

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

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

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

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

+ object + to-infinitive (object complement)

Mr. Han is expecting me to attend the seminar.

They asked him to wait outside.

■ Verbs followed by a bare infinitive as an object complement

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

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

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

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

Let's check!

Correct the underlined parts in the following sentences.

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

Answers: p. 225



Gerunds

Overview

- 01. Functions of a Gerund
- 02. Verbs Followed by a Gerund
- 03. Common Expressions Followed by a Gerund
- 04. Verbs Followed by either a Gerund or a To-infinitive

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

Grammar Step UP!

Chapter

07



Overview

Gerunds

Gerunds

A **gerund** is formed by adding the suffix **-ing** to a bare infinitive. However, not all words formed with **-ing** are gerunds. A gerund can be used as a noun. Grammatically, it can function as a **subject**, an **object**, or a **complement** in a sentence.

- **Making** a plan is important.

Subject

- He enjoys **pointing out** mistakes in my reports.

Object

- My hobby is **traveling** abroad.

Complement

A gerund is a verbal; thus, it also has the characteristics of a verb. A gerund may be followed by an object or modified by an adverb.

- He enjoys answering **my questions**.

Object

- My vacation plans involve traveling **abroad**.

Adverb



01

Functions of a Gerund

A gerund is formed by adding the suffix **-ing** to a bare infinitive. It can function as a **subject**, an **object**, or a **complement** in a sentence.

Gerund as a subject

Working overtime is sometimes unnecessary.

Speaking English well will help you get a good job.

Gerund as an object

All of the employees *enjoyed* participating in the seminar. (Object of the verb **enjoy**)

Thank you *for* answering my question. (Object of the preposition **for**)

Gerund as a complement

His concern is expanding his business quickly.

Tip Unlike nouns, gerunds may be followed by objects.

Explaining the concept was hard. (o)

Explanation the concept was hard. (x)

A Choose the correct option given in brackets to complete each sentence, then point out its function in the sentence.

- They suggested (get / getting) a new office. _____ suggest:
- (Test / Testing) a new device is always fun. _____ test device
- (Solving / Solve) the problem took lots of time and money. _____ solve take
- You can make a reservation by (to call / calling) the hotel. _____ make a reservation
- (Reduction / Reducing) the costs was more difficult than we had expected. _____ cost expect

B Choose the correct option to complete each sentence.

- Her job is _____ phone calls from customers.
 Ⓛ answered Ⓜ answering Ⓝ to answering Ⓞ answer
- Many employees in the office are interested in _____ medical checkups.
 Ⓛ get Ⓜ to get Ⓝ getting Ⓞ gotten



02

Verbs Followed by a Gerund

Verbs following some typical verbs below must always be in the form of a gerund. These gerunds function as the **objects** of the verbs.

enjoy	deny	practice	postpone
mind	avoid	suggest	recommend
consider	risk	admit	give up
finish	keep	miss	put off

They are *considering* renovating the cafeteria.

Do you *mind* working on the weekend?

James *suggested* getting new office furniture.

Answers: p. 225

A Correct the mistakes in the following sentences.

- They put off to have a meeting. _____ meeting
- Have you ever considered quit your job? _____ quit
- I don't mind worked overtime. _____ work overtime
- You should avoid to use cell phones while working. _____ cell phone
- The mayor kept to insist on increasing tax revenues. _____ mayor tax revenue
- The technician suggested to get rid of a few computers in the office. _____ technician get rid of

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

- They **postponed** _____ a new branch in San Diego. _____ postpone branch
 A open B to open C opened D opening
- The accounting team hasn't finished _____ up the proposal.
 A write B wrote C writing D to write



03

Common Expressions Followed by a Gerund

Below are some common expressions followed by a gerund, which are useful not only in the TOEIC test but also in daily life. You should learn them by heart.

have difficulty V-ing	can't help V-ing
be busy V-ing	look forward to V-ing
spend (time/money) V-ing	be good at V-ing
there is no use V-ing	be devoted to V-ing
be worth V-ing	be used to V-ing
feel like V-ing	be accustomed to V-ing

I *had difficulty* finding a firm to work at.

We *look forward to* working with you.

He *is not accustomed to* using a smartphone.

Answers: D1225

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

- This proposal is worth (to read / reading).
- Do you feel like (to go / going) out to eat?
- The director is devoted to (promote / promoting) sales.
- The employees are not accustomed (to using / to use) the Intranet.
- We are looking forward to (hearing / hear) from you.
- The new secretary spends her time (to shop / shopping) online at lunchtime.

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

- The team is **busy** _____ a new software program.
 (A) develop (B) to develop (C) developing (D) development
- Mr. Smith **had difficulty** _____ used to the new working environment.
 (A) getting (B) to get (C) get (D) gotten
get used to



04

Verbs Followed by either a Gerund or a To-infinitive

Verbs followed by either a gerund or a to-infinitive with meanings unchanged

like	hate	start	can't stand
love	begin	continue	can't bear

They started *to work* on the project. / They started *working* on the project.

Verbs followed by either a gerund or a to-infinitive with meanings changed

	Gerund	To-infinitive
remember	An action that was done in the past	An action that needs to be done in the future
forget	An action that was done in the past	An action that needs to be done in the future
stop	An action that is being done	An action that is about to take place
try	Experimenting	Making an effort
regret	An action that was done in the past	An action that is going to be informed

You should remember *to mail* this invitation before noon.

I remember *meeting* the guy at the conference.

Answers
p. 25

A Look at the following sentences and explain the meanings of the underlined parts.

1. Don't forget to submit the application form. application form
2. I forgot applying for the position, so I was surprised when they called me. surprised
3. I do not regret working at this company.
4. We regret to say that your proposal has been rejected after a careful review. reject
5. We all try to get the best results. result

B Choose the correct option to complete each sentence.

1. Please remember _____ all the windows before you leave the office.
 (A) close (B) closing (C) closed (D) to close
2. I do not regret _____ my previous job, and I am pleased with my current one.
 (A) quit (B) quitting (C) to quit (D) to quitting



Common Vocabulary in the TOEIC Test

Verbs^④

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

- | | |
|----------------|----------------------|
| 1. notify | (a) a conference |
| 2. seek | (b) the construction |
| 3. resume | (c) a problem |
| 4. discontinue | (d) of the changes |
| 5. hold | (e) a survey |
| 6. meet | (f) a solution |
| 7. cause | (g) a deadline |
| 8. conduct | (h) a meeting |

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

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

approve

schedule

purchase

refer

1. _____ a meeting
2. _____ a proposal
3. _____ to a book
4. _____ a ticket

install

adjust

provide

prohibit

5. _____ you with benefits
6. _____ to a new environment
7. _____ a new program
8. _____ from using a phone

Answers for Part B: 1. schedule 2. approve 3. refer 4. purchase 5. provide 6. adjust 7. install 8. prohibit



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

1. _____ the restaurant will attract more customers.

(A) Renovation
 (B) Renovating
 (C) Renovated
 (D) To renovating

attract

2. The newly hired secretary is good at _____.

(A) organizing
 (B) to organize
 (C) organize
 (D) organization

newly
organize

3. The president suggested _____ a new staff lounge to better serve the employees.

(A) to build
 (B) build
 (C) built
 (D) building

staff lounge
serve

4. We would like to thank you for _____ in our annual conference.

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

annual

5. Mr. Carter has had difficulty _____ experienced research specialists since last month.

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

experienced
research specialist

6. Because of the bad economic situation, we could not help _____ our New York branch.

(A) close
 (B) closed
 (C) closing
 (D) to close

economic situation

7. You can simply book your ticket by _____ our website or dropping by one of our stores.

(A) visits
 (B) visiting
 (C) visit
 (D) to visit

book
drop by

8. We regret _____ you that your application has been rejected.

(A) to tell
 (B) told
 (C) telling
 (D) tells

application
reject



9. They stopped _____ the old model in order to promote a newly released one.

- (A) to sell
- (B) selling
- (C) sold
- (D) sell

in order to
newly released

10. _____ the number of security guards will hopefully reduce the chance of thefts.

- (A) Increase
- (B) Increasing
- (C) Increased
- (D) To increasing

security guard
theft

11. Atlantis Co. strictly prohibits its employees from _____ an office phone for personal reasons.

- (A) use
- (B) to use
- (C) used
- (D) using

strictly
prohibit
personal

12. The company has considered _____ its branch to Boston for the past few weeks.

- (A) relocation
- (B) to relocate
- (C) relocating
- (D) relocated

relocate

13. They _____ a simple survey to find out about their customers' needs.

- (A) talked
- (B) conducted
- (C) filled
- (D) notified

survey
find out about

14. It usually takes a lot of time and effort to _____ to a new environment.

- (A) accustom
- (B) refer
- (C) postpone
- (D) adjust

effort
environment



Questions 15-16 refer to the following letter.

Dear Mr. Myer,

According to our records, your membership with California Fitness will expire in a few weeks. We would like to _____ you with a special offer. With your renewal of

15. (A) provide
(B) schedule
(C) cancel
(D) approve

your membership, you can continue _____ our facilities and services at a

16. (A) use
(B) used
(C) using
(D) uses

discounted price.

Sincerely,
Jane Miller

according to record expire special offer renewal continue facilities



Differences between Gerunds and Nouns

1. A gerund can be followed by an object, while a noun cannot.

A gerund can function as a noun. However, it is a verbal. It may be followed by an object, whereas there must not be any object after a noun.

Improvement the service was much more difficult than we had thought. (x)

Noun

Object

Improving the service was much more difficult than we had thought. (o)

In case there is no object to follow, a noun should be used rather than a gerund as this is more natural. Look at the examples below: when there is no object, it is more appropriate to use the noun **confirmation**. But when there is an object to follow, the gerund **confirming** must be used to be grammatically correct.

If you want to return the item, you should send us a written **confirmation**. (o)

If you want to return the item, you should send us a written **confirming**. (x)

I had difficulty **confirming** my reservation. (o)

I had difficulty confirmation my reservation. (x)

2. There is no article before a gerund, but there may be an article before a noun.

There has been a **decrease** in oil prices. (o) (**decreasing**: x)

3. A gerund can be modified by an adverb, while a noun cannot.

My vacation plans involve **travelling** abroad. (o)

My vacation plans involve travel abroad. (x)

Let's check!

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

1. (Reducing / Reduction) unnecessary paperwork is required.
2. They considered (development / developing) a new system.
3. We all try hard to provide you with excellent (service / servicing).
4. They informed us of a (change / changing).

Answers: p. 225





Participles

Overview

- 01. Present Participles & Past Participles
- 02. Common Participial Adjectives
- 03. Participial Phrases
- 04. Types of Participial Phrases

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

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Chapter

08

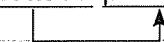


Participles

Participles

A **participle** is a verbal adjective, sharing in part the characteristics of both a **verb** and an **adjective**. There are **present participles** (formed by bare infinitive + -ing) and **past participles** (formed by bare infinitive + -ed or irregular past participles).

- a disappointing result (Present participle modifies the noun **result**).

↓
Subject Verb Subject complement
(The **result** is the object of the participle **disappointing**.)
- newly released products (Past participle modifies the noun **products**).

↑
(**Newly** is an adverb.)
- He stood reading the memo. (Present participle is used as the subject complement.)
Subject Verb Subject complement
(The **memo** is the object of the participle **reading**.)

Similar to to-infinitives and gerunds, participles also share the characteristics of a verb. Therefore, there may be an object after a participle, and a participle may be modified by an adverb.

Cf. Differences between gerunds and present participles

Both gerunds and present participles have the same structure **bare infinitive + -ing**. If the structure **bare infinitive + -ing** states the purpose or function of a noun, such as a **sleeping car** (→ a car for sleeping), then it is a gerund. If the structure **bare infinitive + -ing** functions as an adjective, such as a **sleeping man** (→ a man who is sleeping), then it is a present participle.



01 Present Participles & Past Participles

What is a present participle?

- A present participle has the form bare infinitive + -ing. In a sentence, it can come before or after a noun to modify it, or it can be used as a complement to modify a subject or an object.
- Look at the dropping *sales figures*. (Modifying the noun phrase **sales figures**)
My job is totally boring. (Subject complement)
My boss came smiling at me this morning. (Subject complement)
I saw *Mr. Simpson* getting into the president's office. (Object complement)

What is a past participle?

A past participle has the form bare infinitive + -ed or irregular past participles. In a sentence, it can come before or after a noun to modify it, or it can be used as a complement to modify a subject or an object.

- Here is a detailed *schedule*. (Modifying the noun **schedule**)
The sculptures exhibited here are not for sale. (Modifying the noun phrase **the sculptures**)
The salesperson stood surrounded by customers. (Subject complement)
The man had *the fax machine* fixed. (Object complement)

Answers p.226

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

1. Please refer to the (attached / attaching) price list.
2. They should put (warning / warned) labels on the products.
3. After the seminar was over, we were all (impressed / impressing).
4. Please refer to the prices (listing / listed) in the catalogue.
5. Customers found our products (fascinated / fascinating).
6. An (increasing / increased) number of people use online shopping.

B Look at the hints given and choose the correct option to complete each sentence.

1. We are looking for Modifying a noun workers.
Ⓐ experience Ⓑ experiences Ⓒ experiencing Ⓓ experienced
2. The president ordered the meeting Object complement.
Ⓐ cancel Ⓑ canceled Ⓒ canceling Ⓓ being canceled



Common Participial Adjectives

What are participial adjectives?

Participial adjectives are a major subclass of adjectives. They are called participial adjectives because they have the same endings as verbal participles.

Present participial adjectives (V + -ing) are used to describe the people or things that cause a certain feeling to somebody. **Past participial adjectives (V + -ed)** are used to say how people feel.

Below is a list of common participial adjectives.

Present participial adjectives	Past participial adjectives
boring	bored
exciting	excited
interesting	interested
depressing	depressed
surprising	surprised
encouraging	encouraged
confusing	confused
disappointing	disappointed
pleasing	pleased

Answers: p.226

A Fill the gaps with the correct forms of participial adjectives from the verbs given in brackets.

- (disappoint) Steven's proposal was _____.
- (excite) The audience was _____ about the performance.
- (please) They were _____ with our products.
- (disappoint) The chief executive was _____ with the survey results.
- (confuse) The new road system was _____ to the citizens.
- (interest) The representatives were _____ in importing our electronic goods.

B Look at the hints given and choose the correct option to complete each sentence.

- The customers are so _____ by the new ordering system.
 People
 ordering system
 (A) confusing (B) confuse (C) confused (D) confusion
- The market share was so _____ that we decided to take stronger action.
 A thing
 market share
 (A) depress (B) depressing (C) depressed (D) depression



03

Participial Phrases

What is a participial phrase?

A participial phrase is formed from an adverb clause whose structure is **conjunction + subject + verb**. A participial phrase describes an action that is secondary to the main action of the sentence.

- How to form a participial phrase

Step 1	Omit the conjunction in the adverb clause.	Because he is unemployed, he cannot support his family.
Step 2	In case the subjects of the two clauses are alike, omit the subject in the adverb clause.	He is unemployed, he cannot support his family.
Step 3	Add -ing to the bare infinitive. The participle being may be omitted.	(Being) Unemployed, he cannot support his family.

Tip If you want to keep the meaning of the participial phrase clear, do not omit the conjunction. When applying for the job, you should include at least three references.

Answers P.226

A Read the following sentences. Mark ✓ next to correct sentences and correct the mistakes in incorrect sentences.

- Entered the building, you should present a proper form of identification. _____
- When sending the form, please put it in the enclosed envelope. _____
- Locating in a busy area, this restaurant is visited by a lot of people. _____
- When promoted to vice president, he got a pay raise. _____
- As explaining in the manual, this product is not compatible with color printers. _____
- Being giving a speech, you should speak slowly and clearly. _____

B Choose the correct option to complete each sentence.

- _____ from the USA, some books were seriously damaged. seriously damage
 A Delivery B Deliver C Delivered D Being delivering
- Before _____ on vacation, you should report it to the manager. go on vacation report
 A going B go C gone D went



04

Types of Participial Phrases

Based on the omitted conjunctions, participial phrases can be grouped into phrases of reason, time, condition, concession, and entailment (Two actions happen at the same time, or one happens right after the other.).

Types of participial phrases	Examples
Reason	Because the items were delivered by air, they arrived quickly. = (Being) Delivered by air, the items arrived quickly.
Time	When he got the job offer, he hesitated to accept it. = Getting the job offer, he hesitated to accept it.
Condition	If you follow the manual, you can use the machine. = Following the manual, you can use the machine.
Concession	Although he is physically challenged, he is the best engineer in the company. = Being physically challenged, he is the best engineer in the company.
	(Two actions happen simultaneously.) As he drank coffee, he wrote the report. = Drinking coffee, he wrote the report.
Entailment	(One action happens after the other.) I turned on the computer and checked my e-mail first. = Turning on the computer, I checked my e-mail first.

Tip Based on the relation between the subject of the main clause and the verb in the adverb clause, we can form the participial phrase correctly. If it is an active relation, then a present participial phrase is used. If it is a passive relation, then a past participial phrase is used.

Answers p. 226

A Change the underlined parts into participial phrases.

1. Although he was promoted, he didn't get a raise. _____ get a raise
 2. If you take a right turn, you will see Coit Tower. _____
 3. When you make a decision, you should think twice. _____
 4. As he looked around us, Mr. Spencer started the presentation. _____
 5. Because it is updated regularly, the website provides lots of recent information. _____ regularly _____ recent

B Choose the correct option to complete each sentence.

1. When _____ the payment, you should present your order number.

Ⓐ sent Ⓑ send Ⓒ sending Ⓓ sends

2. _____ in Spanish, the report is hard to understand.

Ⓐ Write Ⓑ Writing Ⓒ Written Ⓓ To write



Common Vocabulary in the TOEIC Test

Participial Adjectives

A Choose the option that best explains the meaning of each participial adjective printed in bold.

- | | | |
|---------------------------|----------------|------------------|
| 1. declining sales | (a) increasing | (b) decreasing |
| 2. existing staff | (a) current | (b) new |
| 3. missing documents | (a) lost | (b) written |
| 4. experienced workers | (a) skilled | (b) unskilled |
| 5. qualified applicants | (a) suitable | (b) recruited |
| 6. written permission | (a) oral | (b) in documents |
| 7. complicated procedures | (a) simple | (b) complex |
| 8. extended time | (a) prolonged | (b) limited |

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

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

- | | | | |
|--------------------|---------|---------|-----------|
| operating | limited | growing | promising |
| 1. _____ candidate | | | |
| 2. _____ time | | | |
| 3. _____ hours | | | |
| 4. _____ company | | | |

Answers for Part B. 1. promising 2. limited 3. operating 4. growing 5. detailed 6. attached 7. leading 8. valued

- | | | | |
|----------------------|---------|----------|----------|
| valued | leading | detailed | attached |
| 5. _____ information | | | |
| 6. _____ list | | | |
| 7. _____ corporation | | | |
| 8. _____ customers | | | |



Practice with TOEIC Actual Questions

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

1. Customers _____ our online store complained about the slow shipping.
- (A) using
(B) used
(C) use
(D) to use

complain
shipping

2. The building is in _____ condition.
- (A) damaging
(B) damaged
(C) damages
(D) damage

in ~ condition

3. When _____ out the application form, please make sure it does not have any typos.
- (A) fills
(B) filled
(C) to fill
(D) filling

fill out
application form
typo

4. Anyone _____ in working abroad should talk to a supervisor.
- (A) interest
(B) interests
(C) interesting
(D) interested

work abroad
supervisor

5. Sales this year have been _____ to both the management and the staff.
- (A) disappoints
(B) disappoint
(C) disappointing
(D) disappointed

both A and B
management

6. They saw a group of people _____ the mayor's office.
- (A) entered
(B) entering
(C) to enter
(D) entrance

a group of people
mayor

7. _____ big bonuses last week, all the employees seemed pleased.
- (A) Given
(B) Giving
(C) Give
(D) To give

pleased

8. Mr. Kim's suggestion was _____, and some concepts were difficult to understand.
- (A) confuses
(B) confused
(C) confuse
(D) confusing

concept



9. Info Tech. is one of the _____ multinational companies in the nation.

- (A) leading
- (B) led
- (C) to lead
- (D) lead

multinational company.

10. Please post the _____ information on the bulletin board.

- (A) request
- (B) requesting
- (C) to request
- (D) requested

bulletin board

11. The participants at the book fair seemed quite _____.

- (A) satisfaction
- (B) satisfying
- (C) satisfied
- (D) satisfy

participant
book fair
quite

12. You can visit our website to find more _____ information on our products.

- (A) detail
- (B) detailed
- (C) details
- (D) detailing

13. They decided to renovate the _____ facilities in the factory.

- (A) existing
- (B) leading
- (C) built
- (D) extended

facility

14. H&P Co. is one of the _____ companies in the field of fashion.

- (A) warning
- (B) operating
- (C) promising
- (D) missing

field



Questions 15-16 refer to the following notice.

To All Tenants in Madison Apartments,

As _____ on March 1 of this year, all Madison apartment rents will increase by

- 15.** (A) announce
(B) announced
(C) announcing
(D) announces

10 percent on April 1. This increase is inevitable as we have recently made improvements in services and utilities. And we have also renovated the parking structure since some of the tenants complained about the _____ number of spaces.

- 16.** (A) limited
(B) operated
(C) attached
(D) complicated

We are sorry for this increase, but we will do our best to provide you with better services and facilities.

Thank you.

Resident Manager

tenant rent inevitable make an improvement
utility parking structure resident manager



Grammar Step UP!

Common Noun Phrases with Participial Adjectives

Several noun phrases formed by present/past participle adjective + noun are commonly found in the TOEIC test. You should learn them by heart.

Present participial adjective + noun

an opening speech	a promising candidate
a leading company	a disappointing result
existing equipment	missing luggage
a rising cost	a rewarding job

Past participial adjective + noun

updated information	a purchased item
an attached document	a repeated complaint
a preferred means	a finished product
a designated area	a proposed plan

Let's check!

Choose the correct option to complete each sentence.

- What is your _____ means of transportation?
Ⓐ preferring Ⓑ preferred
- We are reviewing the _____ city plan.
Ⓐ proposed Ⓑ proposing
- You can park only in _____ areas.
Ⓐ designated Ⓑ designating
- He made a mistake during the _____ speech.
Ⓐ opened Ⓑ opening

Answers: p. 226





Conjunctions

Overview

01. Coordinating Conjunctions & Correlative
Conjunctions

02. Conjunctions in Noun Clauses (that / if /
whether)

03. Conjunctions in Adverb Clauses (of Time and
Condition)

04. Conjunctions in Adverb Clauses (of Reason,
Concession, Purpose, and Result)

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

Grammar Step UP!

Chapter

09



Overview

Conjunctions

Conjunctions

A **conjunction** is a word or a group of words that **join two sentences or two parts of a sentence**, i.e. it connects words with words, phrases with phrases, or clauses with clauses. Conjunctions are divided into two kinds: **coordinating conjunctions** and **subordinating conjunctions**.

Coordinating conjunctions are used to join two sentences or two parts of a sentence that are grammatically equal. The two parts may be words, phrases, or clauses.

Subordinating conjunctions are used to join a subordinate clause to a main clause. Specifically, subordinating conjunctions can join a main clause to a noun clause, an adjective clause, or an adverb clause.

Conjunctions in adjective clauses are, actually, relative pronouns. (See Chapter 11 Relative Pronouns & Relative Adverbs on page 155).

Coordinating conjunctions			and, or, so, but, for, nor
	Conjunctions in noun clauses		that, if, whether
Subordinating conjunctions		Time	when, while, before, after, as soon as, until, since
		Reason	because, since, as, now that
	Conjunctions in adverb clauses	Condition and concession	if, unless, as long as, once, in case, although, though, while, even though, even if
		Purpose and result	so that, so/such ~ that, in order that



01 Coordinating Conjunctions & Correlative Conjunctions

Coordinating conjunctions

Coordinating conjunctions are used to join two sentences or two parts of a sentence; i.e. words with words, phrases with phrases, or clauses with clauses, which are grammatically equal.

and	He called me and asked me many questions.
but	He was not a great candidate, but he was hired.
or	Is the factory in Seattle or in Chicago?
so	I felt sick, so I didn't go to work.

Correlative conjunctions

Some conjunctions combine with other words to form what are called **correlative conjunctions**. They always go in pairs, joining sentence elements that are grammatically equal.

both A and B	I enjoy working with both Chris and Randy.
either A or B	Either the president or vice president will attend the meeting.
neither A nor B	Neither Mr. Kim nor Mr. Park is qualified for the position.
not only A but (also) B	Not only my boss but also my coworkers didn't understand my proposal.

Answers: p. 226

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

1. You can (both / either / neither) fax the document or mail it.
 2. Mr. Smith was sick, (so / but / or) he didn't go to work.
 3. This machine is not only slow (but / or / nor) also complicated.
 4. You have to bring both your passport (and / or / nor) flight ticket.
 5. Booking a plane ticket online is cheap, (either / but / or) you have to do it early.

B Choose the correct option to complete each sentence.

1. Either Sam _____ Tom will be sent to the new branch in L.A.
Ⓐ and Ⓑ or Ⓒ but Ⓓ nor

2. He didn't like his job, _____ he quit three months ago.
Ⓐ yet Ⓑ or Ⓒ but Ⓓ so



02

02 Conjunctions in Noun Clauses (*that/if/whether*)

Conjunction that in noun clauses

The conjunction that stands at the beginning of a noun clause and helps connect the noun clause to the main verb of a sentence. In a sentence, a noun clause can function as a subject, an object, or a complement.

Subject	<i>That he went on a business trip last week is not true.</i>
Object	<i>I think that he is a reliable person.</i>
Complement	<i>Our plan is that we launch the new product by January.</i>

Conjunctions if and whether in noun clauses

Both the conjunctions if and whether can be used when the noun clause is formed from a Yes/No question. In a sentence, a noun clause starting with whether can function as a subject, an object, or a complement, whereas one starting with if can only function as an object or a complement, not as a subject.

Subject	Whether we <i>can cut production costs</i> (or not) is not certain.
Object	I wonder if she <i>can make it to the meeting tonight</i> .
Complement	The problem is whether <i>it is a right thing to do</i> or not.

Answers: p. 226

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

1. Everybody thinks (that / if) he is competent. competent

2. The manager has not decided (that / if) he will hire more workers.

3. I strongly believe (that / whether) the team will meet the deadline.

4. The issue is (whether / what) he is qualified or not.

5. (That / If) she made such a critical mistake during the presentation was shocking.

B Choose the correct option to complete each sentence.

1. I don't know _____ he has enough money to invest in the stock market.
Ⓐ but Ⓑ and Ⓒ if Ⓓ because

2. My dream is _____ I start to run my own business.
Ⓐ whether Ⓑ that Ⓒ so Ⓓ but



03 Conjunctions in Adverb Clauses (of Time and Condition)

Conjunctions in adverb clauses of time

when	while	before	after
until	since	as	as soon as

While he is away, Ms. Sanderson will make important decisions.

As soon as I finish the meeting, I will call you.

Conjunctions in adverb clauses of condition

if	unless (= if ~ not)
as long as	providing / provided (that)
once	in case

If you arrive tomorrow, I can pick you up at the airport.

You can get a refund as long as you have the receipt.

Tip In adverb clauses of time and condition, the present simple tense is used instead of the future simple tense.

Answers p. 227

A Correct the underlined conjunctions in the following sentences.

- I will let you know after I can join the club. _____
- Once he was working in a factory, he hurt his back. _____
- Since I get the package, I will send it to you. _____
- Unless it does not rain, the company will hold the reception. _____
- He has worked as a computer programmer when he was 20 years old. _____

B Choose the correct option to complete each sentence.

- _____ you sign the contract, you should read it carefully.
Ⓐ Once Ⓑ After Ⓒ Unless Ⓓ Before
- You will not get paid _____ you are on time.
Ⓐ as long as Ⓑ when Ⓒ if Ⓓ unless



04

Conjunctions in Adverb Clauses (of Reason, Concession, Purpose, and Result)

Conjunctions in adverb clauses of reason and concession

Reason	Concession
because, since, as	although, though, even though, even if
now that	while, whereas

He didn't participate in the seminar because he was sick.

Although the company tried hard, it failed to achieve its goal.

Conjunctions in adverb clauses of purpose and result

Purpose	Result
so that (~ can/could), in order that	so ~ that, such ~ that

He worked hard so that he could get a promotion.

She is so creative that all the people like her ideas.

Answers p. 227

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

- (Although / So) I was not ready, I started the presentation.
- (Even if / Because) the director likes my idea, he will support me.
- (As / Even though) the boss told him to be on time, he is always late.
- (Although / Since) we are open today, we are giving out free gifts.
- Some sales representatives deal with clients well (while / in order that) some don't.
- Everybody doesn't want to work with her (because / while) she is lazy.

B Choose the correct option to complete each sentence.

- _____ they bought a new machine, the sales decreased.
 (A) Because (B) Even (C) Although (D) So
- I will make a copy of the proposal _____ that you can take it.
 (A) such (B) so (C) even (D) because



Common Vocabulary in the TOEIC Test

Collocations

A Match the words in the left column with the words in the right column to form correct collocations.

1. promotional

a invite

2. readily

b product

3. a finished

c future

4. an informative

d records

5. cordially

e available

6. in the foreseeable

f brochure

7. attendance

g efforts

8. combined

h offers

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

assembly

hardly

defy

failure

1. _____ ever

2. power _____

3. _____ description

4. _____ line

protective

precautions

supplies

complaints

5. office _____

6. safety _____

7. _____ gear

8. customer _____

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

Answers for Part B: 1. hardly 2. failure 3. deny 4. assembly 5. supplies 6. precautions 7. protective 8. complaints



Practice with TOEIC Actual Questions

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

1. The executive manager neither sent me an e-mail _____ called me.

(A) and
(B) or
(C) nor
(D) also

executive manager

2. He did his best, _____ his presentation failed to satisfy the buyers.

(A) so
(B) and
(C) because
(D) but

fail
satisfy
buyer

3. _____ the vice president asked us a question, we became really nervous.

(A) Although
(B) Unless
(C) When
(D) So

nervous

4. _____ business improves, the company will go bankrupt.

(A) Since
(B) Although
(C) Unless
(D) If

go bankrupt

5. The company is sure _____ the new product will boost its profits.

(A) because
(B) whether
(C) that
(D) if

boost
profit

6. Ms. Taylor is _____ intelligent that everybody respects her.

(A) such
(B) so
(C) very
(D) too

intelligent
respect

7. _____ the manager was absent, we decided to put off the meeting.

(A) Although
(B) Providing
(C) Whereas
(D) Because

put off

8. He was hired _____ he didn't have the necessary qualifications.

(A) because
(B) although
(C) now that
(D) as

qualification



9. _____ the president will arrive on Friday is not certain.

- (A) Whether
- (B) Since
- (C) Because
- (D) What

certain

10. The items you requested last week will be delivered either on Monday _____ Tuesday.

- (A) nor
- (B) or
- (C) and
- (D) so

request
deliver

11. This project began almost five months ago _____ is expected to be finished in December.

- (A) or
- (B) also
- (C) therefore
- (D) and

be expected to

12. Because I am too busy at work, I _____ ever have free time.

- (A) hardly
- (B) carefully
- (C) readily
- (D) usually

13. Mr. Kim is the person who is in charge of purchasing office _____ at the company.

- (A) records
- (B) satisfaction
- (C) effort
- (D) supplies

purchase

14. You are _____ invited to visit the branch office in Seattle.

- (A) necessarily
- (B) cordially
- (C) highly
- (D) impressively



Questions 15-16 refer to the following notice.

Accounting Employees:

We will have performance reviews over the next week, _____ I would like to tell

- 15.** (A) so
(B) but
(C) since
(D) because

you the review process.

First of all, we will interview each of you in person. Second, you will have to fill out the evaluation form for yourself _____ return it to the Personnel Department.

- 16.** (A) so that
(B) but
(C) and
(D) now that

Lastly, we will write a report that summarizes your performance.

We all hope that this is a great chance to improve your job performance.

performance review	process	in person	fill out	evaluation form
Personnel Department	lastly	summarize	job performance	



Grammar Step UP!

Conjunctions with Various Meanings

- **if** The conjunction if is commonly found in adverb clauses indicating condition. When if stands at the beginning of an adverb clause of condition, the present simple tense will be used instead of the future simple tense.

When if is a conjunction in noun clauses, it is used to introduce indirect questions that expect a Yes/No answer. In this case, it is similar to whether in meaning.

Adverb clause of condition	If he has good communication skills, he will be hired.
Noun clause	I wonder if the business meeting will be canceled.

- **as** The conjunction as can be used to refer to time, manner, and reason.

Time	As I opened the envelope, he watched me.
Manner	As your supervisor told you, you should write the report.
Reason	As Mr. Cooper works 50 hours a week, he always looks tired.

- **while** The conjunction while refers to time and contradiction.

Time	While the secretary was asleep, the director came in.
Contradiction	While he is good at languages, his sister is hopeless.

- **since** The conjunction since can be used as a conjunction of time, meaning *from the time of* or *from then on*. It is also used as a conjunction of reason, similar in meaning to because and as.

Time	It has been three years since we last visited Chicago.
Reason	Since her performance is quite good, we decided to promote her.

Let's check!

Explain the meaning of the underlined conjunction in each sentence.

1. If he can't prove his language skills, he will not be transferred to the New York branch.
prove
2. It has been four years since he started his own business.

Answers: p. 227





Prepositions

Overview

- 01. Prepositions of Time
- 02. Prepositions of Place/Position
- 03. Other Prepositions
- 04. More-than-one-word Prepositions & Prepositions Ending in -ing
- 05. Prepositions vs. Conjunctions

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

Grammar Step UP!

Chapter

10



Prepositions

Prepositions

Prepositions indicate relationships between nouns, pronouns, and other words in a sentence. Most often, they come before a noun or a noun phrase. Based on their meanings, prepositions are divided into prepositions of time, place, purpose, reason, manner, etc.



01 Prepositions of Time

Prepositions in, on, at

in	Used with years, seasons, months, parts of day (morning, afternoon, evening)	in 2002 in summer In September in the morning/afternoon/evening
on	Used with dates, days, specific days	on April 13 on Friday on New Year's Eve
at	Used with specific times, times of day (night, midnight, midday)	at 11 o'clock at night at midnight

Confusing prepositions of time

for + number + noun/noun phrase during + noun/noun phrase	Used to describe a period of time of an action/event	for 3 years for 5 days for the last two months during vacation during the meeting
by: in the sense of <i>at the latest</i> until: in the sense of <i>how long something is going to last</i>	Meaning: up to a particular point of time	We have to complete the project by the end of this year. The restaurant is open until 10 p.m.
in within	Meaning: some time later starting from the moment of speaking Meaning: In a period of time mentioned	I will leave for Chicago to attend the forum in five days. You will receive the invoice within two days.

Answers: p. 227

A Fill each gap with an appropriate preposition.

1. The construction will be finished _____ February.
2. The meeting lasted _____ 5 hours.
3. He founded the organization _____ 1999.
4. The National Art Gallery will be open _____ May.
5. Every employee has to come back to the office _____ 2:00 p.m.
6. The factory will be closed _____ the Christmas season.

B Choose the correct option to complete each sentence.

1. You have to pay a deposit _____ 30 days.
 A by B until C at D within
2. The annual sales meeting will be held _____ noon.
 A in B at C on D for



02

Prepositions of Place/Position

Prepositions in, on, at

(in (indicating a point within/inside a container, a place, or an area)	The fax machine is in the office.
(on (showing a position in relation to or supported by a surface)	Please bring me the document on the table. The company is on Pine Street.
(at (indicating a specific position or place)	We saw Mr. Green at the station.

Other prepositions of place/position

between: used when there are two things/places	over
among: used when there are over two things/places	under
into	along
behind	across
for	through

The bus drove through the tunnel.

If you walk along the street, you will find the building.

I lost my passport somewhere between the department store and the airport.

When the president walked into the room, everybody became quiet.

Answers 1-27

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

1. The car stopped (at / into / on) the intersection.
2. The new office is (at / on / over) the third floor.
3. There is a paper shredder (under / between / over) the desk.
4. There are many museums (into / in / at) the city.
5. I saw the notice (on / for / at) the board yesterday.
6. The law firm (across / through / behind) the street will lay off 15 lawyers.

B Choose the correct option to complete each sentence.

1. The executive officers walked _____ the corridor. corridor
 (A) along (B) among (C) within (D) over
2. The train _____ Philadelphia will leave in five minutes. in five minutes
 (A) over (B) for (C) between (D) along



03 Other Prepositions

Prepositions of means and purpose

by (means of transportation)	I go to work by bus every day.
with (means/tool)	He opened the office door with his key.
for (purpose)	He bought the New York Times for his supervisor.

Prepositions of reason

for	We are sorry for the late delivery.
at	He was shocked at the news.
from	Many people in Africa are suffering from poverty.

Prepositions of topic, subject area, and capacity

about (topic)	Please tell me about your plan.
on (subject area)	The study on stress will begin in March.
of (topic)	After the news of the snowstorm, oil prices went up.
as (capacity)	As the manager, he will make the decision.

Answers p.22

A Correct the underlined prepositions in the following sentences.

1. The article was as the current economic situation. _____
2. I'm going to get to the airport at subway today. _____
3. Of the CEO, she has to make important decisions. _____
4. The sales representatives apologized to us with being rude. _____
5. The company reduced the cost of making its products for a new process. _____

B Choose the correct option to complete each sentence.

1. The meeting _____ the interest rate will be held this Tuesday.
Ⓐ as Ⓑ on Ⓒ for Ⓓ with
interest rate
2. We were surprised _____ the news report.
Ⓐ in Ⓑ for Ⓒ at Ⓓ as
news report



04

More-than-one-word Prepositions & Prepositions Ending in *-ing*

More-than-one-word prepositions

A more-than-one-word preposition is a preposition that is formed by a group of two or more words.

More-than-one-word prepositions can be divided into two groups:

1. Two-word prepositions (a word + a preposition), such as **except for**
 2. More-than-two-word prepositions (a preposition + a noun + a preposition), such as **on behalf of**

In front of	according to
across from	In spite of
In addition to	regardless of

In addition to Spanish, the secretary also speaks German.

He was standing in front of the gate with his boss.

Prepositions ending in -ing

Besides, there is a minority of prepositions that end in -ing. You should learn them by heart.

regarding	including
concerning	excluding

If you have any questions regarding office supplies, call me.

Everyone was here, including the president.

ANSWERS: D 228

A Correct the underlined prepositions in the following sentences.

1. There is a conference room across on the copy room. _____
 2. As addition to games, this device can play music and videos. _____
 3. They discussed some issues regarded the process. _____
 4. According the article, there will be many job openings this year. _____
 5. Many things were said concerns the recent changes at the company. _____

B Choose the correct option to complete each sentence.

1. _____ age and sex, anyone can apply for the job. age sex

④ Regarding ② Excluding ③ In spite of ⑤ Regardless of

2. Ten countries, _____ England, joined the organization. join organization

④ included ② including ③ include ⑤ includes



05

Prepositions vs. Conjunctions

Distinguishing between prepositions and conjunctions

Prepositions and conjunctions are similar in the sense that they both join some elements in a sentence together. However, there is a big difference. A conjunction is followed by a **clause** (subject + verb), while a preposition is followed by a **noun/noun phrase or a gerund**.

Prepositions and conjunctions having the same meanings

Meanings	Prepositions	Conjunctions
Indicating reason	because of, due to, owing to	because, since, as
Indicating concession	In spite of, despite	although, even though, though
Indicating duration	for, during	while
Up to a certain point of time	by	by the time

The manager wants to get things done **by the time** *the CEO arrives*.

By **the end of this month**, the construction will be finished.

Although **he is unemployed**, he is always busy.

In spite of (= Despite) **his great efforts**, he didn't win the contract.

Answers p. 228

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

1. The painting is a copy (despite / although) it looks real.
2. You have to turn in your report (by / by the time) Monday.
3. The team was disappointed (since / due to) Mr. Clark's resignation.
4. (Though / In spite of) her illness, she attended the sales meeting.
5. (While / During) the secretary was away, someone broke into the president's office.
6. (Because of / Because) a lack of funds, the new project might be canceled.

fund

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

1. **the bad situation**, he successfully finished the job. situation successfully

Ⓐ Because	Ⓑ In spite of	Ⓒ Although	Ⓓ Despite of
-----------	---------------	------------	--------------
2. **the performance**, all mobile phones have to be switched off. switch off

Ⓐ Because	Ⓑ Though	Ⓒ While	Ⓓ During
-----------	----------	---------	----------



Common Vocabulary in the TOEIC Test

Prepositional Phrases¹

A Choose the correct synonym of each prepositional phrase given.

- | | | |
|--------------------------|---|----------------------------|
| 1. as a result of | (a) because of | (b) resulting to |
| 2. instead of | (a) in addition to | (b) in place of |
| 3. until further notice | (a) until another announcement is made | |
| | (b) before another announcement is made | |
| 4. above my expectations | (a) as good as I expected | (b) better than I expected |
| 5. in bulk | (a) in large amounts | (b) in small amounts |
| 6. in excess of | (a) more than | (b) less than |
| 7. with the exception of | (a) besides | (b) not including |
| 8. in comparison with | (a) accompanied by | (b) compared with |

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

in

in

out of

at

1. _____ print
2. _____ charge of
3. _____ the latest
4. _____ detail

in

on

in

upon

5. _____ writing
6. _____ request
7. _____ schedule
8. _____ duplicate

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

Answers for Part B 1. out of 2. in 3. at 4. in 5. upon 7. on 8. in



Practice with TOEIC Actual Questions

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

1. _____ this construction is over, the building will look different.

- (A) For
- (B) By
- (C) By the time
- (D) During

construction

5. The post office and the police station are _____ Main Street.

- (A) on
- (B) in
- (C) at
- (D) of

2. If you have any problems _____ the service, just let me know.

- (A) regardless
- (B) regard
- (C) regarding
- (D) regarded

let me know

6. Thank you _____ your inquiry about our products.

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

inquiry

3. The president was standing _____ the two bodyguards.

- (A) among
- (B) between
- (C) on
- (D) as

bodyguard

7. _____ he has a lot of experience, he was able to get a job easily.

- (A) Even though
- (B) Because
- (C) Due to
- (D) In spite of

experience
be able to V

4. I have been working at the bank _____ three years.

- (A) for
- (B) during
- (C) while
- (D) with

8. The team members had a discussion _____ the advertisement.

- (A) to
- (B) with
- (C) about
- (D) from

have a discussion



9. You can get a full refund _____
30 days of purchase.

- (A) to
- (B) within
- (C) for
- (D) as

full refund
purchase

10. The applicants have to wait
_____ next week for the results.
(A) until
(B) by
(C) despite
(D) at

12. The editing must be completed by
next Monday _____ the latest.

- (A) on
- (B) of
- (C) in
- (D) at

editing
complete

11. _____ the machine is extremely
expensive, our company can't afford it.
(A) Because of
(B) Since
(C) Owing to
(D) Also

extremely
afford

13. Please explain the current situation
_____ detail.
(A) in
(B) for
(C) on
(D) of

current

14. You should prepare the contract
_____ duplicate.
(A) with
(B) on
(C) in
(D) for

contract



Questions 15-16 refer to the following memorandum.

This memo is to inform you that our branch office will be renovated. The renovations will begin _____ October 21 and are expected to be finished by December.

15. (A) as
(B) on
(C) in
(D) at

Therefore, all employees should use the small building on Broadway from Monday. If you have any questions _____ the location of the building, contact Ms. Endley

16. (A) concerning
(B) concerns
(C) concern
(D) concerned

in the Personnel Department.

inform therefore location Personnel Department



Grammar Step UP!

Prepositions Indicating a Point of Time and Duration

■ Prepositions indicating a point of time

The following prepositions are used to express a specific point of time such as **5 o'clock, Saturday, April, 2010, etc.**

since	before	until
from	prior to	by

I haven't seen Mr. Park since 2009.

You have to get to the airport two hours prior to your departure.

■ Prepositions indicating duration

The following prepositions are used to express duration such as **four hours, two years, the whole morning, etc.**

for	within	throughout
during	through	in

The engineer has been fixing the computer for four hours.

She has a meeting with the manager in three hours.

Let's check!

Correct the underlined prepositions in the following sentences.

1. He has worked in the factory since 11 years.
2. You must submit the applications within Monday.
3. We have lived in New York for last year.
4. Please send me the document at least five days prior the audit.

Answers: p. 228



Relative Pronouns & Relative Adverbs

Overview

- 01. Relative Pronouns & Subject Relative Pronouns
- 02. Object Relative Pronouns & Possessive Relative Pronoun
- 03. Relative Pronoun *What*
- 04. Omission of Relative Pronouns
- 05. Relative Adverbs
 - Common Vocabulary in the TOEIC Test
 - Practice with TOEIC Actual Questions

Grammar Step UP!

Chapter

11



Overview

Relative Pronouns & Relative Adverbs

Relative Pronouns & Relative Adverbs

Relative pronouns do two jobs at a time:

- Acting as the subject or object of a verb in a relative clause
- Joining two clauses together

Since a **relative clause** starting with a relative pronoun modifies a preceding noun (also called an **antecedent**), it is also named as **adjective clause**.

There are three kinds of relative pronouns: **subject relative pronouns**, **object relative pronouns**, and **possessive relative pronoun**.

	Indicating people	Indicating things/animals
Subject relative pronouns	who, that	which, that
Object relative pronouns	whom, who, that	which, that
Possessive relative pronoun	whose	whose

An adverb which introduces a **relative clause** is called a **relative adverb**. Relative adverbs do two jobs at a time:

- Acting as the subject or object inside a relative clause
- Joining the relative clause to a noun in the main clause – rather like a conjunction

Antecedents	Relative adverbs
Indicating places	where
Indicating time	when
Indicating reasons	why

