

Notices and memos are used to announce some news or changes within a company. They usually include senders, recipients, topics, and content.

Tips

1. The heading of a notice or memo shows the main content.
2. Notices and memos generally mention the content briefly and precisely.

Typical questions

- What is the purpose of this memo?
- Why was this memo written?
- What will happen on October 21?

Answers: p. 233

Read the following memo and answer the questions.

Recipient

• To: All staff members

Sender

• From: Jessica Shaydon, Personnel Department

Topic: **Re** is short for **Regarding** which means **Concerning/About**. Sometimes, **Subject** can be used.

• Re: The promotion of Joe Endley

Content

I am pleased to announce that Joe Endley, a manager in the Sales Department, has been promoted to vice president of the company. Mr. Endley has been working for our company for the last 18 years. He won the "Employee of the Year" award in 2009 for increasing our sales. We are very excited to see his leadership as a new vice president.

leadership

1. What is the purpose of this memo?
 - (A) To inform employees of the new vice president
 - (B) To notify employees of an annual meeting
2. How long has Mr. Endley been working for the company?
 - (A) 18 years
 - (B) 29 years



Questions 1-2 refer to the following memorandum.

To: All staff
From: Jessica Bennett, Maintenance Department
Subject: Building safety inspection

The building safety inspection was scheduled for Monday, September 27. However, the company decided to change the date. The safety inspection will take place on Thursday, September 30.

During the building safety inspection, a special team from the headquarters will give you all the information about what you have to do. The team will arrive on Wednesday to make preparations. I would appreciate it if you would cooperate with the inspection.

ANSWERS: p. 233

1. When will the inspection take place?
 - (A) September 27
 - (B) September 30
 - (C) September 20
 - (D) September 13

2. What are the employees asked to do during the inspection?
 - (A) Leave the office building
 - (B) Participate in the preparations
 - (C) Do what the special team asks
 - (D) Inspect some information

safety inspection
be scheduled for
take place
headquarters
preparation
appreciate
cooperate
participate in



Advertisements include those on a product or service. Also, they may be advertisements on job vacancies, which are most often given in the TOEIC Reading test.

Tips

1. You should read all the details in an advertisement, e.g. advertiser, reader, product / service, features of the product / service being advertised, etc.
2. If it is an advertisement on a job vacancy, you must draw your attention to the position, requirements, application procedures, etc.

Typical questions

- What product is being advertised?
- What is NOT stated in the advertisement?
- What is mentioned as a requirement for the job?

Read the job advertisement below and answer the questions.

Position recruited
and name of the
company

A brief introduction
to the company
and the position
needed

Requirements

Application procedures
and deadline

Marketing Position at the Sharon Manufacturing Co.

The Sharon Manufacturing Co. is the nation's leading producer of home appliances. Currently, we are looking for a marketer.

Requirements:

- Bachelor's degree
- Minimum of three years of experience in marketing
- Good interpersonal skills

If you are interested in the job position, please send your résumé and cover letter to appliances@sharon.com by March 1.

home appliances interpersonal skill

1. What is NOT required for the position?
 - (A) A university degree
 - (B) Fluency in three languages
2. What should an applicant do to apply for the job?
 - (A) E-mail a résumé and cover letter
 - (B) Fax a résumé and cover letter



Questions 1-2 refer to the following job advertisement.

Job Openings at Golden Office Supplies

Golden Office Supplies is looking for some experienced managers. All the managers will start to work in Chicago and will have opportunities to work at other branches in the future. The qualified candidates will be able to:

- manage contracts with suppliers
- develop marketing plans
- conduct customer surveys

Download the application from our website and fill out all the information. Please send the form with two letters of recommendation by October 10 to the following address:

Golden Office Supplies
17 Broadway
Chicago, IL 60602

Answers: p. 233

1. What position is being advertised?

- (A) Teller
- (B) Secretary
- (C) Supplier
- (D) Manager

2. What is NOT true about the advertisement?

- (A) A candidate can download an application from the website.
- (B) The application should be sent by October 10.
- (C) The application should be sent by e-mail.
- (D) Successful candidates will work in Chicago.

opportunity
contract
supplier
develop
application
fill out
letter of recommendation
successful candidate



An invoice is a document giving details of goods or services that someone has bought and must pay for. The invoice usually shows items, quantities, unit prices, total prices, due date, etc. A schedule is a plan or a timetable mentioning destinations, venues, activities, etc. of a tour, a meeting, or an event.

Tips

1. You should familiarize yourself with the formats of invoices and schedules.
2. Details in an invoice or a schedule are usually presented in the form of a table. You must quickly grasp the main information shown in this form.

Typical questions

- Who is this invoice intended for?
- What is NOT included in the total price?
- When were the products delivered?

ANSWERS: 10-223

Read the following invoice and answer the questions.

Invoice																				
Paul's Furniture Store																				
Name of the company	Client: Rachel Miller																			
Client's name and address	101 Oak Street Portland, Oregon 84879																			
Details	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Item</th> <th style="width: 20%;">Quantity</th> <th style="width: 40%;">Total Price</th> </tr> </thead> <tbody> <tr> <td>IU-184 executive chair</td> <td style="text-align: center;">8</td> <td style="text-align: right;">\$800</td> </tr> <tr> <td>MX-77 wooden desk</td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$1,790</td> </tr> <tr> <td colspan="2"></td> <td>Subtotal: \$2,590</td> </tr> <tr> <td colspan="2"></td> <td>Tax: \$206</td> </tr> <tr> <td colspan="2"></td> <td>Total Amount Due: \$2,796</td> </tr> </tbody> </table>		Item	Quantity	Total Price	IU-184 executive chair	8	\$800	MX-77 wooden desk	2	\$1,790			Subtotal: \$2,590			Tax: \$206			Total Amount Due: \$2,796
Item	Quantity	Total Price																		
IU-184 executive chair	8	\$800																		
MX-77 wooden desk	2	\$1,790																		
		Subtotal: \$2,590																		
		Tax: \$206																		
		Total Amount Due: \$2,796																		
Due date	The payment is due on January 13, and if the payment is not made by the due date, an extra 100 dollars will be charged.																			

due date charge

1. Who is this invoice intended for?
 - (A) The manager at Paul's Furniture Store
 - (B) A client named Rachel Miller
2. What will happen if the payment is late?
 - (A) The shipping will be delayed.
 - (B) A late fee will be charged.



Questions 1-2 refer to the following schedule.

Annual Company Banquet

Shine Production Co.

Date: Thursday, December 28, 5:00 p.m. – 8:30 p.m.

Location: Hilton Hotel, Ruby Ballroom

5:00 p.m. – 5:30 p.m.	An opening speech by the president
5:30 p.m. – 6:30 p.m.	Presentation of the "Employee of the Year" award
6:30 p.m. – 8:30 p.m.	Dinner

If you have any questions about the banquet, call Joey Moore at (176) 765-8765 or e-mail him at Joey@shine.com.

Answers: p. 289

1. What time will the dinner begin?

- (A) 5:00 p.m.
- (B) 5:30 p.m.
- (C) 6:30 p.m.
- (D) 8:30 p.m.

2. What is going to happen at 6:00 p.m.?

- (A) The welcoming remarks
- (B) Dinner
- (C) An opening speech
- (D) The presentation of the "Employee of the Year" award

annual
banquet
location
opening speech
presentation
welcoming remark



The last 20 questions of the TOEIC Reading test are based on double passages. There are four double passages with five questions for each set. The types of passages are similar to those you have already learned about. The set of double passages may be two e-mails, an advertisement and a letter, an invoice and a fax, or any combination of reading passages. These two passages are interrelated. The first passage presents information and is followed by a second passage that contains a response, a reaction, or an inquiry relating to the first one.

Tips

1. First, you must see the connection between the two passages.
2. Combine the related information in the two passages, and then find out the answers to the questions given.

Answers: p. 233

Read the agenda and e-mail below and answer the questions.

The first passage

An agenda for a conference on education

Agenda

- 10:00 a.m. Registration / Location: Main Lobby
- 11:00 a.m. Keynote Address: "Education Policy", Martin Wilson
Location: 306 West Tower
- 12:00 p.m. Presentation: "Secondary Education", Ralph Harris
Location: 312 West Tower
- 1:00 p.m. Luncheon / Location: Main Dining Room
- 2:30 p.m. Presentation: "Higher Education", Todd Clark
Location: 213 East Tower

keynote address

secondary education

higher education

The second passage

An e-mail informing the recipient of the agenda presented above

From: Jack Somers

To: Tracy Lee

Dear Ms. Lee,

I had a great time discussing education with you the other day. You told me that you are very interested in higher education. I found some information about a conference on education. The conference will be hosted by the Department of Education on Monday, January 28. The presenter, Todd Clark, is especially well known in the field. I hope you find it interesting.

the other day

host

1. Why did Jack write the e-mail?
 - Ⓐ To give Tracy some information about the conference
 - Ⓑ To thank Tracy for participating in the conference
2. What time will Todd Clark make his presentation?
 - Ⓐ 12:00 p.m.
 - Ⓑ 2:30 p.m.



Questions 1-2 refer to the following job advertisement and letter.

Wanted: Human Resources Director

We are seeking an experienced director who will lead the HR Department with enthusiasm. The successful candidate will be in charge of recruiting and training new employees. As a director, you need to have effective communication skills. Fluency and accuracy in English and French are also required. Please send your résumé and cover letter to our office.

Dear Mr. Garcia,

I saw your job opening on job.com, and I am very interested in this position. I have worked in human resources for more than 19 years, and I have played an important role in managing and recruiting staff and training employees. In addition, I had a chance to improve my French when I worked in my company's Paris office in 2007.

I am looking forward to meeting you soon for an interview. If you have any questions about my résumé, do not hesitate to contact me. Thank you for your time.

Sincerely,
Sue Baker

Answers p. 233

1. What is NOT a stated requirement?
 - (A) Fluency in English and French
 - (B) Experience in human resources
 - (C) Good communication skills
 - (D) Excellence in managing a company
2. Why did Sue write the letter to Garcia?
 - (A) To ask some questions
 - (B) To cancel the job interview
 - (C) To apply for the job
 - (D) To reply to Garcia's letter

human resources
seek
enthusiasm
in charge of
recruit
fluency
accuracy
play a role in
in addition
hesitate
reply



Answers



Chapter 01

Sentence Structures

01. Main Elements of a Sentence in English p. 25

A

1. Subject: I Verb: work Modifier: on Friday
2. Subject: My brother Verb: is
Subject complement: the manager
3. Subject: I Verb: found Object: the report
Modifier: very Object complement: useful
4. Subject: The chair Verb: is Modifier: very
Subject complement: comfortable
5. Subject: The secretary Verb: writes
Object: reports Modifier: every day
6. Subject: I Verb: cannot find Object: the file

B

1. A
2. D

02. Sentence Structure – Structure 1 p. 26

A

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

B

1. B
2. D

03. Sentence Structure – Structure 2 p. 27

A

1. Subject: The workshop
Subject complement: boring
2. Subject: They Subject complement: customers
3. Subject: His idea Subject complement: useless
4. Subject: Some items
Subject complement: expensive
5. Subject: Her presentation
Subject complement: useful
6. Subject: Mr. Lee
Subject complement: the president of the company

B

1. B
2. A

04. Sentence Structure – Structure 3 p. 28

A

1. They discussed the issue.
2. Our team finished the contract.
3. The HR manager liked my suggestion.
4. Mr. Green sent some packages.
5. Sam and Sara will attend the conference.
6. We received an invitation yesterday. /
Yesterday, we received an invitation.

B

1. C
2. B

05. Sentence Structure – Structure 4 p. 29

A

1. gave us
2. offer her
3. us some chairs
4. new customers a free coupon
5. to me



(B)

1. (C)
2. (B)

06. Sentence Structure – Structure 5 p. 30

(A)

1. Structure 2
2. Structure 4
3. Structure 5
4. Structure 1
5. Structure 3
6. Structure 5

(B)

1. (C)
2. (D)

Practice with TOEIC Actual Questions pp. 32-34

1. (A) 2. (D) 3. (D) 4. (B) 5. (C) 6. (C)
7. (C) 8. (A) 9. (D) 10. (B) 11. (A) 12. (C)
13. (B) 14. (D) 15. (A) 16. (B)

Grammar Step UP! p. 35

Let's check! 1. Phrase 3. Phrase 5. Phrase
2. Clause 4. Clause

Chapter 02 Nouns & Pronouns

01. Functions of a Noun p. 39

(A)

1. meeting / Subject
2. success / Complement
3. cooperation / Complement
4. manager / Subject
5. gathering / Object of the verb arrange
6. employees / Object of the preposition with

(B)

1. (A)
2. (D)

02. Noun Suffixes p. 40

(A)

- | | |
|-----------------|----------------|
| 1. significance | 6. distributor |
| 2. fulfillment | 7. conductor |
| 3. investment | 8. trainee |
| 4. safety | 9. applicant |
| 5. arrival | 10. supervisor |

(B)

1. (C)
2. (B)

03. Positions of a Noun p. 41

(A)

- | | | |
|--------|--------|--------|
| 1. (A) | 3. (B) | 5. (B) |
| 2. (B) | 4. (D) | 6. (D) |

(B)

1. (B)
2. (C)

04. Types of Nouns p. 42

(A)

- | | |
|-----------------|-------------|
| 1. information | 3. meetings |
| 2. an agreement | 4. luggage |

(B)

1. (D)
2. (C)

05. Some and Any + Noun p. 43

(A)

1. Some
2. any
3. any
4. some
5. any
6. some

(B)

1. (B)
2. (B)



06. Personal Pronouns

p. 44

A

1. me
2. You
3. him
4. She
5. they
6. her

B

1. **B**
2. **D**

07. Possessive Adjectives & Possessive Pronouns

p. 45

A

1. his
2. yours
3. Our
4. your
5. its
6. hers

B

1. **B**
2. **C**

08. Reflexive Pronouns

p. 46

A

1. herself
2. himself
3. for herself
4. herself
5. itself
6. themselves

B

1. **A**
2. **C**

Practice with TOEIC Actual Questions pp. 48-50

1. **C** 2. **B** 3. **D** 4. **B** 5. **A** 6. **B**
7. **B** 8. **C** 9. **A** 10. **D** 11. **D** 12. **A**
13. **A** 14. **D** 15. **B** 16. **A**

Grammar Step UP!

p. 51

Let's check!

1. is 3. means 5. times
2. glasses 4. isn't

Chapter 03

Adjectives & Adverbs

01. Functions and Positions of an Adjective p. 55

A

1. **A**
2. **B**
3. **D**
4. **D**
5. **B**
6. **C**

B

1. **B**
2. **C**

02. Useful Adjectives

p. 56

A

1. awful
2. successful
3. aware
4. likely
5. eligible
6. subject

B

1. **C**
2. **D**



03. Functions and Positions of an Adverb p. 57

A

1. highly
2. currently
3. Unfortunately
4. properly
5. successfully
6. carefully

B

1. C
2. C

04. Useful Adverbs p. 58

A

1. nearly
2. hardly
3. hard
4. late
5. near

B

1. C
2. A

05. Comparisons of Equality of Adjectives and Adverbs p. 59

A

1. effective
2. creative
3. qualified
4. smoothly
5. quietly
6. fast

B

1. B
2. D

06. Comparative Forms of Adjectives and Adverbs p. 60

A

1. higher than
2. sooner
3. more carefully
4. more greatly
5. faster than
6. much more serious than

B

1. C
2. A

07. Superlative Forms of Adjectives and Adverbs p. 61

A

1. the smallest
2. the most impressive
3. the most
4. the worst
5. the most efficiently
6. the best

B

1. B
2. B

08. Common Expressions of Comparisons p. 62

A

1. largest
2. the harder
3. tallest
4. as
5. the most
6. more

B

1. D
2. A



Practice with TOEIC Actual Questions pp. 64-66

1. (C) 2. (A) 3. (C) 4. (B) 5. (C) 6. (B)
7. (C) 8. (B) 9. (C) 10. (D) 11. (B) 12. (B)
13. (C) 14. (A) 15. (C) 16. (C)

Grammar Step UP!

p. 67

- Let's check** 1. yet 3. seldom
2. Furthermore 4. Nevertheless

Chapter 04 Tenses

01. Present Simple Tense

p. 71

A

1. gets 4. reviews
2. work 5. starts
3. goes 6. is

B

1. (A)
2. (B)

02. Past Simple Tense

p. 72

A

1. worked 4. liked
2. gave 5. wrote
3. closed 6. started

B

1. (B)
2. (C)

03. Future Simple Tense

p. 73

A

1. will begin 4. will visit
2. is going to retire 5. complete
3. is going to join 6. will drop

B

1. (A)
2. (C)

04. Present Progressive Tense & Past Progressive Tense

p. 74

A

1. was preparing 4. is reviewing
2. are discussing 5. were participating
3. were fixing 6. were having

B

1. (C)
2. (B)

05. Present Perfect Tense

p. 75

A

1. has just completed
2. have increased
3. have already finalized
4. have visited
5. has increased
6. has taken

B

1. (C)
2. (A)

06. Present Perfect Tense vs. Past Simple Tense

p. 76

A

1. conducted 4. has worked
2. have tried 5. finished
3. quit 6. have worried

B

1. (C)
2. (D)

07. Past Perfect Tense & Future Perfect Tense

p. 77

A

1. had worked 4. had broken
2. had stolen 5. will have been
3. will have worked 6. will have completed

B

1. (B)
2. (B)



Practice with TOEIC Actual Questions pp. 79-81

1. (C) 2. (A) 3. (D) 4. (A) 5. (C) 6. (A)
7. (B) 8. (B) 9. (D) 10. (D) 11. (C) 12. (C)
13. (C) 14. (A) 15. (A) 16. (B)

Grammar Step UP!

p. 82

Let's check! 1. hire 2. work 3. use 4. quit

Chapter 05

Active and Passive Voices

01. Active Voice vs. Passive Voice

p. 85

A

1. is reviewed
2. hold
3. are broken
4. takes
5. is installed
6. is sent

B

1. (C)
2. (A)

02. Passive Voice of Present, Past, and Future Simple Tenses

p. 86

A

1. was postponed
2. will be cleaned
3. is paid
4. will be made
5. is distributed
6. will be completed

B

1. (C)
2. (A)

03. Passive Voice of Modal Verbs and Present Perfect Tense

p. 87

A

1. has to review → has to be reviewed
2. may canceled → may be canceled
3. has taken care of → has been taken care of
4. send → have been sent
5. loved → has been loved
6. should is submitted → should be submitted

B

1. (C)
2. (D)

04. Passive Voice of Structures 4 and 5

p. 88

A

1. A free gift was given to all the customers.
2. They were asked to leave the conference room.
3. The product is called MegaTech by young children.
4. An official letter will be sent to all the participants.

B

1. (B)
2. (D)

05. Common Expressions

p. 89

A

1. with
2. to
3. to
4. in
5. in
6. with

B

1. (B)
2. (A)



Practice with TOEIC Actual Questions pp. 91-93

- 1 (A) 2 (C) 3 (C) 4 (A) 5 (C) 6 (D)
7 (A) 8 (B) 9 (A) 10 (D) 11 (C) 12 (D)
13 (A) 14 (C) 15 (D) 16 (C)

Grammar Step UP!

p. 94

- Let's check!**
1. were asked to
 2. is scheduled to
 3. are expected to
 4. is supposed to

Chapter 06 To-infinitives

01. To-infinitive as a Noun

p. 97

- A**
1. Subject
 2. Object complement
 3. Subject complement
 4. Object
 5. Object
 6. Object complement

- B**
1. A
 2. C

02. To-infinitive as an Adjective/Adverb

p. 98

- A**
1. Adjective (modifying the noun phrase **a plan**)
 2. Adverb (modifying the verb **exercise**)
 3. Adjective (modifying the noun phrase **the first thing**)
 4. Adverb (modifying the adjective **glad**)
 5. Adjective (modifying the noun phrase **a place**)
 6. Adverb (modifying the whole sentence)

- B**
1. A
 2. D

03. Semantic Subject and Negative Form of a To-infinitive

p. 99

- A**
1. of you
 2. for Koreans
 3. not to be
 4. of Jeff
 5. for Mr. Johnson
 6. for you

- B**
1. C
 2. D

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

p. 100

- A**
1. to sign
 2. to review
 3. to increase

- B**
1. A
 2. D

05. Too ... to/Enough to

p. 101

- A**
1. buying → to buy
 2. enough clever → clever enough
 3. handling → to handle
 4. be elected → to be elected
 5. tired too → too tired
 6. getting → to get

- B**
1. D
 2. C



Practice with TOEIC Actual Questions pp. 103-105

1. (C) 2. (C) 3. (D) 4. (D) 5. (D) 6. (B)
7. (C) 8. (B) 9. (A) 10. (C) 11. (B) 12. (C)
13. (C) 14. (B) 15. (B) 16. (D)

Grammar Step UP!

p. 106

- Let's check!** 1. do 3. to come
2. talk 4. to develop

Chapter 07 Gerunds

01. Functions of a Gerund

p. 109

- A**
1. **getting** / Object of the verb **suggest**
2. **Testing** / Subject
3. **Solving** / Subject
4. **calling** / Object of the preposition **by**
5. **Reducing** / Subject

- B**
1. (B)
2. (C)

02. Verbs Followed by a Gerund

p. 110

- A**
1. to have → **having**
2. quit → **quitting**
3. worked → **working**
4. to use → **using**
5. to insist → **insisting**
6. to get → **getting**

- B**
1. (D)
2. (C)

03. Common Expressions Followed by a Gerund

p. 111

- A**
1. reading
2. going
3. promoting
4. to using
5. hearing
6. shopping

- B**
1. (C)
2. (A)

04. Verbs Followed by either a Gerund or a To-infinitive

p. 112

- A**
1. An action that needs to be done in the future
2. An action that was done in the past
3. An action that was done in the past
4. An action that is going to be informed
5. Making an effort

- B**
1. (D)
2. (B)

Practice with TOEIC Actual Questions pp. 114-116

1. (B) 2. (A) 3. (D) 4. (B) 5. (B) 6. (C)
7. (B) 8. (A) 9. (B) 10. (B) 11. (D) 12. (C)
13. (B) 14. (D) 15. (A) 16. (C)

Grammar Step UP!

p. 117

- Let's check!** 1. Reducing 3. service
2. developing 4. change



01. Present Participles & Past Participles p. 121

A

- | | | |
|-------------|--------------|----------------|
| 1. attached | 3. impressed | 5. fascinating |
| 2. warning | 4. listed | 6. increasing |

B

1. D
2. B

02. Common Participial Adjectives p. 122

A

- | | |
|------------------|-----------------|
| 1. disappointing | 4. disappointed |
| 2. excited | 5. confusing |
| 3. pleased | 6. interested |

B

1. C
2. B

03. Participial Phrases p. 123

A

1. Entered → Entering
2. ✓
3. Locating → Located
4. ✓
5. explaining → explained
6. Being giving → Giving / When giving

B

1. C
2. A

04. Types of Participial Phrases p. 124

A

1. (Being) Promoted / Although promoted
2. Taking a right turn
3. Making a decision / When making a decision
4. Looking around us
5. (Being) Updated regularly

B

1. C
2. C

Practice with TOEIC Actual Questions pp. 126-128

- | | | | | | |
|---------|---------|---------|---------|---------|---------|
| 1. (A) | 2. (B) | 3. (D) | 4. (D) | 5. (C) | 6. (B) |
| 7. (A) | 8. (D) | 9. (A) | 10. (D) | 11. (C) | 12. (B) |
| 13. (A) | 14. (C) | 15. (B) | 16. (A) | | |

Grammar Step UP!

p. 129

Let's check!

- | | |
|--------|--------|
| 1. (B) | 3. (A) |
| 2. (A) | 4. (B) |

01. Coordinating Conjunctions & Correlative Conjunctions

p. 133

A

1. either
2. so
3. but
4. and
5. but

B

1. (B)
2. (D)

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

p. 134

A

1. that
2. if
3. that
4. whether
5. That

B

1. C
2. B



03. Conjunctions in Adverb Clauses (of Time and Condition) p. 135

(A)

1. after → if
2. Once → While
3. Since → As soon as
4. Unless → As long as / If
5. when → since

(B)

1. (D)
2. (D)

04. Conjunctions in Adverb Clauses (of Reason, Concession, Purpose, and Result) p. 136

(A)

1. Although
2. Because
3. Even though
4. Since
5. while
6. because

(B)

1. (C)
2. (B)

Practice with TOEIC Actual Questions pp. 138-140

1. (C) 2. (D) 3. (C) 4. (C) 5. (C) 6. (B)
7. (D) 8. (B) 9. (A) 10. (B) 11. (D) 12. (A)
13. (D) 14. (B) 15. (A) 16. (C)

Grammar Step UP! p. 141

Latest question

1. It indicates a condition.
2. It means "from the time he started his own business".

Chapter 10 Prepositions

01. Prepositions of Time p. 145

(A)

1. in
2. for
3. in
4. until
5. by
6. during

(B)

1. (D)
2. (B)

02. Prepositions of Place/Position p. 146

(A)

1. at
2. on
3. under
4. in
5. on
6. across

(B)

1. (A)
2. (B)

03. Other Prepositions p. 147

(A)

1. as → about / on
2. at → by
3. Of → As
4. with → for
5. for → with

(B)

1. (B)
2. (C)



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

p. 148

A

1. across on → across from
2. As addition to → In addition to
3. regarded → regarding
4. According → According to
5. concerns → concerning

B

1. **D**
2. **B**

05. Prepositions vs. Conjunctions

p. 149

A

1. although
2. by
3. due to
4. In spite of
5. While
6. Because of

B

1. **B**
2. **D**

Practice with TOEIC Actual Questions pp. 151-153

1. (C) 2. (C) 3. (B) 4. (A) 5. (A) 6. (D)
7. (B) 8. (C) 9. (B) 10. (A) 11. (B) 12. (D)
13. (A) 14. (C) 15. (B) 16. (A)

Grammar Step UP!

p. 154

Let's check!

- | | |
|----------------|---------------------|
| 1. since → for | 3. for → since |
| 2. within → by | 4. prior → prior to |

Chapter 11

Relative Pronouns & Relative Adverbs

01. Relative Pronouns & Subject Relative Pronouns

p. 157

A

1. who
2. that
3. who
4. which
5. that

B

1. **A**
2. **B**

02. Object Relative Pronouns & Possessive Relative Pronoun

p. 158

A

1. that → whose
2. ✓
3. whose → which/that
4. ✓

B

1. **B**
2. **C**

03. Relative Pronoun *What*

p. 159

A

- | | | |
|---------|---------|---------|
| 1. What | 3. what | 5. that |
| 2. that | 4. that | 6. What |

B

1. **D**
2. **B**



04. Omission of Relative Pronouns p. 160

(A)

1. which → who/whom/that or which omitted
2. people are → people who/that are or people
3. which are → who/that are or which are omitted
4. which is → which/that or which is omitted
5. positions are → positions which/that are or positions

(B)

1. (A)
2. (D)

05. Relative Adverbs p. 161

(A)

1. where
2. why
3. why
4. how
5. when

(B)

1. (C)
2. (B)

Practice with TOEIC Actual Questions pp. 163-165

1. (C) 2. (A) 3. (D) 4. (A) 5. (C) 6. (C)
7. (B) 8. (E) 9. (D) 10. (A) 11. (D) 12. (C)
13. (A) 14. (C) 15. (C) 16. (B)

Grammar Step UP! p. 166

Let's check!

- | | | |
|---------|---------|---------|
| 1. what | 3. that | 5. That |
| 2. What | 4. what | |

Chapter 12 Subjunctive Mood

01. Past Subjunctive p. 169

(A)

- | | | |
|---------------|-----------|----------|
| 1. had | 3. worked | 5. would |
| 2. would send | 4. Were | |

(B)

1. (A)
2. (D)

02. Past Perfect Subjunctive p. 170

(A)

1. could
2. had offered
3. would have fixed
4. Had
5. could have gotten

(B)

1. (B)
2. (C)

03. Future Subjunctive p. 171

(A)

- | | |
|-----------|-------------|
| 1. If | 3. will ask |
| 2. should | 4. Should |

(B)

1. (B)
2. (D)

04. Mixed Subjunctive p. 172

(A)

1. had completed
2. would be
3. would not feel
4. had met
5. would be
6. had not received

(B)

1. (D)
2. (A)



05. Subjunctives with / wish

p. 173

A

- ✓
- have given → had given
- would have come → would come
- are → were
- ✓
- ✓

B

- A**
- B**

Practice with TOEIC Actual Questions pp. 175-177

1. (A) 2. (B) 3. (C) 4. (D) 5. (D) 6. (A)
7. (D) 8. (D) 9. (A) 10. (D) 11. (B) 12. (C)
13. (C) 14. (C) 15. (A) 16. (B)

Grammar Step UP!

p. 178

Let's check!

- Without
- couldn't have achieved
- will buy
- have

Chapter 13

Agreement

01. Subject-Verb Agreement in Number (1)

(Singular/Plural Nouns)

p. 181

A

- are → is
- ✓
- are → is
- ✓
- are → is

B

- D**
- C**

02. Subject-Verb Agreement in Number (2)

(Indefinite Pronouns and Nouns with a Quantifier) p. 182

A

- look
- are
- were
- has
- has
- are

B

- A**
- B**

03. Subject-Verb Agreement in Number (3)

(Conjunctions)

p. 183

A

- has → have
- commutes → commute
- is → are
- is → are
- have → has
- are → is

B

- A**
- C**

04. Agreement in Tense (of Main Clause and

Subordinate Clause)

p. 184

A

- founded
- was
- participated
- works
- had been fired

B

- B**
- C**



Practice with TOEIC Actual Questions pp. 186-188

1. (B) 2. (D) 3. (A) 4. (C) 5. (A) 6. (C)
7. (D) 8. (B) 9. (D) 10. (A) 11. (D) 12. (B)
13. (B) 14. (A) 15. (B) 16. (A)

Grammar Step UP!

p. 189

Let's check!

1. is

3. are

2. agree

4. is



Section 2 Reading

Chapter 14 Question Types

01. Overview / Gist Questions p. 194

A

1. (B)

B

1. (B)

Practice with TOEIC Actual Questions p. 195

1. (D)

2. (B)

02. Information Questions p. 196

A

1. (B)

B

1. (B)

Practice with TOEIC Actual Questions p. 197

1. (C)

2. (B)

03. NOT Questions p. 198

A

1. (B)

B

1. (A)

Practice with TOEIC Actual Questions p. 199

1. (A)

2. (C)

04. Inference Questions p. 200

A

1. (A)

B

1. (A)

Practice with TOEIC Actual Questions p. 201

1. (C)

2. (C)

05. Synonym Questions p. 202

A

1. (B)

B

1. (A)

Practice with TOEIC Actual Questions p. 203

1. (A)

2. (D)

Chapter 15 Text Types

01. Letters & E-mails p. 206

1. (A)

2. (B)

Practice with TOEIC Actual Questions p. 207

1. (B)

2. (A)



02. Notices & Memos

p. 208

1. (A)
2. (A)

Practice with TOEIC Actual Questions

p. 209

1. (B)
2. (C)

03. Advertisements

p. 210

1. (B)
2. (A)

Practice with TOEIC Actual Questions

p. 211

1. (D)
2. (C)

04. Invoices & Schedules

p. 212

1. (B)
2. (B)

Practice with TOEIC Actual Questions

p. 213

1. (C)
2. (D)

05. Double Passages

p. 214

1. (A)
2. (B)

Practice with TOEIC Actual Questions

p. 215

1. (D)
2. (C)



ABC TOEIC

Reading Comprehension

Park Hye Yeong & Jeong Ji Won

Chịu trách nhiệm xuất bản
Nguyễn Thị Thanh Hương

Biên tập	Thúy Liễu
Trình bày sách	Công ty Nhân Trí Việt
Sửa bản in	Thành Thông

NHÀ XUẤT BẢN TỔNG HỢP THÀNH PHỐ HỒ CHÍ MINH

62 Nguyễn Thị Minh Khai – Quận 1

☎ 38225340 – 38296764 – 38247225 – 38296713 – 38223637

Fax: 38222726

E-mail: tonghop@nxbhcm.com.vn

www.nxbhcm.com.vn

Công ty TNHH Nhân Trí Việt

83^B Trần Đình Xu, P. Nguyễn Cư Trinh, Quận 1

Thành phố Hồ Chí Minh

☎ 38379344 Fax: 39200681

www.nhantriviet.com

In 2.000 cuốn khổ 18,5 x 26cm tại Xí nghiệp in MACHINCO – 21 Bùi Thị Xuân – Quận 1 – Tp. Hồ Chí Minh.
Số xuất bản 79-12/CXB/553-04/THTPHCM. In xong và nộp lưu chiểu tháng 4-2012.



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