Comprehension	Part 1	Photo Descriptions	6	45 minutes	495
	Part 2	Question – Response	25		
	Part 3	Conversations	39		
	Part 4	Talks	30		
Reading Comprehension	Part 5	Incomplete Sentences	30	75 minutes	495
	Part 6	Text Completion	16		
	Part 7	Single Passages	29		
		Double Passages	10		
		Triple Passages	15		
TOTAL	7 Parts		200	120 minutes	990

Topic Areas in TOEIC

The TOEIC test measures test-takers' listening and reading skills in daily work situations and activities, such as General business (sales, marketing, presentations, negotiations, etc.), Office (meetings, telephone, work procedures, etc.), Eating out (restaurants, making reservations, etc.), Health (hospitals, visiting doctors, etc.), Travel (schedules, transport, announcements, etc.), Entertainment (music, art, museums, etc.) and many more.

Listening

Comprehension



PART 1 Photo Descriptions

PART 2 Question – Response

PART 3 Conversations

PART 4 Talks

Unit 01

Part 1 Photos of One Person

Part 3 Business Activities



Today's Goal

Part 1

- Try to look at the action or state of the person in the photo to be able to choose the best description.

Part 3

- Try to listen to a number of different conversations related to business activities and complete the tasks.
- Listen to some commonly used expressions related to company activities, repeat and learn them by heart.

Part 1

Photos of One Person

Listening Comprehension

- Every statement in Part 1 describes a certain activity in the photo. The statements often use the **present continuous tense**: **be + verb-ing**.
- **Descriptive statements about the things around** are also given in addition to the ones describing the person's activity or condition.

Commonly used expressions Listen and repeat.

MP3 01-01

Describing the person's activity with hands

is holding documents
is moving some furniture
is carrying potted plants
is pointing at a monitor
is picking up some flowers

Describing the person's clothing or accessories

is wearing glasses
is wearing a scarf
is putting on a jacket
is taking off a jacket
is trying on a dress

Describing the person's activity with feet

is walking along the street
is strolling on the beach
is lying on the grass
is going up the stairs
is running on a track
is boarding/getting on a vehicle

Describing the person's activity with eyes

is looking at the screen
is watching a street performance
is checking the hood
is reading a magazine
is inspecting a machine

Practice

Listen and choose all the correct statements about the photo, then listen again and complete each one with the missing words.

MP3 01-02

1



- (A) The man is _____.
- (B) The man is _____ a sofa.
- (C) The man is _____.
- (D) The man is _____.

2



- (A) He is _____.
- (B) He is _____ on the _____.
- (C) He is _____ in his hand.
- (D) He is _____ the vehicle.

Exercises

A Listen and choose the best descriptive statement for each photo.

MP3 01-03

1



(A) (B) (C) (D)

2



(A) (B) (C) (D)

3



(A) (B) (C) (D)

4



(A) (B) (C) (D)

B Listen again and complete each statement with the missing words.

MP3 01-04

1 (A) The woman is _____.

(B) The woman is _____ some documents.

(C) The woman is _____ some _____.

(D) The woman is _____ her shoes.

2 (A) The _____ is _____ the stairs.

(B) She is _____ the stairs.

(C) The woman is _____ at the gym.

(D) The woman is _____.

3 (A) She _____.

(B) She _____.

(C) She _____.

(D) She _____.

4 (A) A man _____.

(B) A man _____.

(C) A man _____.

(D) A man _____.



document
swimsuit
unpack

put on
try on
put up

athlete
button up
handout

work out
laundry

Part 3

Business Activities

Listening Comprehension

- Part 3 includes conversations related to business contexts such as **checking or adjusting schedules** and **asking for assistance in work**.
- There are also some conversations about **business meetings, announcements, office problems, personnel changes, contracts**, etc.
- You have to listen carefully to grasp **the main idea** of the conversation.

Commonly used expressions Listen and repeat.

MP3 01-05

Vocabulary related to business contexts

send a document	final version	come up with an idea	advertising campaign
write up a report	meet a deadline	budget report	write a contract
finalize a project	try out	schedule a meeting	reach an agreement
in a meeting	meet demand	TV commercial	hire a consulting firm
scheduling conflict	proofread a proposal	make a suggestion	put off a meeting

Practice Listen and complete the conversation with the missing words.

MP3 01-06

W Sam, I've just finished _____ for the DG Corporation.

M Wow, you are so fast. It _____.

W Yeah, I worked hard until late at night. So, _____ if you have some time to _____ it.

M Sure. _____ do you need it _____?

W How about this afternoon? I'd like to _____ it _____.



write up a proposal
wonder
finalize

take only a few days
proofread
as soon as possible

Exercises

A Read the questions and possible answers, then listen to the conversation and choose the best answer to each question.

MP3 01-07

1 Why is the man calling?

- (A) To have a meeting
- (B) To review something
- (C) To schedule a gathering
- (D) To ask a question

3 What will the man probably do next?

- (A) Go over the figures with the woman
- (B) Call back in the afternoon
- (C) Visit the office immediately
- (D) Contact Mr. Bremen in person

2 Who most likely is the woman?

- (A) A sales representative
- (B) A travel agent
- (C) A manager
- (D) A secretary



review
travel agent

schedule a gathering
immediately

sales representative
in person

B Listen again and complete the conversation with the missing words.

MP3 01-08

M Hello. _____ to speak to Mr. Bremen?

W I am afraid he is _____ all morning.

M When do you think he will be back? I really need to _____ with him.
It's _____.

W I don't think he will _____ in the afternoon. Why don't you _____ him
_____? He might be able to check his messages _____.

M All right, I will _____. Thanks.



in a meeting
urgent

go over
text message

figures
might be able to

Practice with Actual Questions

Part 1 Listen and choose the best descriptive statement for each photo.

MP3 01-09

1.



(A) (B) (C) (D)

2.



(A) (B) (C) (D)

3.



(A) (B) (C) (D)

4.



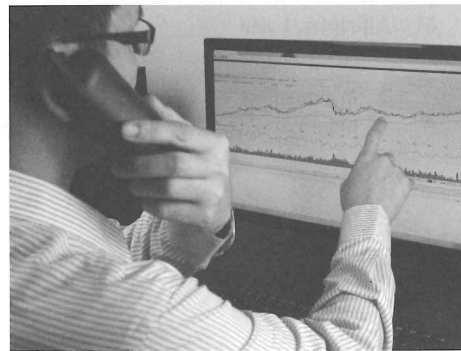
(A) (B) (C) (D)

5.



(A) (B) (C) (D)

6.



(A) (B) (C) (D)

Part 3 Listen to the two conversations and choose the best answer to each question. MP3 01-10

7. What does the woman want the man to do?
- (A) Help her with some work
 - (B) Write a proposal
 - (C) Cancel the project
 - (D) Call the A&G Corporation
8. What does the woman mean when she says "It's not like that"?
- (A) She didn't like the proposal.
 - (B) She is not satisfied with the work.
 - (C) Her work is not proceeding well.
 - (D) Her problem has not been solved.
9. What is the man going to do next?
- (A) He is going to collect data.
 - (B) He is going to write a proposal.
 - (C) He is going to contact the A&G Corporation.
 - (D) He is going to follow the woman's advice.
10. What are the speakers planning to do?
- (A) Talk to their supervisor
 - (B) Start an event for advertisement
 - (C) Release a new product
 - (D) Reschedule the campaign
11. What is the woman going to do before next week?
- (A) She will come up with a draft.
 - (B) She will brainstorm some ideas.
 - (C) She will prepare a report.
 - (D) She will write a proposal.
12. Why can't the speakers have a meeting next week?
- (A) One of their colleagues is not available.
 - (B) One of the participants is sick.
 - (C) The product has not been released yet.
 - (D) They need to go on vacation.

More Practice

A Find out the meaning of the following business-related words and phrases in your dictionary.

- 1 sales figures
- 2 draft
- 3 postpone
- 4 take over
- 5 promote sales

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

- | | |
|------------|-----------------|
| 1 go | Ⓐ a supplier |
| 2 submit | Ⓑ a new product |
| 3 call off | Ⓒ an event |
| 4 release | Ⓓ over a report |
| 5 hire | Ⓔ a proposal |

C Choose the correct phrases given in the box to complete the sentences below.

deal with get back to make it to make an announcement shut down

- 1 I will _____ you as soon as I am done with this.
- 2 I can't _____ the meeting because I am stuck in traffic.
- 3 Due to a decrease in sales, the factory has decided to _____ the production.
- 4 We set up a new team to _____ customer complaints.
- 5 The president said that he is going to _____.

Unit 02

Part 2 Information Questions (1) (Who, What, Which)

Part 4 Voice Messages



Today's Goal

Part 2

- Try to understand important details to answer questions starting with a question word like **who**, **what** or **which**.
- Identify whether **who**, **what**, **which** asks about the subject or object by paying attention to the word order in the question.

Part 4

- Try to listen to the right information in voice messages and focus on the key words in the questions.
- Learn and memorize the expressions that are commonly found in voice messages.

Part 2

Information Questions (1) (Who, What, Which)

- Questions starting with the question word **who**, **what** or **which** are used to ask about the subject or object. The word order in a question asking about the subject is: **Who/What/Which + main verb...?** and about the object is: **Who/What/Which + auxiliary/modal verb + subject + main verb...?**
- Questions starting with **What do you think of** ask about the second speaker's opinion.
- **Which** is used to ask about a specific choice (possibly from a limited number of options), whereas **what** does not imply a choice.

Commonly used expressions Listen and repeat.

MP3 02-01

	Question	Answer
What/Who as the subject	Q: What is the best way to get to the airport?	A: Route 15 is the fastest. A: How about taking a taxi?
	Q: Who booked the flight tickets?	A: Someone in Human Resources. A: My secretary did.
What/Who as the object	Q: Who do I need to speak to about the conference?	A: Mr. Frank is in charge of it. A: Contact Ms. Kim.
	Q: What do you think of the new chair? (opinion)	A: It is comfortable. A: I prefer the old one.
Which/What + noun	Which laptop would you recommend? (choice)	A: The blue one is on sale. A: What features are you looking for?

Exercises

A Listen to the questions and possible responses, then choose the best response to each question.

MP3 02-02

- 1 (A) (B) (C)
2 (A) (B) (C)
3 (A) (B) (C)
4 (A) (B) (C)

- 5 (A) (B) (C)
6 (A) (B) (C)
7 (A) (B) (C)
8 (A) (B) (C)

B Listen again and fill in the missing words to complete the gaps.

MP3 02-03

1 _____ does the bank _____?

- (A) At nine o'clock.
(B) On Wednesday.
(C) Yes, it's _____ the ATM.

2 _____ I _____ about ordering office supplies?

- (A) Mr. Smith is _____ that.
(B) No, I didn't place the order.
(C) We have _____.

3 _____ the hotel for the New York conference?

- (A) Maybe next month.
(B) Ms. Choi from _____.
(C) For five days.

4 _____ the new software?

- (A) My computer _____.
(B) Yes, that's _____.
(C) It is _____ the _____.

5 _____ on the fiftieth floor?

- (A) A meeting is _____.
(B) No, it's _____.
(C) _____ the ceremony.

6 _____ does this briefcase _____?

- (A) I put it _____.
(B) That's Karen's.
(C) Mr. Cho _____.

7 _____ did you _____ for tonight?

- (A) Ruth Dining _____.
(B) _____, the food was _____.
(C) It's seven o'clock.

8 _____ the presentation on the _____?

- (A) Yes, I am.
(B) The _____ is _____.
(C) Ask Ms. Johnson in the _____.



close to
in charge of
Human Resources
briefcase
budget

ATM
place an order
think of
belong to
Personnel Department

office supplies
plenty of
attend
book

Part 4

Voice Messages

Listening Comprehension

- Voice messages are divided into **phone messages** by the caller and **automatic answering messages**.
- You have to find out the main ideas of these messages as well as the **relationship between the caller and the receiver**.
- You must listen and remember the **suggestions** which are often heard at the end of the messages.

Commonly used expressions Listen and repeat.

MP3 02-04

Phone messages		Automatic answering messages	
I'm calling about	reserve seats	stay on the line	extension
out of stock	make an appointment	after the tone	reach
This is ~	confirm a reservation	in person	leave a message
at your convenience	book a hotel room	emergency	record
give me a call	get back to	operator	return a call
let me know	office hours	press the pound key	be closed
reschedule	delivery a product	repeat a message	after the tone

Practice Listen and complete the talk with the missing words.

MP3 02-05

M Good afternoon, Mr. Davis. _____ Brian from the Carrington Hotel in London. I'm _____ the conference rooms you _____ with us for the second week of August. You _____ 5 rooms for 40 people. If all the information is correct, please _____ are from 8 A.M. to 7 P.M.



second week

correct

from A to B

Exercises

A Read the questions and possible answers, then choose the best answer to each question.

MP3 02-06

- 1 What type of business recorded the message?
 - (A) An automobile repair shop
 - (B) A construction company
 - (C) A towing company
 - (D) A car manufacturer
- 2 What is the company proud of?
 - (A) Its great prices
 - (B) Its fast service
 - (C) Its helpful staff
 - (D) Its convenient locations
- 3 Why does the speaker provide the telephone number?
 - (A) For faster service
 - (B) For a towing service
 - (C) For discounted prices
 - (D) For new products



repair shop
manufacturer
convenient

construction
helpful
discounted

towing
staff

B Listen again and fill in the missing words to complete the talk.

MP3 02-07

M You've _____ Nick Jones Car Repair. We _____ and _____ for all types of _____. We are _____ of our _____ for offering the best prices with excellent service in Orange County. We are open from Monday _____ Saturday from seven A.M. to eight P.M. Please be _____ that we _____ our towing services. If you need to _____ car _____, please _____ Pacific Towing at 333-7655. Thank you.



reach
proud
through
discontinue

maintenance
reputation
from A to B
tow

vehicle
offer
be aware
contact

Practice with Actual Questions

Part 2 Listen and choose the best response to each question.

MP3 02-08

- | | | | |
|--|-----|-----|-----|
| 1. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 2. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 3. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 4. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 5. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 6. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 7. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 8. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 9. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 10. Mark your answer on your answer sheet. | (A) | (B) | (C) |

11. What is wrong with the product?

- (A) It is the wrong color.
- (B) It is the wrong size.
- (C) It is damaged.
- (D) It is too expensive.

12. What is the speaker going to do tomorrow?

- (A) She is going to get a refund.
- (B) She is going to move to a new place.
- (C) She is going to send the product back.
- (D) She is going to visit the store.

13. What does the speaker want to know as soon as possible?

- (A) Whether a size can be changed
- (B) Whether an additional discount can be offered
- (C) Whether extra products can be sold
- (D) Whether a different address can be used

Order Form 87652

Item	Quantity
Coffee Table	1
Coat Wardrobe	3
Desk	7
Bookcase	10

14. Look at the graphic. Which quantity on the original order form is no longer accurate?

- (A) 1
- (B) 3
- (C) 7
- (D) 10

15. What event will take place on Wednesday?

- (A) An orientation session
- (B) A business meeting
- (C) A staff party
- (D) An employee training session

16. Why does the speaker want a return call?

- (A) To talk to the manager
- (B) To order more items
- (C) To cancel the order
- (D) To confirm a delivery date

More Practice

A Find out the meaning of the following business-related words and phrase in your dictionary.

- 1 applicant
- 2 employee
- 3 interviewer
- 4 interviewee
- 5 cover letter

B Match the words in the left column with their corresponding phrases in the right column.

- | | |
|----------------|------------------------------|
| 1 write | Ⓐ for a job |
| 2 requirements | Ⓑ a letter of recommendation |
| 3 submit | Ⓒ a résumé by Friday |
| 4 start | Ⓓ a job fair display |
| 5 hold | Ⓔ a career in marketing |

C Choose the correct words or phrases given in the box to complete the sentences below.

candidate filling out applied for qualified hiring

- 1 The woman is _____ a form.
- 2 Jack Taylor is the best _____ for the position.
- 3 Did you get the job that you _____?
- 4 We are _____ workers for the new factory.
- 5 He is well _____ for the marketing job.

Unit 03

Part 1 Photos of Two People

Part 3 Personnel Issues



Today's Goal

Part 1

- Try to choose the correct statement that describes the activity or state of the two people in the photo.

Part 3

- Try to listen to the conversations between two or more than two people talking about personnel issues (recruiting, promoting, training, etc.) and look for the key words in the questions.
- Learn and memorize the expressions that are related to personnel issues.

Part 1

Photos of Two People

Listening Comprehension

- Look at the photo and pay attention to the activity that the two people are doing together.
- Predict possible statements that may be heard about each person's activity/state.
- Besides, focus your attention on the things around them.

Commonly used expressions Listen and repeat.

MP3 03-01

The two people's activity

are holding documents
are shaking hands
are packing things
are unpacking things
are handing something to the others

The two people's posture

are sitting on a bench
are bending over to
are standing on the stage
are leaning on a railing
are leaning against the wall
are lying on the floor

The two people's activity with eyes

are looking at each other
are staring at the notebook
are watching a performance
are pointing at the picture
are studying the menu
are examining the equipment

The things around

is hanging on the wall
is set on the table
are stacked on the floor
is positioned in the corner
are attached to the wall
is placed on the counter

Practice

Listen and choose all the correct statements about the photo, then listen again and complete each one with the missing words.

MP3 03-02

1



- (A) The women are _____.
- (B) The women are _____.
- (C) One of the women is _____.
- (D) One of the women is _____.

2



- (A) They are _____.
- (B) The shelves _____ on the floor.
- (C) They are _____.
- (D) They _____ at a table.

Exercises

A Listen and choose the best descriptive statement for each photo.

MP3 03-03



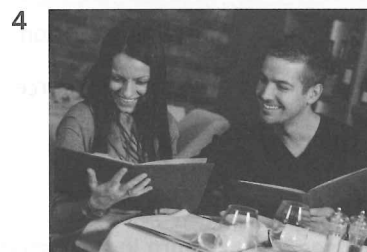
(A) (B) (C) (D)



(A) (B) (C) (D)



(A) (B) (C) (D)



(A) (B) (C) (D)

B Listen again and fill in the missing words to complete the statements.

MP3 03-04

- 1 (A) They are _____.
 (B) They are _____ the document.
 (C) They are _____ loud.
 (D) They are _____.

- 2 (A) They are _____ some posters.
 (B) They are _____.
 (C) One of the men is _____ a note _____.
 (D) One of the men is _____.

- 3 (A) _____ has been _____ on the chair.
 (B) The coffee cups _____.
 (C) The women are _____.
 (D) The women are _____.

- 4 (A) They are _____ some coffee.
 (B) They are _____.
 (C) The glasses _____.
 (D) The tableware _____.



hand out
 post
 look at each other
 clear away

laugh out loud
 public notice
 take out
 place

write up
 a flowerpot
 study the menu

Part 3

Personnel Issues

Listening Comprehension

- Conversations on the topic of personnel will be about **recruiting, promoting, evaluating, taking leave, training employees, etc.**
- Try to learn vocabulary related to this topic to be able to succeed on the actual test.

Commonly used expressions Listen and repeat.

MP3 03-05

Vocabulary related to personnel issues

job opening	training session	take a day off	offer a position
apply for a position	human resources	paid vacation	night shift
apply to a company	sick leave	overtime pay	severance package
be qualified for	qualifications	job description	get a pay raise
train employees	turn in a resignation	give two weeks' notice	replacement
performance review/ performance evaluation	be promoted/ get a promotion	transfer/relocate	résumé/ curriculum vitae (CV)
be eligible for	application (forms)	maternity leave	cover letter

Practice Listen and fill in the missing words to complete the conversation.

MP3 03-06

- W I saw an advertisement in the paper for a _____ in your _____.
I'm calling to find out if the _____ is _____.
- M Yes, sure. We are getting applications until next Thursday. Please send your résumé along with a cover letter.
- W All right, I see. When _____?
- M A week from next Thursday. We will contact you after we _____.



advertisement
be scheduled

job opening
review

available
qualifications

Exercises

A Read the questions and possible answers, then listen to the conversation and choose the best answer to each question.

MP3 03-07

1 Who most likely is Nicolas?

- (A) A client
- (B) A secretary
- (C) A supervisor
- (D) A coworker

3 What will the man probably do next?

- (A) Take two days off with the woman
- (B) Reject the woman's request
- (C) Approve the woman's request
- (D) Talk to his boss again

2 What does the woman want to do?

- (A) Take some days off
- (B) Meet her family
- (C) Take care of her children
- (D) Go on vacation



secretary

supervisor

coworker

B Listen again and fill in the missing words to complete the conversation.

MP3 03-08

W Hello, Nicolas. I _____ if I can _____ some time off next week.

M Is it _____? You know everybody _____ so _____ the Melton Project.

W I know, but I have a _____. And I need to take care of it next week.

M All right. So _____ do you need to _____?

W Two days, Wednesday and Thursday.



take some time off
family emergency

urgent
take care of

Practice with Actual Questions

Part 1 Listen and choose the best descriptive statement for each photo.

MP3 03-09

1.



(A) (B) (C) (D)

2.



(A) (B) (C) (D)

3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5.



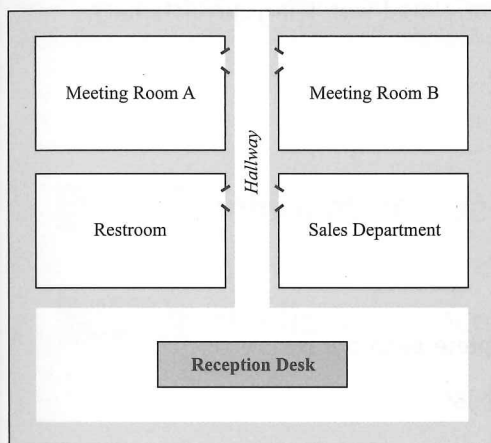
(A) (B) (C) (D)

6.



(A) (B) (C) (D)

Part 3 Listen to the two conversations and choose the best answer to each question. MP3 03-10



7. Who most likely is the woman?
 - (A) An interviewee
 - (B) A sales representative
 - (C) An interviewer
 - (D) A receptionist
8. Look at the graphic. Where will the man most likely go?
 - (A) To the Sales Department
 - (B) To meeting room A
 - (C) To meeting room B
 - (D) To the reception desk
9. What does the woman ask the man to do?
 - (A) Double-check his schedule
 - (B) Wait a few minutes
 - (C) Come back in a few minutes
 - (D) Finish the interview soon
10. What are they talking about?
 - (A) A newly hired employee
 - (B) A job opening
 - (C) The resignation procedures
 - (D) Their job satisfaction
11. What will the man probably do next?
 - (A) Apply for the job
 - (B) Put out a job advertisement
 - (C) Talk to his friend about the job
 - (D) Contact Mike to discuss some details
12. What does the woman mean when she says, "That would make things much easier"?
 - (A) The man will be able to leave the company.
 - (B) She will be able to find Mike's replacement.
 - (C) The man will be able to find a new job.
 - (D) She will be able to let Mike go.

More Practice

A Find out the meaning of the following business-related words in your dictionary.

- 1 newcomer
- 2 wage
- 3 reward
- 4 morale
- 5 retirement

B Choose the correct option in brackets to complete each phrase.

- 1 have a good (a benefits b advantage) package
- 2 do a performance (a appraisal b apology)
- 3 have good (a connections b relation)
- 4 write a (a suggestion b recommendation) letter
- 5 (a cover b replace) a shift

C Choose the correct words given in the box to complete the sentences below.

expertise responsibilities morale promotion raise

- 1 The candidate has a lot of _____ in the field of computer programming.
- 2 Most of the employees are expecting a pay _____ and more benefits.
- 3 Ms. Cruz will take over Mr. Wood's _____ after he leaves the company.
- 4 I am glad to tell you that you will get a _____ this month.
- 5 Increasing employee _____ will result in more productivity.

Unit 04

Part 2 Information Questions (2) (When, Where)

Part 4 Public Announcements



Today's Goal

Part 2

- Familiarize yourself with questions starting with the question word **when** or **where**.
- Learn prepositional phrases of time and place.

Part 4

- Try to get used to announcements at public places like the airport, the train station, a museum, etc.
- Learn lots of expressions related to public announcements.

Part 2

Information Questions (2) (When, Where)

- The word order in a question starting with **when** or **where** is **When/Where + a form of be/ auxiliary verb/modal verb + subject + (main) verb...?**.
- The question word **when** asks about time, so the answer may be an expression of time or any which is possible or logical.
- The question word **where** asks about a place, so a possible answer will be about **a position, a direction, or a location**.
- You should learn common prepositions of time and place.

Commonly used expressions Listen and repeat.

MP3 04-01

	Question	Answer	
When + a form of be/ auxiliary verb/modal verb + subject + (main) verb...?	Q: When is the presentation?	A: In 30 minutes. A: At 11 o'clock. A: It's on Friday afternoon.	An expression of time
	Q: When will you call Dr. Patel?	A: As soon as I finish the report. A: No later than 11 A.M. A: Not until this afternoon.	A possible answer
Where + a form of be/ auxiliary verb/modal verb + subject + (main) verb...?	Q: Where is the copy machine?	A: It's on the first floor. A: Over there by the fax machine.	An expression of place
	Q: Where should I go to meet Dr. Smith?	A: Go straight down the hallway. A: Turn right over there.	An expression of direction
	Q: Where does Ms. Cox store the office supplies?	A: Sorry, but I have no idea. A: Why don't you ask her?	A possible answer

Exercises

A Listen and choose the best response to each question.

MP3 04-02

- 1 (A) (B) (C)
2 (A) (B) (C)
3 (A) (B) (C)
4 (A) (B) (C)

- 5 (A) (B) (C)
6 (A) (B) (C)
7 (A) (B) (C)
8 (A) (B) (C)

B Listen again and fill in the missing words to complete the gaps.

MP3 04-03

- 1 _____ Mr. Banks _____
back to the office?
(A) No, I _____ him.
(B) You'll have to _____.
(C) _____ the building.

- 2 _____ are you _____
the new branch office in Chicago?
(A) Next week.
(B) _____ 5th Avenue _____
Broadway.
(C) For three weeks.

- 3 _____ can I _____ this _____?
(A) At the post office _____ our
building.
(B) Yes, I can help you.
(C) The _____.

- 4 _____ you at the hotel?
(A) In the lobby.
(B) All the rooms _____.
(C) It _____ seven o'clock.

- 5 _____ the mayoral election _____?
(A) _____ of March.
(B) A few _____.
(C) At the community center.

- 6 _____ out
the agenda for the 11 o'clock meeting?
(A) Conference room A is the best.
(B) 12 o'clock _____.
(C) Please _____.

- 7 _____ Jack place
the confidential documents?
(A) He has a key to the safe.
(B) _____ him?
(C) There _____.

- 8 _____ set up the projector?
(A) Sometime next week.
(B) In conference room A.
(C) I bought it _____.



secretary
package
mayoral
candidate
safe

in front of
next to
election
agenda
set up

branch office
book
take place
confidential

Part 4

Public Announcements

Listening Comprehension

- Part 4 usually includes some announcements at public places like the airport, the train station, a museum, etc.
- These announcements are often about flight delays, changes in boarding gates, times of departure/arrival, etc.

Commonly used expressions Listen and repeat.

MP3 04-04

Announcements at the airport, train station, bus station, etc.		Announcements at the shopping center, the theater, etc.	
on board	fasten one's seatbelt	intermission	proceed to
boarding pass	be delayed	refreshments	patron
land/take off	traffic congestion	purchase	registration
personal belonging	detour	grocery shopping	audience
overhead bin/overhead compartment	in approximately ten minutes	signing event	will be closing
complimentary	local time	on the stage	shopper
passenger	look forward to	performance	checkout counter
remain seated	Welcome aboard.	take a picture of	cashier

Practice Listen and fill in the missing words to complete the talk.

MP3 04-05

M Ladies and gentlemen, welcome to San Francisco Airport. The _____ is 5:00 P.M. and the temperature is 6 degrees Celsius. For your safety, please _____ with _____ until the captain _____ the seatbelt sign. You may use your cellular phones if you wish. Please check your _____ around you and _____ when opening the _____. If you need assistance, _____ will be pleased to assist you. Thank you for choosing Asian Airways, and we are _____ you again _____. Have a nice stay!



temperature
use caution

safety
assistance

cellular phone
assist

Exercises

A Read the questions and possible answers, then listen to the talk and choose the best answer to each question.

MP3 04-06

Light Meal

Food & Beverage	Price
Instant noodles	\$4
Sandwich	\$8
Beer	\$6
Wine	\$9

1 How long will it be until the flight takes off?

- (A) 5 minutes
- (B) 10 minutes
- (C) 15 minutes
- (D) 20 minutes

2 What does the speaker request that the passengers do?

- (A) Store their items safely
- (B) Turn off their electronic devices
- (C) Fasten their seatbelts
- (D) Fill in their arrival cards

3 Look at the graphic. Which item can be purchased with cash?

- (A) Sandwich
- (B) Beer
- (C) Wine
- (D) Instant noodles



request
device

store
fill in

electronic
arrival card

B Listen again and fill in the missing words to complete the talk.

MP3 04-07

M Good afternoon, _____. _____ Star Airlines flight 405 with service from Incheon to Hong Kong. We are _____ for takeoff and are expected to fly _____. For your safety, please make sure you _____ all your _____ in the _____ or under your seat. We _____. However, alcoholic drinks and snacks are available _____. We take only credit cards _____ you spend less than _____. Please check the menu in your seatback pocket and contact our _____. Thank you for choosing Star Airlines. _____.



secure

alcoholic drinks

purchase

crew

Practice with Actual Questions

Part 2 Listen and choose the best response to each question.

MP3 04-08

- | | | | |
|--|-----|-----|-----|
| 1. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 2. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 3. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 4. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 5. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 6. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 7. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 8. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 9. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 10. Mark your answer on your answer sheet. | (A) | (B) | (C) |

11. Where is the announcement most likely being made?

- (A) In a museum
- (B) At an airport
- (C) At a school
- (D) In a theater

12. What will be sold during the intermission?

- (A) Books
- (B) Posters
- (C) Food
- (D) CDs

13. What will happen after the show?

- (A) A photo will be taken.
- (B) A signing event will be held.
- (C) A talk will be given.
- (D) A prize will be awarded.

14. Where is the announcement mostly likely being heard?

- (A) On a bus
- (B) On a train
- (C) On a flight
- (D) On a cruise

15. What is the cause of the delay?

- (A) A car accident
- (B) A strike
- (C) Road repairs
- (D) A parade

16. How long will it take to get to the destination?

- (A) One hour
- (B) Two hours
- (C) Two and a half hours
- (D) One and a half hours

More Practice

A Find out the meaning of the following business-related words in your dictionary.

- 1 tenant
- 2 accommodate
- 3 resident
- 4 utility
- 5 landlord

B Choose the correct option in brackets to complete each phrase.

- 1 under (a constitution b construction)
- 2 (a resident b residential) area
- 3 (a furniture b furnished) apartment
- 4 real (a estate b property) agent
- 5 (a overpriced b sale) products

C Choose the correct words given in the box to complete the sentences below.

spacious electricity demolished unoccupied amenities

- 1 Did you notice that the _____ was cut off last night?
- 2 The old apartment buildings will be _____ at the end of this month.
- 3 The council has decided to spend money on public _____.
- 4 The company needs a more _____ office.
- 5 The offices on the fifth floor have been _____ for the last two months.

Unit 05

Part 1 Photos of More than Two People

Part 3 Objects & Office Equipment



Today's Goal

Part 1

- Try to choose the statement that best describes the photo of more than two people.
- Get used to the structure of the present perfect tense (**have/has + past participle**), the passive voice (**a form of be + past participle**), and the present continuous passive (**is/are + being + past participle**).

Part 3

- Try to listen to conversations about objects and office equipment as well as some major details.
- Learn vocabulary and expressions about objects and office equipment.

Part 1

Photos of More than Two People

Listening Comprehension

- Listen and find out the **activity/state** that the people in the photo are doing/having together.
- Statements about **objects** or **scenes** may also be the correct answers.
- Most descriptive statements in this part use the **present continuous tense**, the **passive voice**, or the **present continuous passive**.

Commonly used expressions Listen and repeat.

MP3 05-01

Statements about the people's state/activity
(be + past participle/prepositional phrases)

They are seated around the table.
They are gathering around the fountain.
People are at the terminal.
They are in the theater.

Statements in the present perfect tense
(have/has + past participle)

The passengers have arrived.
The plane has landed.
The plane has taken off.
People have gathered around the statue.

Statements in the present continuous passive
(is/are + being + past participle)

A bus is being parked.
A computer is being used.
Flowers are being planted.
Furniture is being arranged.
Merchandise is being picked up.
Items are being taken off a shelf.
Food is being cleared from the table.
Some items are being displayed.
An interview is being conducted.

Practice

Listen and choose all the correct statements about the photo, then listen again and complete each one with the missing words.

MP3 05-02

1



- (A) People _____ the table.
(B) Two of them are _____.
(C) Some _____ the table.
(D) A computer has been _____.

2



- (A) Passengers are _____ up to get their _____.
(B) Passengers are _____.
(C) The plane has _____ the airport.
(D) People are _____.

Exercises

A Listen and choose the best descriptive statement for each photo.

MP3 05-03



(A) (B) (C) (D)



(A) (B) (C) (D)



(A) (B) (C) (D)



(A) (B) (C) (D)

B Listen again and fill in the missing words to complete the statements.

MP3 05-04

- 1 (A) A fountain _____.
 (B) People _____ the fountain.
 (C) Some people _____ birds.
 (D) People _____ to _____.

- 2 (A) People are _____.
 (B) Food _____ the table.
 (C) Some people _____ their food.
 (D) A waitress is _____.

- 3 (A) They _____.
 (B) A plant _____.
 (C) They are _____ in a pot.
 (D) They are _____.

- 4 (A) People are _____.
 (B) An interview _____.
 (C) Some furniture _____.
 (D) People are _____.



fountain
performance
farm

are gathered
clear
plant

feed
take an order
seed

Part 3

Objects & Office Equipment

Listening Comprehension

- Conversations in Part 3 are often about **repairs**, **machine malfunctions**, **office supplies**, etc.
- You should learn lots of vocabulary related to these topics to improve your listening comprehension.

Commonly used expressions Listen and repeat.

MP3 05-05

Vocabulary related to objects & office equipment

copy machine	technician	manual	Internet access
run out of paper	maintenance	a paper jam	put in a service request
out of stock	office supplies	heating system	air conditioning
out of order	take inventory	malfunction	set up
work properly	installation	print a document	company facilities

Practice Listen and fill in the missing words to complete the conversation.

MP3 05-06

W Oh, no. This _____ again. It's the _____ this month.
How should I _____ for my presentation in the afternoon?

M If you are in a hurry, you can _____ R&D Department. That one is pretty new.

W That's a good idea. I _____ go there. I have _____ to make.

M Hurry up _____ becomes too long.



photocopier
presentation
tons of

broken
R&D Department

handout
might as well

Exercises

A Read the questions and possible answers, then listen to the conversation and choose the best answer to each question.

MP3 05-07

- 1 What does the man want to do?
 - (A) Have a meeting with Lisa
 - (B) Find some cartridges
 - (C) Have some water
 - (D) Fix the printer
- 2 What did the man do before talking to Lisa?
 - (A) He searched the cabinet for cartridges.
 - (B) He called to order office supplies.
 - (C) He tried to fix the printer.
 - (D) He went to Woods Office Supplies.
- 3 What will Lisa do next?
 - (A) Get a new printer
 - (B) Call a technician
 - (C) Order some office supplies
 - (D) Move the water fountain

Vocabulary

search

technician

B Listen again and fill in the missing words to complete the conversation.

MP3 05-08

- M Do you know _____ we _____ cartridges?
- W1 I am _____ that. You might want to ask Lisa. She is the one who _____.
- M Okay. Hey, Lisa, _____ the printer cartridges?
- W2 Oh, we usually _____ them in the _____.
- M _____ there, but they weren't there.
- W2 Oh, then I think we have _____ them. I will call Woods Office Supplies and _____ immediately.

Vocabulary

keep

run out of

have ~ delivered

regularly

office supplies

water fountain

deliver

Practice with Actual Questions

Part 1 Listen and choose the best descriptive statement for each photo.

MP3 05-09

1.



(A) (B) (C) (D)

2.



(A) (B) (C) (D)

3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5.



(A) (B) (C) (D)

6.



(A) (B) (C) (D)

Part 3 Listen to the two conversations and choose the best answer to each question. MP3 05-10

7. Who most likely is the man?


- (A) A secretary
- (B) A security guard
- (C) A sales representative
- (D) A technician

8. What is the woman's problem?

- (A) She can't stand the heat in her office.
- (B) She can't stand it when her office gets cold.
- (C) She can't turn on the air conditioner.
- (D) She doesn't know where a switch is.

9. What will the man do next?

- (A) Go to the woman's office immediately
- (B) Visit the Accounting Department
- (C) Fix the main air conditioning
- (D) Call the customer service center

Valid only at **Office Land**
Buy 1 and get 1 free
any office supplies of your choice
Not combinable with other promotions.
Valid this Friday and Saturday. (10/23–24)

10. What does the woman suggest they do?

- (A) Call the store to order office supplies
- (B) Visit the store to buy paper
- (C) Drop by the store to get a coupon book
- (D) Change their main suppliers

11. What does the man say about Office Land?

- (A) It doesn't usually have good deals.
- (B) Its location is not very convenient.
- (C) The quality of its items is not satisfactory.
- (D) It has good promotional events.

12. Look at the graphic. What special offer will the speakers receive?

- (A) A free box of paper
- (B) A free gift
- (C) A discount
- (D) Free delivery

More Practice

A Find out the meaning of the following business-related words in your dictionary.

- 1 inventory
- 2 maintenance
- 3 demand
- 4 supplies
- 5 quantity

B Choose the correct option in brackets to complete each phrase.

- 1 out of (a service b use)
- 2 under (a guarantee b protection)
- 3 (a shipping b sending) address
- 4 plug (a in b on)
- 5 computer (a components b objects)

C Choose the correct phrases given in the box to complete the sentences below.

replacement parts	original receipt	billing problem
express delivery	shipping fee	

- 1 The _____ you ordered are not available at the moment.
- 2 If you want to get a refund, you should have the _____.
- 3 We are pleased to announce that we now offer _____ services to all of our customers.
- 4 We may charge an extra _____ if you live in a foreign country.
- 5 When there is a _____, please feel free to contact the customer service center.

Unit 06

Part 2 Information Questions (3) (How, Why)

Part 4 Commercial Broadcasts



Today's Goal

Part 2

- Try to understand questions starting with **how** or **why** to choose the correct answers.
- Pay attention also to questions for suggestions starting with **Why don't you...?**

Part 4

- Try to listen to lots of commercial broadcasts and familiarize yourself with typical information in advertisements.
- Learn vocabulary and expressions about this topic.

Part 2

Information Questions (3) (How, Why)

- Questions with **how** ask about **methods** of doing something or **directions** to go somewhere.
- You must listen to the **adjective** or **adverb** following **how** since each one has a different meaning.
- The question word **Why** asks about the reason for an event, a condition, a problem, or a change of something. Responses to this question type will use **because**, **because of**, **for + noun**, or a **to-infinitive phrase** to provide a **reason** or **cause**.
- You must pay attention to the question **Why don't you/we/I + verb?** as it does not ask about a reason but is an invitation or a suggestion. You need to listen carefully to the main verb in the question.

Commonly used expressions Listen and repeat.

MP3 06-01

		Question	Answer
How + auxiliary/ modal verb + subject + main verb...?	Way to go somewhere	Q: How do I get to City Hall?	A: Take the subway. A: You can walk there.
	Condition	Q: How is your project going?	A: It's going well. A: I've almost completed it.
How + adjective/ adverb	Quantity	Q: How many chairs do you need?	A: Five will be enough.
	Price	Q: How much did the trip cost?	A: Approximately 1,000 dollars.
	Frequency	Q: How often do you go to concerts?	A: Twice a year.
	Duration	Q: How long will it take to get to the airport?	A: It will take about an hour.
Why + be + subject...?	Reason	Q: Why were you late for the presentation?	A: Because traffic was bad. A: Sorry. I overslept.
	Purpose	Q: Why is the road closed?	A: For road construction. A: To fix the traffic lights.
Why don't you/ we + verb...?	Suggestion	Q: Why don't you look for an apartment?	A: I already found one. A: That's a good idea.
		Q: Why don't we review the report on Thursday?	A: Okay. I'm free that day. A: How about Friday?

Exercises

A Listen and choose the best response to each question.

MP3 06-02

- | | | | | | |
|-------|-----|-----|-------|-----|-----|
| 1 (A) | (B) | (C) | 5 (A) | (B) | (C) |
| 2 (A) | (B) | (C) | 6 (A) | (B) | (C) |
| 3 (A) | (B) | (C) | 7 (A) | (B) | (C) |
| 4 (A) | (B) | (C) | 8 (A) | (B) | (C) |

B Listen again and fill in the missing words to complete the gaps.

MP3 06-03

- | | |
|--|---|
| <p>1 _____ should I order?</p> <p>(A) Three should be _____.</p> <p>(B) _____.</p> <p>(C) Star Furniture is _____ now.</p> | <p>5 _____ leave early today?</p> <p>(A) I think I should.</p> <p>(B) You _____.</p> <p>(C) I'm sorry I'm _____.</p> |
| <p>2 _____ does your company conduct _____?</p> <p>(A) Only _____.</p> <p>(B) The show was _____.</p> <p>(C) I got an 8 out of 10.</p> | <p>6 _____ does this suitcase _____?</p> <p>(A) How about the blue one?</p> <p>(B) We don't _____.</p> <p>(C) _____ with my manager.</p> |
| <p>3 _____ with Mr. Brown this afternoon?</p> <p>(A) In the conference room _____.</p> <p>(B) _____ 5 hours.</p> <p>(C) _____ the new accounting system.</p> | <p>7 _____ was _____ so bad?</p> <p>(A) _____ there's a _____.</p> <p>(B) I checked the _____.</p> <p>(C) Yes, I think so too.</p> |
| <p>4 _____ your new job _____?</p> <p>(A) It is _____.</p> <p>(B) I _____ it yesterday.</p> <p>(C) To have a _____.</p> | <p>8 _____ can I _____ my driver's license?</p> <p>(A) There's an _____ available.</p> <p>(B) _____ my relatives.</p> <p>(C) _____ March first.</p> |



enough
approximately

have a sale
apply for

performance review
relative

Part 4

Commercial Broadcasts

Listening Comprehension

- Part 4 consists of some advertisements on certain **products, services, businesses, events**, etc. You have to understand what the advertisement is about and who the audience are.
- Questions may be related to **clearance sales, promotions, features, goods, quality**, etc.
- Some advertisements may start with a **question** to attract customers' attention.

Commonly used expressions Listen and repeat.

MP3 06-04

Vocabulary related to advertisements on products		Vocabulary related to advertisements on services, businesses	
clearance sale	office equipment	information session	subscribe to
feature	ranging (from A to B)	fill in a form	woodworking
guarantee	free of charge	register	be invited to
special sale	voucher	workshop	reception
a new line	loyal customer	faculty	facility
perfect choice	trial period	cafeteria	sign up for
complimentary	order	catering	career

Practice Listen and fill in the missing words to complete the talk.

MP3 06-05

M Happy Fathers' Day! Are you _____ a gift for your father? Then visit Ian's Market! We're having a _____ perfect gifts for fathers _____ barbeque grills to _____ to hiking clothes for men. On Friday, _____ will receive _____. In addition, _____ coffee and donuts will be provided to all of our customers. We are _____ you at Ian's Market.



fishing equipment
provide

hiking
look forward to

tool

Exercises

A Read the questions and possible answers, then listen to the talk and choose the best answer to each question.

MP3 06-06

- 1 What most likely is being advertised?
 - (A) A laser printer
 - (B) A digital camera
 - (C) A laptop
 - (D) A cellular phone
- 2 What does the speaker mean when he says, "You can enjoy more time between charges"?
 - (A) It has an extra battery.
 - (B) It is water-resistant.
 - (C) Its camera can film better videos.
 - (D) Its battery doesn't need charging as often.
- 3 What will a listener receive by ordering in March?
 - (A) A discount
 - (B) A gift
 - (C) An upgraded model
 - (D) An invitation to an event



advertise

laptop

water-resistant

film

B Listen again and fill in the missing words to complete the talk.

MP3 06-07

M Are you _____ a new smartphone? Then the Mars 5X from JM Electronics is the _____ for you. The Mars 5X is a _____ from the _____, _____ with regard to the battery life and _____. The new phone _____ up to 21 hours of talking time, which is _____ ever in the Mars series. You can enjoy more time between charges. In addition, the HD display can show you more colors. If you _____ on a tropical island, it will be so _____. If you order in March, you can get a _____ pair of _____. To find out more, visit our website at www.themars5x.com.



dramatic

previous

especially

tropical

Practice with Actual Questions

Part 2 Listen and choose the best response to each question.

MP3 **06-08**

- | | | | |
|--|-----|-----|-----|
| 1. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 2. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 3. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 4. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 5. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 6. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 7. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 8. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 9. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 10. Mark your answer on your answer sheet. | (A) | (B) | (C) |

11. What is being advertised?

- (A) An online business program
- (B) Onsite leadership training
- (C) Teacher training courses
- (D) An engineering program

12. According to the advertisement, what aspect does the program emphasize?

- (A) The quality of the teaching
- (B) The length of the program
- (C) The convenient location
- (D) The reasonable tuition

13. What will happen on July 19?

- (A) The registration period will be over.
- (B) The opening ceremony will be held.
- (C) A free class will be held.
- (D) An information session will be held.

14. What is being advertised?

- (A) Furniture
- (B) Houses
- (C) A magazine
- (D) Gardening tools

15. What is emphasized in the advertisement?

- (A) Lightness
- (B) Durability
- (C) The reasonable prices
- (D) The easy-to-follow guides

16. What special offer is being made?

- (A) A free lesson
- (B) A discount
- (C) Sample furniture
- (D) Free delivery

More Practice

A Find out the meaning of the following business-related words in your dictionary.

- 1 warranty
- 2 costume
- 3 cashier
- 4 tailor
- 5 cash register

B Choose the correct option in brackets to complete each phrase.

- 1 at an (@ affordable ⑥ effective) price
- 2 (@ promotional ⑥ emotional) offers
- 3 the original (@ receiver ⑥ receipt)
- 4 pay in (@ cash ⑥ check)
- 5 proof of (@ bargain ⑥ purchase)

C Choose the correct words or phrases given in the box to complete the sentences below.

exclusively on display a reasonable price a full refund beverages

- 1 The new smartphones are _____ in the shop window.
- 2 A 20% discount on all items is available _____ to members.
- 3 If you don't open the box, you will get _____.
- 4 Do you know where I can buy a suit for _____?
- 5 Free _____ and snacks will be provided in the lobby.

Unit 07

Part 1 Photos of Objects/Scenes

Part 3 Business Events



Today's Goal

Part 1

- Try to observe the photos of objects or scenes, then listen and choose the best descriptive statement about each photo.
- Pay attention to the verb form (present simple, present simple passive, present perfect passive, etc.) often used to describe the photos.

Part 3

- Try to listen to conversations about business events like seminars, workshops, conferences, etc. and grasp important information.
- Learn vocabulary and expressions related to these topics.

Part 1

Photos of Objects/Scenes

Listening Comprehension

- You may see some photos about **objects** or **scenes** that can be seen **indoors** or **outdoors**.
- You should pay attention to such structures used to describe objects or scenes as **the present simple passive** (be + past participle), **present perfect passive** (have/has been + past participle), and the structure **There is/are...** or **be + prepositional phrases**.

Commonly used expressions Listen and repeat.

MP3 07-01

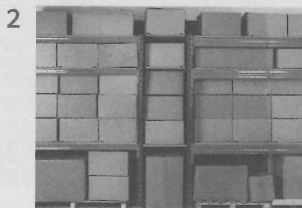
Descriptive statements in the present simple passive (be + past participle)	<p>The office is stocked with supplies.</p> <p>The chairs are occupied.</p> <p>The bus is covered with dust.</p> <p>The street is lined with trees.</p> <p>Documents are piled up.</p>
Descriptive statements in the present perfect passive (have/has been + past participle)	<p>Flowers have been planted.</p> <p>Cards have been arranged.</p> <p>Cars have been parked.</p> <p>Labels have been attached.</p> <p>Boxes have been stored on shelves.</p>
Descriptive statements using the structure There is/are... or be + prepositional phrases	<p>An air conditioner is in the corner.</p> <p>Cups are on the table.</p> <p>The road is under construction.</p> <p>There is a chair in the middle of a room.</p>

Practice Listen and choose all the correct statements about the photo, then listen again and complete each one with the missing words.

MP3 07-02



- (A) The heavy vehicle is being towed.
- (B) The road is _____.
- (C) _____ a heavy _____ at a construction site.
- (D) The driver is working on a hill.



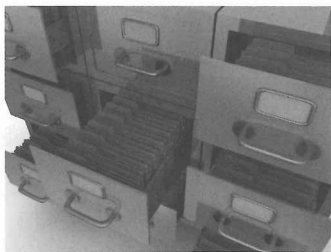
- (A) _____ on the wall.
- (B) The boxes _____.
- (C) _____ on the _____.
- (D) _____ are _____.

Exercises

A Listen and choose the best descriptive statement for each photo.

MP3 07-03

1



(A) (B) (C) (D)

2



(A) (B) (C) (D)

3



(A) (B) (C) (D)

4



(A) (B) (C) (D)

B Listen again and fill in the missing words to complete the statements.

MP3 07-04

1 (A) _____ in the cabinet.

(B) _____ are _____.

(C) Labels _____.

(D) The cabinet _____.

2 (A) The table is _____ someone.

(B) The chairs _____.

(C) The food _____ away.

(D) The furniture _____.

3 (A) There are _____.

(B) The car is _____.

(C) The car is _____ drive.

(D) The car has _____.

4 (A) There is _____.

(B) _____ on the ground.

(C) The _____ is being _____.

(D) The _____ has _____.



folder
be locked
break down

drawer
parked
couch

attach
be covered with
be placed

lock
be ready to
driveway

Part 3

Business Events

Listening Comprehension

- In Part 3, you may listen to some conversations related to preparations or registering for a seminar, a workshop, a conference, etc.
- You need to recognize **what event** it is and focus on listening to some important details like the **date**, the **main points**, etc.
- You should learn lots of vocabulary related to these topics to improve your listening comprehension.

Commonly used expressions Listen and repeat.

MP3 07-05

Vocabulary related to business events

sales conference	sign up for ~	fundraising banquet	job fair
company retreat	make it to ~	event organizer	Q&A session
shareholders' meeting	arrive on time	distribute handouts	check on the availability
accommodate	upcoming event	catering	booking sheet
refreshments	confirm participation	convention center	cancel a reservation
full board	online registration	make a reservation	reminder

Practice Listen and fill in the missing words to complete the conversation.

MP3 07-06

W Hello. This is the H&R _____. How may I help you?

M This is Michael from the ANT Corporation. I'm calling to _____ on _____ of a room for our _____ next month.

W When is the workshop?

M It's from the 7th to the 9th of August. There will be 30 people.

W Just a moment. Let me check my _____.



check on the availability
Just a moment.

next month
booking sheet

Exercises

A Read the questions and possible answers, then listen to the conversation and choose the best answer to each question.

MP3 07-07

1 What does the woman want the man to do?

- (A) Review some documents
- (B) Visit the printer
- (C) Introduce the president
- (D) Print a message

2 When does the work need to be finished?

- (A) By this afternoon
- (B) By tomorrow
- (C) By the end of the week
- (D) Immediately

3 What does the man imply when he says, "I will get on it right away"?

- (A) He is going to go to the conference.
- (B) He is going to get in the vehicle.
- (C) He is going to contact the printer.
- (D) He is going to take care of it soon.



review
print
vehicle

document
by the end of the week
contact

introduce
immediately
take care of

B Listen again and fill in the missing words to complete the conversation.

MP3 07-08

M Hi, Cathy. I wonder how the _____ are _____.

W They're going okay. But I would like you to _____ the president's _____ before I send it _____.

M I can do that. _____ do you _____?

W _____. I should send it to the printer this afternoon.

M Okay, I will _____.



wonder
printer

preparation
right away

proofread

Practice with Actual Questions

Part 1 Listen and choose the best descriptive statement for each photo.

MP3 07-09

1.



(A) (B) (C) (D)

2.



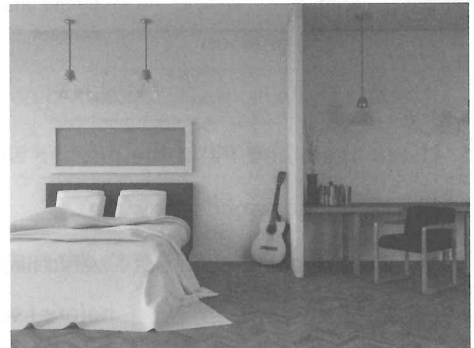
(A) (B) (C) (D)

3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5.



(A) (B) (C) (D)

6.



(A) (B) (C) (D)

Part 3 Listen to the two conversations and choose the best answer to each question. MP3 07-10

7. What are the speakers mainly talking about?
- (A) Feedback on the company workshop
 - (B) The number of participants
 - (C) The menu
 - (D) The caterer's selection
8. How many people are likely to attend the workshop?
- (A) About 20
 - (B) About 30
 - (C) About 40
 - (D) About 50
9. What will the woman do next?
- (A) Talk with a manager
 - (B) Call some potential participants
 - (C) Call the caterer
 - (D) Contact the convention center
10. Where are the speakers?
- (A) In a conference hall
 - (B) In a car
 - (C) In a store
 - (D) At a traffic light
11. What is the woman concerned about?
- (A) They may get lost.
 - (B) They may not arrive on time.
 - (C) They may run out of gas.
 - (D) They may get tired of driving.
12. What does the woman suggest?
- (A) Going back to the office
 - (B) Calling the conference hall
 - (C) Asking for some help
 - (D) Dropping by the store to buy something

More Practice

A Find out the meaning of the following business-related words in your dictionary.

- 1 participant
- 2 turnout
- 3 attendance
- 4 venue
- 5 refreshment

B Choose the correct option in brackets to complete each phrase.

- 1 (a take b give) a speech
- 2 (a get b take) part in
- 3 (a replace b reserve) a conference hall
- 4 (a give away b provide) a handout
- 5 (a put up b put in) a notice

C Choose the correct phrases given in the box to complete the sentences below.

conduct a survey sign up hold a meeting organize a banquet make it to

- 1 I got stuck in traffic, so I couldn't _____ the venue.
- 2 Anyone who is interested in the workshop should _____ before the end of the month.
- 3 The board of directors said that they are going to _____ next month.
- 4 We decided to _____ to see how satisfactory the presentation was.
- 5 Mr. Clark is the one who is supposed to _____.

Unit 08

Part 2 Yes/No Questions (Be)

Part 4 Radio Broadcasts



Today's Goal

Part 2

- Try to fully understand the forms of the verb **be** in the present simple tense, the past simple tense, and the future with **going to**.

Part 4

- Try to listen to the main idea and some important information such as the date, time, and current traffic situations.
- Learn vocabulary and expressions related to broadcasts on the radio.

Part 2

Yes/No Questions (Be)

Listening Comprehension

- In Part 2, you may hear lots of **Yes/No** questions starting with the verb **to be** in the **present simple tense**, the **past simple tense**, and the **future with going to**.
- Questions starting with **Is/Are there...?** may also be given.
- Responses usually start with **Yes/No** but sometimes correct responses without **Yes/No** may also be used.

Commonly used expressions Listen and repeat.

MP3 08-01

		Question	Answer
Present tenses	Is/Are + subject...?	Q: Is Dr. Yang in today?	A: Yes, she's in her office. A: I'm afraid not.
		Q: Are you working on the agenda for the meeting?	A: Yes, it's almost done. A: I'm not, but Julie is.
Past tenses	Was/Were + subject...?	Q: Was the engineer available yesterday?	A: Only in the morning. A: No, he was on vacation.
		Q: Was the printer working?	A: Yes, it was fine. A: No, it was broken.
Expressing future	Present continuous (Is/Are + subject + V-ing...?)	Q: Is Mr. Anderson leaving tomorrow?	A: Yes, on the 11 o'clock flight. A: You'd better ask Ms. Kim.
	Is/Are + subject + going to + verb...?	Q: Are you going to accept the job offer?	A: Yes, I start on March 2 nd . A: I decided not to.
Existence	Is/Are there...?	Q: Is there a police station near here?	A: Yes, there's one down the street. A: It's across from the library. A: Not that I know of.

Exercises

MP3 08-02

A Listen and choose the best response to each question.

- | | | | | | |
|-------|-----|-----|-------|-----|-----|
| 1 (A) | (B) | (C) | 5 (A) | (B) | (C) |
| 2 (A) | (B) | (C) | 6 (A) | (B) | (C) |
| 3 (A) | (B) | (C) | 7 (A) | (B) | (C) |
| 4 (A) | (B) | (C) | 8 (A) | (B) | (C) |

MP3 08-03

B Listen again and fill in the missing words to complete the gaps.

- | | |
|---|---|
| 1 _____ joining
the company's book club?
(A) Sure, why not?
(B) Sorry. I _____ it yet.
(C) Every Thursday _____. | 5 _____ Ms. Reed _____ of
the research project?
(A) She is in the _____.
(B) The charge was quite high.
(C) I think someone else is
_____. |
| 2 Is Mr. King _____
this week?
(A) He is _____ about that.
(B) I am _____.
(C) To New Zealand. | 6 _____ in
this building?
(A) The _____ is new.
(B) No one _____.
(C) Yes, _____. |
| 3 _____ for
the product design?
(A) It has a _____.
(B) No, Mr. Adams is.
(C) Here is the _____. | 7 _____ the
stereo in the living room?
(A) No, I _____.
(B) The room was _____.
(C) That's a good idea. |
| 4 _____ an _____ available?
(A) Sorry, but only window seats are left.
(B) _____ starts in thirty minutes.
(C) Sure, a _____ is available. | 8 _____ for the new products
_____ now?
(A) No, we are still _____.
(B) I'd love to, but I can't.
(C) Yes, they _____. |



interested in
responsible for
in charge of
vending machine
flier

go on vacation
aisle seat
laboratory
set up

look forward to
vegetarian meal
take care of
spacious

Part 4

Radio Broadcasts

Listening Comprehension

- Part 4 may include some radio broadcasts about **weather reports**, **traffic situations**, **local news**, etc.
- A talk of this kind usually starts with a brief introduction about the **topic**, then some **major details** will be given.
- Questions about these talks usually concern the **situation** in which the talk is given, the **audience**, and **details** given in the recording.

Commonly used expressions Listen and repeat.

MP3 08-04

Vocabulary related to weather, traffic situations, etc.		Vocabulary related to news programs, interviews, etc.	
weather forecast	traffic report	exclusive interview	radio station
outdoor activity	road construction	host	local news
slippery	heavy traffic delay	release an album	don't miss
heat wave	commuter	popular	stop by
temperature	stay indoors	fair	top news
below zero	head	commercial break	scheduled to open
snowstorm/rainstorm	detour	correspondent	stay tuned

Practice Listen and fill in the missing words to complete the talk.

MP3 08-05

M You're listening to 101.7 _____. If you _____ on Valley Road on your way back home from work, _____. _____ workers are _____ on one of the lanes, and the work will take place for at least a week, so _____ should try to avoid the road during this time. _____ for the local news coming up. We'll be right back after a _____.



head south
lane

on one's way
avoid

make repairs

Exercises

A Read the questions and possible answers, then listen to the talk and choose the best answer to each question.

MP3 08-06

- 1 What is the radio broadcast about?
 - (A) The weather
 - (B) Traffic conditions
 - (C) Local events
 - (D) Breaking news
- 2 What does the speaker recommend doing tomorrow?
 - (A) Not driving
 - (B) Staying indoors
 - (C) Sweeping the roads
 - (D) Not cleaning cars
- 3 What will listeners hear next?
 - (A) A commercial
 - (B) An interview
 - (C) Business news
 - (D) Music



radio broadcast
stay indoors

breaking news
sweep

B Listen again and fill in the missing words to complete the talk.

MP3 08-07

W Good morning, everyone. I hope you're _____ today.
 It is _____, and there's _____ in the sky all around the country. The weather is _____. But this mild weather _____.
 Starting tomorrow, the _____ will drop to below freezing, and it looks like we will get a _____. The roads will be so _____ that it will be a good idea to _____ and use public transportation instead.
 _____ for the latest economic news coming up next.



cloud
last

outdoor activity
drop to below freezing

mild weather
public transportation

Practice with Actual Questions

Part 2 Listen and choose the best response to each question.

MP3 **08-08**

- | | | | |
|--|-----|-----|-----|
| 1. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 2. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 3. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 4. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 5. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 6. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 7. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 8. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 9. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 10. Mark your answer on your answer sheet. | (A) | (B) | (C) |

11. What will cause the traffic delays?

- (A) Holiday events
- (B) Traffic accidents
- (C) Road construction
- (D) Bad weather conditions

12. What does the speaker recommend listeners do?

- (A) Take part in the events
- (B) Drive slowly
- (C) Take the highway
- (D) Avoid the city center

13. Who is Kelly Diaz?

- (A) A reporter
- (B) A police officer
- (C) A corporate executive
- (D) A producer

14. Who is the speaker?

- (A) A weather reporter
- (B) A singer
- (C) A show host
- (D) A music producer

15. What will happen in December?

- (A) A new album will be released.
- (B) A TV show will start.
- (C) Awards will be given.
- (D) Music tours will begin.

16. What will the listeners hear after the song?

- (A) An interview
- (B) Weather conditions
- (C) A commercial
- (D) Traffic news

More Practice

A Find out the meaning of the following business-related words in your dictionary.

- 1 flood
- 2 drought
- 3 shower
- 4 hail
- 5 humidity

B Choose the correct option in brackets to complete each phrase.

- 1 an (@ environmental @ energetic) issue
- 2 in the (@ countryside @ suburb area)
- 3 an organic (@ fertilization @ fertilizer)
- 4 a (@ botanical @ plant) garden
- 5 to take out the (@ garbage @ tools)

C Choose the correct words given in the box to complete the sentences below.

pollution litter inclement scenic dusty

- 1 The flight to Hong Kong has been canceled due to _____ weather.
- 2 Air _____ is becoming a serious problem in Korea.
- 3 His clothes were _____ from cleaning the restaurant.
- 4 This is one of the most _____ views in Britain.
- 5 If you drop _____ on the street, you will be fined.

Part 2

Yes/No Questions (Auxiliary/Modal Verbs)

Listening Comprehension

- For questions starting with an auxiliary verb like **Do**, **Does** or **Did**, you have to listen to the tense of the auxiliary verb and also the main verb so as to be able to choose the correct response.
- Questions starting with **Have** or **Has** mostly ask about experience or completion.
- Questions starting with **May/Can/Could I/we** are used to ask for permission, while those beginning with **Should I/we** ask for advice.

Commonly used expressions

Listen and repeat.

MP3 09-01

	Question	Answer
Questions with Do/Does/Did	Q: Do you know where we keep paper boxes?	A: They are usually in the storage room. A: You can ask Jill.
	Q: Does this train go to the downtown area?	A: I think so. A: No, this one only goes to the countryside.
Questions with Have/Has	Q: Have you finished writing up the quarterly report?	A: I am still working on it. A: I will be able to finish it by noon.
Questions with May/Can/Should	Q: May/Can I leave the office a little early today?	A: Yes, of course. A: I am afraid you can't.
	Q: Should I leave the window open?	A: Yes, please. A: Could you please close it?

Exercises

A Listen and choose the best response to each question.

MP3 09-02

- | | | | | | |
|-------|-----|-----|-------|-----|-----|
| 1 (A) | (B) | (C) | 5 (A) | (B) | (C) |
| 2 (A) | (B) | (C) | 6 (A) | (B) | (C) |
| 3 (A) | (B) | (C) | 7 (A) | (B) | (C) |
| 4 (A) | (B) | (C) | 8 (A) | (B) | (C) |

B Listen again and fill in the missing words to complete the gaps.

MP3 09-03

- | | |
|--|--|
| 1 _____ here?
(A) Yes, _____.
(B) No, I don't _____ it.
(C) _____ tomorrow. | 5 _____ what to do next?
(A) I don't _____.
(B) _____ to her.
(C) Yes, she did. |
| 2 _____
your job?
(A) _____ it.
(B) No, I'm _____.
(C) _____ it yet. | 6 Do you want to _____?
(A) I'd _____.
(B) Actually, Jack is _____.
(C) I _____ then. |
| 3 _____ next to you?
(A) I am _____ with
_____.
(B) _____ is _____
clean.
(C) Sorry, but _____
here. | 7 _____ where you're from?
(A) I am from London.
(B) He _____.
(C) _____ her. |
| 4 _____ the air
conditioner?
(A) Actually, you can't. _____.
(B) Yes, _____.
(C) It's too complicated. | 8 _____
caterers?
(A) The _____ was good.
(B) I think _____.
(C) I _____. |



walking distance
turn on
share a taxi
caterer

be happy with
broken
give sb. a ride
order

occupied with
complicated
branch

Part 3

Travel/Business Trips

Listening Comprehension

- Conversations about travel or business trips often provide some information related to **booking**, **types of airfares** (economy class/business class), **schedules**, **hotel reservation**, etc.
- You should learn vocabulary and expressions about these topics.

Commonly used expressions Listen and repeat.

MP3 09-05

Vocabulary related to travel/business trips

book a flight	go on a business trip	one-way trip	round trip
make a reservation	public transportation	delay	sold out
payment	take some time off	reimburse	cover for
connecting flight	itinerary	accommodations	fill in for
international flight	travel agent	travel expenses	be away
express train	travel agency	economy class	go on vacation

Practice Listen and fill in the missing words to complete the conversation.

MP3 09-05

W I'd like to _____ from Seattle to Los Angeles for tomorrow.

M Well, the _____ is almost full. The _____ are all _____.

W Oh, no. But I have to leave tomorrow. Otherwise, I won't be able to _____ an important meeting.

M Hmm... Let me see. I can _____ in business class. But I'm afraid you have to _____ the price of an economy-class ticket.



book
otherwise

flight
make it to

sold out
I am afraid

leave
pay double

Exercises

A Read the questions and possible answers, then listen to the conversation and choose the best response to each question.

MP3 09-06

1 What are the speakers talking about?

- (A) Their plans for the weekend
- (B) A holiday
- (C) A business trip
- (D) Travel expenses

3 When is the man coming back to the office?

- (A) On Monday
- (B) On Tuesday
- (C) On Wednesday
- (D) On Thursday

2 What does the woman say about the man's plan?

- (A) It sounds fun.
- (B) It sounds difficult.
- (C) It sounds awful.
- (D) It sounds tiring.



business trip

travel expenses

awful

tiring

B Listen again and fill in the missing words to complete the conversation.

MP3 09-07

M Hey, Ms. Williams. I _____ for the next couple of days. You know that, right?

W Yes, are you _____?

M Yeah, I am _____ Thursday to spend a few days in Mexico with my family.
I am _____.

W Sounds exciting. When are you coming back?

M I am _____ on Monday. But I _____
on Tuesday.



be away

go on vacation

look forward to

Practice with Actual Questions

Part 2 Listen and choose the best response to each question.

MP3 **09-08**

- | | | | |
|--|-----|-----|-----|
| 1. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 2. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 3. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 4. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 5. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 6. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 7. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 8. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 9. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 10. Mark your answer on your answer sheet. | (A) | (B) | (C) |

Part 3 Listen to the two conversations and choose the best answer to each question. MP3 09-09

- 11.** What is the problem?
- (A) Everyone is too busy to go to Shanghai.
 - (B) The strike has been going on too long.
 - (C) The payroll system broke down.
 - (D) One of the factories shut down.
- 12.** How was the problem solved?
- (A) The strike has ended.
 - (B) Sam offered to help.
 - (C) The trip was canceled.
 - (D) Mike stepped in to help.
- 13.** What does the man mean when he says, "I will be available for that"?
- (A) He is going to help with the payroll.
 - (B) He is willing to go to Shanghai.
 - (C) He is going to take a day off.
 - (D) He is ready to come back.
- 14.** Who most likely is the woman?
- (A) A travel agent
 - (B) A secretary
 - (C) A supervisor
 - (D) A receptionist
- 15.** When is the man planning to come back?
- (A) Tomorrow
 - (B) This Thursday
 - (C) This Saturday
 - (D) Next Sunday
- 16.** What will the woman do next?
- (A) Call a travel agency
 - (B) Reserve a plane ticket
 - (C) Arrange accommodations
 - (D) Contact the Accounting Department

More Practice

A Find out the meaning of the following business-related words in your dictionary.

- 1 landmark
- 2 sightseeing
- 3 attraction
- 4 souvenir
- 5 destination

B Choose the correct option in brackets to complete each phrase.

- 1 (a go b take) on a tour
- 2 a (a guided b guide) tour
- 3 be (a on b off) board
- 4 (a make b give) someone a ride
- 5 (a reimburse b refund) expenses

C Choose the correct words or phrases given in the box to complete the sentences below.

pick up drop off get to check your schedule connecting flight

- 1 When you _____ your destination, you will be given a voucher.
- 2 Since my first flight was delayed, I missed my _____.
- 3 The driver will _____ you _____ at the airport.
- 4 Please make sure you _____ before you leave for the airport.
- 5 What time are you going to _____ Mr. Harris _____?

Unit 10

Part 2 Negative Questions & Tag Questions

Part 4 Business Meetings



Today's Goal

Part 2

- Try to understand negative questions and tag questions to be able to choose the correct responses.
- Do lots of practice so as not to give incorrect answers to these complicated types of questions.

Part 4

- Try to listen to short talks related to business meetings or announcements in work settings.
- Learn lots of vocabulary and expressions commonly used in these topics.

Part 2

Negative Questions & Tag Questions

Listening Comprehension

- A negative question starts with a contracted negative form of the verb **be/have**, a modal verb, or an auxiliary verb **do/does/did** to express surprise.
- Tag questions consist of an **affirmative statement** with a **negative tag** or a **negative statement** with an **affirmative tag**. The tags are used to confirm the information given in the statement.
- You should not be confused with these two types of question; just **respond according to what is true to the fact**.

Commonly used expressions Listen and repeat.

MP3 10-01

		Question	Answer
Negative questions with the verb be	Aren't you ~?	Q: Aren't you supposed to lead the seminar tomorrow?	A: Yes, I should start preparing. A: No, I can will do it.
	Weren't they ~?	Q: Weren't the reports approved?	A: Yes, last week. A: No, I need to change a few things.
Negative questions with an auxiliary verb	Don't you ~?	Q: Don't you usually drive to work?	A: Yes, that's the easiest way. A: No, I take the subway.
	Hasn't he ~?	Q: Hasn't the CEO arrived from New York yet?	A: Yes, this morning. A: No, his flight was delayed.
Affirmative question tags	Negative statement, affirmative tag	Q: You didn't attend the conference, did you ?	A: Yes, it was useful. A: No, I had no time.
		Q: You haven't finished the report, have you ?	A: Yes, do you need it now? A: No, I'm working on it now.
Negative question tags	Affirmative statement, negative tag	Q: His speech was impressive, wasn't it ?	A: Yes, it was the best. A: I don't think so.
		Q: You have been to Tokyo, haven't you ?	A: Yes, three times. A: No, but I'm going there this summer.

Exercises

A Listen and choose the best response to each question.

MP3 10-02

- | | | | | | |
|-------|-----|-----|-------|-----|-----|
| 1 (A) | (B) | (C) | 5 (A) | (B) | (C) |
| 2 (A) | (B) | (C) | 6 (A) | (B) | (C) |
| 3 (A) | (B) | (C) | 7 (A) | (B) | (C) |
| 4 (A) | (B) | (C) | 8 (A) | (B) | (C) |

B Listen again and fill in the missing words to complete the gaps.

MP3 10-03

- | | |
|---|--|
| <p>1 You _____ to Mr. Dean,
_____?</p> <p>(A) Sure, I can call him now.
(B) No, I _____.
(C) Yes, I sent it _____.</p> | <p>5 _____ Ms. Kent organize the
_____?</p> <p>(A) She's done it for the last five years.
(B) It's a _____.
(C) Everyone _____.</p> |
| <p>2 _____ you _____
the front gate yet?</p> <p>(A) Can you _____?
(B) No, I didn't close it.
(C) Yes, _____.</p> | <p>6 _____
starting work today?</p> <p>(A) Yes, it was yesterday.
(B) No, the date _____.
(C) _____ after lunch?</p> |
| <p>3 Elizabeth is _____ the
_____, isn't she?</p> <p>(A) Sales _____.
(B) I think Lisa is.
(C) Yes, we all _____.</p> | <p>7 You _____ the memo to the
Accounting Department, _____?</p> <p>(A) No, she forgot to _____.
(B) I _____ this morning.
(C) The _____ look encouraging.</p> |
| <p>4 The train to the village _____
_____, _____?</p> <p>(A) No, _____ three hours.
(B) You have to _____ first.
(C) Yes, the next one is coming _____
_____.</p> | <p>8 You _____ the musical
performance in Martin Hall, _____
_____?</p> <p>(A) No, _____ a better one.
(B) I went there with Helen.
(C) A _____ from London.</p> |



by mail
organize
annual
sales figure

front gate
promotional event
monthly
musical performance

leave
every two hours
drop off

Part 4

Business Meetings

Listening Comprehension

- These talks are introductions or remarks made at **business meetings** or **announcements** in work settings.
- You should listen carefully to understand the **purpose of the talk** as well as the **location**, the **speaker**, the **audience**, or **details** brought up in the talk.

Commonly used expressions Listen and repeat.

MP3 10-04

Vocabulary related to meetings		Vocabulary related to work, changes, etc.	
benefit everyone	call a meeting	overtime hours	upgrade a system
board of directors	as we discussed	I have been told	business hours
staff member	I'm pleased to	guideline	when it comes to
sales goal	share news	shift	get paid
quarterly	exceptional work	come into effect	supervisor
analyze	executive officer	review	fill out a survey
sick leave	performance review	renovation	submit

Practice Listen and fill in the missing words to complete the talk.

MP3 10-05

M Hello, everyone. I _____ to talk about our office move. The new location is on Broadway across from the public library. _____ before, this move should _____, it will be just two blocks from subway line A. Since most of our employees _____ to work, it will be _____. Secondly, it is spacious. At the moment, we are short of room, and we are planning to _____. Therefore, this move will solve our problem. Please check our website for _____.



office move
take the subway
detail

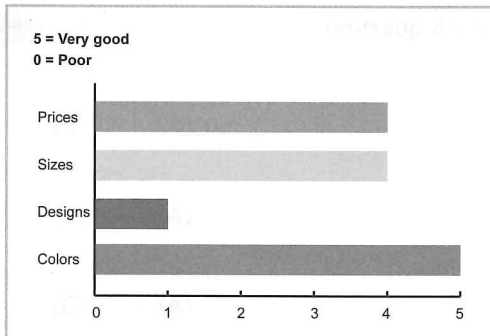
across from
spacious

public library
be short of

Exercises

A Read the questions and possible answers, then listen to the talk and choose the correct answer to each question.

MP3 10-06



2 Look at the graphic. What does the speaker ask the listeners to think about?

- (A) Prices
- (B) Sizes
- (C) Designs
- (D) Colors

1 What industry does the speaker work in?

- (A) Fashion
- (B) Software development
- (C) Financial services
- (D) Home decorating

3 What will the listeners do in a while?

- (A) Write a report
- (B) Contact some customers
- (C) Call customer service
- (D) Present some ideas



industry

decorating

customer service

B Listen again and fill in the missing words to complete the talk.

MP3 10-07

W Good morning. Welcome to _____. Our customer service team just gave me _____ on our new _____, so I'd like to _____ with you. In general, customers are _____ with our new products, _____ the colors. But there is one area we need to improve as soon as possible. Right now, I'd like you _____ on how to _____ on the issue that got the _____. When you are ready, I will give each of you a chance to speak.



staff meeting

survey

review

come up with

Practice with Actual Questions

Part 2 Listen and choose the best response to each question.

MP3 **10-08**

- | | | | |
|--|-----|-----|-----|
| 1. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 2. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 3. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 4. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 5. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 6. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 7. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 8. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 9. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 10. Mark your answer on your answer sheet. | (A) | (B) | (C) |

11. Who are the listeners?

- (A) Investors
- (B) Executive officers
- (C) Bankers
- (D) Shareholders

12. Why does the speaker praise the listeners?

- (A) For helping the management
- (B) For meeting the goals
- (C) For analyzing the market
- (D) For developing new products

13. What are the listeners expected to receive?

- (A) Extra money
- (B) Bonus leaves
- (C) Free gifts
- (D) Company stock

14. Who is Robert Gray?

- (A) The general manager of the region
- (B) The head chef
- (C) The owner of the restaurant
- (D) The food supplier

15. Why did the speaker ask the listeners to stay late?

- (A) To give a bonus to the staff
- (B) To calculate overtime hours
- (C) To interview new employees
- (D) To make the restaurant clean

16. What does the speaker offer the listeners?

- (A) Overtime pay
- (B) Extra leaves
- (C) Free trips
- (D) Free vouchers

More Practice

A Find out the meaning of the following business-related words and phrases in your dictionary.

- 1 trainee
- 2 convention
- 3 keynote speaker
- 4 attendance
- 5 guest speaker

B Choose the correct option in brackets to complete each phrase.

- 1 an (@ quarterly @ annual) meeting
- 2 a brief (@ demonstration @ gathering)
- 3 on the (@ agenda @ minutes)
- 4 to have an (@ article @ argument)
- 5 the (@ director @ committee) members

C Choose the correct words or phrase given in the box to complete the sentences below.

conflict upcoming get ready for presentation enroll

- 1 The meeting has been moved to Monday because of a scheduling _____.
- 2 Mr. Le has been working late in order to _____ the workshop.
- 3 James Cole declared his candidacy in the _____ presidential election.
- 4 Kimberly will _____ in a calligraphy class.
- 5 The sales director was asked to give a _____.

Unit 11

Part 2 'Or' Questions & Indirect Questions

Part 3 At Public Places



Today's Goal

Part 2

- Try to listen to 'or' questions and indirect questions to be able to choose the correct responses.

Part 3

- Try to listen to conversations at public places like restaurants, post offices, hospitals, etc. and understand the main points.
- Learn lots of vocabulary and expressions related to conversations at public places.

Part 2

'Or' Questions & Indirect Questions

Listening Comprehension

- Or questions ask listeners to **choose one** out of two (sometimes three) **options**. They always contain the conjunction **or**. Responses to this question type usually **name one of the options** or **neither of them**.
- Indirect questions like **Do you know/think + question word/conjunction + subject + verb...?** or **Can you tell me + question word + subject + verb...?** are often used to ask in a polite way. You should listen to the main clause coming after the question word or the conjunction **that**.

Commonly used expressions Listen and repeat.

MP3 11-01

	Question	Answer
'Or' questions	Q: Would you like to walk or take a taxi?	A: I'd rather walk. A: Neither. Let's take a bus.
	Q: Have you already finished it, or do you want me to help?	A: I already took care of it. A: Your help will be appreciated.
Indirect questions	Q: Do you know where the bus stop is?	A: It's right around the corner. A: I am a stranger here.
	Q: Do you think (that) we have enough chairs?	A: No, we need 5 more. A: I think this is enough.

Exercises

A Listen and choose the best response to each question.

MP3 11-02

- | | | | | | |
|-------|-----|-----|-------|-----|-----|
| 1 (A) | (B) | (C) | 5 (A) | (B) | (C) |
| 2 (A) | (B) | (C) | 6 (A) | (B) | (C) |
| 3 (A) | (B) | (C) | 7 (A) | (B) | (C) |
| 4 (A) | (B) | (C) | 8 (A) | (B) | (C) |

B Listen again and fill in the missing words to complete the gaps.

1 _____, sales or marketing?

- (A) I am a new _____.
 (B) I _____ the company.
 (C) _____. I _____.

2 _____ if there is a _____ near here?

- (A) I _____.
 (B) I think _____ the street.
 (C) You can _____.

3 _____ or _____?

- (A) I'd like _____.
 (B) It's _____.
 (C) I would like to _____.

4 _____, or would you like _____?

- (A) _____ that _____?
 (B) It's _____.
 (C) I didn't _____.

5 Can you tell me _____ Jenny _____?

- (A) Jenny _____.
 (B) _____ yet.
 (C) I _____.

6 _____ you _____ at _____?

- (A) _____ at Dex & Co.
 (B) I'd like to _____ a _____.
 (C) I have _____.

7 _____ will you _____ to _____, Sydney or Melbourne?

- (A) _____. I don't enjoy traveling.
 (B) _____ there.
 (C) _____ to visit there.

8 Could you tell me _____?

- (A) Actually, I _____.
 (B) The _____ was _____ had _____.
 (C) I didn't _____.



prefer
 sales representative
 company
 print
 indoors
 necessary
 make a reservation
 whether
 VP (= vice president)
 take an offer
 expect

sales
 apply to
 accounting
 across
 outdoors
 reserve a table
 full
 make it
 marketing firm
 make an offer

Part 3

At Public Places

Listening Comprehension

- Conversations at public places usually involve **restaurants, hospitals, post offices, or travel/real estate agencies.**
- You should learn lots of vocabulary and expressions related to such places.

Commonly used expressions Listen and repeat.

MP3 11-04

Vocabulary commonly used at public places

Restaurants	Hospitals	Post Offices	Travel/Real Estate Agencies
today's special	regular checkup	by courier	real estate agency
entrée	symptom	parcel	utilities
ingredient	take medicine	express mail service	furnished
seasoning	prescription	surface mail	tenant
order a meal	make an appointment	airmail	spacious
catering service	get a shot	overnight delivery	rent

Practice Listen and fill in the missing words to complete the conversation.

MP3 11-05

W Good afternoon. What can I do for you today?

M I'd like to _____ to Japan.

W Please pass the parcel through the open window so that I can see _____.
Do you want to send it _____?

M Yes, please. _____ will it _____?

W It will _____ in about 7 days.



pass
by airmail

through
get there

weigh

Exercises

A Read the questions and possible answers, then listen to the conversation and choose the best answer to each question.

MP3 11-06

- 1 Who most likely is the woman?
 - (A) A receptionist
 - (B) A patient
 - (C) A doctor
 - (D) A technician
- 2 What is the man's problem?
 - (A) He is too busy to keep his appointment.
 - (B) He is not feeling well.
 - (C) He cannot go to work.
 - (D) He can't wait until tomorrow.
- 3 What does the woman say about Dr. Howard?
 - (A) His schedule is full today.
 - (B) He won't be in the office till tomorrow.
 - (C) He hasn't been feeling well.
 - (D) He is not available today.



keep one's appointment
go to work

feel well
till

B Listen again and fill in the missing words to complete the conversation.

MP3 11-07

- W Doctor's office. How can I help you?
- M I would like to _____ with Dr. Howard. My name is Jack Allen.
- W _____ do you need to see the doctor _____?
- M I've _____ for the past few days. And it has been _____ each day.
- W Dr. Howard is _____. Can this _____?
- M Okay.



make an appointment
for the past few days
each day

cough
get worse
off

Practice with Actual Questions

Part 2 Listen and choose the best response to each question.

MP3 11-08

- | | | | |
|--|-----|-----|-----|
| 1. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 2. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 3. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 4. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 5. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 6. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 7. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 8. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 9. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 10. Mark your answer on your answer sheet. | (A) | (B) | (C) |

Part 3

Listen to the two conversations and choose the best answer to each question. MP3 11-09

Today's Specials

1. Chicken breast with green salad
2. Beefsteak with mashed potatoes
3. Meatball spaghetti with fresh bread
4. Club sandwich with baked beans

11. Who most likely is the man?
- (A) A restaurant owner
 - (B) A caterer
 - (C) A customer
 - (D) A server
12. What does the woman mention about the lunch specials?
- (A) They come with free drinks.
 - (B) The type of food cannot be changed.
 - (C) More than two cannot be ordered.
 - (D) They are available for free.
13. Look at the graphic. What dish is the man going to select?
- (A) 1
 - (B) 2
 - (C) 3
 - (D) 4
14. Where is the conversation most likely taking place?
- (A) At a travel agency
 - (B) At a real estate agency
 - (C) At a department store
 - (D) At a furniture store
15. What does the man say about the apartment?
- (A) It is conveniently located near public transportation.
 - (B) It doesn't have the necessary furniture.
 - (C) It's cheaper than the woman thinks.
 - (D) It will not last long.
16. What will the woman do next?
- (A) Call another real estate agent
 - (B) Visit one more house
 - (C) Sign a contract
 - (D) Walk to the subway station

More Practice

A Find out the meaning of the following business-related words and phrase in your dictionary.

- 1 recommend
- 2 place an order
- 3 culinary
- 4 landscaping
- 5 renovation

B Choose the correct option in brackets to complete each phrase.

- 1 conveniently (@ located @ location)
- 2 (@ partially @ partial) furnished
- 3 (@ ready @ readily) available
- 4 well (@ maintained @ keep)
- 5 recently (@ renovating @ renovated)

C Choose the correct phrases given in the box to complete the sentences below.

set up an account fill out the form include utilities
out of ingredients get some vaccinations

- 1 I would like to _____.
- 2 The rent _____.
- 3 You should _____ before you see the doctor.
- 4 You are encouraged to _____ before traveling overseas.
- 5 We are sorry, but we are _____.

Unit 12

Part 2 Statements

Part 4 Speeches & Presentations



Today's Goal

Part 2

- Try to listen to each statement and choose the best response.
- Practice listening to different statements and appropriate responses.

Part 4

- Learn vocabulary and expressions commonly used in speeches and presentations.

Part 2

Statements

Listening Comprehension

- Statements always start with a subject and a verb phrase to **express an opinion, give advice, provide information, describe**, etc.
- Responses to statements may be **in a number of different ways**.
- You should listen carefully and **correctly understand what has been said** to choose the most appropriate response.

Commonly used expressions

Listen and repeat.

MP3 12-01

	Question	Answer
Expressing opinions, giving advice	Q: Let's wait until the rain stops.	A: Sure, it will let up soon. A: Can we just leave now?
	Q: You'd better hurry up and make a decision.	A: I think you are right. A: But I need more time to think.
	Q: I think we should order more paper.	A: That sounds like a good idea. A: Don't we have enough?
Pointing out problems	Q: The 3D printer is not working properly.	A: We might have to replace it. A: It seemed fine this morning.
	Q: Sales are very disappointing .	A: I'm sure we'll do better next year. A: The advertising wasn't effective.
Providing information	Q: The realtor said that there is an office building available nearby.	A: That's great news. A: Where exactly is it?
	Q: CF Productions is releasing a new movie next week.	A: I'd love to see it. A: Who is the director?

Exercises

A Listen and choose the best response to each statement.

MP3 12-02

- | | | | | | |
|-------|-----|-----|-------|-----|-----|
| 1 (A) | (B) | (C) | 5 (A) | (B) | (C) |
| 2 (A) | (B) | (C) | 6 (A) | (B) | (C) |
| 3 (A) | (B) | (C) | 7 (A) | (B) | (C) |
| 4 (A) | (B) | (C) | 8 (A) | (B) | (C) |

B Listen again and fill in the missing words to complete the gaps.

MP3 12-03

- | | |
|--|---|
| 1 We are _____ gas.
(A) Turn right here.
(B) Oil prices _____.
(C) Is there a _____ near here? | 5 Please _____ anyone about the news.
(A) He is a news _____.
(B) I'd be happy to.
(C) Don't _____ it. |
| 2 This was the most _____ I've ever heard.
(A) You did a wonderful job.
(B) The _____ was _____.
(C) It _____ better. | 6 The World Travel Agency _____ of hotels to you.
(A) He is on a _____ to Boston.
(B) I'll _____ it later.
(C) They _____ two rooms. |
| 3 My computer _____ last night.
(A) _____ it last week?
(B) Only if I have time.
(C) It _____ the price. | 7 Mr. Shin is _____ well today.
(A) Are you feeling okay?
(B) I hope he _____ soon.
(C) He speaks three languages. |
| 4 Ms. Piper couldn't _____ to the _____.
(A) _____ days ago.
(B) I _____ the presentation.
(C) Yes, she was there. | 8 I'll _____ today's _____.
(A) That is an _____.
(B) Today is Wednesday.
(C) This restaurant _____. |

Vocabulary

run out of
renovate
depend on
reporter

inspiring
could have p.p
make it
book

auditorium
break down
a couple of
feel well

Part 4

Speeches & Presentations

Listening Comprehension

- In Part 4, there are some **short talks**, which you may hear at a meeting, **introducing a new employee**, **saying goodbye to an officer** who is going to retire, **complimenting somebody** on their contributions or achievements, etc.
- **Speeches** expressing thanks at an **award-giving ceremony** or **welcoming** an important person may also be given in this part of the test.

Commonly used expressions Listen and repeat.

MP3 12-04

Vocabulary related to introducing/welcoming/ complimenting somebody		Vocabulary related to speeches or presentations	
outstanding performance	exceptional work	be honored to	deliver a speech
on behalf of	congratulations	based on	judge
serve	present an award	contribution to	headquarters
anniversary	the employee of the year	grateful for	press conference
express our gratitude	founder	banquet	a round of applause
retire	celebration	grand opening	register
respect	join me in welcoming	raffle	leadership

Practice Listen and fill in the missing words to complete the talk.

MP3 12-05

M Welcome to the PK Company's 5th _____. We recognize one employee every year who has gone beyond our expectations by naming him or her _____. This year's winner will _____ a plaque along with a check for \$200 as an extra thank you for all the _____ that person has done. I'm _____ that the PK Company's employee of the year is Emma Rose. _____ and please come up on to the stage!



recognize
name

beyond
plaque

expectation
along with

Exercises

A Read the questions and possible answers, then listen to the talk and choose the best answer to each question.

MP3 12-06

- 1 What is being celebrated?
 - (A) The retirement of a professor
 - (B) Teachers' Day
 - (C) The best faculty member of the year
 - (D) The anniversary of a university
- 2 What is mentioned about Ruth Lavens?
 - (A) She taught the longest.
 - (B) She received many awards.
 - (C) She served as a coordinator.
 - (D) She is supportive of others.
- 3 What will probably happen next?
 - (A) Music will start.
 - (B) A raffle will be held.
 - (C) A speech will be given.
 - (D) An award will be presented.



retirement

faculty

serve as

be presented

B Listen again and fill in the missing words to complete the talk.

MP3 12-07

W Hello, everyone. We are here today _____ and love for Professor Ruth Lavens, who spent 40 years _____. Professor Lavens has been _____ all of us during this time. _____ an entire lifetime of _____, she never told any of us what we should or should not be doing. _____, she was always there _____ in the _____. _____ behalf _____, I would like to _____. Thank you and have a _____. Now, we would like to _____ to say a few words before she leaves us. Everyone, please stand up and _____ Ruth.



influence on
instead

despite
in the nicest manner

Practice with Actual Questions

Part 2 Listen and choose the best response to each statement.

MP3 **12-08**

- | | | | |
|--|-----|-----|-----|
| 1. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 2. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 3. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 4. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 5. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 6. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 7. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 8. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 9. Mark your answer on your answer sheet. | (A) | (B) | (C) |
| 10. Mark your answer on your answer sheet. | (A) | (B) | (C) |

Part 4 Listen to the two talks and choose the best answer to each question.

MP3 12-09

Project	Scores
ST Airport Renovation	89
Queen University Library	96
Mary's Department Store	70
High Street Parking Lot	92

11. Who most likely are the listeners?
- (A) Architects
 - (B) Scientists
 - (C) Journalists
 - (D) Fashion designers
12. How many criteria are mentioned?
- (A) 6
 - (B) 5
 - (C) 4
 - (D) 3
13. Look at the graphic. What project will first be announced?
- (A) ST Airport Renovation
 - (B) Queen University Library
 - (C) Mary's Department Store
 - (D) High Street Parking Lot
14. Who most likely is the speaker?
- (A) A company founder
 - (B) A government official
 - (C) A real estate agent
 - (D) A shop manager
15. What are the listeners asked to do?
- (A) Pick up their gifts
 - (B) Perform on the stage
 - (C) Deliver speeches
 - (D) Start a discussion
16. Why does the speaker say, "We couldn't have done it without you"?
- (A) She is not talented at her work.
 - (B) She hopes for more staff members.
 - (C) She does not want to lose any employees.
 - (D) She wants to express her gratitude to the staff.

More Practice

A Find out the meaning of the following business-related words in your dictionary.

- 1 supplier
- 2 head
- 3 mechanic
- 4 colleague
- 5 mayor

B Choose the correct option in brackets to complete each phrase.

- 1 the night (a shift b post)
- 2 half of the (a associate b workforce)
- 3 in the sales (a division b headquarters)
- 4 (a agency b administrative) jobs
- 5 chief (a executive b executing) officer

C Choose the correct words given in the box to complete the sentences below.

vice president personnel advisor editor manufacturers

- 1 All _____ are encouraged to attend the company banquet next week.
- 2 William Price is working as a legal _____ at a law firm in Chicago.
- 3 Peter Jones is the _____-in-chief at a local newspaper.
- 4 Ian Wade has been appointed as a _____ at the CDF Company.
- 5 BH Motors is one of the top-10 car _____ in Western Europe.

Reading

Comprehension



PART 5

Incomplete Sentences

PART 6

Text Completion

PART 7

Reading Comprehension

Unit 01

Part 5 Subject & Verbs

1. Words Functioning as Subjects
2. Subject-Verb Agreement

Part 6 Letters



Today's Goal

Part 5

- Try to recognize common parts of speech that can function as the subject in a sentence.
- Identify subject-verb agreement in tenses, voices, and numbers.

Part 6

- Familiarize yourself with the format and typical content of letters commonly found in this part of the test.
- Practice answering questions on grammar, vocabulary, and reading comprehension.

1

Words Functioning as Subjects

Reading Comprehension

A noun/noun phrase, a pronoun, a to-infinitive, a gerund, or a noun clause can come in the position of the subject in a sentence.

- 1 A noun/noun phrase or a pronoun as the subject: These are the most common parts of speech that can function as the subject in a sentence.

A noun as the subject	<u>Applications</u> should be received no later than this Monday.
A pronoun as the subject	<u>You</u> are not supposed to use a cell phone during the meeting. <u>They</u> are trying to contact the airline office.
A noun phrase as the subject	<u>A protective helmet</u> should be worn at all times. (adjective + noun). <u>The people in the lobby</u> are visiting from Celta Consulting Group. (noun + prepositional phrase) * A noun phrase is a group of words having more than two words and functions as a noun, e.g. <u>the people in the lobby, a protective helmet</u> .

- 2 A to-infinitive or a gerund as the subject: An infinitive with **to** (to + verb) or a gerund (verb-ing) can also function as the subject in a sentence and is followed by a singular verb form.

A to-infinitive as the subject	<u>To promote</u> a new line of shoes is our main goal.
A gerund as the subject	<u>Dealing</u> with customer complaints is my main duty.

- 3 A noun clause as the subject: A noun clause (conjunction/question word + subject + verb) can function as the subject in a sentence, too. The most common words starting a noun clause are **that** and **what**.

A noun clause starting with what as the subject	<u>What you said</u> cannot be true. <u>What we discussed at the sales meeting</u> will be passed onto the board of directors. (what + subject + verb)
A noun clause starting with that as the subject	<u>That you read the instructions carefully</u> is necessary. = <u>It is necessary that you read the instructions carefully.</u> * A noun clause which stands at the beginning of the sentence is used in a formal way. It is more natural to put it after a clause starting with the false subject It .

Exercises

A Underline the subject in each sentence below.

- 1 Some candidates were not qualified for the position.
- 2 To reduce the number of customer complaints is the goal of the month.
- 3 A Q&A session will follow the presentation.
- 4 What our clients like about our service is our promptness.
- 5 The initial plan for the project will be made sooner than we expect.
- 6 The company's new president has not been selected yet.
- 7 Providing hotel guests with good service is our priority.
- 8 The development of new business facilities will let us hire more employees.

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

- | | |
|---|---|
| <p>1 The _____ date of the warranty is on the back of the product.</p> <p>(A) expire
(B) expiration
(C) expires
(D) expired</p> | <p>3 _____ a new system will require your patience and effort.</p> <p>(A) Implement
(B) Implementing
(C) Implemented
(D) Implementation</p> |
| <p>2 Your active _____ in this project will be appreciated.</p> <p>(A) participate
(B) participating
(C) participated
(D) participation</p> | <p>4 _____ most customers want are lower prices and good quality.</p> <p>(A) That
(B) What
(C) Which
(D) When</p> |

2

Subject-Verb Agreement

Reading Comprehension

In a complete sentence, the verb form must **agree** with its subject in **number**, **voice** (active or passive), and **tenses**.

- Agreement in number:** A singular subject takes a singular verb and a plural subject goes with a plural verb. A to-infinitive, a gerund, or the false subject *It* functioning as the subject in a sentence is also followed by a singular verb.

Singular subject + singular verb	<u>Mr. Yamamoto's proposal</u> is going to be discussed at tomorrow's meeting.
Plural subject + plural verb	<u>Technicians</u> are scheduled to take a look at the computers. <u>Some people at the reception</u> are not pleased with the service. * The verb form must agree with the subject, not the noun in the modifying prepositional phrase.
Gerund/To-infinitive/The false subject <i>It</i> + singular verb	<u>Having a good understanding of marketing strategies</u> is crucial to become a marketing director. (Gerund + singular verb) <u>It</u> is difficult to adjust to a completely different environment. (The false subject <i>It</i> + singular verb)

- Agreement in voice:** The verb form must agree with the subject as the doer (active) or the receiver (passive) of the action.

Subject + active verb	<u>The company</u> decided to transfer Mr. Day to another part of the country.
Subject + passive verb	<u>Your monthly rent</u> must be paid by the end of the month.

- Agreement in tense:** The verb form must agree with the expression of time in a sentence.

Past simple	They informed us of the schedule change a few days ago .
Future	Next year , the company is going to set up a new branch in the country.

Exercises

A Put the verb in brackets in the correct form to complete the sentence.

- 1 Most of them _____ now satisfied with the test results. (be)
- 2 The participants at yesterday's seminar _____ free samples. (give)
- 3 Tomorrow at noon, the board of directors will _____ who is going to be the next CEO. (decide)
- 4 Your package will be _____ as soon as your payment is complete. (deliver)
- 5 The issue must be _____ as soon as possible. (discuss)
- 6 Last week, the engineers _____ that the malfunction was caused by an electrical short circuit. (conclude)
- 7 To improve the quality of all our products _____ our current goal. (be)

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

- | | |
|--|---|
| <p>1 It _____ important to give employees proper training opportunities.</p> <p>(A) be
(B) is
(C) are
(D) is being</p> | <p>3 Mr. Johnson _____ working as an accountant at this firm a few years ago.</p> <p>(A) is started
(B) starting
(C) started
(D) starts</p> |
| <p>2 Installing new software _____ longer than we expected.</p> <p>(A) is taken
(B) is taking
(C) take
(D) taking</p> | <p>4 The office building _____ by a lot of trees and grass.</p> <p>(A) surrounds
(B) surrounding
(C) is surrounded
(D) are surrounded</p> |

Practice with Actual Questions

Part 5 Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1. The _____ of a new highway will definitely attract more tourists from other parts of the country.
(A) construct
(B) constructing
(C) constructive
(D) construction
2. The company's new director _____ to lay off more than a hundred employees.
(A) decide
(B) has decided
(C) is decided
(D) to decide
3. Conducting a customer survey _____ useful if you want to find out what customers want.
(A) is
(B) are
(C) be
(D) were
4. _____ clients like about this product are its quality and low price.
(A) That
(B) Which
(C) What
(D) Where
5. Information about vacation plans will _____ on the company bulletin board.
(A) post
(B) be posted
(C) posts
(D) posting
6. _____ enough experience in the field will enable you to find a better job.
(A) Have
(B) Having
(C) Had
(D) Be had
7. The _____ of the new president will be finalized next Monday.
(A) appoint
(B) appoints
(C) appointment
(D) appointing
8. _____ coupons are enclosed in the envelope we sent yesterday.
(A) Discount
(B) Discounts
(C) Discounting
(D) Discounted

Part 6 Decide which of the options – (A), (B), (C), or (D) – best completes the sentences in the reading passage.

Questions 9–12 refer to the following letter.

Mr. James Brown
World Travel Agency
2341 Seaside Avenue
Honolulu, HI 96822

Dear Mr. Brown,

Thank you for taking the time to review my résumé and have an interview with me. I _____ 9.
your offering me a chance to work as a secretary at your company.

Unfortunately, I have to decline your offer at this time. Actually, I _____ 10.
travel agent from one of the biggest travel agencies in the country. And working as a travel
agent _____ 11. what I have wanted to do for a long time.

Nevertheless, I am truly disappointed that I won't be working with you.

12.

Truly,
Deborah Higgins

9. (A) apologize
(B) appreciate
(C) regret
(D) contribute

10. (A) have been
(B) has been
(C) have
(D) has

11. (A) is
(B) are
(C) have been
(D) had been

12. (A) I hope you will understand my decision.
(B) It was a great pleasure working with you.
(C) I hope to hear from you soon.
(D) I would like an opportunity to work at your company.

More Practice

A Choose the correct option in brackets to complete each phrase.

- 1 (☐ attempt / ☐ aim) to hire a new manager
- 2 (☐ apply / ☐ afford) to a company
- 3 (☐ cause / ☐ result) from a schedule change
- 4 (☐ account / ☐ adjust) for the cause of the accident
- 5 (☐ dispose / ☐ care) of credit cards
- 6 (☐ adhere / ☐ commit) to the initial plans
- 7 (☐ prevent / ☐ interfere) with the team's work
- 8 (☐ contribute / ☐ attribute) the success to hard work
- 9 (☐ come / ☐ look) over the documents
- 10 (☐ lead / ☐ guide) to the stabilization of the region

B Choose the correct option in brackets to complete the sentence.

- 1 The management (has/have) decided to adhere to Mr. Taylor's plans.
- 2 She (claims/claimed) she needed some more time to look over the documents.
- 3 Assigning more work (is/are) going to interfere with the team's project.

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

- | | |
|---|---|
| 1 Please make sure you _____ of your personal documents before you leave the office.
(A) take
(B) dispose
(C) throw
(D) empty | 2 After _____ over the documents, Mr. Lee concluded that the team was not capable of assuming more responsibility.
(A) leading
(B) searching
(C) looking
(D) having |
|---|---|

Unit 02

Part 5 Tenses

1. Simple Tenses & Continuous Tenses
2. Perfect Tenses

Part 7 Emails



Today's Goal

Part 5

- Have a thorough understanding of the forms and uses of simple tenses, continuous tenses, perfect tenses, and future tenses.
- Learn the time expressions that often go with their corresponding tenses.

Part 7

- Familiarize yourself with the structure of a typical email.
- Pay attention to the purpose or main idea which is usually stated at the beginning and also read the important details in the second paragraph of an email.

1

Simple Tenses & Continuous Tenses

Reading Comprehension

Simple tenses include the present simple tense, the past simple tense, and the future simple tense.

- 1 **The Present Simple Tense:** For the verb **be**, the present simple tense consists of **am**, **is** and **are**. For ordinary verbs, the subjects in the first person, the second person, and the third person plural use the bare infinitive, while the verb added **-s/-es** follows the subjects in the third person singular.

Repeated actions & habits	Claudia <u>leaves</u> for work at 7:30 in the morning.
General truths	A good supervisor <u>values</u> his employees.
Unchanging situations	Yumiko <u>is</u> an excellent accountant and a respected team leader.
Fact	Water <u>boils</u> at 100 degrees Celsius.

- * The present simple tense must be used in adverb clauses of time (starting with such conjunctions as **when**, **after**, and **before**) or the first conditional (starting with **if** or **unless**).

When Mr. Calvert retires, a new marketing director will be appointed.

→ will retire [x]

- 2 **The Past Simple Tense & the Future Tense:** For the verb **be**, the past simple tense consists of **was** and **were**. For regular ordinary verbs, we add **-ed** to the bare infinitive and for irregular verbs, we use the words in the second column of the list of irregular verbs. The modal verb **will + verb** is used in the future simple tense and the structure **be + going to + verb** is also used to express future meanings.

Past simple	Past action	Mr. Jang <u>called</u> to ask about the contract <u>yesterday</u> .
	Past state	The main road <u>was</u> under construction <u>last month</u> .
Future	will + verb	The manufacturing conference <u>will begin</u> at 11 A.M. tomorrow.
	be + going to + verb	The vice president <u>is going to make</u> an announcement <u>this afternoon</u> .

- 3 **The Continuous Tenses:** All the continuous tenses are formed by a form of **be + verb-ing** and express an action that is/was/will be happening at present/a particular time in the past or in the future.

Present continuous	am / are / is + V-ing	We <u>are staying</u> at the Holiday Hotel now.
Past continuous	was / were + V-ing	Ms. Vega <u>was giving</u> a presentation at 3 P.M. yesterday.
Future continuous	will be + V-ing	Ten staff members <u>will be working</u> at 10 P.M. tonight.

- * Verbs showing emotions (e.g. **love**, **hate**), state (e.g. **be**, **know**), or possession (e.g. **have**, **own**) cannot be used in the continuous form.

Everybody knows that there is a big problem with the company.

→ is knowing [x]

Exercises

A Choose the correct verb form in brackets to complete the sentence.

- 1 The annual advertising conference (takes/is taking) place in New York every year.
- 2 If Mr. Kim successfully (completes/will complete) the project, he will be promoted to sales manager.
- 3 All the people in Human Resources (are/were) busy with staff training at the moment.
- 4 Construction workers (builds/are building) a new factory on Sunset Road.
- 5 Mr. Baker (attended/will attend) a business conference in Dubai last year.
- 6 Next March, Green Industries (send/will send) five employees to work in the new office in Bangkok.
- 7 Jack's Gym (has/is having) state-of-the-art equipment and professional personal trainers.
- 8 Mr. Cho (creates/created) a healthy and promising business plan in 2010.

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

- | | |
|---|---|
| 1 Next month, Ms. Cole _____ to the headquarters in London.
(A) transfer
(B) was transferred
(C) was transferring
(D) will be transferred | 3 Simpson Manufacturing Co. _____ experienced workers to meet the high demand.
(A) hire
(B) hiring
(C) is hiring
(D) are hiring |
| 2 Daily guided tours of the National Museum _____ at 2 P.M. on the second floor.
(A) begin
(B) begins
(C) is beginning
(D) will be begun | 4 Last month, the coordinator _____ the instructors of job openings before advertising in newspapers.
(A) inform
(B) informs
(C) informed
(D) will inform |

1 Present Perfect: The present perfect tense is used to describe a complete action that happened without a specific past time, an action that happened in the past and continues up to the present time, or a past action that still has an effect on the present.

* When there is a specific past time marker, such as **yesterday**, **ago**, **last month** or **when**, the past simple tense must be used.

→ Mr. Kim **went** to Venice 2 years ago. [✓]

ever	never	before	once	twice	three times	recently/lately	already	just
yet	for	since	how long					

have/has been + V-ing	The clients <u>have been waiting</u> in the meeting room for over 30 minutes.
-----------------------	---

They **have been working** for Eugene Co. for 3 years. = They **have worked** for Eugene Co. for 3 years.

Past perfect (had + past participle)	When Ms. Hill <u>got</u> back from her business trip, her boss <u>had quit</u> his job.
Future perfect (will have + past participle)	By the time Mr. Rogers arrives at the airport, his flight <u>will have already taken off</u> .

Tai Sach mien phi tai: Sachmoi24h.com

Exercises

A Put the verb in brackets in the correct form to complete the sentence.

- 1 Mr. Smith and Ms. Cole _____ each other since they were in college.
(know)
- 2 Before Mr. Cox signed the employment contract, he _____ working at the company. (start)
- 3 Most of the applicants _____ in an English-speaking country before.
(live)
- 4 No participants _____ in the evaluation form yet. (fill)
- 5 By the time Mr. and Ms. Murphy get to the concert hall, the opera _____.
(already start)
- 6 Bell's Inc. _____ proposals from some local manufacturing businesses last month. (receive)
- 7 Energy Co. _____ a shipment of light bulbs from Duo Manufacturing.
(order)

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

- | | |
|--|---|
| 1 The factory's productivity _____ since the introduction of the new manufacturing system.
(A) improves
(B) improved
(C) has improved
(D) had improved | 3 Mr. Miller's books have never received great reviews from critics _____ they were published.
(A) as
(B) for
(C) since
(D) during |
| 2 The Prince Corporation _____ the top chemical supplier for the last 10 years.
(A) was
(B) has been
(C) had been
(D) will have been | 4 Fashion, Inc. _____ the order before Ms. Chu requested that it be canceled.
(A) already ships
(B) is already shipping
(C) had already shipped
(D) will have already shipped |

Practice with Actual Questions

Part 5 Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1. The researchers _____ hard to develop a perfect new model over the last 2 years.
(A) work
(B) worked
(C) are working
(D) have been working
2. The community center _____ a variety of employment support programs for the unemployed.
(A) has
(B) is having
(C) to have
(D) had had
3. The city council _____ to increase funding for community sports facilities.
(A) to decide
(B) are deciding
(C) to have decided
(D) has decided
4. Market research at Anderson, Inc. _____ the design of its products last quarter.
(A) improves
(B) improved
(C) is improving
(D) has improved
5. Sunset Co. _____ another branch office in Florida in the near future.
(A) opened
(B) had opened
(C) will be opened
(D) is going to open
6. By the end of this year, the personnel manager _____ the employee reviews.
(A) completes
(B) had completely
(C) will be completed
(D) will have completed
7. Currently, MNH Co. _____ for producers for its New York station.
(A) looks
(B) looked
(C) is looking
(D) had looked
8. All the flights to Beijing and Shanghai _____ due to bad weather conditions.
(A) canceled
(B) is canceled
(C) have canceled
(D) have been canceled

Part 7 Choose the correct option – (A), (B), (C), or (D) – for each question about the reading passage.

Questions 9–11 refer to the following e-mail.

E-Mail Message	
To:	<Language Instructors List>
From:	<JMJohn@pitman.com>
Date:	February 2
Subject:	Job opening

Dear instructors,

I would like to let you know that we will be hiring one full-time Chinese language instructor. — [1] — If you know anyone who would be interested and is a strong candidate for the position, please tell that person to send me his or her résumé. — [2] — All candidates should possess teaching qualifications. Recognized teaching licenses such as a CCLTA (Certified Chinese Language Teacher of Adults) are preferred. — [3] — Since we do not have much time left before the next semester starts on March 1, we would like to schedule interviews as soon as possible. — [4] —

Thank you for your cooperation.

Regards,
Jimin Jang
Coordinator of Language Department
Pitman Community College

9. Why did Mr. Jang write the e-mail?
- (A) To recruit a new staff member
(B) To request a new contract
(C) To inquire about job descriptions
(D) To schedule training courses
10. When should a new teacher be available to teach?
- (A) On January 1
(B) On February 2
(C) On March 1
(D) On April 2

11. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?
- “In addition, the person should have a minimum of 3 years’ experience with either adults or children.”
- (A) [1]
(B) [2]
(C) [3]
(D) [4]

More Practice

A Choose the correct option in brackets to complete each phrase.

- 1 (☐ designate / ☐ arrange) him as a manager
- 2 (☐ rely / ☐ refer) to a document
- 3 (☐ engage / ☐ launch) a new product
- 4 (☐ promote / ☐ serve) as a civil servant
- 5 (☐ attach / ☐ follow) the rules
- 6 (☐ implement / ☐ obtain) a system
- 7 (☐ permit / ☐ agree) on a price
- 8 (☐ specialize / ☐ study) in accounting
- 9 (☐ transform / ☐ transfer) to the Hong Kong office
- 10 (☐ remind / ☐ reflect) me to call Mr. Hall

B Choose the correct option in brackets to complete the sentence.

- 1 Mr. Power (is serving/has been serving) as the managing director of the JW Hotel for 16 years.
- 2 ODA Motors (has just launched/launches) its luxury line of SUVs and sports cars.
- 3 We are pleased (to be agreeing/to have agreed) on the price of the products at the meeting.

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

- | | |
|---|---|
| 1 Mr. Shin's secretary _____ him to review the document about the marketing strategies. | 2 GI Electronics has _____ George Martin as the regional manager of Asia. |
| (A) regarded | (A) designated |
| (B) spoke | (B) responded |
| (C) issued | (C) disposed |
| (D) reminded | (D) granted |

Unit 03

Part 5 Active Voice & Passive Voice

1. Passive Voice in Different Tenses
2. Passive Voice with a Complement

Part 6 Notices



Today's Goal

Part 5

- Identify the various verb forms of the passive voice.
- Study common passive expressions which use other prepositions instead of **by**.

Part 6

- Notices may be found in Part 6 of the test. You should do a lot of reading to improve your reading comprehension ability.
- A text-completion question may be given. You must see the connection of ideas or language markers to be able to choose the correct numbered gap for the given sentence.

1

Passive Voice in Different Tenses

Reading Comprehension

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

- 1 **How to Change an Active Sentence into a Passive Sentence:** To form a passive sentence, firstly we change the object in the active sentence into the subject. Then, we change the verb into its past participle after adding an appropriate form of the verb **be**. Last, we add **by + the subject** of the active sentence (if necessary).

Active sentence	The company recorded the conference call.
Passive sentence	The conference call was recorded by the company.

* Such intransitive verbs as **happen, occur, appear, and disappear** cannot be used in the passive voice.

The fire occurred at 9 P.M. [✓] → The fire was occurred at 9 P.M. [x]

2 Passive Voice in Different Tenses

Present simple	record → is/are recorded	Present continuous	is recording → is being recorded
Past simple	recorded → was/were recorded	Present perfect	has/have recorded → has/have been recorded
Future simple	will record → will be recorded	Past perfect	had recorded → had been recorded
Modal verb	must record → must be recorded	Future perfect	will have recorded → will have been recorded

- 3 **Passive Voice of Ditransitive Verbs:** A ditransitive verb is a verb which has two objects. The structure of the sentence is **Subject + Verb + Indirect object (IO) + Direct object (DO)**.

Active sentence	The company gave <u>Ms. Phan</u> <u>a laptop</u> . IO DO
Passive sentence (1) (Indirect object = Subject)	<u>Ms. Phan</u> was given <u>a laptop</u> by the company.
Passive sentence (2) (Direct object = Subject)	<u>A laptop</u> was given <u>to Ms. Phan</u> by the company. prepositional phrases

* Some common ditransitive verbs: **give, offer, send, write, charge, grant, award, assign**

Exercises

A Complete the second sentence in the passive voice (pay attention to the verb form underlined in the active sentence).

- 1 Applicants must submit all the applications by the end of this year.
→ All the applications _____.
- 2 The Han Company originally published the market reports in English.
→ The market reports _____.
- 3 The Ladies Company will reduce the inventory.
→ The inventory _____.
- 4 Various promotional events have attracted Chinese tourists.
→ Chinese tourists _____.
- 5 Hyun Motors is promoting hybrid cars.
→ Hybrid cars _____.
- 6 Mr. Cole sent the manager the e-mail 2 days ago.
→ The manager _____.
→ The e-mail _____.
- 7 The committee members offered Dr. Duncan the position of Professor of Economics.
→ Dr. Duncan _____.
→ The position of Professor of Economics _____.

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

- | | |
|--|---|
| <p>1 Some revisions _____ to the design of the new magazine.</p> <p>(A) made
(B) have made
(C) have been made
(D) have been making</p> | <p>3 The city council _____ ST Construction a contract to build a new library in the area.</p> <p>(A) granting
(B) was granted
(C) has granted
(D) has been granted</p> |
| <p>2 Next year's budget will be _____ equally between the Marketing Department and the R&D Department.</p> <p>(A) divide
(B) dividend
(C) divided
(D) dividing</p> | <p>4 Dr. West _____ the Nelson Award for his innovative robotic surgical devices.</p> <p>(A) given
(B) was given
(C) was giving
(D) has given</p> |

2

Passive Voice with a Complement

In this unit, you will learn the passive sentences which have an object complement. Besides, some common passive expressions using other prepositions instead of **by** are also presented.

- 1 **Noun, Adjective, To-infinitive as the Object Complement:** To transform the structure **Subject + verb + object + object complement** into the passive voice, we use the order as follows: **Object + be + p.p. + object complement + by + agent**.

Noun	The manager <u>called</u> the bell boy Frankie . → The bell boy <u>was called</u> Frankie by the manager.
Adjective	All the staff members <u>consider</u> the director creative . → The director <u>is considered</u> creative by all the staff members.
To-infinitive	Mr. Taylor <u>encouraged</u> us to attend the meeting. → We <u>were encouraged</u> to attend the meeting by Mr. Taylor.

* Common verbs often used in this structure: **consider, call, elect, appoint, name, make, find**

- 2 **To-infinitive Phrase in the Passive Sentence:** The **to-infinitive** phrase (**to V**) always comes after **be + past participle** in the passive sentence.

ask + object + to V	→	be asked to V
expect + object + to V	→	be expected to V
allow + object + to V	→	be allowed to V
encourage + object + to V	→	be encouraged to V
tell + object + to V	→	be told to V
advise + object + to V	→	be advised to V
remind + object + to V	→	be reminded to V
require + object + to V	→	be required to V

- Mr. Park was advised **to start** yoga. [✓]
→ starting [x], start [x]

- 3 **Common Passive Expressions with Different Prepositions:** Below are some expressions 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, not **by**. You should learn them by heart.

be pleased with	be equipped with
be satisfied with	be associated with
be disappointed with	be involved in
be surprised at	be related to
be interested in	be known as
be concerned about	be known for

- Ms. Choi was deeply **disappointed with** the results of the examination.

Exercises

A Complete the sentence in the passive voice, using the correct forms of the verbs in brackets.

- 1 Mr. Takeshi _____ two more conferences last week. (encourage, attend)
- 2 Latecomers will not _____ until intermission. (allow, enter)
- 3 Elaine Taylor has _____ the new sales director by the CEO lately. (appoint)
- 4 Jim Engineering Co. _____ a dramatic recovery soon. (expect, make)
- 5 Mr. Lee _____ hardworking by everyone at present. (consider)
- 6 Customers _____ to order online by our easy order system. (allow)
- 7 The marketing manager _____ with our marketing campaign last year. (disappoint)
- 8 The residents _____ about the traffic congestion in the downtown area these days. (concern)

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

- | | |
|---|---|
| <p>1 Commuters were _____ to use Highway 140 instead of Highway 210 due to road construction.</p> <p>(A) advice
(B) advise
(C) advised
(D) advising</p> | <p>3 Company management was greatly satisfied _____ the successful launch of the new model.</p> <p>(A) at
(B) by
(C) in
(D) with</p> |
| <p>2 Visitors to the museum are asked not _____ any exhibits.</p> <p>(A) touch
(B) touching
(C) to touch
(D) to be touched</p> | <p>4 The participants have been reminded _____ online by the end of the month.</p> <p>(A) register
(B) to register
(C) registering
(D) registration</p> |

Practice with Actual Questions

Part 5 Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1. Mr. Coleman has _____ as a temporary worker at the History & Art Museum.
(A) hire
(B) hired
(C) hiring
(D) been hired
2. College tuition payments for the next semester must be _____ by the end of the month.
(A) receive
(B) received
(C) to receive
(D) being received
3. All the employees are encouraged _____ the free language training course.
(A) attend
(B) attending
(C) to attend
(D) being attended
4. Mr. Han _____ a job position in Texas, and he will probably accept it.
(A) offers
(B) has offered
(C) has been offered
(D) will have offered
5. Unfortunately, small businesses in this town have _____ from the market.
(A) disappear
(B) disappeared
(C) disappearing
(D) been disappeared
6. Tom and Jack's Furniture is well known _____ its outstanding designs.
(A) as
(B) for
(C) by
(D) about
7. The old office buildings downtown are being _____.
(A) renovate
(B) renovating
(C) renovation
(D) renovated
8. The new software development meeting will _____ in Room 40B.
(A) hold
(B) held
(C) be held
(D) has been held

Part 6 Decide which of the options – (A), (B), (C), or (D) – best completes the sentences in the reading passage.

Questions 9–12 refer to the following information.

Restricted Articles Onboard

There are a number of items that you are not allowed _____ in your hand baggage on the plane. _____ However, you may always bring baby food to be consumed and medicines to be taken during the flight. In addition, any devices from the SAS Company are _____ banned. The reason is that its lithium batteries can generate a great deal of heat and are reported to catch fire. Please note that this measure was taken to comply _____ an emergency order issued by the U.S. Department of Transportation.

- | | |
|--|---|
| 9. (A) carry
(B) carried
(C) carrying
(D) to carry | 11. (A) completely
(B) dramatically
(C) gradually
(D) securely |
| 10. (A) Liquids exceeding 100ml per item are restricted.
(B) Lighters are permitted only in checked baggage.
(C) Thank you for following the instructions.
(D) Sharp objects may need additional screening. | 12. (A) at
(B) on
(C) with
(D) for |

More Practice

A Choose the correct option in brackets to complete each phrase.

- 1 (☐ deal / ☐ add) with an issue
- 2 (☐ sign / ☐ enroll) in a language course
- 3 (☐ benefit / ☐ advance) from the new software
- 4 (☐ enhance / ☐ narrow) down the options
- 5 (☐ qualify / ☐ commit) for a position
- 6 (☐ subscribe / ☐ apply) to a magazine
- 7 (☐ set / ☐ let) up a business meeting
- 8 (☐ proceed / ☐ succeed) in business
- 9 (☐ comment / ☐ process) on a play
- 10 (☐ belong / ☐ complete) to a sports club

B Choose the correct option in brackets to complete the sentence.

- 1 If you (subscribe/subscribed) to *World Business Issues* this month, you can receive a 10% discount.
- 2 All personnel (have encouraged/are encouraged) to enroll in the online business courses.
- 3 Some options (have been narrowed/have narrowed) down to save time.

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

- | | |
|---|--|
| 1 Senior citizens will _____ from the new pension plan coming into effect in March. | 2 Customer service representatives have difficulty _____ with demanding customers. |
| (A) access | (A) dealing |
| (B) implement | (B) handling |
| (C) benefit | (C) inspecting |
| (D) retain | (D) following |

Unit 04

Part 5 Nouns, Pronouns & Possessive Adjectives

1. Nouns
2. Pronouns & Possessive Adjectives

Part 7 Advertisements



Today's Goal

Part 5

- Try to recognize the function of a certain noun in a sentence and distinguish between nouns of different types.
- Identify different kinds of pronouns and their uses.
- Distinguish between possessive adjectives and possessive pronouns and know how to use them correctly.

Part 7

- Practice reading various kinds of advertisements and choosing the correct answers to questions about an advertisement.

1

Nouns

Reading Comprehension

A noun can function as the **subject**, **object**, **complement**, or **object of a preposition** in a sentence. Nouns are divided into **countable** and **uncountable** nouns.

- 1 **Functions of Nouns:** A noun can function as the subject, object, complement, or object of a preposition in a sentence.

Subject	<u>Applications</u> should be submitted by the end of the week.
Object	You should send your <u>application</u> by the end of the week. (Object of the transitive verb send) We are waiting for <u>approval</u> . (Object of the preposition for)
Complement	What we need at the moment is your <u>participation</u> .

- 2 **Countable & Uncountable Nouns:** There are two types of nouns: countable nouns and uncountable nouns. The following nouns are often found on the TOEIC test:

Countable nouns		Uncountable nouns	
representative	application	staff	information
applicant	employee	knowledge	advice
price	instruction	luggage	chaos
profit	suggestion	scenery	damage
order	rule	equipment	furniture
accountant	consultant	machinery	merchandise
guideline	candidate	research	evidence

- Your **suggestions** were very helpful when I made that decision.
(The plural noun goes with the plural verb.)
- We have done lots of **research** to find out where the problem started.
(The uncountable noun **research** is always in the singular form.)

- 3 **Compound Nouns:** Below are some compound nouns that are often found on the TOEIC test:

order form	job opening	sales representative
customer service	application form	customer complaint
farewell party	safety rules	product review
job interview	admission fee	shipping address
bank account	interest rate	expiration date
sales figures	maintenance fee	discount coupon

- If there is a **job opening**, Mr. Wilson will let you know right away.

Exercises

A Identify the function of the noun underlined in each sentence.

- 1 The advice was intended for people who are looking for a job.
- 2 Overseas experience is the main qualification that you need.
- 3 The candidate is not qualified for the position.
- 4 The sales representatives will arrive sooner than we expect.
- 5 The accountant asked us for more detailed information.
- 6 His main concern is low productivity at the factory.

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

- | | |
|---|--|
| 1 The _____ will be delivered to your house in three days.
(A) pack
(B) packed
(C) package
(D) to pack | 3 Your active _____ is expected at the upcoming events.
(A) participate
(B) participating
(C) participation
(D) participated |
| 2 You need your manager's _____ in order to take a few days off.
(A) permit
(B) permission
(C) permissions
(D) permitting | 4 Last year's turnover exceeded our _____ even though the market conditions were not that favorable.
(A) expect
(B) expecting
(C) expectations
(D) expectant |

2

Pronouns & Possessive Adjectives

Reading Comprehension

A pronoun is a word that takes the place of a noun and refers to a specific person or thing.

A **personal pronoun** refers to a specific person or thing and there are subject pronouns and object pronouns. The **subject pronoun** starts a sentence and comes before the main verb in the sentence, while the **object pronoun** comes right after a verb or a preposition in the sentence.

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

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

1 Pronouns

Number	Person	Gender	Personal pronouns		Possessive pronouns	Reflexive pronouns
			Subject	Object		
Singular	1 st	male/female	I	me	mine	myself
	2 nd	male/female	you	you	yours	yourself
	3 rd	male female neuter	he she it	him her it	his hers	himself herself itself
Plural	1 st	male/female	we	us	ours	ourselves
	2 nd	male/female	you	you	yours	yourselves
	3 rd	male/female/neuter	they	them	theirs	themselves

- After many years, they returned to Paris.
Subject
- Do you often contact him at work?
Object
- Here is my passport, and now I'd like to see yours.
Poss. pronoun
- The new president introduced himself at the opening ceremony.
Ref. pronoun
- The manager herself went to the airport to greet the clients.
Ref. pronoun

2 Indefinite Pronouns

some/most/any/half of the
some/most/any/half/both of the
one/each of the
none/neither of the

+

singular noun + singular verb
plural noun + plural verb
plural noun + singular verb
plural noun + singular/plural verb

- Some of the items on the agenda are hard to understand.
- Each of the seats is equipped with a media system.

3 Possessive Adjectives

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

Number	Person	Possessive adjectives
Singular	1 st	my
	2 nd	your
	3 rd	his, her, its
Plural	1 st	our
	2 nd	your
	3 rd	their

- Make sure you bring **your** ID to open an account.
- **Our** new software program has become popular.

Exercises

A Complete each sentence, using the correct form of the word in brackets.

- 1 Mr. Bonita agreed to train the newly employed person _____. (he)
- 2 _____ board members expressed their concern about the crisis. (some)
- 3 _____ facilities in this building are too old. (most)
- 4 Visitors to this building are not allowed to park _____ cars in front of it. (they)
- 5 Ms. Wilson considers _____ a specialist on modern media. (she)
- 6 _____ candidates was qualified for the job. (neither)
- 7 _____ proposals were accepted by the board of directors. (both)

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

- 1 The catering company announced the grand opening of _____ first restaurant in the downtown area.
(A) it (C) it's
(B) its (D) his
- 2 Sales representatives should talk to _____ supervisors in case they want to ask for sick leave.
(A) they (C) them
(B) their (D) theirs
- 3 Unfortunately, _____ of the participants were not satisfied with the lectures given at the conference.
(A) some (C) no
(B) none (D) either
- 4 The food critic visited all the restaurants _____ and wrote a review on each of them.
(A) her (C) hers
(B) she (D) herself

Practice with Actual Questions

Part 5 Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1. Staff members from the Dorito Motor Company will visit this area in order to attend _____ training sessions.
(A) they
(B) their
(C) them
(D) themselves
2. Please make sure to read the _____ for safety regulations before you use this product.
(A) inform
(B) to inform
(C) informing
(D) information
3. With the right equipment and _____ of your great recipes, the chef was able to serve unique food.
(A) any
(B) no
(C) some
(D) each
4. The writer of this book is widely known for _____ incomparable creativity and brilliant ideas.
(A) he
(B) him
(C) his
(D) himself
5. After quitting her job at the architecture firm, she decided to start _____ own business.
(A) she
(B) her
(C) hers
(D) herself
6. Please read the attached manual carefully if you would like to update the settings _____.
(A) you
(B) your
(C) yourself
(D) yours
7. According to the latest _____, the income tax has increased by 2 percent.
(A) report
(B) reporting
(C) to report
(D) reported
8. You should directly visit the immigration office in order to get a work _____.
(A) permit
(B) permits
(C) permitting
(D) permission

Part 7 Choose the correct option – (A), (B), (C), or (D) – for each question about the reading passage.

Questions 9–11 refer to the following advertisement.

Senior Researcher Wanted at Calico Cosmetics

We are looking for a senior researcher to work in the Product Development Department in the field of cosmetics development. Our product development team is dedicated to producing a variety of cosmetics and haircare products.

You should have

- A doctoral degree in the related field
- At least 5 years of experience in the industry
- Fluent English along with excellent communication and presentation skills

We offer

- A good work environment with skillful, experienced, and creative research colleagues
- Abundant opportunities for career development
- A competitive salary
- Social benefits (pension plan, insurance, etc.)

9. What is being advertised?

- (A) A doctoral degree program
- (B) Volunteer opportunities
- (C) A job opening
- (B) Cosmetic prod

10. What is NOT mentioned as one of the requirements?

- (A) Academic experience
- (B) Work experience
- (C) Managerial skills
- (D) Language skills

11. What can be inferred about Calico Cosmetics?

- (A) It provides employees with chances for professional development.
- (B) It gives more benefits to employees than any other companies in the field.
- (C) It has its own academic programs.
- (D) It imports cosmetic produces.

More Practice

A Choose the correct option in brackets to complete each phrase.

- 1 consider an (☐ alternative / ☐ alteration)
- 2 for the (☐ duration / ☐ durability) of the festival
- 3 a (☐ deadline / ☐ due) for a sales report
- 4 a (☐ means / ☐ mean) of transportation
- 5 your (☐ preparing / ☐ preference) for food
- 6 travel (☐ expenses / ☐ spend)
- 7 take safety (☐ measures / ☐ moves)
- 8 improve facility (☐ maintenance / ☐ measurement)
- 9 come to a hasty (☐ sequence / ☐ conclusion)
- 10 reach a mutual (☐ application / ☐ agreement)

B Choose an appropriate word or phrase in A to complete each sentence.

- 1 Please specify your _____.
- 2 Unless you have enough discussions, you can easily come to a _____.
- 3 The _____ of the recovery depends on the condition of a patient.

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

- | | |
|---|---|
| <p>1 To be reimbursed for your travel _____, you should complete the form and submit it to Accounting.</p> <p>(A) expend
(B) expenses
(C) expensive
(D) expending</p> | <p>2 I sincerely hope that we can reach an _____ with the union so that work can start right away.</p> <p>(A) alteration
(B) agreement
(C) association
(D) inspection</p> |
|---|---|

Unit 05

Part 5 To-infinitives

1. Functions of To-infinitives
2. Verb/Adjective + To-infinitives

Part 6 Announcements



Today's Goal

Part 5

- Remember that a **to-infinitive** can function as a noun, an adjective, or an adverb in a sentence.
- Try to recognize the functions of to-infinitives and structures with to-infinitives.

Part 6

- Try to familiarize yourself with the format of announcements that are often found on the TOEIC test.
- Practice answering questions related to grammar, vocabulary, or text completion in an announcement.

1

Functions of To-infinitives

Reading Comprehension

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

- 1 To-infinitives as a Noun:** When functioning as a noun, a **to-infinitive** may come in the position of a subject, an object, a subject complement, or an object complement. When it is the subject, the verb after it is in the singular form.

Subject	To consider customers' needs is critical at this point. * It is more common to use the false subject It at the beginning of the sentence and the to-infinitive phrase is put afterwards. (It is critical to consider customers' needs at this point.)
Object	The company agreed to provide us with the necessary information.
Subject complement	Our mission is to increase work efficiency at the factory.
Object complement	The consultant advised us to reduce the overtime pay given to the staff.

- 2 To-infinitives as an Adjective:** A to-infinitive can follow a noun and functions as an adjective modifying that noun. Look at the following phrases with a to-infinitive modifying the noun before it.

time to V	plan to V	decision to V
effort to V	chance to V	ability to V
attempt to V	desire to V	

- Applicants should have the **ability to deal** with different financial programs.

- 3 To-infinitive as an Adverb:** A to-infinitive can function as an adverb and expresses a purpose/reason, a judgment, or a result.

Expressing a purpose/reason	To promote the new product, the company has decided to hire a new marketing manager.
Expressing a judgment	We are pleased to announce the release of our new website.
Expressing a result	I called the store only to find out the item was out of stock.

Exercises

A Identify the function of the to-infinitive phrase underlined in each sentence.

- 1 Their strategy to expand operations in European countries was not that successful.
- 2 The mayor refused to comment on the recent strike by railroad workers.
- 3 The candidate doesn't have the ability to deal with customers' complaints.
- 4 I was disappointed to hear that the books I ordered were out of print.

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

- | | |
|---|---|
| 1 Management's attempt _____ off hundreds of employees turned out to be a failure.
(A) to lay
(B) laying
(C) laid
(D) being laid | 3 In order _____ out what its customers want, the firm has decided to conduct a comprehensive survey.
(A) find
(B) finding
(C) to find
(D) found |
| 2 The purpose of this workshop is _____ new employees with all the necessary information.
(A) provide
(B) provided
(C) to provide
(D) provision | 4 I was interested _____ that the company is going to consider the possibility of an M&A with another firm.
(A) to learn
(B) learning
(C) learned
(D) to be learned |

2

Verb/Adjective + To-infinitives

Reading Comprehension

A **to-infinitive** can follow some common verbs and adjectives.

1 Verb + to-infinitive

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

want to V
would like to V
need to V
afford to V

manage to V
tend to V
offer to V
plan to V

decide to V
promise to V
fail to V
aim to V

- The new manager **offered to help** us write the report.

2 Verb + object + to-infinitive

► Below are some common transitive verbs having an object modified by a to-infinitive.

allow A to V
enable A to V
encourage A to V
ask A to V
require A to V

expect A to V
advise A to V
remind A to V
convince A to V
persuade A to V

- The consultant **didn't allow us to spend** more money on marketing.

3 Adjective/Past Participle + to-infinitive

► Below are some common adjectives or past participles followed by a to-infinitive.

be eager to V
be anxious to V
be ready to V
be about to V
be due to V
be willing to V
be reluctant to V

be supposed to V
be scheduled to V
be allowed to V
be expected to V
be likely to V
be sure/certain/bound to V
be eligible to V

- You will **be eligible to get** free tickets or discounts on selected items.

Exercises

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

- 1 willing to/pay more/for products/Customers/are/usually/with better quality
- 2 are/to meet/We/you/to talk/the/about/issue/eager
- 3 not allowed/personal phone calls/Employees/to make/are/in the office
- 4 anywhere/to go/you/enables/Having your own car/in the city
- 5 all the employees/the annual company banquet/on Friday/Mr. Brown/reminded/to attend
- 6 Ms. Davis/be/tomorrow/at the workshop/is supposed to
- 7 to/make/at the interview/a good impression/The applicant/failed

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

- | | |
|---|--|
| <p>1 I have no doubt he is not eligible _____
for a credit card with his current income.</p> <p>(A) applying
(B) application
(C) applied
(D) to apply</p> | <p>3 Deluca & Co.'s profits are expected
_____ steadily due to the decrease in oil
prices and its aggressive marketing.</p> <p>(A) rise
(B) to rise
(C) rising
(D) risen</p> |
| <p>2 The chief information officer has asked
us _____ suggestions with regard to the
recent failure on the intranet.</p> <p>(A) provide
(B) provided
(C) to provide
(D) provision</p> | <p>4 Delegates participating in the sales
conference are _____ to wear business
attire.</p> <p>(A) encourage
(B) encouraging
(C) encouraged
(D) to encourage</p> |

Practice with Actual Questions

Part 5 Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1. Ms. Robinson's team is making every effort _____ the deadline, which is July 24.
(A) meet
(B) meeting
(C) to meet
(D) met
2. Museum visitors are asked _____ their phones and cameras at the entrance.
(A) leave
(B) left
(C) leaving
(D) to leave
3. _____ accommodate more tourists from other countries, the Med Hotel Group decided to expand its main building.
(A) According to
(B) In order to
(C) In spite of
(D) Prior to
4. All the employees are _____ to take three days off during the summer vacation season.
(A) allow
(B) allowing
(C) allowed
(D) to allow
5. The troubleshooting team has managed _____ the cause of the problem on the website.
(A) to find
(B) finding
(C) find
(D) to be found
6. The vice president's plan _____ to Asian countries hasn't been finalized yet.
(A) travel
(B) to travel
(C) traveling
(D) to be traveled
7. Mr. Davis would like the entire staff _____ overtime even though everyone will not be paid extra.
(A) work
(B) working
(C) to be working
(D) will work
8. _____ the process of online orders, the company has decided to hire more customer service representatives.
(A) To expedite
(B) Expedition
(C) Expediting
(D) To be expedited

Part 6 Choose the correct option – (A), (B), (C), or (D) – to complete the sentences in the passage.

Questions 9–12 refer to the following announcement.

It is with _____ that we announce the new chair of the H&G charity committee, Aaron Taylor.
9.

Aaron has been with the H&G Corporation for 7 years and has served on many committees in the past. He is currently working as a sales manager in the Marketing Department. Part of his new responsibilities will be _____ how the H&G Corporation can help meet the needs of
10.

the homeless in our community. _____ We are certain that he is ready _____ more people
11. 12.
who are in need in our community.

9. (A) regret
(B) pleasure
(C) resentment
(D) initiative

10. (A) determine
(B) to determine
(C) determines
(D) to be determined

11. (A) We are sorry to hear that the committee will not be working for you.
(B) It is an honor to offer you the position of sales representative.
(C) We are pleased that Aaron has accepted this appointment.
(D) We regret to inform you that Aaron has rejected our offer.

12. (A) to help
(B) helping
(C) for helping
(D) to be helped

More Practice

A Choose the correct option in brackets to complete each phrase.

- 1 (☐ result / ☐ cause) serious problems
- 2 (☐ benefit / ☐ develop) the new software
- 3 (☐ expect / ☐ engage) in a heated discussion
- 4 (☐ experience / ☐ experiment) with different options
- 5 (☐ accomplish / ☐ accompanied) by children
- 6 (☐ depend / ☐ describe) on customers' replies
- 7 (☐ follow / ☐ comply) with rules and regulations
- 8 (☐ attribute / ☐ contribute) to the development of the team
- 9 (☐ interfere / ☐ bother) with a decision
- 10 (☐ answer / ☐ respond) to customers' needs

B Choose an appropriate phrase in A to complete each sentence.

- 1 Employees who do not _____ the company's regulations cannot get a good evaluation.
- 2 Children _____ their parents for everything they need.
- 3 You should _____ the question briefly.

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

- | | |
|--|--|
| <ol style="list-style-type: none">1 Constant distractions from customers often _____ with work in the office.
(A) interrupt
(B) interfere
(C) reply
(D) contribute | <ol style="list-style-type: none">2 Currently, our team is _____ with a new procedure suggested by an outside consultant.
(A) experimenting
(B) experiencing
(C) resulting
(D) involving |
|--|--|

Unit 06

Part 5 Gerunds

1. Functions of Gerunds & Verbs Followed by a Gerund
2. Prepositions & Expressions Followed by a Gerund

Part 7 Articles



Today's Goal

Part 5

- Remember that a **gerund** can function as a noun and comes in the position of the subject, object, or complement in a sentence.
- Try to memorize common verbs followed by a gerund.

Part 7

- Try to improve your reading comprehension ability to understand articles that are often found on the TOEIC test.
- Practice answering different types of questions such as overview, detail, or **Not** questions.

1

Functions of Gerunds & Verbs Followed by a Gerund

Reading Comprehension

A **gerund** is a verbal ending in **-ing**.

- 1 **Functions of Gerunds:** A gerund functions as a noun and can be the subject, object, object of a preposition, or complement of a linking verb.

Subject	Smoking is not allowed in the building. * The verb following a gerund as the subject is always in the singular form.
Object of a verb	Mr. Jackson suggested having a meeting this week.
Object of a preposition	We succeeded in solving the difficult problem.
Complement	My job is supervising the local staff.

- 2 **Verbs Followed by a Gerund:** The verbs following some particular verbs below must always be in the form of a gerund. The gerund functions as the object of the verb.

enjoy	quit	discontinue
finish	consider	avoid
give up	suggest	recommend
mind	admit	practice

- Kelly Cole will **consider applying** for a job in Seoul.
consider to apply [x]

- 3 **Verb + To-infinitive/Gerund:** Below are the verbs that can be followed by either a gerund or a to-infinitive. In some cases, the meaning remains unchanged, whereas in others, there is difference in meaning: after these verbs, the to-infinitive refers to the future, while the gerund expresses an earlier action relative to the time of the verb in the main clause.

With meanings unchanged	With meanings changed
like	remember + V-ing
love	remember + to V
hate	forget + V-ing
continue	forget + to V
start/begin	try + V-ing
prefer	try + to V

- The number of staff members has **continued to drop**. [✓]
continued dropping. [✓]

- Below are the verbs that are always followed by a to-infinitive:

want	would like	hope	expect	agree	decide	offer	plan
------	------------	------	--------	-------	--------	-------	------

- The business partners have **agreed to extend** the contract one more time.
agreed extending [x]

Exercises

A Complete each sentence, using the correct form(s) of the verb(s) in brackets.

- 1 _____ guests satisfied is the top priority at the KM Hotel. (keep)
- 2 The objective of the marketing campaign is _____ investment to the company. (attract)
- 3 Ms. Brown _____ with Mr. Peterson 2 years ago. (forget, meet)
- 4 Most employees _____ the training courses online. (prefer, take)
- 5 Mr. Price _____ the confidential documents. (forget, shred)
- 6 The manager is planning on _____ the operations into Asia. (extend)
- 7 The personnel manager is responsible for _____ and _____ employees. (hire, train)

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

- | | |
|---|--|
| <p>1 _____ funds to build a new library downtown is a difficult task.</p> <p>(A) Raise
(B) Raising
(C) Raised
(D) Having raised</p> | <p>3 All the workers tried hard _____ the defective machines before they were shipped.</p> <p>(A) find
(B) finding
(C) to find
(D) being found</p> |
| <p>2 Financial analysts suggest _____ employee productivity by changing working conditions.</p> <p>(A) improve
(B) improving
(C) to improve
(D) improvement</p> | <p>4 Charles Mechanics discontinued _____ repair and management services a month ago.</p> <p>(A) provide
(B) providing
(C) to provide
(D) has provided</p> |

2

Prepositions & Expressions Followed by a Gerund

Reading Comprehension

Below are some common expressions followed by a gerund, which are useful not only on the TOEIC test but also in daily life. You should learn them by heart.

1 Preposition + gerund

- A noun or a gerund comes after a preposition. Below are some prepositions that are followed by a gerund.

by + V-ing
in + V-ing
on / upon + V-ing

instead of + V-ing
except + V-ing
without + V-ing

- The team was able to meet the deadline **by hiring** two more experts.

2 Preposition to + gerund

- Below are the phrases ending in the preposition "to" and followed by a gerund as their direct object.

look forward to V-ing
be used to V-ing
be accustomed to V-ing
in addition to V-ing
prior to V-ing

object to V-ing
be opposed to V-ing
be committed to V-ing
be devoted to V-ing
contribute to V-ing

- We are **looking forward to hearing** your speech at the awards ceremony.
→ looking forward to hear [x]

3 Common Expressions Followed by a Gerund

- Below are some common expressions that are always followed by a gerund.

be busy V-ing
spend V-ing
go V-ing
succeed in V-ing

be capable of V-ing
have difficulty / trouble V-ing
can't help V-ing
be worth V-ing

- The detective **succeeded in solving** the case.
→ succeeded solving [x]

Exercises

A Complete each sentence, using the correct form of the verbs in the box.

launch complete run prepare incorporate visit call

- 1 Most of the employees have difficulty _____ paperwork before 6 P.M.
- 2 The company attorneys are extremely busy _____ for the trial.
- 3 The marketing team was devoted to _____ the new product.
- 4 The CEO has decided to meet the potential employees in person instead of _____ them.
- 5 The architect has added to the convenience of the house by _____ modern designs.
- 6 The job fair in George Center is worth _____ for job seekers.
- 7 The sales figures show that Mr. Roberts is capable of _____ the business.

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

- | | |
|--|--|
| 1 Ms. Kim is available for any project except for _____ the upcoming conference.
(A) organization
(B) organize
(C) organized
(D) organizing | 3 Upon _____ an effective management structure, the firm has dramatically increased its employee productivity.
(A) introduction
(B) introducing
(C) introduce
(D) introduced |
| 2 Young and new company owners have _____ increasing profits in the first few years.
(A) being difficulty
(B) difficulty
(C) difficult
(D) to be difficult | 4 The doctors at Gray Hospital spend a great deal of time _____ different types of cancer.
(A) study
(B) studied
(C) to study
(D) studying |

Practice with Actual Questions

Part 5 Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1. Experts have recommended _____ the partnership between Wipro Co. and HGL Co.
(A) enhance
(B) enhancing
(C) to enhance
(D) enhancement
2. All of the supervisors are starting _____ about the new employees' work performance.
(A) worried
(B) to worry
(C) have worry
(D) will worry
3. Simply by increasing the price of gas, the government has _____ reducing traffic congestion.
(A) success
(B) successful
(C) succeeded
(D) succeeded in
4. _____ a bigger factory is considered a better idea than rebuilding the current one.
(A) Purchase
(B) Purchased
(C) Purchasing
(D) To purchasing
5. The board of directors objected to _____ the Cambridge office to London.
(A) relocation
(B) relocating
(C) be relocated
(D) have relocated
6. To avoid _____ the printing machine, all employees must follow the instructions in the manual.
(A) damage
(B) damaging
(C) to damage
(D) to have damaged
7. Mr. Shin is looking forward to _____ from Simon Co. regarding the investment.
(A) hears
(B) hearing
(C) be heard
(D) hear
8. The researchers spent at least two months _____ the data.
(A) analyze
(B) analyzes
(C) analyzing
(D) to analyze

Part 7 Choose the correct option – (A), (B), (C), or (D) – for each question about the reading passage.

Questions 9–12 refer to the following article.

Global Business News

(May 17) The chief financial officer of luxury car company BKM Motors will be resigning after less than three years in the position. — [1] — Nick Moore was previously the head of HYUN Motors for 10 years and was appointed chief executive of BKM Motors in late 2013. — [2] — He will leave the company on June 1, and it is said that disagreements with Bob Carter, the founder and chairman of BKM Motors, are the critical reasons for his resignation. BKM Motors reported that its revenues have dropped by 17%. — [3] — Roger Hill, the former CEO of S7 Motors, is one of the people being considered for the open position. — [4] — Tony Turner, the managing director of Hondo, said that this recent development at BKM Motors has created an impression of a brand in a financial crisis and that this is not a good way to revive the company.

9. What is the article about?

- (A) The relocation of a headquarters
- (B) A financial analysis of a car brand
- (C) A change in company personnel
- (D) The retirement of an executive

10. Who is Bob Carter?

- (A) The managing director of Hondo
- (B) The founder of BKM Motors
- (C) The CEO of S7 Motors
- (D) The chief financial officer of BKM Motors

11. What is NOT suggested in the article?

- (A) Sales at BKM Motors have decreased.
- (B) The chief financial officer will resign on June 1.
- (C) The resignation is being praised in the car industry.
- (D) The chief financial officer has been in the position for less than 3 years.

12. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?

“The company said that a search for a new chief financial officer is being conducted.”

- (A) [1]
- (B) [2]
- (C) [3]
- (D) [4]

More Practice

A Choose the correct option in brackets to complete each phrase.

- 1 (☐ versatile / ☐ diverse) athletes
- 2 (☐ related / ☐ beneficial) to both sides
- 3 (☐ impending / ☐ temporarily) issues
- 4 (☐ addition / ☐ thorough) process
- 5 (☐ remote / ☐ limited) from other cities
- 6 (☐ delicate / ☐ promising) candidates
- 7 (☐ suitable / ☐ significance) for adults
- 8 (☐ tentative / ☐ tendency) plans
- 9 (☐ defect / ☐ defective) machines
- 10 (☐ straight / ☐ immediate) responses to a letter

B Choose an appropriate word in A to complete each sentence.

- 1 The company carried out a _____ safety inspection of the new factory.
- 2 The workers are carefully checking for _____ merchandise before shipping items overseas.
- 3 The board of directors started discussing _____ matters at the meeting.

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

- | | |
|---|--|
| <p>1 A recent study said that dark chocolate and walnuts can be _____ to people's health.</p> <p>(A) versatile
(B) trivial
(C) valid
(D) beneficial</p> | <p>2 Most of the language programs offered at the local community center are _____ for beginners.</p> <p>(A) durable
(B) suitable
(C) capable
(D) deliberate</p> |
|---|--|

Unit 07

Part 5 Adjectives, Adverbs & Comparisons

1. Adjectives & Adverbs
2. Comparison of Equality, Comparative & Superlative

Part 6 Notices



Today's Goal

Part 5

- Learn the forms and uses of the comparison of equality, the comparative and the superlative.

Part 6

- Try to familiarize yourself with the format of notices that are often found on the TOEIC test.
- Practice answering questions related to grammar, vocabulary, or text completion in a notice.

1

Adjectives & Adverbs

Reading Comprehension

This part will help you understand the functions of adjectives and adverbs together with some common expressions with adjectives.

- 1 Functions of Adjectives:** An adjective modifies a noun and also functions as the subject complement or the object complement in a sentence.

Functions	Examples
Modifying a noun	They came up with some brilliant ideas to get out of the crisis. Adj. + N.
As the subject complement	The proposal on the construction of a bridge was so innovative . Sub. Sub. complement
As the object complement	Most of our customers find the new system inconvenient . Obj. Obj. complement

- 2 Expressions with Adjectives:** Below are some common adjectives that go with different prepositions. You should learn them by heart.

be eligible for	be different from/than
be subject to	be suitable for
be similar to	be famous/well-known for
be equivalent to	be responsible for
be aware of	be capable of
be fond of	be exempt from

- The secretary was not aware of the fact that the courier service was no longer available.

- 3 Functions of Adverbs:** An adverb modifies a verb, an adjective, another adverb, a clause, or a whole sentence. It comes in different positions in a sentence but never stands between a verb and its object.

Modifying a verb	Demand for this product is steadily increasing. Most of the products are produced locally .
Modifying an adjective	A security team is becoming increasingly important.
Modifying an adverb	They solved their financial problems pretty fast.

Exercises

A Decide whether the word in bold is an adjective or an adverb, then state its function.

- 1 The mayor's plan will become **effective** as of June 1.
- 2 It is **important** that you stay calm in case of an emergency.
- 3 The interviewee answered the question **promptly**.
- 4 Mr. Steven's new book is **widely** praised by critics.
- 5 According to a **recent** report, there has been a decrease in the number of malfunctions.
- 6 Those two questions are **extremely** difficult to answer.

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

- | | |
|--|---|
| 1 You will be exempt _____ state taxes if you have more than two children.
(A) from
(B) of
(C) than
(D) at | 3 You should prepare all the _____ documents before you come to sign the contract.
(A) necessary
(B) necessarily
(C) necessitate
(D) need |
| 2 Your _____ ideas are always welcome when we have meetings.
(A) create
(B) creative
(C) creating
(D) creation | 4 Since the firm was founded in 2008, its profits have increased _____.
(A) considerable
(B) consideration
(C) considerably
(D) considering |

2

Comparison of Equality, Comparative & Superlative

Reading Comprehension

This part will present the forms of the comparison of equality, the comparative and the superlative of adjectives and adverbs.

- The Comparison of Equality:** The comparison of equality with the structure **as + adjective/adverb + as** is used to say that two people or things are equal in some quality or some way.

as + adjective + as	Your job experience is <u>as important</u> <u>as</u> your academic background.
as + adverb + as	They launched the new product <u>as successfully</u> <u>as</u> the previous one.
not as + adjective/ adverb + as	Our new training program was <u>not as fruitful</u> <u>as</u> we had expected.

- The Comparative:** The comparative form is used to compare two people or two things.

- For one-syllable adjectives/adverbs and a few two-syllable adjectives, we add **-er** to the adjective/adverb.
- For two-syllable adjectives that end in a **consonant + -y**, we change **-y** into **-i** and add **-er**.
- For more-than-one-syllable adjectives/adverbs, before the adjective/adverb, we add **more/less**.
- We add **than** when there are two elements to be compared in the sentence.

comparative adjective	Sometimes using public transportation is <u>more convenient</u> <u>than</u> driving.
comparative adverb	We believe that Mr. Wilson has to take this problem <u>more seriously</u> .
less + adjective/ adverb + than	The old version of this software is becoming <u>less popular</u> <u>than</u> before.

* An adverb like **much**, **a lot**, **still**, **even** or **far** is added to emphasize the degree of the comparative adjective or adverb.

The goods were **far more expensive** than we had thought.

- The Superlative:** The superlative form is used to compare more than two people or things.

- For one-syllable adjectives/adverbs and a few two-syllable adjectives, we add **-est** to the adjective/adverb.
- For two-syllable adjectives that end in a **consonant + -y**, we change **-y** into **-i** before adding **-est**.
- For more-than-one-syllable adjectives/adverbs, before the adjective/adverb, we add **most/least** to form the superlative.
- The definite article **the** often precedes the superlative form of the adjective/adverb.

superlative of short adjective	Biz Motors is <u>the largest</u> car dealer in town.
superlative of long adjective	This is <u>the most difficult</u> task I have ever faced.
superlative of long adverb	I think John works <u>the most efficiently</u> .

Note:

Below are some common adjectives and adverbs that have the special comparative and superlative forms:

good/well – better – the best bad – worse – worst many/much more – most little – less – least

Exercises

A Complete each sentence, using the correct form of the adjective or adverb and the instruction directed in brackets.

- You should describe your symptoms _____ possible. (specifically – Use the comparison of equality)
- What is _____ is that they cannot afford to move into a new building. (important – Use the comparative form)
- The Sunset Grill is _____ restaurant in town. (popular – Use the superlative form)
- The travel agency prides itself on offering _____ rates. (cheap – Use the superlative form)
- Safeway Supermarket sells a _____ variety of fruits and vegetables than any other markets. (great – Use the comparative form)
- I don't travel overseas _____ I did a few years ago. (often – Use the comparison of equality)
- Camelback Mountain is _____ tourist attraction in this area. (good – Use the superlative form)

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

- Fixing your old car often costs as _____ as buying a new one.
(A) more (C) many
(B) much (D) most
- The company has a good reputation for producing the _____ vacuum cleaners in the country.
(A) powerful (C) most powerful
(B) more powerful (D) as powerful
- You should try to use your car _____ frequently if you want to protect the environment.
(A) little (C) least
(B) less (D) as little
- They are proud to deliver the best products at the _____ prices.
(A) competitive (C) most competitive
(B) more competitive (D) most competing

Practice with Actual Questions

Part 5 Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1. After _____ examining the equipment, they found out what the problem was.
(A) careful
(B) carefully
(C) caring
(D) cared
2. The restaurant offers a _____ variety of local food than any other restaurants in town.
(A) great
(B) greater
(C) greatest
(D) greatness
3. Dr. Theodore's speech was the _____ one I've ever heard.
(A) impressive
(B) more impressive
(C) most impressive
(D) as impressive
4. Most business owners invest a _____ amount of time before they make important decisions.
(A) considerable
(B) considering
(C) consideration
(D) considerably
5. It is important to remember to keep prices _____ when you sell goods.
(A) reasonable
(B) reasonably
(C) most reasonable
(D) as reasonable
6. Please be _____ when you pick up your belongings on the train.
(A) prompt
(B) promptly
(C) promptness
(D) most prompt
7. It is essential that you _____ update all the software on your computer.
(A) regular
(B) regularly
(C) regularity
(D) as regular
8. The Maple Company is one of the _____ companies in the field of computer manufacturing.
(A) innovative
(B) more innovative
(C) most innovative
(D) innovation

Part 6 Choose the correct option – (A), (B), (C), or (D) – to complete the sentences in the passage.

Questions 9–12 refer to the following notice.

We are pleased to _____ that we are moving to a new facility on 2134 Dole Street.

9.

_____ Hopefully, we will be able to better serve you with more space _____ before.

10.

11.

In order to celebrate the expansion, we are offering up to 50 percent off most of our regular prices for the last two weeks of the month.

For loyal customers like you, we are holding a presale on May 17. Come and get the

_____ deals while they last.

12.

9. (A) announce
(B) produce
(C) overcome
(D) tell

11. (A) to
(B) from
(C) than
(D) as

10. (A) The cause of this is a recent decrease in sales.
(B) This relocation is due to our remarkable growth in the Dole area.
(C) The Dole area is always packed with so many people.
(D) The movers will arrive sooner than we expected.

12. (A) good
(B) most
(C) better
(D) best

More Practice

A Choose the correct option in brackets to complete each phrase.

- 1 be (☐ considerate / ☐ considerable) of others
- 2 for three (☐ executive / ☐ consecutive) years
- 3 keep the information (☐ confidential / ☐ confident)
- 4 an (☐ impressed / ☐ impressive) speech
- 5 do (☐ preliminary / ☐ preparation) research
- 6 (☐ compatible / ☐ applicable) with new devices
- 7 (☐ complementary / ☐ complimentary) drinks
- 8 obtain (☐ applicable / ☐ additional) information
- 9 (☐ understood / ☐ persuasive) argument
- 10 (☐ dependable / ☐ disposable) coffee cups

B Choose an appropriate word in A to complete each sentence.

- 1 All the _____ examinations were conducted at the same time.
- 2 You are the most _____ person I've ever met.
- 3 Ms. Lee won the Best Employee Award for 5 _____ years.

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

- | | |
|--|---|
| 1 We would like you to be _____ of others when you are in the library. | 2 Please contact the airline office if you want to get _____ information about your flight. |
| (A) considerable | (A) disposable |
| (B) considerate | (B) considerable |
| (C) confidential | (C) additional |
| (D) comprehensive | (D) complimentary |

Unit 08

Part 5 Participles and Participial Phrases

1. Present Participles and Past Participles
2. Participial Phrases

Part 7 Text Messages & Online Chat Messages



Today's Goal

Part 5

- Learn the forms of present participles and past participles.
- Know the forms and uses of participial phrases.

Part 7

- Familiarize yourself with the format of text messages or online chat messages.
- Practice answering questions that require you to identify the meaning of a certain quoted expression in a text message or an online chat message.



1

Present Participles and Past Participles

Reading Comprehension

There are present participles (V-ing) and past participles (V-ed or a form of irregular verbs).

- 1 **Functions of Participles:** In a sentence, the participle is used as an adjective that precedes or follows a noun to modify it, or used as a complement to modify the subject or object.

Used as an adjective preceding the noun to modify it	Artificial Intelligence has a <u>promising future</u> . 
Used as an adjective following the noun to modify it	The CEO hasn't approved <u>the document revised</u> yesterday. 
Subject complement	Companies were <u>fascinated</u> by all the new technology in the exhibition.
Object complement	The new employees found the training courses <u>challenging</u> .

- 2 **Participles as Adjectives:** Below are some common noun phrases that contain a participle used as an adjective. The present participle expresses an active meaning, whereas the past participle indicates a completed action or a passive meaning.

Present participle + noun	Past participle + noun
challenging task	detailed plan
rewarding experience	limited time
demanding guest	reserved seat
outstanding performance	scheduled meeting
outstanding debts	revised report
leading company	attached file
overwhelming desire	experienced employee
existing machine	finished product
remaining seat	expected result
fast-growing industry	reduced cost

- Mr. Kim has **outstanding debts** of over \$900.
→ outstood debts [x]

- 3 **Participial Adjectives Expressing Emotions:** Participles are also called participial adjectives. Present participial adjectives (V + -ing) are used to describe the people or things that cause a certain feeling to somebody, while past participial adjectives (V + -ed) are used to say how people feel.

satisfying - satisfied	boring - bored
confusing - confused	tiring - tired
encouraging - encouraged	disappointing - disappointed
interesting - interested	fascinating - fascinated
surprising - surprised	exciting - excited

- **The new tablet PC** from Panda is **disappointing**. (The new tablet PC causes the feeling.)
- **Customers** were **disappointed** by the new tablet PC from Panda. (How customers feel.)

Exercises

A Choose the correct word in brackets to complete each sentence.

- 1 The news that there won't be a pay raise this year is (disappointing/disappointed).
- 2 HTC, Inc. is (pleasing/pleased) to offer a flexible working-hour system for all employees.
- 3 China's (fast-growing/fast-grown) economy is causing terrible air pollution.
- 4 The (detailing/detailed) scheduled is written in the booklet.
- 5 Only (experiencing/experienced) workers can apply for the job in Seattle.
- 6 Mr. Bell was (surprising/surprised) to hear that his coworker Ms. Hunt had quit her job.
- 7 Everyone disagreed with the idea (suggesting/suggested) by Ms. Anderson from the Sales Department.
- 8 The number of people (immigrating/immigrated) to Europe is dramatically increasing.

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

- 1 Individuals _____ for a bank loan must complete three applications.
(A) apply
(B) applied
(C) applying
(D) application
- 2 Skiworth is the _____ manufacturer of ski equipment in the Netherlands.
(A) lead
(B) leads
(C) leaded
(D) leading
- 3 Free delivery and installation at JVC Electronics are available for a _____ time.
(A) limit
(B) limited
(C) limiting
(D) limitation
- 4 Although the meeting was _____, the two companies finally reached an agreement.
(A) tire
(B) tires
(C) tired
(D) tiring

A participial phrase is a phrase that starts with a participle functioning as an adjective.

1 How to Form a Participial Phrase

Two clauses that share the same subject can be shortened by using the **participial phrase** to avoid wordiness.

A **participial phrase** is formed from an adverb clause of time, cause, etc. and describes an action that is secondary to the main action of the sentence.

A **present participial phrase** expresses an active meaning, while a **past participial phrase** implies a passive meaning.

► Below are the steps showing how to reduce an adverb clause into a participial phrase:

Step 1	<p>Omit the conjunction.</p> <p>*You can leave out the conjunction in the adverb clause of time, cause, condition, concession, etc. (when, while, because, since, as, if, although)</p>	<p>adverb clause</p> <p>① <u>Because</u> she felt tired, Ms. Hudson refused to work late. <u>main clause</u></p>
Step 2	<p>*In case the subjects of the two clauses are alike, omit the subject in the adverb clause.</p>	<p>② <u>Because</u> she felt tired, Ms. Hudson refused to work late. (she = Ms. Hudson)</p>
Step 3	<p>Change the verb form in the adverb clause as follows:</p> <p>*When the verbs in the two clauses are in the same tense: V-ing</p> <p>When the verb is in the past perfect tense: having + p.p.</p> <p>When the verb is in the passive voice: (being) p.p., (having been) + p.p.</p> <p>(The participle being or having been may be omitted.)</p>	<p>③ <u>Feeling</u> tired, Ms. Hudson <u>refused</u> to work late.</p>

2 Examples of Participial Phrases: Below are some examples of different adverb clauses that have been reduced into participial phrases.

Time	<p>Having talked to his wife, Mr. Kim decided to join the company's baseball team.</p> <p>→ After he had talked to his wife, Mr. Kim decided to join the company's baseball team.</p>
Reason	<p>Arriving late, Ms. Lane missed the beginning part of the presentation.</p> <p>→ Because she arrived late, Ms. Lane missed the beginning part of the presentation.</p>

Condition	Becoming a member, you will be invited to our cultural events. → If you become a member, you will be invited to our cultural events.
Concession	(Being) disappointed with the results, the manager kept smiling. → Although he was disappointed with the results, the manager kept smiling.

- 3 **Keeping the Conjunction:** We may keep the conjunction (such as **while, when, before, and after**) in the adverb clause of time to make the meaning of the whole sentence clear.

After checking his e-mail address one more time, I clicked the send button.

→ After I checked his e-mail address one more time, I clicked the send button.

Exercises

- A** Change the participial phrase into an adverb clause, using **because, after** and **although**.

- 1 **Being located in a quiet area**, Jack's Restaurant is always crowded with customers.
- 2 **Getting approval from the CEO**, the marketing team implemented the new project.
- 3 **Being built 30 years ago**, the building still looks very modern.
- 4 **Having been brought up in Australia**, Ms. Cole understands the country's culture well.

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

- 1 _____ in a quiet spot near the river, the Swan Hotel attracts people who want to relax and unwind.
(A) Situated
(B) Situation
(C) Situating
(D) To be situated
- 2 _____ sales racks on the second floor, we can display more new products.
(A) To Add
(B) Added
(C) Adding
(D) Addition
- 3 _____ one of the partners in the firm, Mr. Ali is able to access confidential documents.
(A) Be
(B) To be
(C) Being
(D) Having been
- 4 After _____ about the dramatic decrease in sales, the CEO decided to lay off 20 percent of the employees.
(A) hear
(B) heard
(C) hearing
(D) being heard

Practice with Actual Questions

Part 5 Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1. Building residents _____ about utility fees should consider the option of prepaying.
(A) concern
(B) concerns
(C) concerned
(D) be concerned
2. _____ on the Internet, the new beauty product is selling three times better than it did during the last quarter.
(A) Advertising
(B) Advertised
(C) To advertise
(D) Advertisement
3. Mr. Harrison will retire in August, finishing his _____ 20-year career as a technical researcher.
(A) distinguish
(B) distinguishes
(C) distinguishing
(D) distinguished
4. Ms. Mason was _____ to hear that Mr. Hudson decided to join her consulting firm.
(A) please
(B) pleases
(C) pleased
(D) pleasing
5. The marketing director was _____ with the public's positive response to the new product.
(A) satisfy
(B) to satisfy
(C) satisfied
(D) satisfaction
6. Workers _____ the chemical laboratory must wear masks and protective clothing.
(A) enter
(B) entered
(C) entering
(D) entrance
7. _____ a sales representative, Ms. Patel understands how to deal with demanding customers.
(A) Be
(B) Been
(C) Being
(D) To be
8. Anyone _____ in applying for the volunteer work needs to talk to the Human Resources director.
(A) interest
(B) interests
(C) interested
(D) interesting

Part 7 Choose the correct option – (A), (B), (C), or (D) – for each question about the passage.

Questions 9–10 refer to the following text message chain.

The image shows a tablet screen with a text message conversation. The messages are as follows:

Sender	Time	Message
Jack Bell	6:30 P.M.	Would you like to have dinner with me after work?
Sue Davis	6:31 P.M.	Sounds fantastic. I'm starting to feel hungry.
Jack Bell	6:32 P.M.	How about the new Italian restaurant across the street?
Sue Davis	6:32 P.M.	Good. But can we leave a little later? In an hour, maybe? I need to work on the financial report a little more.
Jack Bell	6:34 P.M.	Of course. When is the deadline for it?
Sue Davis	6:34 P.M.	Tomorrow. The raw data I received from Ms. Cox was not accurate, so I had to start all over again.
Jack Bell	6:36 P.M.	That's not a surprise. She makes those kinds of mistakes quite often.
Sue Davis	6:38 P.M.	Oh, well. I'm almost done anyway. I'll see you in the lobby later then.
Jack Bell	6:39 P.M.	Sure. See you soon.

At the bottom of the screen, there is a text input field and a "Send" button.

9. What time will Mr. Bell and Ms. Davis most likely meet?

- (A) Around 6:40 P.M.
- (B) Around 7:10 P.M.
- (C) Around 7:40 P.M.
- (D) Around 8:10 P.M.

10. At 6:36 P.M., what does Mr. Bell mean when he writes, "That's not a surprise"?

- (A) He expected Ms. Cox to make a mistake.
- (B) He is pleased that Ms. Cox is improving.
- (C) He believes anyone can make mistakes.
- (D) He thinks that Ms. Cox is reliable.

More Practice

A Choose the correct option in brackets to complete each phrase.

- 1 leave (☐ promptly / ☐ firmly)
- 2 (☐ consistently / ☐ highly) deny facts
- 3 vote (☐ properly / ☐ anonymously)
- 4 be (☐ ideally / ☐ directly) located
- 5 change a password (☐ annually / ☐ irregularly)
- 6 (☐ partly / ☐ previously) worked as a banker
- 7 (☐ closely / ☐ nearly) 50 people came
- 8 (☐ frequently / ☐ fluently) visit a store
- 9 (☐ relatively / ☐ reasonably) high
- 10 (☐ gradually / ☐ surprisedly) increase

B Choose an appropriate adverb in A to complete each sentence.

- 1 This area is attracting people who are willing to pay _____ high rents.
- 2 Sales of luxury goods in Korea are _____ decreasing.
- 3 The committee members have decided to vote _____ for a new chairman.

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

- | | |
|--|---|
| <p>1 Helen's Café is _____ located for tourists who want a quick coffee break after seeing historical places.</p> <p>(A) closely
(B) previously
(C) ideally
(D) promptly</p> | <p>2 The two parties have _____ argued for a change in the labor law for the last 3 months.</p> <p>(A) relatively
(B) consistently
(C) approximately
(D) fluently</p> |
|--|---|

Unit 09

Part 5 Conjunctions

1. Conjunctions in Adverb Clauses
2. Coordinating & Correlative Conjunctions

Part 6 Letters



Today's Goal

Part 5

- Recognize and correctly use conjunctions in various adverb clauses.
- Learn about coordinating and correlative conjunctions.

Part 6

- Know the structure of a typical letter and recognize appropriate conjunctions to make the letter coherent.

1

Conjunctions in Adverb Clauses

Reading Comprehension

An **adverb clause** is a group of words that functions as an adverb. It begins with a **subordinating conjunction** and contains a subject and a main verb.

- 1 **Conjunctions in Adverb Clauses of Time and Condition:** Below are conjunctions in adverb clauses of time and condition.

Conjunctions of time	when while until	since by the time as soon as	before after
Conjunctions of condition	if = provided (that) = providing (that)	unless = if not	as long as once

* In adverb clauses of time and condition, the present simple tense, not the future simple tense, is used.

When the meeting **ends**, the CEO will come to see you.

→ will end [x]

If you **place** an order now, you will receive your shipment within three days.

- 2 **Conjunctions in Adverb Clauses of Cause, Concession, and Others**

Conjunctions of cause	because = since, as	Others	so ~ that / such ~ that in case except that as if
Conjunctions of concession	although = even though, though, while		

• **Because** the price of oil is increasing, flight tickets are expected to cost more in the near future.

• **Although** the price of oil is increasing, Top Airline announced it will not increase airfares for a while.

- 3 **Conjunctions vs. Prepositions:** Both prepositions and conjunctions join some elements in a sentence. However, there is a big difference: A conjunction is followed by a **clause (subject + verb)**, while a preposition is followed by a **noun/noun phrase** or a **gerund**.

	Conjunction + subject + v	Preposition + noun/noun phrase
Indicating cause	because	because of = due to
Indicating concession	although	in spite of = despite
Indicating duration	while	for/during

* **Because of** the increase in the price of oil, flight tickets are expected to cost more in the near future.

Exercises

A Fill the blank with an appropriate conjunction or preposition to complete each sentence.

- 1 _____ we posted a job advertisement, no one applied for the position.
- 2 _____ we fail to pass the building inspection, we will have to close the store immediately.
- 3 _____ the CEO is not available tomorrow, the presentation will be postponed.
- 4 _____ the flu, Mr. Freeman called in sick.
- 5 _____ it is confidential, you are allowed to share the information.
- 6 _____ his great work performance, he failed to get a promotion.
- 7 _____ the vice president was away on business, Mr. Nixon led the budget meetings.

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

- | | |
|--|---|
| <p>1 It was a pleasure to discuss business opportunities _____ we visited your New York office.</p> <p>(A) when
(B) during
(C) for
(D) though</p> | <p>3 The construction of the Kimberly Bridge has to be delayed _____ the approval process.</p> <p>(A) because
(B) because of
(C) since
(D) as</p> |
| <p>2 _____ the new play receives a positive response, HOD Production will schedule more performances.</p> <p>(A) If
(B) Unless
(C) In spite of
(D) Therefore</p> | <p>4 _____ the medical staff members at YNB Clinic worked until 9 last week, they didn't get paid overtime.</p> <p>(A) Even
(B) If
(C) Despite
(D) Although</p> |

2

Coordinating & Correlative Conjunctions

Reading Comprehension

Conjunctions are divided into two kinds: **coordinating conjunctions** and **subordinating conjunctions**.

- 1 **Coordinating Conjunctions:** Coordinating conjunctions are used to join two sentences or two parts of a sentence, i.e. words with words, phrases with phrases, or clauses with clauses, which are grammatically equal.

Uses	Conjunctions	Examples
To add	and	the supervisor <u>and</u> the staff
To show contrast	but	The director is hardworking <u>but</u> not creative.
To indicate choices	or	in writing <u>or</u> in person
To show result	so	Ms. Bin had the flu, <u>so</u> she didn't come to work.

- 2 **Correlative Conjunctions:** A correlative conjunction is a kind of coordinating conjunction which goes in pairs, joining sentence elements that are grammatically equal.

both A and B
either A or B
neither A nor B

not only A but (also) B
not A but B

- **Both** Mr. Davis and Ms. Price used to work for Star Co.
→ or, not [x]
- The office communication system is not only effective but (also) economical.

- 3 **Agreement in Number:** In case the subject in a sentence contains a coordinating conjunction or a correlative conjunction, you have to pay attention to the agreement between the subject and the verb.

The verb is in the plural form.	A and B both A and B	The verb agrees with B.	either A or B neither A nor B not only A but (also) B not A but B
---------------------------------	-------------------------	-------------------------	--

- **Both** the accountant and his secretary are on vacation.
→ is [x]
- **Neither** the manager nor the staff members were allowed to access the information.
→ was [x]

Exercises

A Find the mistake in each sentence, then correct it.

- 1 Both the CEO or the chief executives are positive about the latest model of the laptop.
- 2 Neither personal phone calls and emails are allowed in the building.
- 3 Not only his fluent English but also his excellent manners is impeccable.
- 4 The reason for the decrease in the birthrate will be revealed either this month and next month.
- 5 The design employee was hired last month, but it is too early to evaluate her performance.
- 6 Potential applicants are encouraged to apply either by email but by mail.
- 7 The CEO was sure of the success of the project, and he was proven wrong.
- 8 The seminar is about the strengths but weaknesses of the new accounting system.

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

- | | |
|---|---|
| 1 The contract expired yesterday, _____ the two companies have agreed to extend it for one more year.
(A) or
(B) but
(C) for
(D) when | 3 May's Department Store offers clients _____ a gift certificate or a 10 percent discount.
(A) either
(B) neither
(C) both
(D) rather |
| 2 All the customers remained calm _____ alert when the fire alarm went off.
(A) or
(B) after
(C) so
(D) but | 4 Both the factory _____ the customer service center are located in India.
(A) or
(B) nor
(C) and
(D) but |

Practice with Actual Questions

Part 5 Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1. _____ your order is received, it will be shipped to your house within four business days.
(A) Once
(B) Due to
(C) Moreover
(D) So
2. _____ you include the original receipt in the mail, your return will be processed in an efficient manner.
(A) If
(B) Before
(C) Despite
(D) Unless
3. All the employees can choose either to work from home _____ to commute to work.
(A) or
(B) nor
(C) and
(D) so
4. Tickets to the art exhibition can be purchased on the Internet _____ at the ticket office in the main reception area of the Tate Art Center.
(A) or
(B) if
(C) but
(D) for
5. Both Mr. Kim and Mr. Choi, the editors of ABB Magazine, _____ been chosen as the co-recipients of the best journalist of the year award.
(A) is
(B) are
(C) has
(D) have
6. _____ its automated ticketing system, KH Airline offers the best prices on trips to Southeast Asian counties.
(A) As
(B) As if
(C) In spite of
(D) Because of
7. _____ Ms. Lawson nor Mr. Woods attended the manufacturing conference held in Chicago.
(A) Because
(B) Neither
(C) Never
(D) However
8. Mr. Fraser is being considered for a promotion _____ he does not have an impressive record of achievement.
(A) if
(B) after
(C) until
(D) even though

Part 6 Choose the correct option – (A), (B), (C), or (D) – to complete the sentences in the passage.

Questions 9–12 refer to the following letter.

October 21

Ms. Elaine Cook
Natural Food Company
700 Beach Road

Dear Ms. Cook,

Thank you for choosing Health Best Supplies to meet your needs for _____ grown fruit and vegetables. **9.**

We are looking forward to _____ a long-term relationship with your company. Even though **10.**

our business is not the biggest in size, we have customers throughout the country and have been maintaining _____ relationships with them over a long period of time. Moreover, in **11.**

order to deliver our produce to our clients as freshly as possible, we are associated with Delivery Quick Co., which is well known for its safe and fast service.

_____ We hope to serve you in the foreseeable future. **12.**

Sincerely,

Sarah Adams
Sales Director, Sales Department,
Health Best Supplies

- 9.** (A) organ
(B) organic
(C) organize
(D) organically

- 10.** (A) develop
(B) developed
(C) developing
(D) development

- 11.** (A) prosperous
(B) popular
(C) restricted
(D) current

- 12.** (A) In summary, we expect to set up a business meeting with you.
(B) However, your next order has to be made this week.
(C) Once again, thank you for using our business.
(D) Please note that we make deliveries every day.

More Practice

A Choose the correct option in brackets to complete each phrase.

- 1 last (☐ approximately / ☐ largely) 2 hours
- 2 handle the matter (☐ discreetly / ☐ casually)
- 3 test the equipment (☐ rarely / ☐ periodically)
- 4 available (☐ exclusively / ☐ extensively) to members
- 5 work (☐ closely / ☐ rarely) with my colleagues
- 6 be announced (☐ slightly / ☐ shortly)
- 7 (☐ publicly / ☐ completely) apologize for a loss
- 8 most (☐ notably / ☐ notably) the prices
- 9 (☐ readily / ☐ greedily) available
- 10 (☐ individually / ☐ unanimously) pass

B Choose an appropriate adverb in A to complete each sentence.

- 1 The merger between the two banks has to be handled _____.
- 2 The budget proposals were _____ approved.
- 3 The detailed schedule is _____ available on the Internet.

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

- | | |
|--|--|
| <p>1 The Olympia Company is attracting foreign investors, most _____ big Chinese banks.</p> <p>(A) notably
(B) gradually
(C) shortly
(D) immediately</p> | <p>2 The Felton Opera Hall in New York can accommodate _____ 30,000 people.</p> <p>(A) discreetly
(B) publicly
(C) temporarily
(D) approximately</p> |
|--|--|

Unit 10

Part 5 Relative Pronouns & Relative Adverbs

1. Relative Pronouns

2. Relative Adverbs

Part 7 Double Passages



Today's Goal

Part 5

- Learn different relative pronouns and their uses.
- Recognize the difference between relative pronouns and relative adverbs.

Part 7

- Practice answering questions about paired reading passages.

1

Relative Pronouns

Reading Comprehension

A **relative clause**, which starts with a **relative pronoun**, is used to modify a preceding noun (called an **antecedent**). It functions as an adjective, so it is also named **adjective clause**.

- 1 Relative Pronouns:** A relative pronoun acts as a conjunction that joins two clauses having the same noun phrases into a complex sentence.

We decided to choose a caterer. + The caterer serves the best food.

same noun phrases

→ We decided to choose a caterer **who** serves the best food.

(**who** = relative pronoun)

- 2 Kinds of Relative Pronouns:** There are three kinds of relative pronouns: **subject relative pronouns**, **object relative pronouns**, and **possessive relative pronouns**.

Antecedents	Subject relative pronouns	Possessive relative pronouns	Object relative pronouns
People	who/that	whose	who(m)/that
Things/ Animals	which/that	of which/whose	which/that

- Employees who just started working at this firm should be trained for two weeks.
(Subj. relative pronoun + V)
- Mr. Chang, whose column appeared in yesterday's newspaper, is currently working as our advisor.
(Poss. relative pronoun + V)
- You can return all the items (which/that) you purchased.
(Obj. relative pronoun + S + V)

- 3 Omission of Relative Pronouns:** We can omit the object relative pronoun and the subject relative pronoun + **be**.

The object relative pronoun may be omitted.	The restaurant <u>(that/which)</u> my coworker recommended turned out to be very good.
The subject relative pronoun + to be may be omitted.	Those <u>(who are)</u> interested in this position should apply by the end of the month.

Exercises

A Complete the second sentence by using an appropriate relative pronoun to join two sentences above into one.

- 1 The client visited our branch. The client was pretty satisfied with our products.
⇒ The client _____.
- 2 The team hired a new sales manager. The new sales manager is expected to play a big role in improving sales.
⇒ The team hired a new sales manager _____.
- 3 Our shipping system offers a variety of options. These options include air and sea transportation.
⇒ Our shipping system offers a variety of options _____.
- 4 An employee will get a 2-week paid vacation. His performance last year was superb.
⇒ An employee _____.
- 5 The upcoming sale is the first one. The company has announced the sale.
⇒ The upcoming sale is the first one _____.

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

- | | |
|---|--|
| <p>1 The TV program _____ you recommended was full of inappropriate language.</p> <p>(A) that
(B) whose
(C) who
(D) of which</p> | <p>3 Greenco is an organization _____ mission is to raise awareness of environmental issues.</p> <p>(A) who
(B) what
(C) whose
(D) which</p> |
| <p>2 Any person _____ would like to get a refund should present the original receipt.</p> <p>(A) who
(B) whom
(C) which
(D) whose</p> | <p>4 We are going to meet the candidate _____ got the highest score in person.</p> <p>(A) whom
(B) which
(C) whose
(D) who</p> |

2

Relative Adverbs

Reading Comprehension

An adverb which introduces a relative clause is called a **relative adverb**.

- Relative Adverbs:** A relative adverb can function as both an **adverb** and a **conjunction**. It starts a relative clause modifying an antecedent. It replaces the more formal structure **preposition + relative pronoun** in a relative clause.

1998 is the year. + I started working at this company in 1998. (the year = 1998: similar phrases)

→ 1998 is the year in which I started working at this company.

preposition (**in**) + relative pronoun (**which**) = relative adverb (**when**)

→ 1998 is the year (**when**) I started working at this company.

2 Kinds of Relative Adverbs:

Time	when	January 24 is the day (when) the company was founded.
Place	where	This is the building where the first sales conference will be held.
Reason	why	That is the reason (why) he refused the job offer.
Method	how	This is the way we celebrate special days. That's how things should be. * When how is used, there is no antecedent like the way or the method as how is a conjunction used as a relative adverb.

* The relative adverbs **when** and **why** may be omitted.

- Difference between Relative Pronouns and Relative Adverbs:** An incomplete clause (i.e. without a subject or an object) follows a relative pronoun, whereas a complete clause comes after a relative adverb.

Relative pronoun + incomplete clause	Relative adverb + complete clause (without an adverb phrase)
We are currently looking for a consulting firm that can help us save costs. * There is no subject after that .	The office where I am currently working is located on the 10 th floor. * There are both the subject and the verb (without the prepositional phrase in the office).

Exercises

A Fill the blank with an appropriate relative adverb to complete each sentence.

- 1 The CEO visited the new warehouse _____ all of the electric products are stored.
- 2 That is the reason _____ passengers came to the airline office.
- 3 Ms. Yang applied to the company _____ she had previously worked.
- 4 The conference will be held on the day _____ the president is retiring.
- 5 We need to create an environment _____ employees work pleasantly.
- 6 He refused to comment on _____ the M&A process was conducted.
- 7 The main exhibit room, _____ most of the major artwork is displayed, is located on the ground floor.

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

- 1 Mr. Chang asked me the reason _____ the vice president resigned.
(A) who
(B) where
(C) why
(D) how
- 2 The convention center _____ the annual shareholders' meeting is going to be held is within walking distance.
(A) when
(B) where
(C) what
(D) that
- 3 The upcoming seminar will discuss _____ new businesses can attract potential customers.
(A) how
(B) where
(C) what
(D) that
- 4 Last spring was the season _____ our profits were at an all-time high.
(A) where
(B) how
(C) why
(D) when

Practice with Actual Questions

Part 5 Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1. The HR Department released a list of employees _____ are eligible for a pay raise.
(A) who
(B) which
(C) what
(D) where
2. QRCT is a company _____ provides microchips to computer manufacturers.
(A) that
(B) what
(C) who
(D) whose
3. This is the hotel _____ we are supposed to hold a banquet for the new managers.
(A) how
(B) which
(C) that
(D) where
4. The employee _____ performance evaluation was so good can enjoy two weeks of paid vacation.
(A) who
(B) whose
(C) which
(D) where
5. A shortage of staff members is the main reason _____ the factory is running extremely slowly.
(A) where
(B) who
(C) why
(D) which
6. Passengers _____ are waiting in line should have their passports ready.
(A) where
(B) which
(C) whom
(D) that
7. Candidates _____ applications are not complete will not be considered for the position.
(A) who
(B) whom
(C) whose
(D) that
8. Please make sure to install the new software on all the computers _____ you use in the office.
(A) who
(B) that
(C) why
(D) where

Part 7 Choose the correct option – (A), (B), (C), or (D) – to answer the questions about the two passages.

Questions 9–11 refer to the following announcement and schedule.

23rd International Music Festival (October 20–22)

It's time for the 23rd annual International Music Festival (IMF) again. We are pleased to announce this year's festival will take place from October 20 to 22. — [1] —

Starting this Friday, you'll be able to purchase three-day passes for the special price of \$130.

— [2] — The passes will be sale for the regular price of \$175 after this promotion ends.

Single-day tickets will also be available for \$60. — [3] —

The festival will focus on performances by major local and international musicians and will also feature music classes, workshops, and special sessions by professors and lecturers from local music academies to give students the opportunity to learn from masters. — [4] —

23rd International Music Festival [Schedule]

Day 1

- 4:00 P.M. – 6:00 P.M.
Opening performance by Rock Star
- 6:00 P.M. – 8:00 P.M.
Master class 1
- 8:00 P.M. – 10:00 P.M.
Performance by Westbound Train

Day 2

- 2:00 P.M. – 4:00 P.M.
Workshop on the music industry
- 4:00 P.M. – 6:00 P.M.
Master class 2
- 6:00 P.M. – 10:00 P.M.
Collaborative performance by local artists

Day 3

- 2:00 P.M. – 4:00 P.M.
Music class for kids
- 4:00 P.M. – 6:00 P.M.
Autograph session
- 6:00 P.M. – 10:00 P.M.
Closing performance by Fred Young

9. What is true about the music festival?

- (A) The target audience is mainly students.
- (B) It will last for 2 days.
- (C) It takes place every year.
- (D) It primarily focuses on music performances.

10. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?

“The special ticket sale will last only for 3 days.”

- (A) [1]
- (B) [2]
- (C) [3]
- (D) [4]

11. What is NOT included at the festival?

- (A) Classes with music professionals
- (B) A chance to get autographs
- (C) Chances for amateurs to perform
- (D) Different music presentations

More Practice

A Choose the correct option in brackets to complete each phrase.

- 1 (☐ retreat / ☐ return) to normal
- 2 (☐ do / ☐ get) business with
- 3 at the (☐ late / ☐ latest)
- 4 (☐ cope / ☐ take care) with a crisis
- 5 book (☐ in advance / ☐ accidentally)
- 6 with (☐ terms / ☐ regard) to the topic
- 7 count (☐ on / ☐ off) the team
- 8 (☐ following / ☐ according to) a report
- 9 meet (☐ in person / ☐ in brief)
- 10 (☐ participate / ☐ commute) in an event

B Choose an appropriate phrase in A to complete each sentence.

- 1 You should sign up for the workshop three days _____.
- 2 Everything _____ immediately after the incident.
- 3 Dr. Quinn carried out the investigation _____.

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

- | | |
|--|---|
| <p>1 Everyone on the marketing team is encouraged to _____ in the workshop.</p> <p>(A) register
(B) participate
(C) engage
(D) involve</p> | <p>2 The department is looking for someone with the ability to _____ wisely with crises.</p> <p>(A) take
(B) cope
(C) meet
(D) return</p> |
|--|---|

Unit 11

Part 5 Subjunctive Mood

1. Forms of Subjunctive Mood
2. Inversion in Subjunctive Mood

Part 6 Articles



Today's Goal

Part 5

- Recognize the difference between the subjunctive mood and the indicative mood.
- Learn the forms of the subjunctive mood and their uses.

Part 6

- Improve your reading comprehension ability to be able to read articles which are found on the TOEIC test.
- Practice answering questions related to grammar, vocabulary, and text completion about an article.

The subjunctive mood is used to express importance, hypotheses, wishes, and emotions. There are two basic types of subjunctive mood: the **past subjunctive** (frequently used in the second conditional) and **past perfect subjunctive** (frequently used in the third conditional).

- 1 Indicative Mood & Past Subjunctive Mood:** There are two kinds of conditional sentences: real and unreal. ① The **real conditional** (known as the **first conditional**) describes real-life situations and uses the indicative mood (i.e. the present simple tense in the if-clause and the future simple tense in the main clause). ② The **present unreal conditional** (known as the **second conditional**) describes unreal or imaginary situations and uses the past subjunctive in the if-clause and **would/could/might + verb** in the main clause.

Indicative mood in the first conditional	If the meeting <u>is</u> canceled, everyone <u>will</u> leave work early. (real conditional)
Past subjunctive in the second conditional	If the meeting <u>were</u> canceled, everyone <u>would</u> leave work early. (present unreal conditional) * The verb to be in the past subjunctive is was or were .

- 2 Past Subjunctive & Past Perfect Subjunctive:** The **past subjunctive** is used in the if-clause and expresses a situation that is contrary to fact at present. The **past perfect subjunctive** is used in the if-clause and expresses a situation that is contrary to fact in the past.

Past subjunctive	If-clause (subject + verb (past)) If I <u>were</u> you,	Main clause (subject + would + bare infinitive) I <u>would accept</u> the job offer.
Past perfect subjunctive	If-clause (subject + had + past participle) If I <u>had studied</u> harder,	Main clause (subject + would have + past participle) I <u>would have passed</u> the exam.

- 3 Should & Mixed Subjunctive:** **Should** is sometimes used in the first conditional to describe an unlikely situation in the future. The structure contains **should + verb** in the if-clause and the future simple tense in the main clause.

The mixed subjunctive is used when the time relations between the if-clause and main clause are different. The past perfect subjunctive in the if-clause expresses an unreal past situation, whereas the past subjunctive in the main clause expresses an unreal present situation. There are usually adverbs of time such as **today** or **now** in the main clause.

Should	If you should have any problems, (unlikely situation)	we will be here to help you.
Mixed subjunctive	If I had bought the house, (Past perfect subjunctive)	I would be rich now. (Past subjunctive)

Exercises

A Complete each sentence, using the correct form of the verb in brackets.

- If you should need to change your order, our customer service representative _____ you. (assist)
- If I had more time, I _____ after work. (exercise)
- If the Browns had enough money, they _____ their own apartment. (purchase)
- If Ms. Park _____ the job offer from Duo Co., she would have worked in Boston. (accept)
- If the CEO _____ time, he will interview potential candidates tomorrow. (have)
- If I _____ to the company dinner yesterday, I would not feel tired now. (go)
- If the fan _____ a lot of noise, our repair team will go there and fix it. (create)
- If the new car had sold well, AnyCar Co. _____ bankrupt. (go)

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

- If you _____ trouble accessing the Wi-Fi network at our hotel, we will assist you anytime.
(A) has
(B) had
(C) will have
(D) should have
- If the board of directors had decided not to fire Greg Johns, he _____ the chief financial officer.
(A) will be
(B) was
(C) would have been
(D) will have been
- If you _____ your password to your bank account on a regular basis, you could avoid identity theft.
(A) change
(B) changes
(C) changed
(D) will change
- If Sarah Cosmetics opened a shop in Taiwan, it _____ extremely successful.
(A) becomes
(B) became
(C) will become
(D) would become

2

Inversion in Subjunctive Mood

Reading Comprehension

When **if** is omitted, there will be an **inverted form** in the **if-clause**.

- Should:** In an **if-clause** containing **should** and expressing a possible future condition, when the conjunction **if** is omitted, we will put **should** at the beginning of the sentence, and the main clause is unchanged.

Should	If + subject + should + verb, subject + will + verb/Imperative
Inversion	Should + subject + verb, subject + will + verb/Imperative

- If you should experience any difficulties, our staff members will be happy to assist you.
→ **Should** you experience any difficulties, our staff members will be happy to assist you.

- Past Subjunctive:** In the past subjunctive, when **if** is omitted, **were** will be put at the beginning of the **if-clause**, and the main clause is unchanged.

Past subjunctive	If + subject + were..., subject + would + verb
Inversion	Were + subject..., subject + would + verb

- If I were interested in books, I would join the company book club.
→ **Were** I interested in books, I would join the company book club.

- Past Perfect Subjunctive:** In the past perfect subjunctive, when **if** is omitted, **had** will be put at the beginning of the subordinate clause, and the main clause is unchanged.

Past perfect subjunctive	If + subject + had + p.p., subject + would have + p.p.
Inversion	Had + subject + p.p. , subject + would + have + p.p.

- If I had attended the conference, I would have met some potential business partners.
→ **Had** I attended the conference, I would have met some potential business partners.

Exercises

A Change the sentences given into inverted sentences.

- 1 If my supervisor had not helped me, I would have quit my job.

→ _____.

- 2 If you should join the Mark Electronics Program now, you will receive extra benefits.

→ _____.

- 3 If Ms. Kelly had performed better last year, she would have been a candidate for promotion.

→ _____.

- 4 If Mr. Wade had led the marketing conference, it would have been much more informative.

→ _____.

- 5 If you should need any assistance, don't hesitate to call us.

→ _____.

- 6 If the e-mail were written more clearly, it would help us understand the situation better.

→ _____.

- 7 If Mr. Bell were to love talking to customers, he would become a great sales representative.

→ _____.

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

- 1 _____ Mr. Mason well prepared for the questions, he would answer them in a more professional manner.

(A) Were
(B) Be
(C) If
(D) While

- 3 Had the seminars been interesting and useful, the attendees _____ positive comments.

(A) give
(B) would give
(C) have given
(D) would have given

- 2 _____ Ms. Fox finished her training courses successfully last month, she would not have to retake them this month.

(A) Had
(B) Have
(C) If
(D) Should

- 4 _____ you get a bank loan, please feel free to ask any questions you might have.

(A) So
(B) Only
(C) Should
(D) Since

Practice with Actual Questions

Part 5 Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1. _____ I in your position, I would ask for a transfer to the Berlin office.
(A) If
(B) Be
(C) Only
(D) Were
2. If the customer service center conducted a survey on the new design, it _____ helpful to understand both the good and bad points of the design.
(A) was
(B) is
(C) would be
(D) will be
3. If the landlord had not raised the rent, Ms. Wells _____ for a new place now.
(A) doesn't look
(B) was not looking
(C) will not be looking
(D) would not be looking
4. If Mr. Ross had been promoted, he _____ a staff of 20 people.
(A) will supervise
(B) would supervise
(C) will have supervised
(D) would have supervised
5. _____ you experience computer problems again, please call us at 555-9087 at any time.
(A) Unless
(B) Should
(C) Will
(D) For
6. If the interest rates _____ dramatically last quarter, the company would not have had a financial crisis.
(A) had not increased
(B) have not increased
(C) didn't increased
(D) doesn't increase
7. _____ you signed up for the workshops online, you would have received a 15 percent discount.
(A) If
(B) Have
(C) Because
(D) Had
8. If the electronic equipment broke down within 2 days of purchase, we _____ you a refund.
(A) give
(B) gave
(C) will give
(D) would give

Part 6 Choose the correct option – (A), (B), (C), or (D) – to complete the sentences in the passage.

Questions 9–12 refer to the following article.

LONDON (17 June) – DJ Entertainment announced today that Mr. Peter Evans _____ to vice president of the company. Mr. Evans has been the creative force for many successful television shows and movies. His new _____ involve exporting DJ Entertainment movies to the Asian market. _____

9.
10.
11.

Mr. Evans has been working for DJ Entertainment since 1999. He started working as an executive producer. One of his big hit shows is *Neighbors*, which brought in \$500 million to the company. Mr. Evans is highly _____ by his colleagues for his excellent leadership and outstanding work ethics.

12.

9. (A) promoted
(B) has promoted
(C) has been promoting
(D) has been promoted
10. (A) trends
(B) suggestions
(C) superiors
(D) responsibilities
11. (A) Therefore, he will be in charge of the Personnel Department.
(B) He will also supervise the Overseas Sales Department.
(C) For example, he visited many countries in Asia.
(D) Accordingly, he will be transferred to Los Angeles.
12. (A) regard
(B) regards
(C) regarding
(D) regarded

More Practice

A Choose the correct option in brackets to complete each phrase.

- 1 be (☐ willing / ☐ likely) to help
- 2 be (☐ reliable / ☐ reluctant) to apply
- 3 be (☐ famous / ☐ hopeless) for its design
- 4 be (☐ interested / ☐ optimistic) about the results
- 5 be (☐ entitled / ☐ useful) to a pension
- 6 be (☐ fortunate / ☐ associated) with the cost
- 7 be (☐ intensive / ☐ intended) for adult readers
- 8 be (☐ familiar / ☐ exchanged) for a new one
- 9 be (☐ promoted / ☐ demoted) to manager
- 10 be (☐ proud / ☐ made) of paper

B Choose an appropriate adjective in A to complete each sentence.

- 1 The members of the board of directors are _____ to first-class travel.
- 2 Mr. Jang is _____ about his chances of getting hired.
- 3 The new cell phone model made by Chai, Inc. is _____ for European users.

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

- | | |
|---|---|
| <ol style="list-style-type: none">1 The director of the sales team seemed _____ to get involved in the project.
(A) related
(B) reluctant
(C) familiar
(D) useful | <ol style="list-style-type: none">2 We were pleased to learn that Ms. Collins was _____ to CEO.
(A) made
(B) proud
(C) exchanged
(D) promoted |
|---|---|

Unit 12

Part 5 Prepositions

1. Prepositions of Time, Place & Position
2. Other Prepositions & Fixed Prepositional Phrases

Part 7 Triple Passages



Today's Goal

Part 5

- Try to learn different kinds of prepositions.
- Distinguish between prepositions and conjunctions of similar meanings.
- Memorize commonly used prepositional phrases.

Part 7

- Familiarize yourself with some three related passages that have been given on the new TOEIC test.
- Practice answering questions about the three related reading passages.

1

Prepositions of Time, Place & Position

Reading Comprehension

Depending on their **meanings**, prepositions are divided into **prepositions of time, place and position**.

1 Prepositions of Time: Below are some common prepositions of time:

In (season, months, years, century, parts of day - morning, afternoon, evening)	At (specific times, times of day - night, midnight, midday)	On (dates, days, specific days)	By (up to a particular point of time)
in summer in March	at 7 o'clock at night	on Sunday on Christmas Eve	by the end of the month
Until (up to a particular point of time)	Since + a point of time	After + an event/a situation	Before/Prior to + an event/a situation
until next Thursday	since last February	after the break	before lunchtime prior to the meeting
for/during (a period of time)	In (a period of time/ duration)	Within (in a period of time)	Over (= during)
for 3 weeks during the weekend	in 30 minutes	within two weeks	over the next couple of weeks

- The shipment should be received **by** the end of the week.
- The store won't be open **until** next month.

2 Prepositions of Place & Position

In + inside a space (a country, a city, a place, an area)	At + a specific position (an airport, a station, an event)	On + a surface (a street, a floor, a menu, a list)	Between (connecting two places)
in the building in town	at the intersection at the terminal	on the 2 nd floor on the door	between the bakery and the market
Beside / Next to (at the side of someone/something)	In front of (in a position just ahead)	Behind (at someone's/ something's back)	Around (in a circular way)
beside the door next to the store	in front of the building	behind the hotel	around the corner

Across from = opposite	Throughout (in every part of a place)	Over (above someone/ something)	Under (= below)
across from the building	throughout the country	over the fence	under the bridge

- You can find the vending machine **across from** the lounge.
- The people waiting **in** the lobby are my clients.

Exercises

A Fill each blank with a correct preposition to complete the sentence.

- The music festival is usually held _____ May.
- The R&D Department will complete the project _____ of the month.
- _____ the next couple of days, we will discuss ways to promote sales.
- _____ the past 3 years, our sales have been declining.
- You should make a deposit _____ 3 days in order to secure your room.
- Applications received _____ January 23 will not be considered.
- The rumor about Mr. Carson has spread _____ the company.

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

- Sales of our motor parts have increased by ten percent _____ each of the last six months.
(A) during
(B) for
(C) while
(D) from
- Our new branch is located on 7th Street across _____ the city library.
(A) of
(B) from
(C) opposite
(D) at
- For your information, the quarterly sales report should be turned in _____ the next sales meeting.
(A) prior to
(B) within
(C) from
(D) since
- Visitors to Peppi & Co. are permitted to park their cars in front _____ this building.
(A) at
(B) in
(C) on
(D) of

2

Other Prepositions & Fixed Prepositional Phrases

Below are prepositions of **reason**, **concession**, **purpose**, etc.

1 Other Prepositions

Because of = due to	Despite = in spite of	For (showing a purpose)	Without (in the absence of)
because of the bad weather	despite the failure	for your visit	without any information
Thanks to (as a result of)	Like (similar)	Such as (for example)	As (used to refer to the function or character that someone or something has)
thanks to your help	people like you	books such as this	as a manager
Against (in opposition to)	With (accompanied by)	Through (from one end or side of something to the other)	By (passive voice; means of transportation)
against his opinion	with coworkers with flowers in their hands	through our website	a book by the author

- **As manager**, Mr. Smith will have to make a lot of important decisions.

2 Fixed Prepositional Phrases

except (for)	aside from	in addition to ~	in place of ~
with regard to	in regard to	in advance	in particular
in person	under construction	until further notice	out of stock
in public	under consideration	at your convenience	out of order
for sales	for free	at no extra charge	in general

- The items you ordered are **out of stock**.

3 Prepositions vs. Conjunctions: Both prepositions and conjunctions join some elements in a sentence. However, there is a big difference: A conjunction is followed by a **clause (subject + verb)**, while a preposition is followed by a **noun/noun phrase** or a **gerund**.

- **Although** Ms. Park lived in Spain for 3 years, her Spanish is not fluent. (conjunction + subject + verb)
- **In spite of** living in Spain for 3 years, Ms. Park's Spanish is not fluent. (prepositional phrase + gerund)

Exercises

A Fill each blank with a correct preposition to complete the sentence.

- 1 The company picnic will be canceled _____ the heavy snow.
- 2 No one is allowed to be at the construction site _____ a protective helmet.
- 3 You can visit our website _____ directly calling the customer service center.
- 4 Ms. Gibson wanted to meet the president _____ person.
- 5 We will provide you with stationery items _____ no extra charge.
- 6 Your suggestion about the renewal of the contract is now _____ consideration.
- 7 You should be extra careful when you go around the area _____ construction.

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

- | | |
|--|---|
| <p>1 All inquiries with _____ to your reservation should be directed to the customer service center.</p> <p>(A) regarding
(B) regardless
(C) regard
(D) regarded</p> | <p>3 _____ great advances in biotechnology, doctors will be able to discover medical problems more easily.</p> <p>(A) Thanks to
(B) In spite of
(C) Instead of
(D) In place</p> |
| <p>2 The annual conference has been postponed _____ further notice.</p> <p>(A) for
(B) until
(C) by
(D) owing to</p> | <p>4 _____ repeated requests from users, the online shopping mall decided not to provide free shipping services.</p> <p>(A) In spite
(B) Despite
(C) Such as
(D) Except for</p> |

Practice with Actual Questions

Part 5 Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1. Many education researchers say that children learn _____ extensive playing with friends.
(A) through
(B) for
(C) at
(D) instead of
2. _____ of the shortage of staff members, the team finally completed the long-term project.
(A) Despite
(B) In addition
(C) Apart
(D) In spite
3. You should notify us at least two weeks _____ the expiration date.
(A) prior
(B) after
(C) before
(D) though
4. The Bloomfield Museum of Modern Art is open every day _____ national holidays.
(A) such
(B) unlike
(C) except
(D) due to
5. We wouldn't have won the award _____ your support.
(A) with
(B) without
(C) than
(D) across
6. _____ many other candidates, Mr. Miller has a wide range of expertise in advertising.
(A) Because of
(B) Toward
(C) Unlike
(D) Throughout
7. The committee members have a lot to get through _____ the next couple of days.
(A) since
(B) over
(C) from
(D) at
8. If you would like to apply for financial assistance, you should submit a form in _____ by visiting the office.
(A) general
(B) person
(C) public
(D) stock

Part 7 Choose the correct option – (A), (B), (C), or (D) – to answer the questions about the three passages.

Questions 9–12 refer to the following article, flyer, and coupon.

Foodland Supermarket Has Grand Opening in Bloomington

By Lorraine Park | October 10

A new Foodland store will have its grand opening at 11:30 A.M. on October 23 in Bloomington. Foodland, co-owned by local businessmen Daniel Roy and Jim Lieberman, is a major supermarket chain, and it employs 300 people in this area. “The residents of Bloomington have been asking for more supermarkets in the neighborhood for years, and this store is expected to boost the local economy,” county councilman Ken Mackey said yesterday. The new location is on the corner of Wellington Avenue and Canal Street. For more information, call 555-3241.

★ ★ ★ **FOODLAND** ★ ★ ★

This Friday, October 23

Join us as we celebrate our grand opening.

FREE FOOD SAMPLES throughout the store

GIVEAWAYS for all customers

Save even more with our **GRAND OPENING SPECIALS!**

BUY YOUR GROCERIES WITH THE FOODLAND APP. IT'S FREE AND SUPER EASY TO USE.

Download the app today and **GET 10,000 BONUS POINTS!**

GET 10% OFF ON ALL STORE ITEMS, except liquor and gifts.

THE BEST FRESH MEAT, SEAFOOD, FRUITS, AND VEGETABLES!



FOODLAND SUPERMARKET

PRINT THIS COUPON AND VISIT THE STORE or SHOP ONLINE
AND USE CODE OPENING AT CHECKOUT

20% OFF any purchase

- Valid from Friday to Sunday (10/23–10/25).

- Can be combined with other offers.

9. What can be inferred about Foodland?

- (A) It has opened its first grocery store in the area.
- (B) It is run by one entrepreneur.
- (C) It is one of the biggest food distributors in town.
- (D) It employs international workers.

10. What is expected to happen on the day Foodland opens?

- (A) Gifts will be given.
- (B) International food will be tasted.
- (C) Free face painting will be done.
- (D) Free apps will become available.

11. What is the maximum discount customers can get?

- (A) 10%
- (B) 20%
- (C) 30%
- (D) 40%

12. What is NOT true about the coupon deal?

- (A) It can be used with other promotions.
- (B) It is valid only for 3 days.
- (C) It can be used offline only.
- (D) It can be applied to every item at the store.

More Practice

A Choose the correct option in brackets to complete each phrase.

- 1 (☐ before / ☐ ahead of) schedule
- 2 as a (☐ result / ☐ cause) of tests
- 3 in (☐ response / ☐ reply) to your demand
- 4 in the (☐ event / ☐ case) of bad weather
- 5 in (☐ case / ☐ event) of an emergency
- 6 on the (☐ way / ☐ road) home
- 7 on (☐ instead / ☐ behalf) of all staff members
- 8 (☐ regardless / ☐ regard) of gender
- 9 with (☐ regard / ☐ regret) to a job opening
- 10 (☐ according / ☐ accordance) to a recent survey

B Choose an appropriate phrase in A to complete each sentence.

- 1 The renovation will be completed _____.
- 2 There were a lot of inquiries _____ the new policy.
- 3 _____ recent studies, over 50 percent of car crashes took place during the nighttime.

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

- | | |
|---|--|
| 1 We would like to express our deepest thanks to Mr. Takahashi on _____ of all employees. | 2 Please do not use the elevator in _____ of fire. |
| (A) beside | (A) event |
| (B) regard | (B) case |
| (C) behalf | (C) terms |
| (D) contrary | (D) besides |

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