



## Verbs 2 Past Participles

- filled with
- organized
- posted
- set
- situated
- stocked
- surrounded
- taken out
- turned on
- laid out

### [Check-up 7]

1. Some baskets are \_\_\_\_\_ food.
2. Some documents have been \_\_\_\_\_ on the desk.
3. Some papers have \_\_\_\_\_ on the board.
4. A table has \_\_\_\_\_ for a meal.
5. Two chairs have \_\_\_\_\_ on the lawn.
6. The shelf is \_\_\_\_\_ products.
7. The house is \_\_\_\_\_ by a fence.
8. The boats have \_\_\_\_\_ on the water.
9. Some lights have \_\_\_\_\_.
10. Some products are \_\_\_\_\_ for sale.

## Verbs 3

- hang
- lean
- cast
- cross
- float
- grow
- stand
- approach

### [Check-up 8]

1. Some shirts are \_\_\_\_\_ in a store.
2. Chairs are \_\_\_\_\_ against the tables.
3. The ladder is \_\_\_\_\_ shadows.
4. Some trucks are \_\_\_\_\_ a bridge.
5. A bicycle is \_\_\_\_\_ against the wall.

### Prepositions 1 on/in

- on display
- on the ground
- on a cart
- on the highway
- on the hill
- on the shelves
- on either / each side of
- in a vehicle
- in the corner
- in the parking area
- in the middle of the room
- in a line
- in rows
- in a similar style

#### [Check-up 9]

1. Some goods are \_\_\_\_\_ in a store.
2. An aircraft is \_\_\_\_\_.
3. Some flowers are \_\_\_\_\_.
4. There are vehicles \_\_\_\_\_.
5. There are buildings \_\_\_\_\_.
6. There are lamps \_\_\_\_\_ the sofa.
7. A plant is \_\_\_\_\_.
8. There are cars \_\_\_\_\_.

### Prepositions 2 near/beside/by

- near the beach
- near the building's entrance
- near the platform
- near the dock
- beside the path
- beside the entrance
- by the doorway
- by size

#### [Check-up 10]

1. There are buildings \_\_\_\_\_ the beach.
2. Plants are \_\_\_\_\_ the entrance.
3. There is a cabinet \_\_\_\_\_.
4. The saucepans are arranged \_\_\_\_\_ size.



### Prepositions 3 around/at/under/behind/between/over

- around the table
- behind the sofa
- at the station
- between the cabinets
- under construction
- over the water

#### [Check-up 11]

1. The chairs are \_\_\_\_\_.
2. The train is \_\_\_\_\_.
3. Some chairs are \_\_\_\_\_.
4. There is a gap \_\_\_\_\_.

Answers: page 263

# Practice with Possible Statements

Listen and choose the statement that best describes each photograph. Then, listen again and fill the missing words in the gapped statements below.

1-2-06

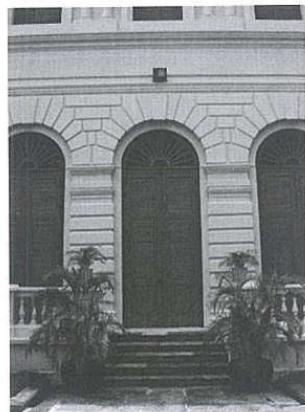
1.



- (A) The woman is \_\_\_\_\_ some bread.  
(B) Different kinds of bread \_\_\_\_\_  
\_\_\_\_\_ for sale.  
(C) The woman is \_\_\_\_\_ a shopping cart.

■ different      for sale      shopping cart

2.



- (A) The \_\_\_\_\_ door is \_\_\_\_\_.  
(B) There are \_\_\_\_\_ on \_\_\_\_\_  
of the stairs.  
(C) A \_\_\_\_\_ is \_\_\_\_\_ down the stairs.

■ stair

3.



- (A) Some people are \_\_\_\_\_ their bikes.  
(B) The bikes are \_\_\_\_\_ next to a \_\_\_\_\_.  
(C) Some of the bikes \_\_\_\_\_ baskets.

■ basket

4.



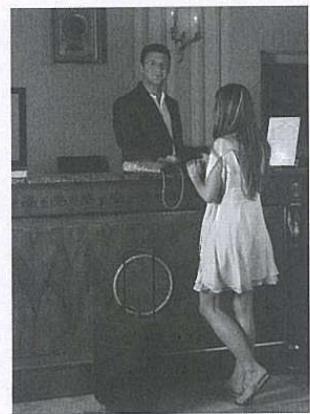
- sdT (A)
- (A) One woman is \_\_\_\_\_ a cup of \_\_\_\_\_.  
(B) One man is \_\_\_\_\_ in a notebook.  
(C) There are some \_\_\_\_\_ on the \_\_\_\_\_.

5.



- 3  
sdT (A)
- (A) Some \_\_\_\_\_ is on the \_\_\_\_\_.  
(B) The tables are all \_\_\_\_\_.  
(C) A waiter is \_\_\_\_\_ the \_\_\_\_\_.

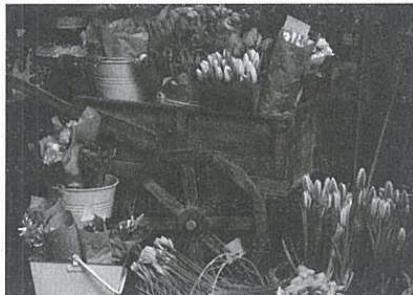
6.



- edit no  
mos es es es es T (A)
- (A) The woman is \_\_\_\_\_ her suitcase.  
(B) The suitcase is \_\_\_\_\_ the \_\_\_\_\_.  
(C) The porter is \_\_\_\_\_ the bag.

■ porter

7.



(A) The \_\_\_\_\_ are being \_\_\_\_\_.

(B) The wagon is full of \_\_\_\_\_.

(C) There are several types of \_\_\_\_\_.

■ wagon      several

8.



(A) The vehicle is in the \_\_\_\_\_.

(B) The garage door is \_\_\_\_\_.

(C) A woman is \_\_\_\_\_ the house.

■ vehicle      garage

9.



(A) There are some \_\_\_\_\_ on the \_\_\_\_\_.

(B) The river is \_\_\_\_\_ with \_\_\_\_\_.

(C) A ship is \_\_\_\_\_ under the \_\_\_\_\_.

10.



- (A) There are no \_\_\_\_\_ in the \_\_\_\_\_.  
 (B) People are wheeling carts out of the \_\_\_\_\_.  
 (C) The statue is \_\_\_\_\_ the building.

■ wheel      statue

11.



- (A) There are monitors all \_\_\_\_\_ the \_\_\_\_\_.  
 (B) All of the people are \_\_\_\_\_ the \_\_\_\_\_ channel.  
 (C) The men are \_\_\_\_\_ monitors.

■ monitor      channel

12.



- (A) Many \_\_\_\_\_ are \_\_\_\_\_ in the ground.  
 (B) The wheelbarrow \_\_\_\_\_ on the path.  
 (C) The gardener is \_\_\_\_\_.

■ wheelbarrow      gardener

Answers: page 264

# Practice with TOEIC Actual Questions

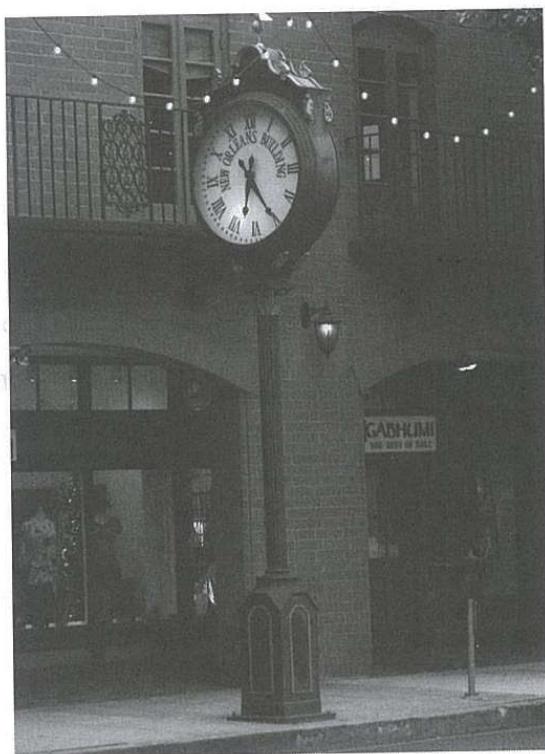
Listen and choose the statement that best describes each photograph.

● 1-2-07

1.



2.



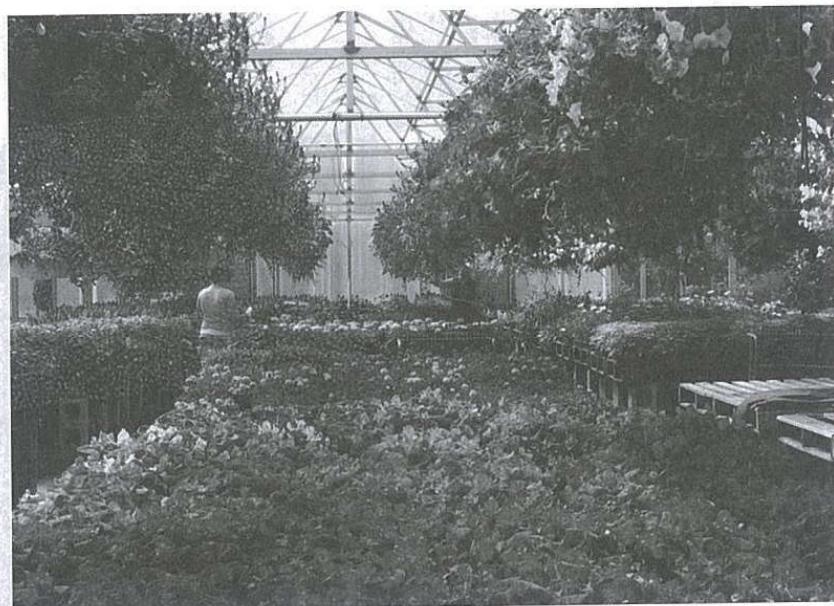
3.



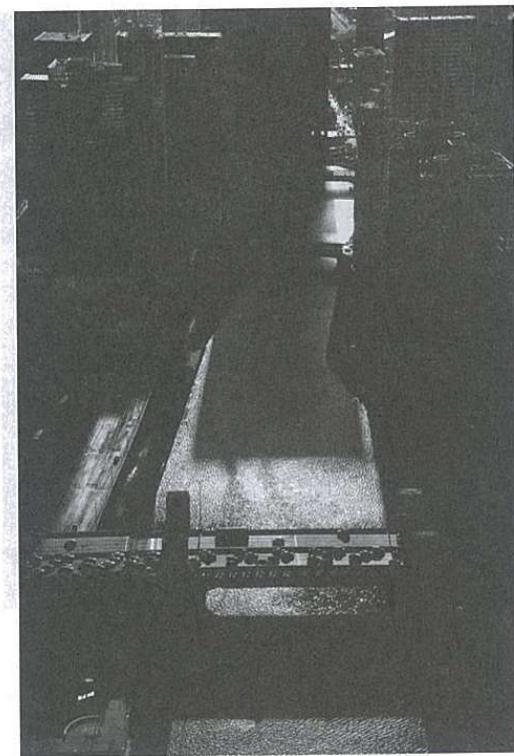
4.



5.



6.



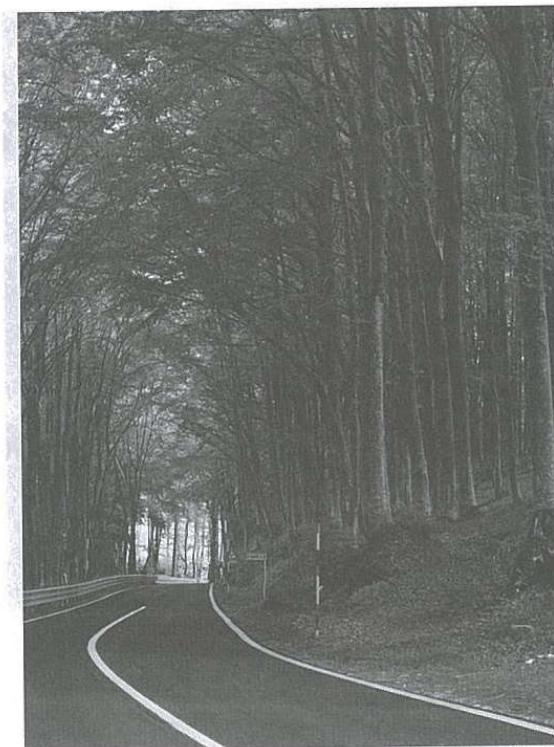
7.



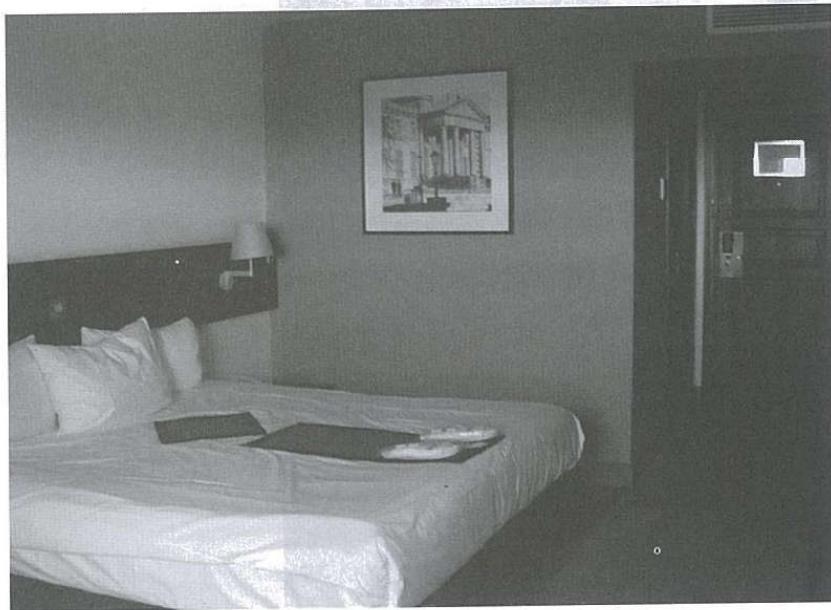
8.



9.



10.



Answers: page 264

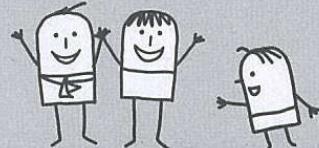
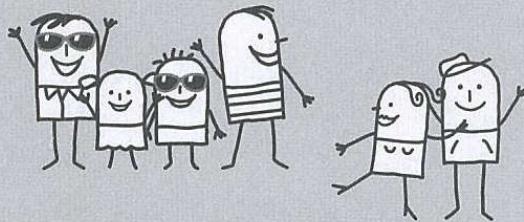
# PART 2

# Questions & Responses

Part 2 of the TOEIC test consists of thirty items numbered from 11 to 40. Each item consists of a question or statement followed by three possible responses. Your job is to choose the best response to each question or statement.

There will be no written questions/statements and responses but the statement **Mark your answer on your answer sheet.** Therefore, for a correct answer, you have to pay attention to the recorded question or statement and the speaker's intention.

About half of the thirty questions are information questions with question words (**who/what/where/when/why/how/which**). The rest include Yes/No questions using the verb be and auxiliary verbs and statements. To be able to select the correct response, you should listen to the auxiliary verb or question word that begins each question or the statement together with the three responses on the recording. Pay no attention to the test booklet as this part is considered a "pure" test of listening skills.



## Chapter 1

# Questions with Who

### ■ Overview

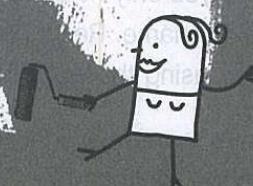
### ■ Question Structures

### ■ Practice – Questions with Who (1), (2)

### ■ Common Vocabulary in Part 2 (1)

### ■ Practice with Possible Questions

### ■ Practice with TOEIC Actual Questions



# Overview

The question word **Who** is used to ask about somebody who is doing an action or somebody who is the object of an action.

- Most of correct answers will mention a person's name, title, position, or his/her company's name. The most important thing when listening to responses to a question with **Who** is to think of some proper noun. The proper noun may be a person's name or a geographical name. Besides, the correct responses may mention a person's title or position. So, you should learn vocabulary about professions, positions, and titles.
- Sometimes, questions with the question word **Who** may have correct responses indicating a location / place.

Who has the copy of the budget report?  
→ It's on your desk.

- When the listener is not sure about the response, he/she can say **I have no idea./I'm not sure./I don't know./Why are you asking?**
- For information questions with question words, it is absolutely wrong if you choose the responses starting with **Yes/No**.
- Some responses which contain similar sounding words or words of the same form but different parts of speech are often used as distractors. You need to fully understand the questions to be able to choose the appropriate responses.

**Example** Listen and choose the best response to the question.

2-1-01

Who will replace Mr. Freeman when he leaves?

- (A) Mr. Washington will.
- (B) Yes, it's a beautiful area.
- (C) I'm not sure where he lives.

Even if you only hear the phrase **Who will**, you can easily choose response (A) because it refers to a person's name. Response (B) is absolutely wrong because it starts with **Yes**. Response (C) entraps you by using the word **lives** which sounds similar to **leaves** in the question.

Always remember that repeated words or similar sounding words like those in the questions are often the distractors.

# Question Structures



## Structure 1 Who is/are/was/were + noun?

© 2-1-02

## **Q Who is the woman?**

A She is my new secretary.

- Her name is Jessica.
  - She is the manager of the Maintenance Department.
  - I have no idea./I am not sure.



# Test-Taking Strategies

Pay attention to the phrase **Who is** and, especially, the noun or pronoun after it, which primarily refers to a person, his/her title or position such as **man, woman, member, supervisor, intern, receptionist, guest**, etc. Most often, the present simple tense (**is/are**) is used, but sometimes the past simple tense (**was/were**) may also be used.



## **Check-up**

Listen and choose the correct response to each of the questions below.



Answers: page 266



## Structure 2

Who + verb (present tense / past tense) + object?

2-1-03

**Q Who has this month's sales report?**

A I have it right here.

- Michael is taking care of it.
  - It's on my desk.
  - My manager should know it.
  - I gave it to your secretary.





## Test-Taking Strategies

Who has the key?

→ It's on the shelf.

Who told you to cancel the appointment?

→ My manager did. / I think it was Mr. Ford.

### • Check-up

Listen and choose the correct response to each of the questions below.



Answers: page 266



### Structure 3

Who will + bare infinitive/be + V-ing?

Who is going to + bare infinitive?

Who is supposed to + bare infinitive?

• 2-1-04

**Q Who will replace Ms. Clinton after she retires?**

**A Mr. Chang, our marketing manager.**

- Possible responses
- Mr. Washington will.
  - Someone from the Washington office will.
  - They haven't found anyone yet.



### Test-Taking Strategies

These questions ask about what will happen in the future. You should pay attention to the verbs after the word **will** or the phrase **be going to/be supposed to**. Besides, the speaker may not clearly pronounce the phrase **Who will**, but he/she will use the contracted form **Who'll**.

The correct responses will contain the future tenses such as **will/be going to/be V-ing**. Sometimes, modal verbs like **can/could/have to** may also be used in the correct responses.

- Also, verbs in the past simple or present perfect tense may be seen in the correct responses.

I thought it was you.

→ The past simple tense can be used to express a guess.

We have not decided yet.

→ When the listener is not sure about the answer, I have no idea or I am not sure is also commonly used.

### Check-up

Listen and choose the correct response to each of the questions below.

1. Who will inform the employees of the schedule changes?

- (A) Mr. Washington will. (B) At the hospital.

2. Who is going to work on the design project?

- (A) That's fine. (B) We have not decided yet.

3. Who is supposed to pick up this document?

- (A) I think I can. (B) Yes, usually.

Answers: page 266

# Practice – Questions with Who (1)

Answers: page 266

Listen to the questions and responses below and choose the correct response to each question. Then, listen again and fill the missing words in the gapped questions and responses.

• 2-1-05

## Practice A

1. Who is the woman?
  - (A) She is \_\_\_\_\_ new \_\_\_\_\_.
  - (B) She is \_\_\_\_\_ with her client.
    - client
2. Who organized the reception?
  - (A) That would be the \_\_\_\_\_.
  - (B) The \_\_\_\_\_ is complicated.
    - organize      reception      complicated
3. Who is supposed to pay the bill?
  - (A) The \_\_\_\_\_ is \_\_\_\_\_.
  - (B) The Maintenance Department is \_\_\_\_\_ it.
    - bill      Maintenance Department
4. Who will organize the annual meeting?
  - (A) I \_\_\_\_\_ no \_\_\_\_\_.
  - (B) \_\_\_\_\_ a \_\_\_\_\_.
    - annual meeting
5. Who has a copy of the contract?
  - (A) I'm \_\_\_\_\_.
  - (B) I \_\_\_\_\_ it to your \_\_\_\_\_.
    - copy      contract
6. Who is going to repair the copy machine?
  - (A) \_\_\_\_\_ the coffee shop \_\_\_\_\_ the street.
  - (B) \_\_\_\_\_ Steven \_\_\_\_\_ the maintenance office.
    - repair      copy machine

## Practice B

1. Who \_\_\_\_\_ the \_\_\_\_\_?
  - (A) The reception is \_\_\_\_\_.
  - (B) Mr. Robinson and \_\_\_\_\_ did.
2. Who is supposed to \_\_\_\_\_ the \_\_\_\_\_?
  - (A) Please \_\_\_\_\_ it \_\_\_\_\_ me.
  - (B) My office is \_\_\_\_\_ the \_\_\_\_\_.
3. Who \_\_\_\_\_ the \_\_\_\_\_?
  - (A) She is the \_\_\_\_\_.
  - (B) She is \_\_\_\_\_ her \_\_\_\_\_.
4. Who \_\_\_\_\_ the annual \_\_\_\_\_?
  - (A) \_\_\_\_\_ a \_\_\_\_\_.
  - (B) The Planning Department is \_\_\_\_\_ it.
    - annual      Planning Department
5. Who \_\_\_\_\_ the copy machine?
  - (A) A technician \_\_\_\_\_ it tomorrow.
  - (B) \_\_\_\_\_ the \_\_\_\_\_ across the street.
    - technician
6. Who \_\_\_\_\_ a \_\_\_\_\_ of the contract?
  - (A) I'm \_\_\_\_\_ now.
  - (B) Mr. Smith \_\_\_\_\_ it.



#### Structure 4

Who is + V-ing + object?

© 2-1-06

**Q Who is giving the sales presentation?**

A I think Mr. Gomez is.

- I said I would.
  - I have asked Robert to do it.
  - I think Thompson is scheduled to.
  - One of my colleagues will.



## Test-Taking Strategies

Listen to the verbs in -ing form and their objects coming after the phrase Who is. Especially, try to understand the meanings of these verbs in the questions.

The structure **be** + **V-ing** indicates not only what is happening at present but also what will happen in the near future. Therefore, you may find **be going to/will/would** in the correct responses.



## **Check-up**

Listen and choose the correct response to each of the questions below.



Answers: page 266



## Structure 5

Who is in charge of + noun phrase/gerund phrase?

Who is responsible for + noun phrase/gerund phrase?

2-1-07

**Q Who is in charge of hiring new employees?**

**A That's personnel manager's job.**

Possible responses

- That would be Mr. Taylor.
- Mr. Thompson, the personnel director.
- That's my job.



### Test-Taking Strategies

Pay attention to the noun phrase/gerund phrase after Who is in charge of/responsible for.

The correct responses will primarily mention a person's name, title, or position, using the common structure "That would be + person's name/title/position".

Beware of distractors using repeated words or similar sounding words as those in the questions.

### Check-up

Listen and choose the correct response to each of the questions below.

1. Who is in charge of making hiring decisions?

(A) It's his report.

(B) Mr. Thompson, the personnel director.

2. Who is responsible for setting up the tables for the meeting?

(A) At a local hotel.

(B) That would be Mr. Taylor.

3. Who is responsible for purchasing office supplies?

(A) That's my job.

(B) That's a good idea.

Answers: page 266



## Structure 6

### Who should/can + subject + bare infinitive?

Who did/do/does + subject + bare infinitive?

© 2-1-08

**Q Who should I submit this report to?**

[= To whom should I submit this report?]

#### A Ask the secretary.

- The secretary will let you know.
  - You can give it to Mr. Johnson in the Planning Department.
  - I am not sure.



## Test-Taking Strategies

Note that the subject in these structures is usually in the first or third person singular form. The bare infinitives that are commonly seen include **ask**, **call**, **contact**, **give**, **submit**, **report**, **tell**, **talk to**, **talk about**, **speak to**, **address**.

The correct responses usually refer to a person's name, title, position, or a place. Importantly, while listening, you must understand the question as its correct response may be short and indirect.

## • Check-up

Listen and choose the correct response to each of the questions below.



Answers: page 266

# Practice – Questions with Who (2)

Answers: page 266

Listen to the questions and responses below and choose the correct response to each question.

Then, listen again and fill the missing words in the gapped questions and responses.

● 2-1-09

## Practice A

- Who is driving you to the train station?  
(A) It \_\_\_\_\_ 10 minutes.  
(B) I \_\_\_\_\_ a taxi.  
■ drive A to B
- Who should I contact to confirm the reservation?  
(A) \_\_\_\_\_ the receptionist.  
(B) I \_\_\_\_\_ a \_\_\_\_\_ for this weekend.  
■ contact confirm reservation  
receptionist
- Who does this handbag belong to?  
(A) It would \_\_\_\_\_.  
(B) I am not \_\_\_\_\_.  
■ belong to
- Who is in charge of the Planning Department?  
(A) Mr. Kent is \_\_\_\_\_ that.  
(B) I \_\_\_\_\_ so.
- Who is responsible for hiring salespeople?  
(A) You \_\_\_\_\_ any higher.  
(B) Mr. Conner usually \_\_\_\_\_ that.  
■ hire salespeople
- Who is coming to the party tonight?  
(A) Some \_\_\_\_\_ from my college.  
(B) It is a \_\_\_\_\_ party.  
■ college

## Practice B

- Who is in \_\_\_\_\_ of the \_\_\_\_\_ Department?  
(A) \_\_\_\_\_ be Ms. Elliot.  
(B) I \_\_\_\_\_ so.
- Who does this handbag \_\_\_\_\_?  
(A) It's \_\_\_\_\_ Jane's.  
(B) It's very \_\_\_\_\_.
- Who should I \_\_\_\_\_ confirm the reservation?  
(A) I reserved a \_\_\_\_\_.  
(B) \_\_\_\_\_ this \_\_\_\_\_.  
■ reserve
- Who is \_\_\_\_\_ the \_\_\_\_\_ tonight?  
(A) The \_\_\_\_\_ in the Marketing Department.  
(B) The \_\_\_\_\_ at 10.  
■ Marketing Department
- Who is \_\_\_\_\_ you to the \_\_\_\_\_?  
(A) It will \_\_\_\_\_.  
(B) Johnson will \_\_\_\_\_ with \_\_\_\_\_.  
■ personnel
- Who is \_\_\_\_\_ for \_\_\_\_\_ salespeople?  
(A) You \_\_\_\_\_ be there.  
(B) \_\_\_\_\_ would be the personnel  
\_\_\_\_\_.  
■ personnel

# Common Vocabulary in Part 2

1

First, listen to the words in the box. Then, listen and fill the missing words in the gapped questions and responses below.

2-1-10

## Verbs

- address
- ask for
- assign
- attend
- authorize
- conduct
- design
- give
- handle
- lead
- organize
- present
- repair
- review
- revise
- take over

### [Check-up 1]

1. A: Who will \_\_\_\_\_ the reception?  
B: My team will prepare it.  
■ reception
2. A: Who is going to \_\_\_\_\_ the proposal?  
B: Mr. Kent will do it.  
■ proposal
3. A: Who was \_\_\_\_\_ to the marketing team?  
B: I have no idea.
4. A: Who is supposed to \_\_\_\_\_ the sales pitch at the staff meeting?  
B: We have not decided yet.  
■ sales pitch
5. A: Who should I \_\_\_\_\_ this letter to?  
B: To the sales manager.



## **[Titles/Positions/Departments]**

- president
- chief executive officer (CEO)
- executive officer
- director
- manager
- assistant manager
- supervisor
- secretary
- Public Relations Department
- Customer Service Department
- Marketing Division
- Accounting Department
- Sales Department
- Personnel Department
- Human Resources Department
- Shipping Department

### **[Check-up 2]**

1. A: Who is in charge of the \_\_\_\_\_ now?

B: The former \_\_\_\_\_, Mr. Johnson.

2. A: Who will be attending the meeting?

B: Some of the \_\_\_\_\_.

3. A: Who should I send this file to?

B: Mr. Gomez in the \_\_\_\_\_.

4. A: Who is giving a presentation at tomorrow's meeting?

B: Our \_\_\_\_\_, Mr. Watson.

■ give a presentation

5. A: Who handles complaints regarding deliveries?

B: The \_\_\_\_\_, I think.

■ complaint      regarding      delivery

Answers: page 267

# Practice with Possible Questions

Listen and choose the correct response to each of the questions.

• 2-1-11

1. (A) (B)
2. (A) (B)
3. (A) (B)
4. (A) (B)
5. (A) (B)
6. (A) (B)
7. (A) (B)
8. (A) (B)
9. (A) (B)
10. (A) (B)
- (C) (D) (E) (F) (G) (H) (I) (J) (K) (L) (M) (N) (O) (P) (Q) (R) (S) (T) (U) (V) (W) (X) (Y) (Z)

# Practice with TOEIC Actual Questions

Directions: Listen to each of the questions and choose the best response.

Listen and choose the best response to each of the questions.

● 2-1-12

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)
9. (A) (B) (C)
10. (A) (B) (C)
11. (A) (B) (C)
12. (A) (B) (C)
13. (A) (B) (C)
14. (A) (B) (C)
15. (A) (B) (C)

Answers: page 267

## Chapter 2

# Questions with *Where*

### ■ Overview

### ■ Question Structures

### ■ Practice – Questions with *Where* (1), (2)

### ■ Common Vocabulary in Part 2 (2)

### ■ Practice with Possible Questions

### ■ Practice with TOEIC Actual Questions

# Overview

The question word **Where** is used to ask about the location, place, or direction of people or things.

- Most correct responses have the structure preposition + noun/noun phrase of location/place.
- Below are common prepositions used in responses to the questions with **Where**:

in + area/place	In the desk drawer. In the storage room. In Singapore.
at + building/place	At the conference center. At the corner of the street.
on + (building) floor/furniture/street	On the second floor. On Ms. Smith's desk. On Main Street.
to + destination	To the head office.
from + source	From the supply cabinet.
next to/near + location	Next to the grocery store. Near the park.
across + street	Right across the street.
in front of + building	In front of the bank.

- Sometimes, the correct response does not mention a specific location, but it indicates a person who has a certain object.  
**Where is the monthly sales report?**  
→ Mr. Jackson has it.

**Example** Listen and choose the best response to the question.

2-2-01

Where is your new office building?

- (A) At the end of King Street.
- (B) Yes, that's my job.
- (C) I worked for five years.

→ It is impossible to choose a response starting with Yes/No for a question with the question word **Where**. Therefore, response (B) is wrong. Response (C) entraps you by using the word **work** which has a connection with **office** while the meaning of the whole statement is irrelevant to the question. Only response (A) mentions a specific street name, which corresponds to the question.

# Question Structures



## Structure 1

Where is/are + noun/noun phrase?

Where is the nearest/closest + noun/noun phrase?

2-2-02

**Q Where is your company's head office?**

**A It's in New York.**

Possible responses

- In Singapore.
- You can find it on the main page of our website.
- The head office was recently moved to Seoul.



## Test-Taking Strategies

Possible nouns or noun phrases include **company**, **building**, **office**, **shops/stores**, **people**, **things**. Notably, after the phrase **Where is the nearest/closest**, the nouns or noun phrases below are commonly used.

bank	post office	bus stop
train station	bookstore	restaurant
bathroom	public phone	copy machine

- Generally, the correct responses to the questions of this type usually employ the structure **preposition + noun/noun phrase of location/place**.

Around the corner./On the next corner./Across the street.

- When the question asks about objects like **report** or **ticket**, the correct response might use the structure **Subject (somebody) + verb (indicating possession) + it/them**.

Ms. Jackson borrowed it./The marketing director has them.

## Check-up

Listen and choose the correct response to each of the questions below.

1. Where is our new branch office?

- (A) In Singapore. (B) For several hours.

2. Where is the nearest bookstore?

- (A) Thanks for letting me know. (B) On the next corner.

Answers: page 269



## Structure 2 Where is/are + subject + past participle?

• 2-2-03

Q Where is your company based?

A It is based in Tokyo.

Possible responses

- We have our main office in Seoul.
- We are based in Manhattan.
- In San Francisco.

### Test-Taking Strategies

This question structure is used to ask where a **building/office/company** is located, an event like a **meeting/seminar/conference** is held, or something like **fruit/car/office supplies** is kept. Frequently, you will hear past participles such as **located/situated/based/stored/parked/held**.

When the subject of the question is an event such as a **meeting/seminar** and the past participle is **held**, it is likely that the correct response refers to the name of a city/hotel/building. When the subject of the question is a place such as a **building/office/company** and the past participle is **located/based**, the correct response may mention the name of a city/street.

### Check-up

Listen and choose the correct response to each of the questions below.

1. Where is your new office located?

- (A) We have our main office in Seoul. (B) I'll do it tomorrow.

2. Where is your head office located?

- (A) We are based in Manhattan. (B) Early Saturday evening.

3. Where was the sales conference held last month?

- (A) With my friend. (B) In San Francisco.

Answers: page 269



### Structure 3

Where can I + bare infinitive + object?

2-2-04

**Q** Where can I get a copy of this newsletter?

**A** I don't think there are any left.

Possible responses

- You can get one at the reception hall.
- I will get one for you.
- Why don't you go to the PR office?



### Test-Taking Strategies

Carefully listen to the verb and object that follow the fixed phrase **Where can I**. Common verbs after this phrase include **buy/catch/find/get/go/make/park/pay for/try on/submit**, among which **find** and **get** are frequently found.

While listening, you have to pay attention to the location in the response to decide whether it corresponds with the verb and object in the question or not.

Where can I catch the bus to the City Hall?

→ There is a bus stop across the street.



### Check-up

Listen and choose the correct response to each of the questions below.

1. Where can I get a pamphlet?  
(A) I will get one for you.      (B) I just moved here yesterday.
2. Where can I buy an umbrella?  
(A) It's ten dollars.      (B) Try the shop next to the bank.
3. Where can I find the business magazines?  
(A) They are in the magazine section.      (B) It's possible, I suppose.

Answers: page 269

# Practice – Questions with *Where* (1)

Answers: page 269

Listen to the questions and responses below and choose the correct response to each question. Then, listen again and fill the missing words in the gapped questions and responses.

• 2-2-05

## Practice A

1. Where is the copy machine?
  - (A) On the \_\_\_\_\_.
  - (B) I need \_\_\_\_\_.
    - copy machine
2. Where are the documents stored?
  - (A) The store is \_\_\_\_\_ on \_\_\_\_\_.
  - (B) \_\_\_\_\_ the drawer of my \_\_\_\_\_.
    - document
    - store
    - drawer
3. Where can I submit my application?
  - (A) You can \_\_\_\_\_ it \_\_\_\_\_.
  - (B) I \_\_\_\_\_ it.
    - submit
    - application
4. Where is the closest supermarket around here?
  - (A) I will \_\_\_\_\_ some \_\_\_\_\_.
  - (B) Next to the \_\_\_\_\_.
5. Where is the guest list for Friday's reception?
  - (A) Mr. Smith \_\_\_\_\_ knows.
  - (B) It will be \_\_\_\_\_ the \_\_\_\_\_ banquet hall.
    - guest
    - reception
    - banquet hall
6. Where is your new office located?
  - (A) Yes, his office is \_\_\_\_\_ New York.
  - (B) In the \_\_\_\_\_.
    - be located

## Practice B

1. Where are the documents \_\_\_\_\_?
  - (A) The store is \_\_\_\_\_.
  - (B) \_\_\_\_\_ Sharon.
2. Where is your \_\_\_\_\_?
  - (A) \_\_\_\_\_, \_\_\_\_\_ is in L.A.
  - (B) \_\_\_\_\_ to the convention \_\_\_\_\_.
3. Where is the \_\_\_\_\_?
  - (A) \_\_\_\_\_ Michael's office.
  - (B) I need \_\_\_\_\_ copies.
4. Where can I \_\_\_\_\_ my \_\_\_\_\_?
  - (A) Please go to the \_\_\_\_\_.
  - (B) He \_\_\_\_\_ it.
5. Where is the \_\_\_\_\_?
  - (A) I will \_\_\_\_\_ cheese.
  - (B) Just \_\_\_\_\_ the \_\_\_\_\_.
6. Where is the \_\_\_\_\_ for Friday's \_\_\_\_\_?
  - (A) The \_\_\_\_\_ has it.
  - (B) It will \_\_\_\_\_ at the Hilton Hotel.



## Structure 4

Where should I + bare infinitive + object?

• 2-2-06

**Q** Where should I put this plant?

**A** On Mr. Johnson's desk.

Possible responses

- In the back room.
- On the shelf.
- Over there in the corner.



### Test-Taking Strategies

Carefully listen to the verb and object after the fixed phrase **Where should I**. Common verbs after this phrase include **put/store/file/park/send/turn in**.

The correct responses to this type of questions are usually short and direct and employ the structure **preposition + noun/noun phrase of location/place**. Also, they may be a full response with the modal verb **can** or **have to** in place of **should** in the question.

Where should I put this document?

→ You can leave it on my desk.

### Check-up

Listen and choose the correct response to each of the questions below.

1. Where should I put these catalogs?

- (A) At nine tomorrow.      (B) On the shelf.

2. Where should I store these boxes of copy paper?

- (A) Thanks a lot.      (B) In the back room.

3. Where should I park the car?

- (A) Over there.      (B) The park is wonderful.

Answers: page 269



## Structure 5

Where did/do/does + subject + verb?

• 2-2-07

**Q Where did you work before you got this job?**

**A At a small design company.**

Possible responses

- I worked at an export firm.
- I helped with my father's business.
- I studied at a university.



### Test-Taking Strategies

Carefully listen to the verb that follows the subject and also pay attention to the tense of this verb in order to choose the correct response.

When the subject of the question refers to humans, the verb following it may be **put/leave/go/live/work**. In other cases, a familiar noun such as **train/bus/company/chair/file** can function as the subject in the question, and a verb like **stop** or **belong** usually follows it.

Frequently, the correct responses to this type of questions are short and direct and employ the structure **preposition + noun/noun phrase of location/place**. If the response is a complete statement, you have to pay attention to the verb tense to see whether it corresponds to the question or not.

### Check-up

Listen and choose the correct response to each of the questions below.

1. Where did Kate go on her holiday?

- (A) With her family.      (B) To Singapore.

2. Where do you keep the office supplies?

- (A) In the cabinet.      (B) At noon.

3. Where did Mr. Gibson leave the report?

- (A) He left it on his desk.      (B) He will leave for Sydney.

Answers: page 269



## Structure 6

Where is/are + subject + going to + bare infinitive/be  
+ past participle?

© 2-2-08

### Where is/are + subject + V-ing?

Where will + subject + bare infinitive/be + V-ing/be + past participle?

**Q Where is the next convention going to be held?**

## A At the Plaza Hotel.



- It will be in Las Vegas.
  - It has not been decided yet.



## Test-Taking Strategies

The questions of this type ask about where somebody will or is going to do something or where something is about to take place. You, therefore, should listen carefully to the subject and the verb instead of focusing on the tense of the verb.

Like other structures, the correct responses to these questions also use the structure **preposition + noun/noun phrase of location/place**. You should also listen to the location in the response to decide whether it corresponds to the question or not.

Where will the seminar be held?

→ In the mailbox. (X) / On the desk. (X)



### **Check-up**

Listen and choose the correct response to each of the questions below.

1. Where is the seminar going to be held next year?  
(A) Yes, it will. (B) It will be in Las Vegas.
  2. Where will they move the office?  
(A) It has not been decided yet. (B) That is surprising.
  3. Where is your department having the welcome party?  
(A) At the Plaza Hotel. (B) At about 5 o'clock.

Answers: page 269

# Practice – Questions with *Where* (2)

Answers: page 269

Listen to the questions and responses below and choose the correct response to each question. Then, listen again and fill the missing words in the gapped questions and responses.

• 2-2-09

## Practice A

1. Where did you hear the news?
  - (A) A \_\_\_\_\_ of mine \_\_\_\_\_ me.
  - (B) He will be here \_\_\_\_\_.
  
2. Where should I put my suitcase?
  - (A) The handbag suits \_\_\_\_\_.
  - (B) In the closet in the \_\_\_\_\_.
    - suitcase
    - suit
    - closet
  
3. Where are you traveling next summer?
  - (A) I haven't \_\_\_\_\_.
  - (B) \_\_\_\_\_ the Bahamas!
  
4. Where will the trade show be held?
  - (A) \_\_\_\_\_ some new clothing lines.
  - (B) \_\_\_\_\_ Chicago.
    - trade show
    - be held
    - clothing line
  
5. Where are they going to build a new factory?
  - (A) On the outskirts \_\_\_\_\_.
  - (B) Is \_\_\_\_\_ the \_\_\_\_\_?
    - factory
    - outskirts
  
6. Where did Samantha leave the application form?
  - (A) She left an \_\_\_\_\_.
  - (B) In the \_\_\_\_\_.

## Practice B

1. Where will the \_\_\_\_\_ be \_\_\_\_\_?
  - (A) To show \_\_\_\_\_.
  - (B) At the \_\_\_\_\_.
  
2. Where are they going to \_\_\_\_\_ a new factory?
  - (A) Yes, they \_\_\_\_\_ in the \_\_\_\_\_.
  - (B) Several options are being \_\_\_\_\_.
    - option
  
3. Where did you \_\_\_\_\_ the \_\_\_\_\_?
  - (A) Everyone \_\_\_\_\_ it.
  - (B) He will be \_\_\_\_\_.
  
4. Where should I \_\_\_\_\_ my \_\_\_\_\_?
  - (A) The \_\_\_\_\_ you well.
  - (B) You can \_\_\_\_\_.
  
5. Where did Samantha \_\_\_\_\_ the \_\_\_\_\_?
  - (A) She left \_\_\_\_\_ ago.
  - (B) I have no \_\_\_\_\_.
  
6. Where are you \_\_\_\_\_ next summer?
  - (A) Hawaii.
  - (B) \_\_\_\_\_ Hong Kong.

# Common Vocabulary in Part 2

2

First, listen to the words in the box. Then, listen and fill the missing words in the gapped questions and responses below.

• 2-2-10

## Verbs

- buy
- file
- find
- get
- go on vacation
- hold
- keep
- locate

- park
- purchase
- put
- stay
- store
- submit
- try

### [Check-up 1]

1. A: Where can I \_\_\_\_\_ file folders?  
B: \_\_\_\_\_ the stationery store down the road.  
■ stationery
2. A: Where is the press conference going to be \_\_\_\_\_?  
B: At the Hamilton Hotel.  
■ press conference
3. A: Where are you planning to \_\_\_\_\_ this year?  
B: I haven't decided yet.
4. A: Where did you \_\_\_\_\_ my purse?  
B: You left it on my desk yesterday.  
■ purse
5. A: Where should I \_\_\_\_\_ the contracts?  
B: In the cabinet next to my desk.  
■ contract





## Nouns

- shelf
- cabinet
- drawer
- closet
- floor
- office supplies
- cashier
- theater
- library
- post office

- headquarters (= head office)
- branch office
- warehouse
- storage room
- dining room
- meeting room
- conference room
- fitting room

(In American English, the place where people change their clothes at sports centers is called **locker room**. In British English, it is known as **changing room**.)

### [Check-up 2]

1. A: Where is the key to the \_\_\_\_\_?      B: I left it on the \_\_\_\_\_.
2. A: Where should I put my coat?  
B: In the \_\_\_\_\_ by the cabinet.
3. A: Where is the women's shoes section?  
B: It's on the third \_\_\_\_\_.  
▪ section
4. A: Where do you keep extra envelopes?  
B: In the top \_\_\_\_\_ of my desk.  
▪ envelope
5. A: Where did Mr. Gonzalez go?  
B: To our new \_\_\_\_\_.

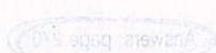
Answers: page 270

# Practice with Possible Questions

Listen and choose the correct response to each of the questions.

● 2-2-11

1. (A)  (B)  (C)  (D)  (E)
2. (A)  (B)  (C)  (D)  (E)
3. (A)  (B)  (C)  (D)  (E)
4. (A)  (B)  (C)  (D)  (E)
5. (A)  (B)  (C)  (D)  (E)
6. (A)  (B)  (C)  (D)  (E)
7. (A)  (B)  (C)  (D)  (E)
8. (A)  (B)  (C)  (D)  (E)
9. (A)  (B)  (C)  (D)  (E)
10. (A)  (B)  (C)  (D)  (E)



Answers: page 270

# Practice with TOEIC Actual Questions

Listen and choose the best response to each of the questions.

● 2-2-12

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)
9. (A) (B) (C)
10. (A) (B) (C)
11. (A) (B) (C)
12. (A) (B) (C)
13. (A) (B) (C)
14. (A) (B) (C)
15. (A) (B) (C)

Answers: page 270

## Chapter 3

# Questions with *When*

### ■ Overview

### ■ Question Structures

### ■ Practice – Questions with *When* (1), (2)

### ■ Common Vocabulary in Part 2 (3)

### ■ Practice with Possible Questions

### ■ Practice with TOEIC Actual Questions



# Overview

The question word **When** is used to ask about time such as parts of day, times of day, days, dates, years, decades, etc.

- The present simple tense is mostly used in the questions with **When** but they may refer to the future, especially when they involve such verbs as **plan**, **suppose**, and **expect**. The correct response may use a verb in the future tense.
- Below are prepositions usually found in responses to the questions with **When**:

in + duration/month/year	In about ten minutes. In two months. In July.
at + specific time	At 9 o'clock. At 8:15 a.m. At the end of next month.
on + day/date	On the first day of September. On March 2.
by + time/day/date	By 8 o'clock at the latest. By the end of this week.
not until + time/day/date	Not until next week. Not until Wednesday.

**Example** Listen and choose the best response to the question.

● 2-3-01

When is the workshop supposed to end?

- (A) At 3 o'clock.
- (B) It does not work.
- (C) At the end of the corridor.

→ Response (A) is the correct choice because it mentions a specific time. Response (B) is misleading because it uses a similar sounding word (**work** – **workshop**). Response (C) is incorrect because it indicates a location.

# Question Structures



## Structure 1

When is + subject + ...?

2-3-02

**Q When is the train to London?**

**A In thirty minutes.**

- At 5 o'clock sharp.
- Not until 7 o'clock tomorrow morning.
- Please ask the conductor.
- Why don't you go to the information center?

Possible responses



## Test-Taking Strategies

The subjects in this type of questions may involve means of transportation (bus / train / flight), travel (visit / trip / journey), or events (presentation / meeting / seminar / training session / conference / appointment).

The present simple tense is used in the question, but the correct response may refer to a future time such as **In 30 minutes.** / **Tomorrow morning.** / **Next Wednesday at 2 p.m.**, etc.

## Check-up

Listen and choose the correct response to each of the questions below.

1. When is the dinner appointment with Mr. Tanaka?  
(A) At 5 o'clock.  
(B) By telephone.
2. When is the next available flight to Hawaii?  
(A) I want to take the train.  
(B) Not until 7 o'clock tomorrow morning.

Answers: page 272



## Structure 2

When is/are + subject + due?  
When is the deadline for + noun/noun phrase?

• 2-3-03

**Q When is the project due?**

**A Next Monday.**

Possible responses

- By the end of this month.
- We have a few more days.
- You should finish it before five o'clock today.

### ⌚ Test-Taking Strategies

You may not hear the noun/noun phrase in the question, but you can choose the correct response if you can listen to the word **due** or **deadline**, which refers to a specific time for something to be finished.

The correct responses to the questions of this type may include the structure preposition + time or a complete statement with **should** or **have to**.

next + day	Next Friday at 9.
on. + day/date	On Monday. On January 27.
by the end of ...	By the end of the month/week.
day + morning/afternoon + at + specific time	Wednesday afternoon at 3 p.m.

### • Check-up

Listen and choose the correct response to each of the questions below.

1. When are the assignments due?  
 (A) In the mailboxes.  
 (B) You should finish it before five o'clock today.
2. When is this phone bill due?  
 (A) You can use my phone.  
 (B) By the end of this month.
3. When is the deadline for registration?  
 (A) We have a few more days.  
 (B) We have the plans.

Answers: page 272

**Structure 3**

When did + subject + bare infinitive?

2-3-04

**Q When did you join the Marketing Department?****A About three years ago.**

Possible responses

- I believe it was about two years ago.
- Last month.

**Test-Taking Strategies**

This question structure asks about when somebody did something or when something happened in the past. You should listen carefully to the verb in the question.

The correct responses to this question structure usually refer to a specific past time, using adverbs like **ago**, **last**. Another possible response may be a complete statement such as **I cancelled it last month**.

number + day(s)/month(s)/year(s) + ago	Two days ago. Almost one month ago. About three years ago.
last + night/month/year	Last night. Last month.

**Check-up**

Listen and choose the correct response to each of the questions below.

1. When did you make the decision?

- (A) We decided last week. (B) Next month.

2. When did you arrive from Tokyo?

- (A) Three days ago. (B) From Platform 1.

Answers page 272

Answers: page 272



Structure 4

When do/does + subject + bare infinitive?

© 2-3-05

**Q When does the train leave for Boston?**

A In ten minutes.

- Possible responses • At 2 o'clock.  
• It is being delayed.

 Test-Taking Strategies

	Subject	Verb
When does the	meeting / show / conference / concert	start / begin / take place / end
	train / flight / bus / ship	leave / depart / arrive / get here
	office / store / resort	close / open
	warranty / passport / ticket	expire

<b>in</b> + duration	In 10 minutes.	In half an hour.
<b>at</b> + specific time	At 9 o'clock.	
<b>on</b> + day/date	On Tuesday.	On June 15.
<b>duration</b> + from now	Six months from now.	

### **Check-up**

Listen and choose the correct response to each of the questions below.

- When do you need the report by?  
(A) Next Friday.  (B) In the office.
  - When does the concert begin?  
(A) In New York.  (B) At 2 o'clock.

Answers: page 272

# Practice – Questions with *When* (1)

Answers: page 272

Listen to the questions and responses below and choose the correct response to each question.

Then, listen again and fill the missing words in the gapped questions and responses.

• 2-3-06

## Practice A

1. When is the next bus to Manhattan?  
(A) It's \_\_\_\_\_.  
(B) \_\_\_\_\_.
2. When is your appointment with the dentist?  
(A) This \_\_\_\_\_.  
(B) In the \_\_\_\_\_ town.  
■ dentist
3. When does your passport expire?  
(A) \_\_\_\_\_ from now.  
(B) First of all, you should \_\_\_\_\_ the \_\_\_\_\_.  
■ passport      expire      first of all
4. When did you wake up this morning?  
(A) \_\_\_\_\_ o'clock.  
(B) I have not \_\_\_\_\_ it yet.  
■ wake up
5. When do you move into your new office?  
(A) \_\_\_\_\_ two \_\_\_\_\_.  
(B) It's \_\_\_\_\_ the \_\_\_\_\_ floor.
6. When is the deadline for the gas bill payment?  
(A) By \_\_\_\_\_.  
(B) On \_\_\_\_\_ 15.  
■ deadline      gas bill      payment

## Practice B

1. When did you \_\_\_\_\_ this morning?  
(A) I have not \_\_\_\_\_ yet.  
(B) Very \_\_\_\_\_.
2. When is the \_\_\_\_\_ for the gas bill payment?  
(A) In \_\_\_\_\_.  
(B) Next \_\_\_\_\_.
3. When do you \_\_\_\_\_ into your new \_\_\_\_\_?  
(A) No \_\_\_\_\_ October 10.  
(B) It's on the \_\_\_\_\_.
4. When \_\_\_\_\_ your \_\_\_\_\_ with the dentist?  
(A) At the \_\_\_\_\_.  
(B) I have to be \_\_\_\_\_ by \_\_\_\_\_.
5. When \_\_\_\_\_ your passport \_\_\_\_\_?  
(A) Next \_\_\_\_\_.  
(B) I lost my \_\_\_\_\_.
6. When is the \_\_\_\_\_ to Manhattan?  
(A) Not until \_\_\_\_\_.  
(B) It's my \_\_\_\_\_.



## Structure 5

When will + subject + bare infinitive/be + V-ing?

• 2-3-07

When will + subject + be + past participle?

When is/are + subject + going to + bare infinitive/be + past participle?

When is/are + subject + V-ing/being + past participle?

**Q When will the meeting take place?**

**A On Monday afternoon.**

Possible responses

- At 10 o'clock.
- The day after tomorrow.
- It is going to be held after lunch.
- The committee has not made a decision yet.



### Test-Taking Strategies

The questions of this type are used to ask about when somebody will or is going to do something, or when something is going to take place or being done.

The correct responses to these questions must refer to a specific time in the future, using an adverb of time, the structure preposition + time, or a noun/noun phrase. A statement with **as soon as + subject + verb** (present tense) is also a correct response, and a complete response using the future tense (**will/going to + V/be + V-ing**) is acceptable, too.

### Check-up

Listen and choose the correct response to each of the questions below.

1. When are you moving into the new building?  
(A) On the second floor.      (B) Next week.
2. When are you going to release our new products?  
(A) Just 10 miles from here.      (B) As soon as possible.
3. When will the order be delivered?  
(A) In two weeks.      (B) Not at all.

Answers: page 272



## Structure 6

When is/are + subject + supposed to + bare infinitive?

When is/are + subject + scheduled to + bare infinitive?

2-3-08

**Q When is the workshop supposed to end?**

A At three o'clock.

- On Friday.
  - Next Tuesday.
  - Before noon, I hope.
  - At five o'clock, I think.



 Test-Taking Strategies



Check-up

Listen and choose the correct response to each of the questions below.



Answers: page 272



## Structure 7

When can/should I + bare infinitive?

When do we have to + bare infinitive?

• 2-3-09

**Q When can I expect to get the results of the test?**

**A In a couple of days.**

Possible responses

- It will not take very long.
- You will get the results by next week.
- Can you be here tomorrow?

### Test-Taking Strategies

The questions of this type usually contain the fixed phrase **When can/should I** or **When do we have to**. You, therefore, just listen carefully to the verb after it to be able to choose the correct response.

### Check-up

Listen and choose the correct response to each of the questions below.

1. When should I pick up my car?  
 (A) Can you be here tomorrow?      (B) At the repair store.
2. When can I get my money back?  
 (A) It will not take very long.      (B) Yes, that's fine.
3. When do we have to submit the application forms?  
 (A) To the manager of the Personnel Department.  
 (B) By the end of the month.

Answers: page 272