

OVERVIEW

This part of the TOEIC test consists of 30 sentences, each with a missing word or phrase. There are four answer choices for each item, and you must choose the answer that best completes each sentence.

The purpose is to test your knowledge of grammar and vocabulary. You need to demonstrate your understanding of a wide variety of grammatical structures, and show that you are familiar with their correct usage. You also need to show that you have a broad range of vocabulary, and understand not only the meaning of the target words, but how these words change their form, and the ways in which they are used. Topics cover common business and social themes, as well as more specialized contexts. An extensive vocabulary is therefore essential if you are to achieve a very high score on the test.

The language used throughout this section of the test is reflective of the formal, written English that is common in the workplace.

QUICK CHECK

- How many questions are in this part of the TOEIC test?
- What are the language areas that are being tested?
- How many answers choices are there for each question?
- What kind of language does this part of the test focus on?
- What is the biggest single factor behind boosting your score?

EXAMPLE

No refund of any fees will be made to participants enrolled in the Summer Internship Program who wish to withdraw _____ the program has finished.

- (A) while
- (B) whenever
- (C) from
- (D) before

The correct answer is answer choice (D). "before. Only the conjunction before has an appropriate meaning to complete the sentence. You should mark answer choice (D).

Challenges

In Part 5, you need to work fast to complete all 30 sentences as quickly as possible. You have to read each sentence, understand the general context, and identify what feature of grammar or vocabulary is being tested. Here are some factors to be aware of on this part of the test.

Timing

Time is your biggest enemy. With so many questions to get through it can be easy to become bogged down, especially when you come up against language you are not familiar with. Nevertheless, you must work quickly, maintain momentum, and move forward smoothly and efficiently question by question.

Variety

Each sentence is unique, with its own context and language focus. What is being tested differs from question to question, and it is vital not to let this constant change slow you down. You need to rapidly assimilate the different scenarios and home in on the target language.

Sentence length

Sentences can vary considerably in length, from as few as 10 words to as many as 25, and sometimes even more. The longer the sentence, the more language you need to process, and the more time it takes to read. Most sentences tend to be long, around 20 words or more.

Range

There is no limit to the scope of language covered, so the range of grammatical and lexical testing points you may face is enormous. The more difficult sentences include complex grammatical structures and sometimes highly specialized vocabulary that you may not be familiar with.

Answer choices

Some answer choices may all look alike, or share similar meanings that you need to consider carefully. Others may present you with different forms of the same word, or require you to choose between parts of speech, prepositions, conjunctions, pronouns, etc. You may also need to choose between various tenses, forms, and functions. It is easy to become confused when faced with such an array of multifaceted answer choices.

Practice

Directions: Read each sentence. You will notice that there is a word or phrase missing. Study the four answer choices and select the one answer: (A), (B), (C), or (D) that best completes the sentence.

101. Those residents of Delaware County on low incomes may be to benefits and other financial assistance.

- (A) entailed
- (B) entered
- (C) entitled
- (D) entrusted

102. There are several reference books in the storeroom on the shelf, one of will certainly contain the information you are looking for.

- (A) these
- (B) that
- (C) whose
- (D) which

103. The Statistics Division has responsibility for gathering economic data and providing financial analysis.

- (A) direct
- (B) directed
- (C) direction
- (D) directly

104. TransPower Inc. has been awarded a license for oil and gas off the south coast of Greenland. (A) explore

- (B) explorative
- (C) explorer
- (D) exploration

105. Dr. Wilkinson claimed to me before at a previous conference, but I had no recollection of this myself.

- (A) meet
- (B) meeting
- (C) have met
- (D) be meeting

111. Older people usually pay a lot for auto insurance because they are less likely to have accidents than other drivers.

- (A) less
- (B) lesser

106. We can schedule the repairs for Tuesday or Wednesday next week; days suit me.

- (A) both
- (B) each
- (C) either
- (D) every

107. Please could you confirm whether it is your to return to work after the birth of your child

- (A) rationale
- (B) meaning
- (C) intention
- (D) purpose

108. The management consultant we brought in has put some very interesting suggestions for improving our company's performance.

- (A) about
- (B) on
- (C) forward
- (D) toward

109. Dr. Veyama, our vice president, thinks we should reject the offer of a merger with JWW Engineering, and I am to agree.

- (A) inclined
- (B) included
- (C) incensed
- (D) incited

110. During Karl Marshall's four year as governor, unemployment in the state fell by more than 20 percent.

- (A) tenancy
- (B) tendency
- (C) tenor
- (D) tenure

116. Production of the new X10 electric car has been stepped up as there was a positive response when it was unveiled at last month's trade fair.

- (A) as

- (C) least
- (D) fewer

112. Jack and Simon have known for many years as they were at college together. (A) each
(B) each other
(C) theirs
(D) themselves

113. Lisa Collins resigned as a trustee of the Arts Commission to taking up her seat in government.
(A) before
(B) prior
(C) sooner
(D) already

114. The new policy on data protection and confidentiality is expected to be before the end of the year.
(A) implement
(B) implemented
(C) implementing
(D) implementation

115. Ms. Leung is a fully qualified chemical engineer, obtained her bachelor's degree ten years ago and her Professional Engineer (PE) license four years later.
(A) had
(B) has
(C) have
(D) having

- (B) so
- (C) such
- (D) what

117. One of the finest qualities of our outgoing chairman is that he is a man of his word, who always his promises.
(A) does
(B) keeps
(C) makes
(D) answers

118. the river divides the city, there are two quite distinct parts, and each has its own character.
(A) As well as
(B) However
(C) Because
(D) Due to

119. Most reports suggest that MFW Enterprises is trading broadly in..... with expectations, and remains debt-free.
(A) check
(B) line
(C) collaboration
(D) touch

120. Following of an associate's degree program in nursing, I decided to obtain an entry-level job and work toward my bachelor's degree.
(A) complete
(B) completed
(C) completing
(D) completion

121. At the trial, lawyers for Garnton Construction all allegations of wrongdoing during the bidding process.

- (A) declined
- (B) denied
- (C) negated
- (D) refused

122. We do not want to delay plans for the provision of a matching 401(k) plan, and our employees do not want it to be delayed

- (A) either
- (B) neither
- (C) instead
- (D) too

123. The economic crisis has meant that many workers are prepared to accept raises that fall of the actual inflation rate.

- (A) short
- (B) shortage
- (C) shorten
- (D) shortly

124. Florida Rentals offers vacation villas and furnished apartments that are situated the eastern coast of Florida, all with stunning ocean views.

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

125. Since opening a new office in the capital Carlton Shipping has embarked on a strong strategy and has enjoyed significant growth as a result.

- (A) promote
- (B) promoting
- (C) promotional
- (D) promoted

126. Although the digital scanners proved difficult to use at first, doctors and staff soon got to the new technology and diagnosis rates improved considerably.

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

127. Such was the level of interest in the football coach's resignation that there were not enough chairs at the press conference for the number of journalists present.

- (A) only
- (B) very
- (C) almost
- (D) nearly

128. Antitrust laws can be through a civil or criminal action brought by an attorney or through a lawsuit brought by a private individual.

- (A) inflicted
- (B) enforced
- (C) compelled
- (D) obliged

129. Patrons at the theater couldn't help when the protagonist accidentally fell while walking onto the stage at the beginning of the second act.

- (A) laugh
- (B) to laugh
- (C) laughing
- (D) laughter

130. Any government to bring in radical welfare reforms would need to secure a mandate from the electorate.

- (A) propose
- (B) to propose
- (C) proposed
- (D) proposing

STEPS TO SUCCESS

This section presents an effective, step-by-step approach to use when answering questions on Part 5 of the TOEIC test.

The steps shown here are designed to help you achieve the highest possible score when you take the test. By following these steps, you should be able to maximize your score on this part of the test.

1

Read the sentence and look at the answer choices. If you are sure of the answer, mark your answer immediately and move on to the next question. If you are not sure of the answer, proceed to Step 2

2

Read the answer choices again. Then look at the words before and after the blank space in the sentence. Ask yourself whether the language focus is grammar or vocabulary, and try to identify exactly what is being tested.

3

Eliminate any answer choices you are sure are incorrect. If you can't decide between two or more options, read the clause containing the blank space silently to yourself with each answer choice in place. Which one "sounds" right?

4

Mark your answer.

TIMING

Maintaining a brisk pace is essential on this part of the test. Keep a watch in front of you and check the time regularly. You should aim to spend an average of 15 seconds on each question, so that you spend a maximum of 7.5 minutes on this part of the test.

PRACTICE

As timing is the most important skill to master on this part of the test, for each of the three Practice sections that follow you will have a time limit of 2.5 minutes to answer the ten questions. Before you begin, review the steps explained above. Be sure to follow these steps when completing the Practice exercises.

Practice 1

1. Cleveland County's public hospital stricken by massive _____ shortfalls, has announced plans to cut costs by \$12 million within the next fiscal year.
(A) fund
(B) funds
(C) funding
(D) funded
2. TX Routemaster, San Fernando Valley's main provider of intercity bus transportation, is _____ recruiting for coach operators.
(A) currently
(B) coherently
(C) collectively
(D) customarily
3. Troy Nielsen is one of six athletes being considered for the national synchronized diving team _____ this weekend's trials in Washington
(A) among
(B) during
(C) through
(D) into
4. _____ recently moved to a new, purpose built warehouse, Hudson Stationery Inc. is delighted to guarantee next-day delivery on almost all in-stock items.
(A) Having
(B) After
(C) Because
(D) Unless
5. Online sites _____ as Saving Plus showcase the very best coupons and deals that cannot be found in stores.
(A) like
(B) such
(C) just
(D) So
6. _____ of the workers at the quarry knew they were being dismissed until they received an e-mail Tuesday morning.
(A) Some
(B) AN
(C) Most
(D) None
7. The business model adopted by Dyno Torp two years ago has not proved to be a success, _____ the results are interpreted.
(A) nevertheless
(B) even
(C) although
(D) however
8. Forrester's two part adaptation of Wolf's masterpiece has been widely praised for its _____ and historical accuracy.
(A) realist
(B) realistic
(C) realistically
(D) realism
9. Angel investors may wish to serve as advisors to the start-ups they engage with, depending on _____ work experience and investing style.
(A) they
(B) their
(C) them
(D) theirs
10. To unlock a world of digital entertainment, simply _____ your satellite receiver to any broadband router using an Ethernet cable or wireless network adapter
(A) assign
(B) transmit
(C) connect
(D) relate

Practice 2

1. With a wide variety of merchandise on display, the Freetown Handicraft Festival makes a perfect one-stop shop for all hand-made items.
(A) up
(B) for
(C) out
(D) over
2. Nearly three-quarters of survey respondents indicated that they would not mind..... increased taxes in order to fund the government's ambitious healthcare reforms.
(A) pay
(B) to pay
(C) paying
(D) paid
- 3.. ... to popular belief, Christopher Columbus did not discover the continent of North America, but a series of islands in what are today known as the Bahamas.
(A) Contradictory
(B) Converse
(C) Conflicting
(D) Contrary
4. _____ recently moved to a new, purpose built warehouse, Hudson Stationery Inc. is delighted to guarantee next-day delivery on almost all in-stock items.
(A) Having
(B) After
(C) Because
(D) Unless
5. Under the food assistance program, items such as pet foods and paper products are for federal food stamps.
(A) ineligible
(B) indelible
(C) inedible
(D) infallible
6. This comprehensive study clearly indicates that the mandatory use of bicycle helmets would help reduce the incidence and severity of head and brain
(A) injuries
(B) damages
(C) wounds
(D) impairments
7. Please tell us if there is anything we have done to improve your stay.
(A) would
(B) ought
(C) must
(D) could
8. Climate scientists are beginning to ask whether the international consensus for action on global warming is on the verge of . . . and needs to be revisited.
(A) collapsed
(B) collapses
(C) collapse
(D) collapsible
9. An analysis of buying style variables concluded that there was no ... difference between the two consumer groups.
(A) appreciated
(B) appreciable
(C) appreciative
(D) appreciation
10. Regardless of the number of hours they work per week, all employees are entitled to receive a written contract of employment two months of starting work.
(A) by
(B) within
(C) before
(D) until

Practice 3

1. New ways of tackling income inequality have . . . if we are to prevent the gap between the world's rich and poor from becoming ever wider.
(A) to find
(B) been found
(C) to be found
(D) being found
2. It was only after testing the new recognition software for five months that law enforcement officials announced that the beta version was a success.
(A) face
(B) faces
(C) facet
(D) facial
3. Under the circumstances, the union leaders agreed there was no other course of action
... to call a general strike.
(A) except
(B) apart
(C) besides
(D) despite
4. These stone ramparts and the ruins of the main gate are all. ... remain of the castle following a fire in 1523.
(A) which
(B) what
(C) that
(D) where
5. The news that Spartans coach Bill Dwyer was to be replaced came as no surprise after the team's tenth defeat last Saturday.
(A) consecutive
(B) consecrated
(C) consequent
(D) consensual
6. Next week's in-house training workshop will focus on the essential sales skill of how to a deal effectively.
(A) take
(B) join
(C) close
(D) form
7. This initiative is intended to crack down on tax avoidance schemes, yet its success has...
.... placed in doubt due to fierce resistance by multinational corporations.
(A) had
(B) to
(C) not
(D) been
8. Investors appear to be turning away from gold, hedge funds, and long-term bonds in . . . of high fees and lackluster results.
(A) favor
(B) consequence
(C) terms
(D) spite
9. A period of .. rainfall over much of central Europe since Friday has led to widespread flooding in several states.
(A) rigorous
(B) strenuous
(C) forceful
(D) intense
10. The industrial park off Interstate 89 is the brainchild of TransCom, a nonprofit, . . .funded organization set up to support the local business community.
(A) private
(B) privately
(C) privatized
(D) privatization

STRATEGY REVIEW AND TIPS**Strategy Review** Reading Test - Part 5*Remember, in the test...*

- Work fast! You should aim to read each sentence quickly, but carefully.
- When you come to a blank, quickly look through the four answer choices, and then finish reading the sentence.
- Consider the answer choices. If you know the correct answer, mark your answer right away and go on to the next question.
- If you are not sure of the answer, decide if the focus is grammar or vocabulary. Look at the words before and after the blank to help you. Then look more closely and ask yourself what exactly is being tested.
- Read the sentence again and eliminate any answers that you are sure are wrong.
- If you are still not sure which answer to choose, don't waste time. Decide quickly and move on to the next item.

Tips

Here is some advice that people taking the TOEIC test have found useful for this part. Choose the tips you like, and try to use them.

"I know some people leave the tricky questions and go back later, but I don't. I go through this part once and once only. It is much better to answer the questions straight away than waste time going back." *Da-Xia Liang*

"Narrow the options down by eliminating as many answer choices as you can; then always guess answer choice (C) if it is still available. If (C) isn't available, choose (B)." *Jean Marchal*

"Keep looking at your watch. It is easy to spend a little too long on the problematic ones, and before you know it you will be way behind time. Be strict, and do your best not to fall behind." *Jo Kwon*

"Always go with your instinct. Never start to doubt yourself, because once you start to change your mind you begin to doubt everything!" *Yuka Kato*