



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

Questions 150-161 refer to the following advertisement.

Pump It
special offer

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

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

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

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

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

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

Don't miss out!
Offer is good until this Friday
310 St. George Street, Suite 901, Chicago
T: 755-5423 W: pumpitclub.com

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

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

Questions 161-166 refer to the following policy and memo.

New Vacation Policy

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

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

Vacation Request Memo

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

Sally,

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

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

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

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

Mary

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:

I / 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

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.

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

	The plane / arrived.
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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.

Structure 2	Subject + verb + subject complement
	She / is / the new manager.
	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.

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

Confusing verbs in Structure 3:

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

verbs	examples
Attend	He attended the meeting (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

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

Common verbs in Structure 4 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.

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

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

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

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

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

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

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

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

- The workshop sounds boring.
- 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 _____ the marketing manager.
A is B he C very D it
2. Your sales report is very _____.
A them B meeting . C interest D interesting
3. The new employee _____ near the office
A. he B. lives C. him D. living

4. The strategy meeting _____ in an hour.
A. they B. in the room C. it D. starts
5. Mr. Kim's suggestion about the problem _____ practical.
A. they B. seemed C. very D. useful
6. The relocation of the office wasn't _____ at first.
A. easy B. easily C. seemed D. became
7. TeleCom _____ cellular phones at low prices.
A. its B. us C. sells D. selling
8. Some of the executives will discuss _____ later this week.
A. they B. them C. doing D. effective
9. The sales clerk sold _____ the copy machine.
A. hers B. our C. me D. he
10. The boss _____ his staff some helpful tips.
A. was B. gave C. provided D. talked
11. He _____ the company profitable.
A looked B was C made D seemed
12. The employee in the Accounting Department _____ the job impossible.
A seemed B worked C became D found

Homework: Common vocabulary in the TOEIC test

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

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

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

transfer contact announce promote

- _____ some money
- _____ the 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.