

C Part 7

Reading Comprehension

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

Single passages

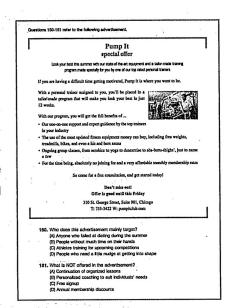
Most of the single passages in Part 7 are short. These passages deal with a wide variety of topic areas, such as business letters, announcements, advertisements, etc. Each passage is followed by 2 – 5 questions.

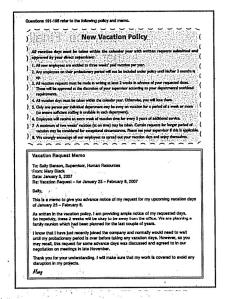
Double passages

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

Tips

You must be very careful in doing Part 7. You can first look at the passage quickly to have a general idea of what it is about. Then, you should read the questions about each passage and scan the related passage to look for the answers to the questions you have just read. In the paired reading section, you must read both passages to find the an-





swer for at least one of the questions. If you are unsure of any answer, eliminate answer choices that are clearly wrong, and then guess at the remaining answers. Do not spend too much time on any one item; you can come back to it if you still have time.

SECTION I GRAMMAR & VOCABULARY

CHAPTER 1: SENTENCE STRUCTURES

I. Main elements of a sentence in English

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

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

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

Example:

```
like /
                   him /
                          very much.
Subject
           Verb
                  Object
                            Modifier
The teacher / is /
                    so
                                kind.
Subject
          Verb
                  Modifier
                            Subject complement
The man / called / me /
                            Jack.
Subject
           Verb
                  Object
                             Object complement
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II. Sentence structures in English

Depending on the combination of key elements, such as subject, verb, object, and complement in a sentence, sentences will change their meaning.

1. Sentence structure 1: Subject + Verb

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

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

The plane / arrived.

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

Structure 1 + modifier

Example:

- Some employees / work / at home. (Subject + verb + modifier)
- The train / left / three hours ago. (Subject + verb + modifier)
- The museum / opens / every day. (Subject + verb + modifier)

2. Sentence structure 2: Subject + Verb + subject complement

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

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

Common verbs in Structure 2: You can see such linking verbs as *be, become, look, seem*, etc. in Structure 2.

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

3. Sentence structure 3: Subject + Verb + object

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

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

Confusing verbs in Structure 3:

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

verbs	examples		
Attend	He attended the meeting (right)		
	He attended to the meeting (wrong)		
Mention	I mentioned it (right)		
	I mentioned about it (wrong)		
discuss	They will discuss the problem (right)		
	They will discuss about the problem (wrong)		

4. Sentence structure 4: Subject + Verb + indirect object + direct object

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

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

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

- Dr. Steven gave them some advice.
- The man showed us the office.
- Kevin will tell me the truth.

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

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

5. Sentence structure 5: Subject + Verb + object + object complement

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

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

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

verbs	examples
Make / let / have	The new policy will make the job hard.
Кеер	We keep the desks clean.
Find	They found the machine useless.

Exercise 1: Name each of the elements in the sentences below.

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

Exercise 2: Identify the elements in each of the following sentence: subject, verb or modifier

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

Exercise 3: Identify the elements in each of the following sentence: subject, verb or subject complement

- 1. The workshop sounds boring.
- 2. They were customers.

- 3. His idea seems useless.
- 4. Some items in the store looked expensive.
- 5. Her presentation was very useful.
- 6. Mr. Lee became the president of the company.

Exercise 4: Put the words and phrases in brackets in the correct order to make complete sentences.

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

Exercise 5: Choose the correct option given in brackets to complete each sentence.

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

Exercise 6: Identify the structure in each of the following sentences.

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

Exercise 7: Choose one correct option to complete the sentence.

1. The man $_{ extstyle -}$	the ma	rketing managei	•	
A is	B he	C very	D it	
2. Your sales	s report is ver	У		
4 them	B meeting	. C interest	D interesting	g
3. The new e	employee	near the off	ice	
A. he	B. live	es C	C. him	D. livino

4. The strategy me	eting in a	n hour.			
	B. in the room		C. it	D. starts	
-	5. Mr. Kim's suggestion about the problem practical.				
A. they	B. seemed	C. ve	ery	D. useful	
6. The relocation	on of the office wa	asn't	_ at first.		
A. easy	B. easily	C. se	emed	D. became	
7. TeleCom	cellula	r phones	at low prices.		
A. its	B. us	C. se	ells	D. selling	
8. Some of the	executives will di	scuss	later this w	eek.	
A. they	B. them	C. do	oing	D. effective	
9. The sales cl	erk soldt	he copy n	nachine.		
A. hers	B. our	C. m	е	D. he	
10. The boss	_ his staff some h	elpful tips	3.		
A. was	B. gave	C. pr	ovided	D. talked	
11. He the	company profital	ole.			
A looked	B was	C ma	nde	D seemed	
12. The employe	ee in the Account	ing Depar	tment th	e job impossible.	
A seemed	B worked	C be	came	D found	
Homework: Comm	non vocabulary i	in the TO	EIC test		
A Match the verbs	in the left with t	their corr	esponding p	hrases in the right.	
1. quit			a. from a b	ousiness trip	
2. solve			b. a job (tv	vo times)	
3. participate			c. an appo	pintment	
4. make			d. a proble	em	
5. return			e. a taxi,		
6. fill out/in			f. in an ev	vent	
7. pay for			g. a form		
8. apply for					
B Fill the gaps wit	B Fill the gaps with the verbs in the box to form correct collocations				
transfer conta	ıct an	nounce	prom	ote	
1s	ome money				
2 th	ne office				

3.	sales		
4.	something		
repair	recommend	do	complete
5.	a car		
6.	a project		
7.	business		
8.	Highly		

C. Identify the sentence elements

- 1. Mr. Smiths/ gave/ the employees/ a raise.
- 2. They/ consider/ Jacob/ a loyal friend.
- 3. At a very early age/, she/ became/ a Buddhist.
- 4. The cake/ on the table/ looks/ delicious.
- 5. Her voice/ is/ quite/ lovely.
- 6. Tom/ is/ a good student.
- 7. Mary/ thoroughly/ cleaned/ the floor.
- 8. She/ always/ drinks/ coffee/ at breakfast.