

01

# Functions and Positions of an Adjective

## Functions of an adjective

In a sentence, an adjective has two functions.

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

## Positions of an adjective

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

Answers p. 220

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

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

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

1. Everybody knows that it is a \_\_\_\_\_ market.  
① compete      ② competitive      ③ competitively      ④ competition
2. All the staff members were \_\_\_\_\_ during the workshop.  
staff member      during  
① cooperate      ② cooperation      ③ cooperative      ④ cooperatively



02

## Useful Adjectives

### Confusing adjectives

considerable	considerate
successful	successive
terrible	terrific
favorite	favorable
awful	awesome

### Common expressions of adjectives in the TOEIC test

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

Answers: D 220

#### A Choose the correct adjective in brackets for each sentence.

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

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

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



03

## Functions and Positions of an Adverb

### Functions of an adverb

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

- Modifying a verb
- Modifying an adjective
- Modifying another adverb
- Modifying a whole sentence

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

### Positions of an adverb

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

Answers p.22

#### A Choose the correct option in brackets for each sentence.

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

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

1. The new policy was \_\_\_\_\_ difficult to implement. policy      implement  
 A extreme       B extremes       C extremely       D to extreme
2. The vice president \_\_\_\_\_ retired as of last Monday. vice president      as of last Monday  
 A office       B official       C officially       D offices



## 04 Useful Adverbs

### Common adverbs of frequency

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

always	sometimes
usually	rarely / seldom / hardly
often	never

The meeting **usually** *lasts* 90 minutes. (Preceding the ordinary verb *last*)

Mr. Kim **is** rarely late for work. (Following the verb **be**)

They **will** never care about it. (Following the auxiliary verb **will**)

### Confusing adverbs

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

### Adverbs having the same form as their adjectives

late	hard	fast
------	------	------

This is a **hard** task for her to handle. (Adjective)

We are trying **hard** to increase the sales figures. (Adverb)

Answers p. 21

#### A Choose the correct option in brackets for each sentence.

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

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

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



05

## Comparisons of Equality of Adjectives and Adverbs

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

This train is **as slow as** that one. (**as + adjective + as**)

Fill out this form **as quickly as** possible. (**as + adverb + as**)

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

Structures	Functions
<b>as + adjective + as</b>	Functioning as a complement
<b>as + adverb + as</b>	Modifying a verb or a whole sentence

*The new machine* is **as expensive as** the old one. (Functioning as the subject complement of the new machine)

Please **respond** to this e-mail **as promptly as** you can. (Modifying the verb **respond**)

Answers p. 221

**A Choose the correct option in brackets for each sentence.**

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

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

1. You should hand in the sales report to the boss **as \_\_\_\_\_ as** possible.  
 hand in      sales report  
 (A) quick      (B) quickly      (C) quicker      (D) quickest
2. This year's salary increase is **as \_\_\_\_\_ as** that of last year.  
 this year      salary increase  
 (A) largely      (B) larger      (C) largest      (D) large



## Comparative Forms of Adjectives and Adverbs

### Usage and formation of the comparative forms

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

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

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

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

His speech was longer than *mine*.

The damage was more serious than we *had thought*.

You should speak more clearly.

<Irregular comparative forms> Below are the irregular comparative forms of some adjectives/adverbs.

good/well – better      bad/badly – worse      much/many – more      little – less

### Adverbs emphasizing comparative forms

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

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

Answers p221

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

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

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

- The productivity of the factory became \_\_\_\_\_ than before. productivity
 

(A) low                          (B) much low                          (C) lower                          (D) as lower
- The usage of the device was \_\_\_\_\_ more difficult than I had thought. usage      device
 

(A) a lot                          (B) very                                  (C) many                                  (D) so



# Superlative Forms of Adjectives and Adverbs

## Usage and formation of the superlative forms

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

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

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

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

This store has the widest selection of CDs in the town.

Dream Co. is the most important client.

The company produces the best cellular phone in the world.

• <Irregular superlative forms> Below are the irregular superlative forms of some adjectives/adverbs.

good/well – best      bad/badly – worst      much/many – most      little – least

## Common expressions of superlative forms

at least

at the latest

at most

at best

Answers 121

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

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

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

- Ms. Pitt is the \_\_\_\_\_ employee in the Sales Department.  
 (A) reliable      (B) most reliable      (C) more reliable      (D) reliablest
- You should submit it by Friday at the \_\_\_\_\_.  
 (A) late      (B) latest      (C) later      (D) most



## Common Expressions of Comparisons

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

His suggestion was not so effective as that of the manager.

The more we know about the problem, the more difficult it becomes.

That is one of the most expensive products.

This is the biggest automobile factory I have ever seen.

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

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

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

1. One of the \_\_\_\_\_ international conferences will be held in this country.  
 international conference be held  
 A bigger       B as big       C most biggest       D biggest
2. The cost of living was not so \_\_\_\_\_ as we had expected.  
 cost of living  
 A high       B higher       C highest       D as high



# Common Vocabulary in the TOEIC Test

## Adjectives

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

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

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

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

legal      competitive      impressive      productive

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

complimentary      formal      public      official

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

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



# Practice with TOEIC Actual Questions

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

1. The \_\_\_\_\_ report shows that Chilean wine's market share increased this year.
- (A) various  
(B) legal  
(C) official  
(D) productive

Chilean wine  
market share

2. Your company should take \_\_\_\_\_ action to solve the problem.
- (A) proper  
(B) permanent  
(C) competitive  
(D) complimentary

should  
take action

3. The president said that it was the \_\_\_\_\_ meeting he has ever had.
- (A) more productive  
(B) productive  
(C) most productive  
(D) productivity

productive

4. The team made a presentation in a very \_\_\_\_\_ way.
- (A) impress  
(B) impressive  
(C) impressiveness  
(D) impressively

make a presentation

5. We need to finish the report by next Friday at the \_\_\_\_\_.
- (A) later  
(B) late  
(C) latest  
(D) lately

by next Friday

6. Sales directors should go \_\_\_\_\_ to Room 100 for another meeting.
- (A) direct  
(B) directly  
(C) direction  
(D) directive

sales director

7. We found the manual absolutely \_\_\_\_\_ in dealing with customer complaints.
- (A) importantly  
(B) importance  
(C) important  
(D) importing

absolutely  
deal with  
customer complaint

8. The more motivated the workers are, the \_\_\_\_\_ the productivity becomes.
- (A) high  
(B) higher  
(C) highly  
(D) more highly

motivated  
productivity



9. Please read the instructions as \_\_\_\_\_ as possible.

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

10. The budget cut made our project \_\_\_\_\_ more difficult.

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

11. Make sure you have all the \_\_\_\_\_ data with you.

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

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

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

13. We will discuss who is \_\_\_\_\_ for the position.

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

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

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



Questions 15-16 refer to the following notice.

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

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

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

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

will be open for drinks and snacks.

Thank you for your cooperation.

would like to      inform      employee cafeteria  
renovation      enable      provide      cooperation



# Grammar Step UP!

## Kinds of Adverbs

### ■ Connecting adverbs

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

Connecting adverbs		
however	moreover	therefore
nevertheless	furthermore	thus

I gave a presentation. However, the audience didn't like it.

We met the sales target. Therefore, we got the incentive.

### ■ Adverbs of time

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

already	yet	still
---------	-----	-------

The meeting has already started.

I haven't received the letter yet.

Have you read the letter yet?

We are still expecting a pay raise.

### ■ Negative adverbs

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

seldom	hardly	rarely
--------	--------	--------

He seldom says no to his boss.

### Let's check!

Choose the correct option in brackets for each sentence.

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

Answers: p. 222



# Tenses

## Overview

- 01. Present Simple Tense
- 02. Past Simple Tense
- 03. Future Simple Tense
- 04. Present Progressive Tense & Past Progressive Tense
- 05. Present Perfect Tense
- 06. Present Perfect Tense vs. Past Simple Tense
- 07. Past Perfect Tense & Future Perfect Tense
  - Common Vocabulary in the TOEIC Test
  - Practice with TOEIC Actual Questions

Grammar Step UP!

Chapter

# 04



# Overview

## Tenses

# Tenses

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

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

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



# 01 Present Simple Tense

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

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

*They / start / their work / at 9 in the morning. (A habitual action)*

*Mr. Parker / is / busy / now. (A state at present)*

## The present simple tense expressing a future event

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

*According to this schedule, the presentation starts at 7.*

*The workshop ends in an hour.*

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

*Before you submit it, you should check it once again. (will submit: x)*

*If they complete the project tomorrow, they will have a party. (will complete: x)*

Answers P222

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

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

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

1. The sales meeting usually \_\_\_\_\_ at 5. sales meeting  
Ⓐ begins Ⓑ begin Ⓒ beginning Ⓓ will begin
2. If he \_\_\_\_\_ the team, we will start the project right away. join right away  
Ⓐ join Ⓑ joins Ⓒ joined Ⓓ will join



02

## Past Simple Tense

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

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

I / received / your order sheet. (An action happened before the time of speaking)

The price / went up. (Go is an irregular verb.)

### Common irregular verbs

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

- Common expressions used in the past simple tense

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

yesterday

number + day(s) / week(s) / month(s) / year(s) + ago

last + night / week / year

The audit ended yesterday.

Thomas quit his job three months ago.

He left the company last year.

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

- (work) I \_\_\_\_\_ all night long yesterday.
- (give) The president \_\_\_\_\_ a speech yesterday.
- (close) They \_\_\_\_\_ the deal.
- (like) The executive board \_\_\_\_\_ my suggestion.
- (write) I \_\_\_\_\_ a letter of complaint last month.
- (start) The firm \_\_\_\_\_ looking for workers three months ago.

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

- My boss \_\_\_\_\_ on a business trip last Friday. go on a business trip  
 (A) go      (B) went      (C) goes      (D) going
- Last week, he successfully \_\_\_\_\_ the project. successfully  
 (A) finishes      (B) finish      (C) finished      (D) will finish



03

## Future Simple Tense

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

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

**They / will begin / the project.**

**He / is going to sign / the contract.**

### • Common expressions used in the future simple tense

**tomorrow**

**next + week/month/year**

**in + duration**

He is going to attend the seminar **tomorrow**.

The price is going to increase **next year**.

The meeting will end **in a few minutes**.

Answers B22

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

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

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

1. Helen is going to \_\_\_\_\_ A&T Communications next week.  
 (A) leave      (B) to leave      (C) left      (D) will leave
  2. Hopefully, the package \_\_\_\_\_ in a few days.  
 (A) arrive      (B) arrived      (C) will arrive      (D) arriving
- hopefully      package



## 04 Present Progressive Tense & Past Progressive Tense

### The present progressive tense

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

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

The company / is recruiting / a few employees.

We / are conducting / research.

I / am meeting / my client / this evening.

### The past progressive tense

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

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

Mr. Kerr / was preparing / his speech.

They / were having / a sales meeting.

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

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

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

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



## 05 Present Perfect Tense

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

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

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

Answers p. 222

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

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

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

- Since last winter, they \_\_\_\_\_ financial difficulty. financial difficulty  
Ⓐ has experienced Ⓑ experienced Ⓒ have experienced Ⓓ experiencing
- Mr. Jackson \_\_\_\_\_ for the firm for ten years.  
Ⓐ has worked Ⓑ have worked Ⓒ works Ⓓ working



# Present Perfect Tense vs. Past Simple Tense

## The present perfect tense

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

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

The company's sales / have increased / *for the past year*.

Mr. Hank / has worked / *for International, Inc. / since 2005*.

## The past simple tense

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

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

They / ordered / *a new laptop computer / yesterday*.

The team / made / *a plan / to promote sales / a few days ago*.

**Answers p.222**

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

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

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

- The job fair \_\_\_\_\_ place in Chicago last month. job fair take place
  - (A) takes
  - (B) take
  - (C) took
  - (D) has taken
- Since last September, they \_\_\_\_\_ a lot of profit. profit
  - (A) make
  - (B) will make
  - (C) made
  - (D) have made



# Past Perfect Tense & Future Perfect Tense

## The past perfect tense

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

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

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

## The future perfect tense

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

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

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

Answers p. 22

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

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

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

1. As of next February, the accounting manager \_\_\_\_\_ away for 2 years.  
as of next February      accounting manager  
 (A) has been      (B) will have been      (C) had been      (D) been
2. Before they submitted the proposal, they \_\_\_\_\_ a lot of research for it.  
submit      proposal  
 (A) has done      (B) had done      (C) will have done      (D) done



# Common Vocabulary in the TOEIC Test

## Verbs<sup>2</sup>

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

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

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

renew      reserve      submit      confirm

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

postpone      review      introduce      attract

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

Answers for Part A 1. @ 2. @ 3. @ 4. @ 5. @ 6. @ 7. @ 8. @

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



# Practice with TOEIC Actual Questions

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

- 1. ICD Co. announced that it would \_\_\_\_\_ a new product next year.**

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

announce

- 5. We \_\_\_\_\_ a new model to the China market in a month.**

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

introduce

- 2. The secretary \_\_\_\_\_ a ticket to New York.**

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

secretary

- 6. Last year, my team \_\_\_\_\_ a seminar every month.**

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

hold

- 3. The company decided to \_\_\_\_\_ the workforce in the Maintenance Department.**

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

workforce  
Maintenance Department

- 7. There \_\_\_\_\_ increased concern about our competitors for the last year.**

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

increased concern  
competitor

- 4. Mr. Brown \_\_\_\_\_ the sales report last week.**

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

sales report

- 8. The committee \_\_\_\_\_ the proposal at the moment.**

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

review  
proposal



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

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

by next month

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

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

marketing firm  
before

11. Ms. Kimberly \_\_\_\_\_ out of the country until next Tuesday.

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

until

12. The manager asked if there \_\_\_\_\_ any calls for her.

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

if

13. By 2020, the demand for digital cameras \_\_\_\_\_ twofold.

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

demand  
twofold

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

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

work overtime



Questions 15-16 refer to the following letter.

Dear Mr. Lee,

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

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

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

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

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

process order      cause      terrible  
inconvenience      free gift      continue



## Exceptions to Verb Tenses

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

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

The doctor suggested that he quit smoking for his health.

They requested that the guests refrain from making any noise.

She insisted that Mike make a presentation this time.

### Let's check!

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

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

Answers: p. 223



# Active and Passive Voices

## Overview

- 01. Active Voice vs. Passive Voice
- 02. Passive Voice of Present, Past, and Future Simple Tenses
- 03. Passive Voice of Modal Verbs and Present Perfect Tense
- 04. Passive Voice of Structures 4 and 5
- 05. Common Expressions
  - Common Vocabulary in the TOEIC Test
  - Practice with TOEIC Actual Questions

Grammar Step UP!

Chapter

# 05



## Active and Passive Voices

# Active and Passive Voices

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

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

(Active voice) He manages the department.

(Passive voice) The department is managed by him.

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

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

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



# 01 Active Voice vs. Passive Voice

## Active voice

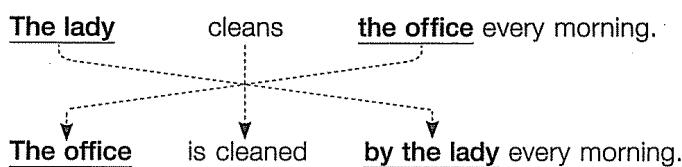
The active voice is shown through the normal sentence structure as **Subject + verb + object**. Its focus is on the agent (who or what that performs the action).

The lady cleans the office every morning.

They broke the rules.

## Passive voice

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



PAGE 128

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

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

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

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



02

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

### Passive voice of the present simple tense

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

The memo is sent to all employees.

The computers are checked by the technician.

### Passive voice of the past simple tense

Structure: was/were + p.p.

The job was advertised on the paper.

The reports were reviewed by the manager.

### Passive voice of the future simple tense

Structure: will + be + p.p.

am/is/are going to + be + p.p.

The sales meeting will be held next week.

They are going to be hired soon.

Answers 12-23

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

- (postpone) The project \_\_\_\_\_.
- (clean) The office \_\_\_\_\_ tomorrow.
- (pay) A lot of attention \_\_\_\_\_ to the project.
- (make) Many changes \_\_\_\_\_ in the office because of it.
- (distribute) The employee handbook \_\_\_\_\_ to all newcomers.
- (complete) The construction work on Seventh Avenue \_\_\_\_\_ by next Friday.

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

- An agreement \_\_\_\_\_ at the meeting last week. agreement  
 (A) made                    (B) are made                    (C) was made                    (D) makes
- The assistant position \_\_\_\_\_ no later than next month. assistant position      fill      no later than  
 (A) will be filled            (B) be filled                    (C) was filled                    (D) filled



## 03 Passive Voice of Modal Verbs and Present Perfect Tense

## Passive voice of modal verbs

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

A decision should be made right away.

The problem will be taken care of by us.

## Passive voice of the present perfect tense

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

More than ten applications have been reviewed so far.

The photo has been taken by an amateur photographer.

Answers p. 223

**A** Correct the underlined parts in the following sentences.

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

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

1. Many modifications \_\_\_\_\_ to the report so far.      modification      so far

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

2. A new secretary ought to \_\_\_\_\_ right away.      ought to      right away

Ⓐ hiring      Ⓑ hire      Ⓒ is hired      Ⓓ be hired



04

## Passive Voice of Structures 4 and 5

### Passive voice of Structure 4

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

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

They      **offered**      me      a managerial position.  
 Verb      Indirect object      Direct object

→ I was offered a managerial position by them.

(Indirect object becomes the subject.)

→ A managerial position was offered to me by them.

(Direct object becomes the subject.)

### Passive voice of Structure 5

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

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

They      **called**      it      a failure.  
 Verb      Object      Object complement

→ It was called a failure by them.

We      **asked**      the applicant      to speak in English.  
 Verb      Object      Object complement

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

Answers p.22

#### A Rearrange the words in brackets to make complete sentences.

1. (all, a free gift, to, was given, the customers)
- 

2. (they, to leave, the conference room, were asked)
- 

3. (MegaTech, the product, young children, by, is called)
- 

4. (will, an official letter, all, to, be sent, the participants)
- 

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

1. Some of the part-timers \_\_\_\_\_ to leave the company.

Ⓐ is asked      Ⓑ were asked      Ⓒ asked      Ⓓ ask

2. A few days ago, the package \_\_\_\_\_ to us by the mailman.

Ⓐ is delivered      Ⓑ delivered      Ⓒ delivers      Ⓓ was delivered



05

## Common Expressions

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

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

The customers are not satisfied with the quality of the product.

The management seems to be pleased with the outcomes:

ANSWER 5-23

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

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

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

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



# Common Vocabulary in the TOEIC Test

## Verbs<sup>(3)</sup>

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

- |                |                      |
|----------------|----------------------|
| 1. announce    | ① a meeting          |
| 2. participate | ② from taking photos |
| 3. renovate    | ③ to call            |
| 4. cancel      | ④ a plan             |
| 5. recharge    | ⑤ batteries          |
| 6. refrain     | ⑥ language learning  |
| 7. hesitate    | ⑦ a hotel            |
| 8. facilitate  | ⑧ in a seminar       |

Answers for Part A 1. ④ 2. ⑤ 3. ⑥ 4. ③ 5. ⑦ 6. ① 7. ⑧ 8. ①

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

relocate

evaluate

address

enclose

1. \_\_\_\_\_ a performance
2. \_\_\_\_\_ the office
3. \_\_\_\_\_ a check
4. \_\_\_\_\_ the issue

examine

replace

reach

summarize

5. \_\_\_\_\_ the product
6. \_\_\_\_\_ parts
7. \_\_\_\_\_ a conclusion
8. \_\_\_\_\_ a lecture

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



# Practice with TOEIC Actual Questions

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

1. A lot of errors \_\_\_\_\_ in the final report.

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

error  
final report

2. The company is faced \_\_\_\_\_ a financial crisis.

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

financial crisis

3. The annual conference \_\_\_\_\_ in the Chicago Convention Center.

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

annual conference

4. A new assistant can \_\_\_\_\_ within a month.

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

assistant  
within a month

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

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

at least  
related field

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

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

training

7. The lawyer is dedicated \_\_\_\_\_ helping small businesses in trouble.

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

lawyer  
dedicated,  
in trouble

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

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

construction plan  
president



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

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

-----  
retire

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

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

-----  
air conditioner  
no later than

11. The team has been devoted \_\_\_\_\_ upgrading the system.

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

-----  
upgrade

12. The company technicians \_\_\_\_\_ to fix the broken computers.

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

-----  
technician  
fix  
broken

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

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

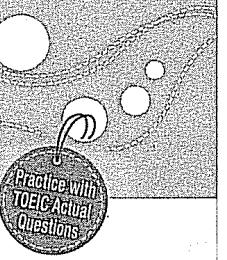
-----  
R&D team

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

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

-----  
discuss  
in detail  
conclusion





**Questions 15-16 refer to the following letter.**

Best Buy, Inc.

3452 Seaside Street

Seattle

Dear Mr. Denis Lee,

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

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

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

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

products and services.

We hope to do more business with you soon.

Sincerely,

John Hopkins  
Sales Manager



## Common Expressions of *passive form + to-infinitive*

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

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

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

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

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

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

### Let's check!

Fill each gap with an appropriate expression.

- Participants \_\_\_\_\_ make hotel reservations themselves.
- The event \_\_\_\_\_ start in an hour.
- The sales representatives \_\_\_\_\_ arrive soon.
- The president \_\_\_\_\_ be here.

Answers: p. 224



# To-infinitives

## Overview

- 01. To-infinitive as a Noun
- 02. To-infinitive as an Adjective/Adverb
- 03. Semantic Subject and Negative Form  
of a To-infinitive
- 04. Common Verbs, Nouns, and Adjectives  
Followed by a To-infinitive
- 05. Too ... to/Enough to
  - Common Vocabulary in the TOEIC Test
  - Practice with TOEIC Actual Questions

Grammar Step UP!

Chapter

# 06



## To-infinitives

# To-infinitives

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

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

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

- **To go** on a trip is always fun.

Noun (coming in the subject position)

- Can I get you something **to drink**?

Adjective (modifying **something**)

- You should study hard **to pass** the exam.

Adverb (modifying the verb **study** and expressing a purpose)



01

# To-infinitive as a Noun

## What is a to-infinitive?

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

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

## To-infinitive as a noun

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

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

Answers 224

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

1. To succeed in finding a job is not easy.

succeed (in)

Position: \_\_\_\_\_

2. The manager encouraged the employees to work hard.

encourage

Position: \_\_\_\_\_

3. My dream is to work for the HD Corporation.

Position: \_\_\_\_\_

4. The manager wanted to interview three applicants.

applicant

Position: \_\_\_\_\_

5. They need to solve the problem now.

solve

Position: \_\_\_\_\_

6. Jean helped me to complete the report.

complete

Position: \_\_\_\_\_

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

1. The SM Company needs \_\_\_\_\_ more people.

(A) to hire      (B) hire      (C) to hiring      (D) hired

2. The purpose of the meeting is \_\_\_\_\_ the issue.

(A) discussion      (B) discuss      (C) to discuss      (D) discussed



## 02 To-infinitive as an Adjective/Adverb

### To-infinitive as an adjective

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

He has a lot of *work* to do.

Ms. Smith has a *business call* to make.

### To-infinitive as an adverb

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

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

Answers: p. 224

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

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

Function: \_\_\_\_\_

2. He exercises regularly to keep in shape.

keep in shape

Function: \_\_\_\_\_

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

staff

Function: \_\_\_\_\_

4. I am so glad to hear the news.

Function: \_\_\_\_\_

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

park

Function: \_\_\_\_\_

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

downsize workforce

Function: \_\_\_\_\_

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

1. Mr. Kim worked hard \_\_\_\_\_ a promotion.

(A) to get      (B) getting      (C) got      (D) get

2. All the staff members were surprised \_\_\_\_\_ the bad news.

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



03

## Semantic Subject and Negative Form of a To-infinitive

### The semantic subject of a to-infinitive

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

It is impossible for us to read her handwriting.

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

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

### The negative form of a to-infinitive

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

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

ANSWERS: p.224

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

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

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

1. It is dangerous for workers \_\_\_\_\_ safety gear.  
 (A) not wear      (B) to not wear      (C) not to wear      (D) to wear not
2. It was difficult \_\_\_\_\_ to explain the reasons for the decision.  
 (A) him      (B) of him      (C) as him      (D) for him



04

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

### Common verbs followed by a to-infinitive

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

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

### Common nouns followed by a to-infinitive

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

### Common adjectives followed by a to-infinitive

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

Answers p. 224

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

- (sign) The CEO agreed \_\_\_\_\_ the contract.
- (review) You can take your time \_\_\_\_\_ the checklists.
- (increase) The interest rates are likely \_\_\_\_\_ in the first quarter.

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

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



05

## Too ... to/Enough to \_\_\_\_\_

### Too ... to V

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

This training program is too *difficult* for me to follow.

These issues are too *hard* to resolve.

### Enough to V

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

The digital camera is *easy enough* for customers to use.

He is *smart enough* to make the right choice for the company.

Answers p. 224

#### A Correct the mistakes in the following sentences.

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

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

1. This place is quiet enough for the staff \_\_\_\_\_ on the project.      quiet      staff  
 A work       B works       C worked       D to work
2. This year's sales target was too high for us \_\_\_\_\_.      sales target      achieve  
 A achieve       B achieving       C to achieve       D to be achieved



# Common Vocabulary in the TOEIC Test

## Verb Phrases

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

- |                   |                      |
|-------------------|----------------------|
| 1. account        | ① on/about           |
| 2. concentrate    | ② A of B (two times) |
| 3. remind         | ③ A with B           |
| 4. fill           | ④ for                |
| 5. take advantage | ⑤ on                 |
| 6. inform         | ⑥ of                 |
| 7. get            | ⑦ on/over            |
| 8. comment        |                      |

Answers for Part A 1. ③ 2. ⑥ 3. ⑤ 4. ② 5. ① 6. ④ 7. ⑦  
8. ⑧

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

look prevent bid work

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

take apologize deal take

5. \_\_\_\_\_ steps
6. \_\_\_\_\_ with
7. \_\_\_\_\_ turns
8. \_\_\_\_\_ for

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



# Practice with TOEIC Actual Questions

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

1. We called the mall \_\_\_\_\_ out whether the products were sold out.

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

whether  
be sold out

2. Mr. Taylor has the ability \_\_\_\_\_ people.

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

ability  
persuade

3. All the employees were asked \_\_\_\_\_ the meeting on Saturday.

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

attend

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

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

upset

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

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

advertise  
local newspaper

6. They finished the research but failed \_\_\_\_\_ the results.

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

research  
result

7. The company made every effort \_\_\_\_\_ customer satisfaction.

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

make an effort  
customer satisfaction

8. I am very pleased \_\_\_\_\_ you of our decision.

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



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

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

reach an agreement  
strategy

10. We believe that Jason is ready \_\_\_\_\_ with others.

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

cooperate  
others

11. You have the right \_\_\_\_\_ for a refund.

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

right  
ask for  
refund

12. They tried to \_\_\_\_\_ the disease from spreading.

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

disease  
spread

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

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

rising  
raise

14. We have to take \_\_\_\_\_ to deal with the problem.

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

deal with  
stair



Questions 15–16 refer to the following letter.

Mr. David Hornsby  
190 Broadway  
Vancouver, BC

Dear Mr. Hornsby,

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

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

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

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

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

three sick days. If you have any questions, please let us know.

confirm      job duty      explain      training session      vacation      let us know



## To-infinitives and Bare Infinitives as Object Complements in Structure 5

### ■ Verbs followed by a to-infinitive as an object complement

Below are the verbs followed by a to-infinitive as an object complement.

want, would like, advise, allow,  
encourage, force, ask, order, tell,  
invite, require, expect

+ object + to-infinitive (object complement)

Mr. Han is expecting me to attend the seminar.

They asked him to wait outside.

### ■ Verbs followed by a bare infinitive as an object complement

In Structure 5, causative verbs and verbs of perception are usually followed by a bare infinitive as an object complement.

I had the mechanic fix my car. (Causative verb)

My coworker helped me (to) finish the report. (Semi-causative verb)

I saw Jim talk with his boss yesterday. (Verb of perception)

### Let's check!

Correct the underlined parts in the following sentences.

1. My boss made me to do the work.
2. He listened to people to talk about their experiences.
3. They invited me coming to the party.
4. The president ordered us develop a new plan.

Answers: p. 225

