

ABC TOEIC

Reading Comprehension

Park Hye Yeong & Jeong Ji Won



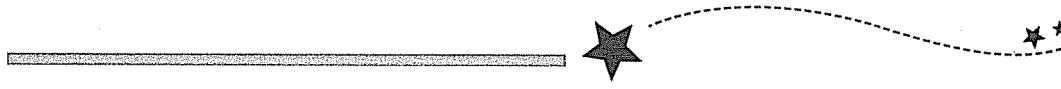
NHÀ XUẤT BẢN TỔNG HỢP
THÀNH PHỐ HỒ CHÍ MINH



Công ty TNHH
Nhân Trí Việt



Chia sẻ trên nhóm Zalo Qriosity. Quét QR để tham gia



Preface

Well begun is half done.

ABC TOEIC Listening Comprehension and *ABC TOEIC* Reading Comprehension have been written for beginners whose ultimate aim is to take the TOEIC test.

Before you start using this set of books, we would like to remind you that TOEIC is not the kind of general English you have so far been familiar with. Most TOEIC-related materials have special features in terms of their question format and business-oriented contexts. You should, therefore, familiarize yourself with the structure of the TOEIC test and some basic strategies to be able to achieve your goal.

ABC TOEIC Reading Comprehension has carefully been designed to meet your demand. The book is divided into two sections. Section 1 consists of 13 chapters which focus on fundamental grammar structures and vocabulary frequently found in TOEIC. You will certainly find this section truly helpful, not only for your general English but also for your TOEIC training. Section 2 presents typical question types and text types which are most given in the TOEIC test. Importantly, practical test-taking tips plus a wide range of practice activities in the book will provide you with a good preparation for your actual test.

ABC TOEIC Reading Comprehension can be used in class with the assistance of an instructor or for self-study.

Hopefully, you will find this book truly practical and helpful. As the saying goes "Well begun is half done," you are actually having a good beginning with the assistance of this series. Do believe that you will achieve your expected goal soon.

Last but not least, we would like to express our sincere thanks to our families and friends who have given us love and special consideration during the time we spent on writing this material. Next, our deepest appreciation goes to Darakwon Publisher, Chief Editor Lee Dong Ho, and Manager Ho Yoon Young, whose endless effort put into editing helped bringing about this book as it is now.

Park Hye Yeong & Jeong Ji Won





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About the Book

Section 1 – Grammar & Vocabulary | Preparation for Parts 5 & 6

Overview

Each chapter in Section 1 starts with an overview which lists all the key items in the corresponding chapter. You may refer to this so as to have a general idea of what is about to be presented and focus on which grammar points you really need to improve.

Grammar Points

A brief presentation of a particular grammar point which is frequently given in the TOEIC Reading test is shown.

Practice

Questions in group A have variously been designed to help you consolidate the grammar point you have just learned, whereas questions in group B have the same format as that in Part 5 of the TOEIC Reading test.

Common Vocabulary in the TOEIC Test

Lexical items which are often found in the TOEIC Reading test have selectively been arranged so that you can increase your stock of vocabulary in a systematic way and practice them in an interesting way.



Practice with TOEIC Actual Questions

16 questions on grammar and vocabulary in each chapter have been worked out so that you can familiarize yourself with the questions in Parts 5 and 6 of the actual test.

Practice with TOEIC Actual Questions	
 Part 1 Listen to the short conversation between two people. Then choose the best response to the questions.	 Part 2 Listen to the short conversation between two people. Then choose the best response to the questions.
<p>1. Mr. Hart decided to find a solution for the problem by _____.</p> <p>(A) reading (B) listening (C) reading (D) writing</p> <p>2. Miss Grey is doing _____ to improve her results.</p> <p>(A) you (B) your (C) yours (D) yourself</p> <p>3. The report _____ conducted by today's meeting showed some surprising results.</p> <p>(A) was preparing (B) was prepared (C) prepared (D) preparing</p> <p>4. _____ for the job must pass a very difficult test.</p> <p>(A) Award (B) Award (C) AWARDED (D) AWARDS</p> <p>5. I need to find _____ investors for the business.</p> <p>(A) some (B) some (C) yourself</p> <p>6. It costs a lot of money to construct and _____ our factory.</p> <p>(A) office (B) construct (C) build (D) assessment</p>	
<p>7. The _____ will inform you of any changes happening here.</p> <p>(A) manager (B) manager (C) MANAGER (D) manager</p> <p>8. You can make a call or send an e-mail to me at _____ with Dr. Hart.</p> <p>(A) assessment (B) possibility (C) demanded (D) assessment</p>	
<p>9. It is better to use public _____ during rush hour.</p> <p>(A) transportation (B) transport (C) agreement (D) agreement</p> <p>10. The company is going to fire a _____ to help us with our management problems.</p> <p>(A) consultant (B) candidate (C) contractor (D) contractor</p> <p>11. _____ should hurry up. The offer ends on Friday.</p> <p>(A) you (B) you (C) you (D) you</p> <p>12. We have special offers on home appliances such as _____.</p> <p>(A) vacuum (B) vacuum (C) vacuum (D) vacuum</p> <p>13. New home appliances?</p> <p>Buy our special offer!</p> <p>14. _____ would hurry up.</p> <p>(A) you (B) you (C) you (D) you</p> <p>15. _____ appliances we want.</p> <p>Or we're going to buy them for you.</p>	

The screenshot shows a software window titled "Grammar Step UP!". The main content area displays a grammar lesson about nouns. The title of the lesson is "Things You Should Know about Nouns". The first section, "Nouns which are usually in the plural form", includes a note that "most nouns are plural" and lists words like "glasses", "parts", "scissors", and "nails". The second section, "Counting nouns with singular or plural forms", notes that some nouns can be either singular or plural, such as "sheep", "fish", "mathematics", and "sheep". The third section, "Nouns having the same singular and plural forms", states that the following nouns remain the same in both singular and plural forms: "sheep", "fish", "goat", "sheep", and "deer". The fourth section, "The singular or plural form depends on the singular or plural verb", provides examples of sentences like "The sheep are..." and "The sheep is...". At the bottom of the screen, there is a toolbar with icons for "File", "Edit", "View", "Format", "Tools", "Help", and "Exit". A status bar at the bottom right corner shows "Page 1 of 11".

Grammar Step UP!

This provides you with more important or exceptional grammar points that have not yet been presented in the chapter.

Section 2 – Reading | Preparation for Part 7

Question Types

Chapter 14 in Section 2 introduces a variety of question types that are frequently given in the TOEIC Reading comprehension, and a list of typical TOEIC questions of each type is shown. Typical reading passages are also given for practice so that you can familiarize yourself with Part 7 of the actual test.

Practice with Test Items

Questions 1–2: Write the following words.

1. The editor of a newspaper
2. The author of a book
3. The writer of an article
4. The critic who reviews books

To the editor:

I am writing about the article by Mr. Simpson, and I am the editor. Instead of reading your article, I found out first of all, that we were not very good. You wrote that our sales decreased in last year.

We would like you to publish a correction and an apology to the public.

Thank you,
Brian Simpson

1. Why did the author write this letter?

A To apologize to the editor
B To receive some information
C To encourage the editor to do his job
D To persuade someone not to buy their products

2. Who is Brian Simpson?

A An editor of a newspaper or TV station
B The critic of the book
C The writer of an article
D A publisher

Letters & E-mails

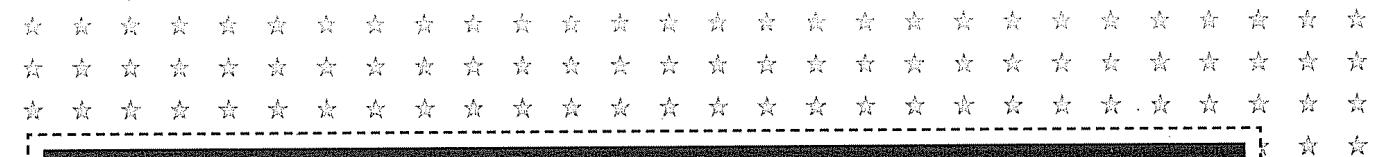
Letters and emails are usually found in the TOEFL Reading test. It is not often difficult to find correct answers if you are familiar with their formats.

Date:	[REDACTED]
Subject:	[REDACTED]
Dear [REDACTED],	[REDACTED]
Typical questions:	
1. What is the subject of the letter?	
2. Who is the letter to?	
3. What is the message in the letter?	
4. Is the message direct or indirect?	
Read the following letter and answer the questions.	
Sender's name:	Mr. Charles Brown
Subject:	• 423 Pleasant Lane • New York, NY 10027 • Tel: 000-123456789
Dear [REDACTED]:	[REDACTED]
From:	[REDACTED]
Replies:	[REDACTED]
1. By whom was the letter sent?	
A. Mr. and Mrs. K.W.Y.	
B. Mr. and Mrs. C.B.	
C. Mr. and Mrs. J.M.	
D. Mr. and Mrs. S.M.	
2. What does Mr. Brown want to do?	
A. Change a mailing list.	
B. Send a refund of a deposit.	
3. Why might Mr. Brown be dissatisfied?	

Text Types

The last chapter introduces different types of texts and lists of typical questions that are frequently found in the TOEIC test. Typical reading passages are also given for practice so that you can familiarize yourself with Part 7 of the actual test.





About TOEIC

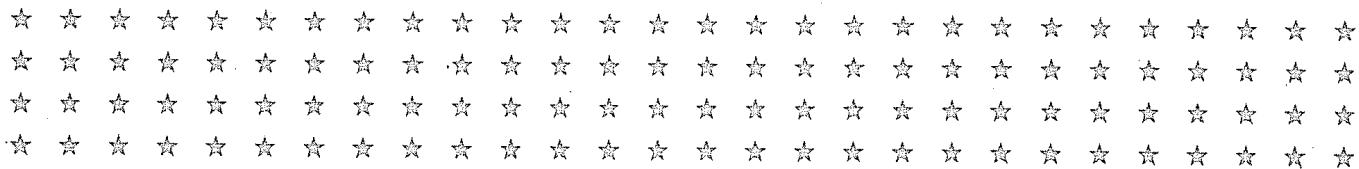
What is TOEIC?

TOEIC stands for Test of English for International Communication. It is a standardized test which provides an accurate measurement of the English capabilities of non-native speakers and allows employers to make hiring decisions, promotions, or transfers depending on job seekers' qualifications and English proficiency. It also enables universities to better prepare their students for the international workplace.

A TOEIC Test Format

Section	Task		Number of Questions	Time	Maximum Score
Listening Comprehension	Part 1	Photograph Descriptions	10	45 minutes	495
	Part 2	Questions & Responses	30		
	Part 3	Short Conversations	30		
	Part 4	Short Talks	30		
Reading Comprehension	Part 5	Sentence Completion	40	75 minutes	495
	Part 6	Text Completion	12		
	Part 7	Single Passages	28		
		Double Passages	20		
Total	7 Parts		200	120 minutes	990





B Topic Areas in TOEIC

TOEIC test questions are based on a variety of real-world settings and situations.

Below are specific topic areas found in the TOEIC test:

1. Corporate Development: research, product development
2. Dining Out: business and informal lunches, banquet, reception
3. Entertainment: cinema, theater, music, art, exhibition, museum, media
4. Finance and Budgeting: banking, investment, tax, accounting
5. General Business: contract, negotiation, merger, marketing, sales, warranty, business planning, conference, labor relation
6. Health: medical insurance, visiting a doctor/dentist/clinic
7. Housing/Corporate Property: construction, specification, buying and renting, electric and gas services
8. Office: board meeting, committee, letter, telephone, fax, e-mail, office equipment
9. Personnel: recruiting, hiring, retiring, salary, promotion, job application
10. Purchasing: shopping, ordering, supplying, shipping, invoice
11. Travel: train, airplane, taxi, ferry, car rental





C TOEIC Score Range

The TOEIC test is not the kind of test that one "passes" or "fails". TOEIC test scores are determined by the number of questions answered correctly. There is no penalty for wrong answers. The number of correct answers on each section, Listening and Reading, is converted to a number on a scale of 5 to 495.

The score reports provide Listening and Reading scaled scores, and a Total scaled score. The Total scaled score is derived from adding the two section scores together. The maximum score on TOEIC is 990 points. Certificate of Achievement, which is an acknowledgement of a test taker's English proficiency, will then be given to the test taker. Not every job or task requires the same level of English proficiency. A minimum TOEIC score will be decided by each individual institution or organization.

D Registration

You can register for the TOEIC test online or in person at a test site in your country.

Contact IIG Vietnam for registration information:

Ho Chi Minh City Office

Lầu 8, Tòa nhà số 538, Đường Cách Mạng Tháng 8, Phường 11, Quận 3,
Thành phố Hồ Chí Minh
Tel: (08) 3990 5888 Fax: (08) 3990 5999
E-mail: saigon@iigvietnam.com

Ha Noi Office

75, Đường Giang Văn Minh, Quận Ba Đình, Hà Nội
Tel: (04) 3773 2411/3773 2602/03 Fax: (04) 3835 9418
E-mail: info@iigvietnam.com
hanoi@iigvietnam.com

Da Nang Office

268, Đường Trần Phú, Quận Hải Châu, Thành phố Đà Nẵng
Tel: (0511) 3565 888 Fax: (0511) 3565 154
E-mail: danang@iigvietnam.com

You may also register at:

<http://www.iigvietnam.com/VN/Home/Registerdirectly.aspx>





E Regulations

Candidates are not allowed to take any personal objects into the test room, except a valid identity card (ID card/passport/driving licence). All that are necessary for test-doing are provided by the supervisors in the test room.

F Preparations

Before taking the TOEIC test, there are several things you have to do to prepare for the actual test and improve your English proficiency.

1. Registration

Registration for the test must be done two weeks in advance. You must have an acceptable and valid ID with a signature and photograph and two passport-sized photographs.

2. Test practice

You should familiarize yourself with the test format and how to mark your answers on the answer sheet. More importantly, you should do plenty of practice by reading general English as well as business-oriented materials, watching TV and videos, listening to recordings, taking an English course, and speaking with friends or colleagues as regularly as possible. Actually, improvement in proficiency may take some time and is generally achieved through a combination of practice and study.

3. The night before the test

You should prepare comfortable clothes to save your time in the morning. Also, you have to go to bed early enough to get a good night's rest.

4. On the test day

You should have a light breakfast before leaving home. Importantly, you should get to the test center at least ten minutes early to check your test room and get ready for the test.





G Test Day Schedule

The TOEIC test may take place either in the morning or in the afternoon, depending on each specific test site.

Below is a tentative procedure on the test day.

	Procedure
1 hour	All candidates enter the test room and attend the orientation session, e.g. going through check-in procedures, receiving test explanations, and preparing for test administration.
	The test center supervisors will check each test taker's identification, and an answer sheet having the supervisors' signatures is given to each candidate.
	Candidates have to write their registered number and the test code on their answer sheet. If there is something wrong with the test booklet, they have to inform the supervisors of this right away.
45 minutes	Listening Test Part 1: 10 questions (Q1 – Q10) Part 2: 30 questions (Q11 – Q40) Part 3: 30 questions (Q41 – Q70) Part 4: 30 questions (Q71 – Q100) Total: 100 questions
75 minutes	Reading Test Part 5: 40 questions (Q101 – Q140) Part 6: 12 questions (Q141 – Q152) Part 7: 48 questions (Q153 – Q200) Total: 100 questions





TOEIC Reading Test

A Part 5

• Sentence Completion

In Part 5, there are 40 gapped sentences. Below each sentence are four words or phrases related to vocabulary (about 40%), lexical derivatives and grammatical points (about 60%). Your job is to decide which of these four choices gives a complete, grammatical, and logical sentence when it is put into the gapped sentence.

101. _____ you want to receive additional information regarding the services we offer, please log onto our website at www.healthclub.com today.
- (A) If
(B) For
(C) Despite
(D) Whether
102. Sandy Duncan was handpicked by the general manager to head the next project because of _____ experience in this field.

Tips

You should begin by reading each item and use the context of the sentence to choose the correct answer choice. Also, you should look for any grammar clues that can help you eliminate distractors. You should not spend too much time on any item as you only have 20 minutes for 40 items. In other words, less than 30 seconds should be spent on each one. Finally, you may put a mark next to the items that you have found difficult so that you can come back to them if you have some time left.

B Part 6

• Text Completion

This part consists of four short reading passages. Each passage has three gaps, and below each gap are four answer choices. You must decide which of these four choices produces a complete, grammatical, and logical sentence. Basically, the testing points in Part 6 are the same as those in Part 5, except that they occur in longer passages.

Questions 147-149 refer to the following notice.

Promoting Cycling In our City

An essential element of the transportation system in many of the cities around the world is cycling. The city of Buffalo recognizes this and has developed a 10-year plan to promote more cycling in our city.

The city's development plan includes the addition of more cycling _____ to our streets. This, of course, is with the intention of encouraging greater cycling _____ by our citizens in an effort to mimic the benefits other global cities have experienced, such as the reduction of pollution and traffic congestion as well as health and social advantages.

Other plans include a coordinated network of bicycle lanes to be interconnected to the surrounding towns as well as the setting up of a number of social programs to provide information to the cyclists.

The city wishes to hear your thoughts about its _____. Further information and submission forms are available at our website at www.cyclingbuffalo.gov.us, by visiting your local Neighborhood Service Center, or by calling 735-9333.

Tips

Similar to Part 5, you should begin by skimming through the passage quickly. Then, you have to look at the sentences that have gaps and try to find the best item in the four answer choices given. Note that at least one item in each passage requires you to read more than one sentence to find the correct answer. You have no more than 5 minutes on this part. So, remember not to spend too much time working on any one item.





C Part 7

• Reading Comprehension

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

• Single passages

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

• Double passages

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

Tips

You must be very careful in doing Part 7. You can first look at the passage quickly to have a general idea of what it is about. Then, you should read the questions about each passage and scan the related passage to look for the answers to the questions you have just read. In the paired reading section, you must read both passages to find the answer for at least one of the questions. If you are unsure of any answer, eliminate answer choices that are clearly wrong, and then guess at the remaining answers. Do not spend too much time on any one item; you can come back to it if you still have time.

Questions 150-151 refer to the following advertisement.

Pump It special offer

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

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



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

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

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

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

Dates: June 1st
Offer is good until this Friday
310 St. George Street, Suite 901, Chicago
Tel: 734-3423; E-mail: pumpit@com

150. Who does this advertisement mainly target?

- (A) Anyone who failed at dieting during the summer
- (B) People without much time on their hands
- (C) Athletes training for upcoming competitions
- (D) People who need a little nudge at getting into shape

151. What is NOT offered in the advertisement?

- (A) Continuation of organized lessons
- (B) Personalized coaching to suit individuals' needs
- (C) Free signups
- (D) Annual membership discounts

Questions 151-155 refer to the following policy and memo.

New Vacation Policy

- All vacation days must be taken within the calendar year with written requests submitted and approved by your direct supervisor.
- 1. All new employees are entitled to three weeks paid vacation per year.
- 2. Any employees on their probationary period will not be included under policy until further 3 months is completed.
- 3. All vacation requests must be made in writing at least 3 weeks in advance of your requested days.
- 4. There will be approved at the discretion of your supervisor according to your department workload requirements.
- 5. All vacation days must be taken within the calendar year. Otherwise, you will lose them.
- 6. Only one person per individual department may be away on vacation for a period of a week or more (to ensure sufficient staffing is available in each department).
- 7. Employees will receive an additional week of vacation after every 5 years of additional service.
- 8. If an employee has to take a vacation during their work time they may do so after. Certain requests for longer period of vacation may be considered for exceptional circumstances. Please see your supervisor if it is applicable.
- 9. We strongly encourage all our employees to spread out your vacation days and enjoy themselves.

Vacation Request Memo

To: Gary Benson, Supervisor, Human Resources
From: Mary Black
Date: January 5, 2007
Re: Vacation Request – for January 25 – February 8, 2007

Gary,

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

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

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

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

Mary



Diagnostic Test

Before you start studying *ABC TOEIC* Reading Comprehension, try to do this short test to see how much basic vocabulary and grammar points of English you have known. There are 15 questions (13 questions on grammar and 2 questions on vocabulary). You should finish this short test within 5 minutes.

Choose the best answer to each of the questions below.

1. His speech was _____ than mine.

(A) long (C) more long
(B) longest (D) longer

2. Dr. Patel introduced _____ before the speech.

(A) him (C) he
(B) himself (D) his

3. A decision should _____ right away.

(A) make (C) be made
(B) is made (D) made

4. The management seems to be pleased _____ the c

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

5. All employees enjoyed _____ in the seminar.

(A) participate (C) participating
(B) participated (D) to participate

6. Either you or he _____ to fill out this form.

(A) need (C) needing
(B) to need (D) needs

7. Mr. Hank _____ for International, Inc. since 2005.

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

8. They _____ recommended the product.

(A) high (C) highest
(B) higher (D) highly



9. When _____ for the job, you should include at least three references.

(A) apply (C) applied
(B) applying (D) to apply

10. _____ I finish the meeting, I will call you.

(A) As soon as (C) Until
(B) While (D) Although

11. We look forward to _____ with you.

(A) working (C) worked
(B) work (D) be worked

12. We have to complete the project _____ the end of this year.

(A) at (C) by
(B) in (D) until

13. We talked about a man _____ quit the job two months ago.

(A) what (C) whom
(B) which (D) who

14. The accounting team has just finished the _____.

(A) analysis (C) increase
(B) company (D) workforce

15. The company is _____ a few employees.

(A) conducting (C) beginning
(B) recruiting (D) making

- Your current level

Level	Number of correct answers
Good	More than 12
Average	7 – 11
Poor	0 – 6



• Your Study Plan

First of all, you should set a target that you will be able to finish this preparation book for TOEIC within 20 days. In case you cannot meet your target within this period of time due to some personal reasons, you must be determined to complete it in no more than 40 days.

Then, in order to closely follow your study plan, you had better copy the table below into your notebook.

Lastly, remember to write down what you will actually study each day so as to speed up your learning process as planned.

- ⦿ <Checklist> Put a tick in the boxes representing what you have found most difficult while studying **ABC TOEIC Reading Comprehension**.

- Sentence Structures
 - Nouns
 - Pronouns
 - Adjectives
 - Adverbs
 - Tenses
 - Active and Passive Voices
 - To-infinitives
 - Gerunds
 - Participles
 - Conjunctions
 - Prepositions
 - Relative Pronouns
 - Subjunctive Mood
 - Agreement
 - Others (Vocabulary & Reading Comprehension)
 - & Relative Adverbs

♥ Return to the corresponding chapters and study them one more time.



Select

Grammar & Vocabulary



Chapter 01 – Chapter 13

i o n 1

Grammar

In the TOEIC Reading test, your knowledge of grammar is also tested. You should provide yourself with basic grammar knowledge, such as nouns, adjectives, adverbs, comparisons, tenses, verbal phrases, active and passive voices, to-infinitives, gerunds, participles, prepositions, conjunctions, pronouns, etc.

Vocabulary

Questions concerning word choice account for 40% in Part 5 of the TOEIC test. Business-related vocabulary is generally tested. Actually, you can easily get a high score on this part if you have a large amount of English vocabulary. You should try to learn all the vocabulary items presented in this preparation book.



Sentence Structures

Overview

- 01. Main Elements of a Sentence in English
 - 02. Sentence Structure – Structure 1
 - 03. Sentence Structure – Structure 2
 - 04. Sentence Structure – Structure 3
 - 05. Sentence Structure – Structure 4
 - 06. Sentence Structure – Structure 5
- Common Vocabulary in the TOEIC Test
 - Practice with TOEIC Actual Questions

Grammar Step UP!

Chapter

01



Overview

Sentence Structures

Five Sentence Structures in English

There are **five sentence structures in English**.

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

- Structure 1: Subject + verb

I work.

- Structure 2: Subject + verb + subject complement

He is an engineer.

- Structure 3: Subject + verb + object

She read a report.

- Structure 4: Subject + verb + indirect object + direct object

The company sent me a letter of apology.

- Structure 5: Subject + verb + object + object complement

My boss makes everything hard.



01

Main Elements of a Sentence in English

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

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

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

I / like / him / very much
Subject Verb Object Modifier

<u>The teacher</u>	/	<u>is</u>	/	<u>so</u>	/	<u>kind.</u>
Subject		Verb		Modifier		Subject complement

<u>The man</u>	/	<u>called</u>	/	<u>me</u>	/	<u>Jack.</u>
Subject		Verb		Object		Object complement

Answers: p. 218

A Name each of the elements in the sentences below.

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

B Look at the elements in each of the following sentences and choose one correct option to complete the sentence.



02 Sentence Structure – Structure 1

What is Structure 1?

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

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

- Structure 1 + modifier

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

Some employees / work / at home. (Subject + verb + modifier)

The train / left / three hours ago. (Subject + verb + modifier)

The museum / opens / every day. (Subject + verb + modifier)

A Identify the elements in each of the following sentences and mark below the subject, below the verb, and below the modifier.

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

B Look at the elements in each of the following sentences and choose one correct option to complete the sentence.

1. The new employee _____ near the office.
Subject Modifier
Ⓐ he Ⓑ lives Ⓒ him Ⓓ living

2. The strategy meeting _____ in an hour.
Subject Modifier
Ⓐ they Ⓑ in the room Ⓒ it Ⓓ starts



03 Sentence Structure – Structure 2

What is Structure 2?

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

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

- Common verbs in Structure 2

Generally, you can see such linking verbs as **be**, **become**, **look**, **seem**, etc. in Structure 2.

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

Answers: p. 218

- A Identify the subject and subject complement in each of the following sentences and mark ○ below the subject and △ below the subject complement.

- | | | |
|---|--------------|-----------|
| 1. The workshop sounds boring. | workshop | boring |
| 2. They were customers. | | customer |
| 3. His idea seems useless. | | useless |
| 4. Some items in the store looked expensive. | item | expensive |
| 5. Her presentation was very useful. | presentation | useful |
| 6. Mr. Lee became the president of the company. | | president |

- B Look at the elements in each of the following sentences and choose one correct option to complete the sentence.



04

Sentence Structure – Structure 3

What is Structure 3?

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

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

• Confusing verbs in Structure 3

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

Verbs	Examples
attend	He attended the meeting. (o) He attended to the meeting. (x)
mention	I mentioned it. (o) I mentioned about it. (x)
discuss	They will discuss the problem. (o) They will discuss about the problem. (x)

Answers p.28

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

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

B Look at the elements in each of the following sentences and choose one correct option to complete the sentence.

- TeleCom _____ cellular phones at low prices. cellular phone

Subject	Object	Modifier
(A) its	(B) us	(C) sells
(D) selling		
- Some of the executives will discuss _____ later this week. executive

Subject	Verb	Modifier
(A) they	(B) them	(C) doing
(D) effective		



05 Sentence Structure – Structure 4

What is Structure 4?

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

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

- Common verbs in Structure 4

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

Dr. Steven gave them some advice.

The man showed us the office.

Kevin will tell me the truth.

Transforming Structure 4 to Structure 3

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

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



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

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

B Look at the elements in each of the following sentences and choose one correct option to complete the sentence.



Sentence Structure – Structure 5

What is Structure 5?

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

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

- Common verbs in Structure 5

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

Verbs	Examples
make / let / have	The new policy will make the job hard.
keep	We keep the desks clean.
find	They found the machine useless.

ANSWER 0.2.9

A Identify the structure in each of the following sentences.

- The chairs in the meeting room looked new. meeting room look
- The engineer made his colleagues an effective device. engineer colleague device
- I found the discussion useful. discussion
- The printer over there is not working. over work
- The company announced a new policy. announce policy
- The new cleaning company keeps the office clean every day. cleaning company

B Look at the elements in each of the following sentences and choose one correct option to complete the sentence.

- He _____ the company profitable.
 Subject Object Object complement profitable
 (A) looked (B) was (C) made (D) seemed
- The employee in the Accounting Department _____ the job impossible.
 Subject Object Object complement Accounting Department impossible
 (A) seemed (B) worked (C) became (D) found



Common Vocabulary in the TOEIC Test

Verbs^①

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

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

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

transfer

contact

announce

promote

1. _____ some money
2. _____ the office
3. _____ sales
4. _____ something

repair

recommend

do

complete

5. _____ a car
6. _____ a project
7. _____ business
8. highly _____

Answers for Part A 1. ⑦ 2. ③ 3. ① 4. ⑥ 5. ⑨ 6. ⑧ 7. ⑩ 8. ⑤

Answers for Part B 1. transfer 2. contact 3. promote 4. announce 5. repair 6. complete 7. do 8. recommend



Practice with TOEIC Actual Questions

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

1. Mr. Smith decided to _____ for the job advertised in the newspaper.
- (A) apply
 (B) recommend
 (C) do
 (D) pay

decide
advertise

2. The company is going to run a new commercial to _____ sales.
- (A) return
 (B) quit
 (C) transfer
 (D) promote

run a commercial

3. I have to _____ this final report by the end of the week.
- (A) solve
 (B) repair
 (C) participate
 (D) complete

final report

4. The director strongly _____ Mr. Watson for the job of manager.
- (A) contacted
 (B) recommended
 (C) quit
 (D) transferred

director
strongly

5. The board of directors will gather to _____ the problem next month.
- (A) do
 (B) participate
 (C) solve
 (D) apply

board of directors
gather

6. The manual _____ lots of information on how to use the machine.
- (A) makes
 (B) is
 (C) has
 (D) seems

how to use the machine

7. Jackson's proposal about the new marketing policy looks _____.
- (A) interests
 (B) interest
 (C) interesting
 (D) to interest

marketing policy

8. The new manager made _____ work overtime without any exception.
- (A) us
 (B) we
 (C) our
 (D) ours

work overtime
without any exception



9. Many people _____ in line in the lobby.

- (A) made
- (B) recommended
- (C) wrote
- (D) waited

10. All of the applicants _____ the system very inconvenient.

- (A) became
- (B) found
- (C) turned
- (D) mentioned

applicant
system
inconvenient

11. He _____ the doctor's office to make an appointment.

- (A) called
- (B) calling
- (C) caller
- (D) to call

make an appointment

12. The Madison Hotel _____ guests free coffee and drinks in the lobby.

- (A) becomes
- (B) finds
- (C) offers
- (D) keeps

13. The _____ looked effective, and the board of directors liked it.

- (A) propose
- (B) proposal
- (C) proposed
- (D) proposes

effective

14. The factory manager sent a memo _____ all of the employees.

- (A) of
- (B) for
- (C) in
- (D) to

factory manager
memo



Questions 15-16 refer to the following letter.

Dear Lost and Found,

I am writing this letter to ask you about my missing wallet.

Last Friday, I _____ on your airline to go to Boston. I had my wallet when I

- 15.** (A) flew
(B) rode
(C) boring
(D) useful

boarded Flight No. 053 in Vancouver. After arriving in Boston, I took a taxi. When I tried to _____ for the taxi, I found my wallet was missing. I guess that I dropped

- 16.** (A) fill
(B) pay
(C) enter
(D) make

my wallet on the plane. The wallet is brown leather, and there are several credit cards in my name in it. Could you kindly check if there is a missing wallet on the plane?

Thank you in advance.

Regards,

Luke Danes

lost and found
leather missing
several wallet
credit card board drop
in advance



Phrases and Clauses in English

■ Phrases and Clauses

A phrase is a group of related words without a subject and a verb. A clause is a group of words that contain a subject and a verb.

The file is **on the desk**. (Phrase)

To get a job is difficult. (Phrase)

I know **that some engineers made a great plan**. (Clause)

They will get a bonus **when the sales increase**. (Clause)

■ Noun Phrases and Noun Clauses

Noun phrases and noun clauses can function as a subject or an object of a verb, or a complement in a sentence.

To increase the price is not a good idea. (Noun phrase = subject)

His suggestion is **to increase the price**. (Noun phrase = complement)

They don't want **to increase the price**. (Noun phrase = object)

I know **that he is not ready**. (Noun clause = object)

The truth is **that they cannot afford it**. (Noun clause = complement)

Let's check!

Decide whether each of the underlined parts is a phrase or a clause.

1. The meeting will start in the afternoon.
2. He knows that the company produces electronic goods.
3. We want to leave the company.
4. Many people believe that oil prices will go up.
5. To work for the company is not easy.

Answers: p. 219





Nouns & Pronouns

Overview

- 01. Functions of a Noun
- 02. Noun Suffixes
- 03. Positions of a Noun
- 04. Types of Nouns
- 05. Some and Any + Noun
- 06. Personal Pronouns
- 07. Possessive Adjectives & Possessive Pronouns
- 08. Reflexive Pronouns

- Common Vocabulary in the TOEIC Test
- Practice with TOEIC Actual Questions

Grammar Step UP!

Chapter

02



Overview

Nouns & Pronouns

Nouns & Pronouns

A **noun** is a word used to name a person, place, thing, or an abstract idea. A noun can function as a subject, an object, or a complement in a sentence.

- A **doctor** helps **people**.

Subject Object

- My **father** is a **teacher**.

Subject Complement

A **pronoun** is used to replace a noun or a noun phrase. There are personal pronouns (**he**, **she**, **it**, etc.), possessive pronouns (**his**, **hers**, etc.), reflexive pronouns (**myself**, **yourself**, etc.), etc.

A **personal pronoun** replaces a specific person or thing that has been mentioned.

A **possessive pronoun** substitutes a noun phrase that indicates a possession relation.

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

- He has a meeting this afternoon. (Personal pronoun)
- His proposal is better than **mine**. (Possessive pronoun)
- The president gave a speech **himself**. (Reflexive pronoun – to emphasize that it is the president who did it)
- He cut **himself**. (Reflexive pronoun – to show that the object is the same person as the subject)



01 Functions of a Noun

What is a noun?

A noun is a word used to name a person, place, thing, or an abstract idea.

E.g.: company, computer, puppy, Sam, the Republic of Korea, music, kindness, New York, hamburger

Functions of a noun

In a sentence, a noun has one of the following functions:

Functions of a noun	Examples
As a subject	The seminar will end in a few minutes.
As an object of a verb	I enjoyed his presentation.
As an object of a preposition	There was a complaint <i>from</i> the customer.
As a complement	Mr. Danes will become the next president.

Answers 0-29

A Choose the correct noun in brackets for each sentence. Then, name its function.

1. The (meeting / meet) will be delayed. _____ delay
2. The event was a huge (success / succeed). _____ huge
3. What we need now is your (cooperation / cooperate). _____ cooperate
4. The (manager / manage) is not fulfilling his job. _____ fulfill
5. We need to arrange a (gathering / gather). _____ arrange
6. My boss is satisfied with his (employ / employees). _____ be satisfied with

B Choose the correct option to complete each sentence.

1. Unfortunately, the Subject is out of order. unfortunately out of order copier
Ⓐ copier Ⓑ copy Ⓒ copying Ⓓ to copy
2. The R&D Department at Info Tech is looking for Object. look for specialize
Ⓐ special Ⓑ specialize Ⓒ specializing Ⓓ specialists



02 Noun Suffixes

When a noun suffix is added to a verb or an adjective, a noun will be formed. Below are some common noun suffixes.

Noun suffixes	Examples	Noun suffixes	Examples
-ance/-ence/-ency	important – importance	-al	propose – proposal
-ion/-sion/-tion/- -ition/-ation	decide – decision define – definition	-sis	analyze – analysis
-ment	develop – development	-ness	kind – kindness
-ty/-ity/-ety	possible – possibility	-ure	fail – failure

• Noun suffixes indicating occupations or people

When the suffix -ant, -or/-er, or -ee is added to a verb or an adjective, a noun which means "a person who does an action" is formed:

-ant	-or/-er	-ee
account – accountant	supervise – supervisor	employ – employee
participate – participant	contribute – contributor	train – trainee
apply – applicant	contract – contractor	interview – interviewee
assist – assistant	interview – interviewer	refuge – refugee

Answers 219

A Choose the correct noun from the adjective or verb given.

1. significant → (significance / significature)
2. fulfill → (fulfilltion / fulfillment)
3. invest → (investition / investment)
4. safe → (safety / safer)
5. arrive → (arrivence / arrival)
6. distribute → (distributor / distributence)
7. conduct → (conductor / conductant)
8. train → (trainee / traignment)
9. apply → (applicant / applier)
10. supervise → (supervisor / supervisor)

B Choose the correct option to complete each sentence.

1. _____ can get a brochure on the second floor.
 A To participate B Participate C Participants D Participating
brochure on the second floor
2. _____ in computer courses has increased for the past few years.
 A To enroll B Enrollment C Enrolls D Enrolled
enroll for the past few years



03 Positions of a Noun

In a sentence, a noun is usually found after an article, an adjective, a possessive adjective, or a preposition.

Positions of a noun	Examples
After an indefinite article (a, an) or a definite article (the)	I am looking for a chair. (Article + noun)
After an adjective (nice, hard, etc.)	It is not an effective way. (Adjective + noun)
After a possessive adjective (my, his, her, etc.)	James is my coworker. (Possessive adjective + noun)
After a preposition (of, at, in, etc.)	They offer a variety of services. (Preposition + noun)

Answers 21-29

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

- (applicant) The **(A)** is not **(B)** qualified **(C)** for **(D)** the job.
- (supervisor) **(A)** Your **(B)** will inform **(C)** you **(D)** next week.
- (campaign) An **(A)** aggressive **(B)** will **(C)** be effective **(D)**.
- (renovations) The **(A)** shop **(B)** is closed **(C)** for **(D)**.
- (accountant) An **(A)** experienced **(B)** will **(C)** be hired **(D)** soon.
- (satisfaction) We will try **(A)** to solve your **(B)** problem **(C)** to your **(D)**.

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

- An early _____ is required, especially in this kind of situation. **early** **be required**
(A) decide **(B)** decision **(C)** to decide **(D)** decided
- We are looking for someone with two years of _____ in the marketing field. **experience** **field**
(A) experiencing **(B)** to experience **(C)** experience **(D)** experienced



04 Types of Nouns

There are two types of nouns: **countable nouns** and **uncountable nouns**.

- **Countable nouns** are people or things that can be counted. They include common nouns (referring to a person or thing in a general sense, e.g. **article**, **company**, **discount**) and collective nouns (naming a group of people or things, e.g. **family**, **committee**).
- **Uncountable nouns** are people or things that cannot be counted. They include concrete nouns (naming anything that you can perceive by your physical senses: touch, sight, taste, hearing, or smell, e.g. **air**, **salt**), abstract nouns (opposite to concrete nouns, e.g. **advice**, **satisfaction**, **diligence**), and proper nouns (naming a specific person, place, or thing, e.g. **America**, **Monday**, **Mr. Johnson**).

- Countable nouns are used in the structures **a/an/the + singular noun** and **(the +) plural noun**.
- Uncountable nouns cannot follow the article **a/an** and cannot be used in the plural form. Its structure is **(the +) singular noun**.

Countable nouns	Uncountable nouns
a/the office – (the) offices	(the) information (O) – an information (X) – informations (X)
a/the discount – (the) discounts	(the) diligence (O) – a diligence (X) – diligences (X)

- Confusing countable nouns and uncountable nouns

Countable nouns		Uncountable nouns	
purpose	challenge	machinery	advice
attempt	agreement	information	clothing
day	survey	luggage	furniture
meeting	problem	research	equipment

Answers p. 219

A Choose the correct noun in brackets for each sentence.

1. The book provides general (information / informations) on health.
2. Your country should sign (agreement / an agreement).
3. My boss is always late for (meeting / meetings).
4. You cannot carry a lot of (luggages / luggage).

B Choose the correct option to complete each sentence.

1. You need to wear protective _____ at the construction site.
Ⓐ cloth Ⓑ clothe Ⓒ clothings Ⓓ clothing
2. The research shows that this _____ can cause big noise problems.
Ⓐ some machineries Ⓑ machineries Ⓒ machinery Ⓓ a machinery



05

Some and Any + Noun

Some and **any** are quantifiers used to refer to an indefinite quantity. **Some** and **any** have the following features:

1. **Some** and **any** come before a noun and function as an adjective indicating an indefinite quantity.

Some people complained about overtime work.

If you need **any** help, e-mail me.

2. **Some** and **any** can be used with both countable nouns and uncountable nouns.

Some candidates were not present at the campaign event.

I need **some** advice from you.

You cannot use **any** services without my permission.

3. **Some** is mostly used in affirmative sentences, while **any** is used in negative, interrogative, and conditional sentences.

I **have some** questions to ask you.

I **don't have any** questions.

If you **have any** problems, let me know.

SINH VIÊN 219

A Fill each gap with **some** or **any**.

1. _____ companies make a lot of profits in this economic situation. make profits
2. The management doesn't want to fire _____ employees next year. management fire
3. Do you have _____ concerns about your new job? concern
4. Our office needs _____ equipment before we start a new project. equipment
5. You should not touch _____ furniture in this lobby. touch furniture
6. Mr. Norris found _____ mistakes in the final report. mistake final report

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

1. The trainees didn't have _____ questions about the new system. trainee

<input type="radio"/> A theirs	<input type="radio"/> B any	<input type="radio"/> C some	<input type="radio"/> D a
--------------------------------	-----------------------------	------------------------------	---------------------------
2. The engineers reported that _____ machinery has critical problems. machinery critical

<input type="radio"/> A they	<input type="radio"/> B some	<input type="radio"/> C any	<input type="radio"/> D a
------------------------------	------------------------------	-----------------------------	---------------------------



06

Personal Pronouns

What is a personal pronoun?

A personal pronoun refers to a specific person or thing by using words like I, me, you, he, him, she, her, it, etc. There are subject pronouns and object pronouns.

• Types of personal pronouns

Number	Person	Subject pronoun	Object pronoun
Singular	First	I	me
	Second	you	you
	Third	he she it	him her it
Plural	First	we	us
	Second	you	you
	Third	they	them

Answers: p. 220

A Choose the correct personal pronoun in brackets for each sentence.

- | | | |
|---|-----------------|------------|
| 1. Please give (<i>I / me</i>) some advice. | advice | |
| 2. (<i>You / Me</i>) should submit your résumé by Friday. | submit | résumé |
| 3. Do you often contact (<i>he / him</i>) at work? | contact | |
| 4. Diana is from the UK. (<i>She / Her</i>) is English. | | |
| 5. After many years, (<i>they / them</i>) returned to their homeland. | homeland | |
| 6. I was surprised to see (<i>she / her</i>) at the conference. | be surprised to | conference |

B Choose the correct option to complete each sentence.

1. I finished writing up the report, but _____ hasn't finished it yet.
Ⓐ him Ⓑ he Ⓒ they Ⓓ her
 2. Please inform _____ of any schedule changes.
Ⓐ I Ⓑ my Ⓒ mine Ⓓ me



Possessive Adjectives & Possessive Pronouns

Possessive adjectives

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

Is that your book?

This is their house.

Possessive pronouns

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

This is your car and that is hers.

He is a friend of mine.

Number	Person	Subject pronoun	Possessive adjective	Possessive pronoun
Singular	First	I	my	mine
	Second	you	your	yours
	Third	he, she, it	his, her, its	his, hers, its
Plural	First	we	our	ours
	Second	you	your	yours
	Third	they	their	theirs

Note: We cannot use a/an/the, this/these, that/those, no, some, any, every, etc. in front of a possessive adjective.

He is a friend of mine. (o)

He is a my friend. (x)

A Choose the correct option in brackets for each sentence.

- Do you have (his / him) contact information? contact information
- Here is my identification, and now I need to see (your / yours). identification
- (Our / Us) new software program has become popular. software program
- They are going to make some changes in (you / your) proposal. proposal
- We want to see (it / its) historical monuments. historical monument
- He did his assignment, and she did (her / hers). assignment

B Choose the correct option to complete each sentence.

- These are my teachers. _____ names are Paul and Rita.

 A They B Their C Them D Theirs
- Her mobile phone is broken. She borrowed _____.

 A I B my C mine D me



08 Reflexive Pronouns

Reflexive pronouns are formed by adding the suffix **-self** (or **-selves** to plural forms) to the object pronouns or possessive adjectives.

I – myself
it – itself

you – yourself
we – ourselves

he – himself
you – yourselves

she – herself
they – themselves

Reflexive pronouns are used to show that the object of a verb is the same person or thing as the subject of a sentence.

Dr. Patel introduced himself before the speech. (himself = Dr. Patel)

Reflexive pronouns are also used to emphasize that it is the subject who does/did the action.
I completed it myself.

- Common expressions with reflexive pronouns

by oneself for oneself in itself of oneself

A Look at the underlined parts, then choose an appropriate reflexive pronoun for each sentence.

1. The manager will contact the applicants (herself / myself).
2. The president delivered the document by (himself / themselves).
3. She has to reserve a hotel (on herself / for herself).
4. Ms. Sanchez will give a tour of the factory (himself / herself).
5. Suddenly, the new copy machine started to work of (yourself / itself).
6. Martha and Kevin made up the plan (them / themselves).

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

1. Jennifer Lee said that she prefers traveling by _____ to traveling with lots of people.
prefer A to B
 A herself B himself C itself D her
2. The executives of the board _____ decided to conduct the analysis.
executive board conduct analysis
 A himself B herself C themselves D their



Common Vocabulary in the TOEIC Test

Nouns

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

- | | |
|-----------------|------------------|
| 1. account | (a) speaker |
| 2. customer | (b) schedule |
| 3. a reliable | (c) rates |
| 4. safety | (d) information |
| 5. a production | (e) analysis |
| 6. interest | (f) technician |
| 7. a computer | (g) satisfaction |
| 8. a keynote | (h) measures |

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

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

appointment

organization

renovations

contract

1. make a(n) _____
2. close for _____
3. sign a(n) _____
4. establish a(n) _____

convenience

agreement

transportation

consultant

5. at your _____
6. public _____
7. reach a(n) _____
8. work as a(n) _____

Answers for Part B: 1. appointment 2. renovations 3. contract 4. organization 5. convenience 6. transportation 7. agreement 8. consultant



Practice with TOEIC Actual Questions

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

- 1.** Ms. Nora decided to find a solution for the problem by _____.

(A) her
 (B) hers
 (C) herself
 (D) she

decide

- 2.** Make sure you bring _____ ID to open an account.

(A) you
 (B) your
 (C) yours
 (D) yourself

make sure
open an account

- 3.** _____ for the job must pass a very difficult test.

(A) Applying
 (B) Apply
 (C) To apply
 (D) Applicants

pass

- 4.** I need to find _____ investors for this business.

(A) any
 (B) some
 (C) yours
 (D) yourself

need
investor

- 5.** Your _____ in this matter will be appreciated.

(A) cooperation
 (B) cooperating
 (C) cooperate
 (D) to cooperate

cooperation
appreciate

- 6.** The recent _____ conducted by *Today's Report* showed some surprising results.

(A) researching
 (B) research
 (C) to research
 (D) researched

recent
conduct
surprising

- 7.** The _____ will inform you of any changes happening here.

(A) managing
 (B) manager
 (C) managed
 (D) manage

inform A of B

- 8.** It costs a lot of money to conduct a(n) _____ to find out customers' needs.

(A) office
 (B) ourselves
 (C) survey
 (D) equipment

cost
find out
customer's needs

9. We asked Ms. Lee if _____ wants to come back later.

- (A) she
- (B) her
- (C) hers
- (D) herself

10. The assistant decided to deal with the problem by _____.

(A) he
(B) him
(C) his
(D) himself

11. The _____ was established in 1977 to help poor children in the world.

(A) consultant
(B) agreement
(C) transportation
(D) organization

be established
poor children

12. It is always better to use public _____ during rush hour.

- (A) transportation
- (B) convenience
- (C) appointment
- (D) agreement

during rush hour

13. The company is going to hire a _____ to help us with our management problems.

- (A) consultant
- (B) trainee
- (C) candidate
- (D) contractor

company
hire
management

14. You can make a call or send an e-mail to make a(n) _____ with Dr. Stewart.

- (A) development
- (B) possibility
- (C) renovation
- (D) appointment

make a call



Questions 15-16 refer to the following advertisement.

Do you want to get some new home appliances?

Sears can help you. Enjoy our special offer!

This weekend, we are offering a special _____ on home appliances such as

- 15.** (A) discounts
(B) discount
(C) discounting
(D) to discount

refrigerators, washing machines, and dishwashers.

The offer lasts only for three days. _____ should hurry up. This offer ends on

- 16.** (A) You
(B) Your
(C) Yours
(D) Yourself

March 3. Visit Sears today and get the home appliances you want.

home appliances special offer washing machine dishwasher last end



Grammar Step UP!

Things You Should Know about Nouns

1. Nouns which are usually in the plural form

Nouns referring to things that are made from two parts are always used in the plural form and followed by plural verbs.

glasses pants scissors jeans

2. Confusing nouns with an -s ending

Nouns referring to a subject or knowledge area end in -s, but they are actually singular nouns and followed by singular verbs.

economics mathematics linguistics news

3. Nouns having the same singular and plural forms

The following nouns remain the same in both singular and plural forms.

a means – a lot of means

a species – many species

a series – three series

4. The meanings of some nouns change depending on their singular or plural form.

Countable nouns	Uncountable nouns
a room	enough room
many times	time
a fire	fire

Let's check!

Choose the correct option in brackets for each sentence.

- Mathematics (is / are) useful for my job.
- I need to buy a pair of (glass / glasses).
- English is one of the (means / mean) of communication.
- There (aren't / isn't) enough room here.
- We discussed the matter three (time / times).

Answers: p. 220



Adjectives & Adverbs

Overview

- 01. Functions and Positions of an Adjective
- 02. Useful Adjectives
- 03. Functions and Positions of an Adverb
- 04. Useful Adverbs
- 05. Comparisons of Equality of Adjectives and Adverbs
 - 06. Comparative Forms of Adjectives and Adverbs
 - 07. Superlative Forms of Adjectives and Adverbs
 - 08. Common Expressions of Comparisons
 - Common Vocabulary in the TOEIC Test
 - Practice with TOEIC Actual Questions

Grammar Step UP!

Chapter

03



Overview

Adjectives & Adverbs

Adjectives & Adverbs

An **adjective** is a word that modifies a noun or a pronoun by describing, identifying, or quantifying it. An **adjective** usually comes before the noun it modifies or after a linking verb. Sometimes, it comes after the object of such verbs as **find, make, keep, etc.**

- a **successful project**. (Modifying the noun project)
- *The project is successful.* (Functioning as a subject complement)
- I found *it easy*. (Functioning as an object complement)

An **adverb** is a word that describes a state or an action in more detail by indicating manner, time, place, cause, or degree.

An **adverb** can modify a verb, an adjective, another adverb, or a whole sentence. It is formed by adding the suffix **-ly** to an adjective (e.g. careful – carefully, safe – safely, skillful – skillfully).

- I **completely forgot** about the meeting. (Modifying the verb forgot)
- That was **very useful**. (Modifying the adjective useful)
- Thank you **very much**. (Modifying the adverb much)
- **Unfortunately, I couldn't make it.** (Modifying the whole sentence)

Note: Not all words ending in **-ly** are adverbs. There are some adjectives that are formed by adding **-ly** to their nouns.

friend – friendly

love – lovely



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	Job 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

