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HACKERS

Hackers TOEIC Reading

David Cho

NHÀ XUẤT BẢN TỔNG HỢP
THÀNH PHỐ HỒ CHÍ MINH

NTV
Công ty TNHH
Nhân Trí Việt

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Hackers TOEIC READING

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Preface

TOEIC is an English test taken by non-native speakers who want to use English in their international workplace.

In actual fact, TOEIC is a very challenging examination. One reason for this is TOEIC questions use many difficult words. Learners, therefore, need a considerable number of business-related vocabulary items. Another reason is TOEIC questions actually require logical thinking. Many candidates who are not familiar with vocabulary items and not comfortable with this type of thinking may find the test hard to attain the score they need.

Before you start studying for the test, the first thing you should do is set a goal. If you are taking the test in order to apply for a job, find out what proficiency level is required. Next, find relevant and beneficial materials to practice so as to develop your test-taking strategies.

Being aware of the practical demand of learners, we have designed a set of Hackers books at basic and intermediate levels – **Hackers TOEIC Listening** and **Hackers TOEIC Reading** whose materials and questions are well selected from a variety of sources and from the most recent TOEIC tests. A lot of clear and detailed explanations plus a wide range of practice activities in these books will certainly meet your needs and enable you to achieve a high score on the TOEIC test.

This series of books can be used in class with the assistance of an instructor or for self-study.

Hopefully, you will find these books truly practical and helpful, and you will soon achieve your expected goal.

David Cho

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Main Features

This book contains the following features:

01. A large collection of actual questions

02. A comprehensive presentation of English grammar points

03. A combination of fundamental theories and actual practice

04. Typical questions and useful tips for doing the TOEIC Reading test

05. Essential vocabulary and expressions for each part of the TOEIC Reading test

06. Two actual tests

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Main Parts

This book includes the following parts:

01. Diagnostic Test

A diagnostic test is given for you to find out your current level of English and be able to decide on an appropriate study plan and put this book into full use.

02. Grammar: Basic Points

A brief introduction to basic and essential grammar points is shown to help you get a general idea of the fundamentals of English grammar.

03. Grammar: Explanations

All basic and essential English grammar points are then clearly explained to facilitate you in doing Parts 5 and 6 of the TOEIC test.

04. Grammar: TOEIC Questions

You will have a chance to put what you have just learned into practice by doing three typical TOEIC questions at the end of every grammar point presented.

05. Vocabulary & Reading: Types of Questions and Useful Tips

Typical questions in the Vocabulary and Reading sections together with Useful Tips are well presented to enhance your test-taking strategies for Part 7 of the TOEIC test.

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06. Hackers Practice

Exercises on choosing the correct word in brackets and correcting mistakes given at regular intervals aim at consolidating the vocabulary and grammar points you have learned in the previous parts.

07. Hackers Test

By doing all the questions which are similar to those in the TOEIC Reading test, you can familiarize yourself with the testing points in the TOEIC Reading test and improve your test-taking ability.

08. Actual Tests

You should do the two actual tests at the end of the book within the time limit and under exam conditions to check your progress compared with the result of the diagnostic test you have got before using this book.

09. Essential Vocabulary and Expressions

Essential vocabulary items and expressions for Parts 5 and 6 of the TOEIC test are carefully arranged so that you can manage to learn a number of them each day for at most 30 days to enlarge your store of TOEIC vocabulary and expressions.

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About TOEIC

What is TOEIC?

TOEIC is short for Test of English for International Communication. It is an English test designed specifically to measure the everyday business English skills of non-native people working in an international environment. It also allows employers to make hiring decisions, promotions, or transfers depending on job seekers' qualifications and English proficiency. TOEIC questions are based on a variety of real-world settings and situations:

- **Corporate Development** – research, product development
- **Dining Out** – business lunches, banquets, receptions, reservations
- **Entertainment** – cinema, music, art, exhibitions, museums, media
- **Finance and Budgeting** – banking, investments, taxes, accounting, billing
- **General Business** – contracts, negotiations, mergers, marketing, sales, invoicing, warranties, business planning, conferences, labor relations
- **Health Care** – medical insurance, visits to doctors/dentists, clinics, hospitals
- **Housing/Corporate Property** – construction, specifications, buying and renting, electric and gas services
- **Human Resources** – recruiting, hiring, retiring, promoting, job applications, job advertisements, salaries, pensions, awards
- **Manufacturing** – assembly lines, plant management, quality control
- **Office** – procedures, board meetings, committees, letters, memos, telephone, fax and e-mail messages, equipment
- **Purchasing** – shopping, shipping
- **Technical Areas** – electronics, technology, computers, laboratories and related equipment, technical specifications
- **Travel** – trains, airplanes, taxis, buses, ships, ferries, tickets, schedules, station and airport announcements, car rentals, hotels, reservations, delays and cancellations

TOEIC test format

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

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Registration, test taking, score report

1. Registration

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

Contact IIG Vietnam for registration information:

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

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

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

You may also register at:
http://www.iigvietnam.com/VN/Home/Registerdirectly.aspx

2. Test taking

On the test day, you must:

- Provide proof of your identity to the supervisor.
- Only have on your desk your identification card.
- Ensure mobile phones, pagers, and any electronic devices are switched off and placed with personal belongings outside the test room.
- Not lend anything to, or borrow anything from, another candidate during the test.
- Listen to the supervisor and do what you are asked to do.
- Tell the supervisor or invigilator at once if you think you are not given the right test booklet, or if the test booklet is incomplete or illegible.
- Read carefully and follow the instructions printed in the test booklet.
- Fill your name and registration number on your answer sheet before the start of the test.
- Listen carefully to the recorded instructions to familiarize yourself with the listening volume in the test room.
- Remember your test date and registration number so that you can check your test result online later.

3. Score report

Results are issued by test centers, usually 20 days after the test.

Institutions or organizations where you have registered may access your result before you receive it by mail.

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TOEIC Tips

Before entering the test room

1. Make sure you know the date, time, and your test venue and arrive before the scheduled starting time.
2. Bring along your registration form and identification card.
3. Bring along your notebooks, MP3 CD, or any study materials you have so that you can take a look at during the waiting time.

During the test

1. Choose the correct answers and mark them on your answer sheet

❶ Listening Test

While the recorded general directions and directions for Parts 1 and 2 are given, you should make use of this time to read the questions in Part 3 as many as possible. When you hear *Now let us begin Part 1*, stop reading and immediately return to Part 1 to concentrate on listening.

When doing Parts 1 and 2, you should:

- Mark your answer choices on your answer sheet, not in the test booklet.
- Not spend too much time on any one question.
- Mark only one answer choice for each question.
- Try to answer every question to the best of your ability.

While the directions for Part 3 are given, make use of this time to read again the questions numbered from 41 to 43 and their possible answer choices; and read the questions numbered from 71 to 73 and their possible answer choices while the directions for Part 4 are given. Simultaneously, underline the key words in all of these questions.

For Parts 3 and 4, you can mark your answer choices right on questions in the test booklet and later transfer them onto your answer sheet. Doing so, you can save lots of your time.

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❷ Reading Test

In the Reading section (75 minutes), you have to pace yourself. You may have at most 30 seconds for each question in Part 5 and Part 6. Also, you may have about 5 minutes for each reading passage in Part 7. Therefore, you should pay close attention to the time during the Reading section of the test. So, work quickly and mark your answers on your answer sheet right away. If you do not know the answer to a question, come back to it later.

Your score will be based on the number of questions you answer correctly.

If you mark more than one answer to a certain question, that question will be counted as wrong – even if one of the answers you marked is correct.

2. Complete your test

An announcement of the test-ending time will be made two times: 15 minutes and 3 minutes before the test time is up. When the time limit is finished, you have to submit your test booklet and answer sheet to the invigilator immediately.

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TOEIC Reading Test

Part 5 – **Sentence Completion** (40 questions)

Part 5 consists of 40 questions. Each of them includes a gapped sentence followed by four answer choices. Your job is to decide which of these four answer choices produces a complete, grammatical, and logical sentence when it is put into the gap. There are 25 questions on grammar and 15 questions on vocabulary. It is advisable that you finish this part in 20 minutes, i.e. about 25–30 seconds per question.

Grammar

The _____ step of this project will be to present our proposal to the board of trustees and the acting CEO.

(A) final
(B) finally
(C) finality
(D) finalize

Vocabulary

The company, known for its airtight food _____, began manufacturing non-stick pans in an attempt to hold a broader part of the kitchenware market.

(A) dishes
(B) bowls
(C) containers
(D) plates

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Part 6 – **Text Completion** (12 questions)

Part 6 consists of four short texts. Each text has three gaps; below each gap, four answer choices are given. You must decide which of these four answer choices makes the gapped sentence complete, grammatical, and logical. Basically, the testing points in Part 6 are the same as those in Part 5, except that they occur in longer texts. It is advisable that you finish this part in 5 minutes, i.e. about 20–25 seconds per question.

In an urgent announcement yesterday, TNA Electronics issued a _____ for a total

1 (A) regard
(B) request
(C) resignation
(D) retirement

recall on all Chop-O-Matic blenders. A company spokesman said the component used to hold the blades in place was not properly aligned during assembly. Because of this _____, the cutting device can easily become dislodged, injuring

2 (A) risk
(B) defect
(C) characteristic
(D) alteration

users. The company wished to offer customers their sincerest apologies by providing full medical compensation for those harmed and _____ all returned

3 (A) replacement
(B) replace
(C) replacing
(D) replaced

products with a newer, safer version of their Chop-O-Matic blender.

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Part 7 – **Reading** (48 questions)

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

Single Passages (28 questions)

There are 7–10 single passages and most of them are short. These passages primarily deal with a wide variety of topic areas, such as business letters, reports, articles, advertisements, etc. Each passage is followed by 2–5 questions. You should finish this part in about 25 minutes, i.e. approximately 2–3 minutes per passage.

This is an important memo informing all employees of a new policy regarding the usage of computers in the office. Due to an increase in personal use of computers during working hours, disciplinary measures have been initiated. To begin with, all staff members will have their computers monitored daily. Eventually, only approved websites will be accessible on work computers. Additionally, to turn on the computer, you will have to enter a login name and password. That way we know who is using the computers for personal reasons. This policy will take effect as of June 10. Mrs. Anderson will be taking your password requests this week in Room 354. You will be able to register anytime after June 2.

Q: When will the new monitoring system begin?

(A) After the first of the year
(B) Next week
(C) June 2
(D) June 10

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Double Passages (20 questions)

There are 4 double passages and 5 questions for each pair. Most of the double passages are related to each other, for example, a business letter and an e-mail, an article and a letter. Some questions refer to only one reading passage, but there are also some that require you to read both passages to be able to choose the correct answers. You had better finish this part in about 25 minutes, i.e. approximately 5-6 minutes per pair.

TO: All Staff

FROM: Nathan Perch, HR Manager, Superior Advertising Agency

Once again, the festive season draws near, and planning is underway for our annual Christmas party. This year's promises to be an extra-special affair, as we've been lucky enough to have the menu designed by Albertus Fabiola of the High Street Bistro and Grill. The tentative plan for the menu is as follows:

1. Pasta Salad with avocado, red onion, and sesame dressing
2. Hawaiian barbecued salmon with a coconut cream sauce

Please inspect the choices carefully and get back to me within next week with your feedback or suggestions, and we will endeavor to take them into account when making the final selections.

TO: Nathan Perch

FROM: John Dory, Marketing Division Chief

Nathan:

We were very excited to hear of the plans for the Christmas gathering. Overall, we were very satisfied with the menu, though a few of us thought that the second suggestion might be spiced up with the addition of roasted vegetables. The coconut cream sauce would match well, too. If you are able to take our request into account, I am sure it would be much appreciated by all the staff here in Marketing.

Kind regards,

John

Q: What item does Mr. Dory suggest changing?

(A) Vegetable and noodle salad
(B) Coconut cream sauce
(C) Grilled seafood
(D) Spiced potatoes

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Your Current Level & Preferred Learning Styles

Your Current Level

* After doing the diagnostic test on page 21, you will find out your roughly current level. You, then, should consult page 19 to know your preferred learning style and apply appropriate learning strategies to effectively improve your score.

Level	Number of correct answers
Very good	46-50
Good	36-45
Average	23-35
Poor	Under 23

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Preferred Learning Styles

Self-study

1. Go over grammar points, word lists, reading comprehension sections and try to deal with practice questions along with actual questions based on what has been learned.
2. After doing all the questions, check to find out the correct answers. With incorrect answers, try to identify the causes and take notes of the corrections to these errors for future use.

Group learning

1. Group members help each other to study grammar points, word lists, and reading strategies.
2. Before starting learning a new lesson, the group should check their self-study by either an oral test or a written test. The test should aim at checking what has been learned previously; in addition, questions should be answered spontaneously.
3. During groupwork, try to deal with practice questions and actual questions based on what has been learned as if you are taking a test. During this time, a time limit and some kind of punishment for wrong answers can positively stimulate your study.
4. Check the answers and discuss with other members the causes of some incorrect answers. You had better thoroughly learn every difficult point and take notes of the corrections to wrong answers so that they will be of great help for your future study.

Visual learning

1. Learners with a visual learning style may be very flexible. Therefore, you should be determined not to postpone your study. You had better set time and make a detailed study plan before starting learning.
2. Take notes of anything that causes problems when studying and doing exercises. Write down explanations for these points in a notebook.

Formal learning

1. You should be prepared to study at a language center without any absences. You should be attentive in class and immediately ask questions if you do not understand. You are advised to take advantage of the break time to consult your teacher, if possible.
2. After school, you should review your lesson and take notes of what you have not yet fully understood.

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Diagnostic Test

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Diagnostic Test

Time limit: 35 minutes

READING TEST

In this section, you must demonstrate your ability to read and comprehend English. You will be given a variety of texts and asked to answer questions about these texts. This section is divided into three parts and will take 35 minutes to complete.

PART 5

Directions: In each question, you will be asked to review a sentence that is missing a word or phrase. Four answer choices will be provided for each question. Select the best answer to the question and mark the corresponding letter (A), (B), (C), or (D) on your textbook.

01 In spite of the decreasing amount of silver, the value of the metal has fallen _____ in the past years.

(A) sharp (B) sharply
(C) sharpness (D) sharpen

02 Unlike _____ writers who prefer specializing in a specific genre, freelancers usually work with many literary types.

(A) much (B) more
(C) the most (D) many

03 This report is a list of projects that we are _____ working on in the marketing department.

(A) lately (B) currently
(C) commonly (D) daily

04 It is important for _____ interested in doing an investigative piece to check their sources and ensure their stories are accurate.

(A) journalists (B) journal
(C) journalism (D) journalistic

05 The entire staff would like to congratulate Mr. Richards _____ his winning the "Employee of the Year" Award.

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

06 Dealing with angry customers every day became too _____ to handle, so she quit the receiver position.

(A) frustrate (B) frustrated
(C) frustrating (D) frustration

07 Those who sign up for Internet connection now will have the _____ to try our service for free.

(A) opportunity (B) job
(C) situation (D) progress

08 Hank _____ from depression, having lost his job in January from budget cutbacks in the service department.

(A) will suffer (B) was suffering
(C) will have suffered (D) suffer

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09 The company decided to give her a chance, _____ doubts regarding her ability to perform such high-level tasks.

(A) but (B) yet
(C) nevertheless (D) despite

10 The office manager gave a short _____ about the office's new security system.

(A) confession (B) presentation
(C) organization (D) interpretation

11 Please be reminded that we are not responsible for any damage to the product due to careless use, intentional misuse or _____ customer negligence.

(A) other (B) the other
(C) another (D) others

12 Sales of small cars have been so high in Asia that the German automaker is _____ into entering the Asian market.

(A) watching (B) looking
(C) searching (D) viewing

13 _____ the remodeling is finished, the office cubicles can be put back in place and regular work hours can begin again.

(A) As soon as (B) However
(C) While (D) In time for

14 We _____ experienced applicants with strong qualifications and good marketing skills for sales position.

(A) research (B) contain
(C) seek (D) persuade

15 A thorough _____ of the journal article is needed before it can be published next month.

(A) revising (B) revision
(C) revise (D) revised

16 The proposal should be ready next week, _____ how long it takes the architects to finish the floor plan.

(A) resulting from (B) partly because
(C) depending on (D) certain

17 The speakers will be on the radio talk show _____ their views on energy issues in North America.

(A) introductory (B) introduce
(C) introduction (D) introducing

18 _____ renting a vehicle, verify the exact amount to be paid for licenses and maintenance costs.

(A) Rather than (B) When
(C) Because (D) As though

19 The _____ profitability of the X-27 is about 10 percent higher than previous models of this machine.

(A) overall (B) overcast
(C) overdue (D) overwhelmed

20 Please let me know if there are office spaces still available _____ lease in the new complex.

(A) into (B) as
(C) for (D) with

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PART 6

Directions: In this part, you will be asked to read an English text. Some sentences are incomplete. Select the word or phrase that correctly completes each sentence and mark the corresponding letter (A), (B), (C), or (D) on your textbook.

Questions 21-23 refer to the following advertisement.

Happy Pharmacy Valued Customer Day

We are pleased to announce that Happy Pharmacy will be celebrating its 10th anniversary next week. We recognize that our success is largely due to the strong support we receive from customers like you. In appreciation, we would like to invite you _____ in our Valued Customer Day on

21 (A) participate
(B) to participate
(C) participating
(D) participation

April 26. Visit any of our convenient locations and you will be treated to refreshments, as well as a 15 percent discount on all purchases over $20.00. In addition, you will get the chance to meet local health practitioners, try out new products, and enter your name to win a two months' worth of vitamins courtesy of Happy Pharmacy. We hope that you will take advantage of this great opportunity to save money and get to know the health services in your area. We hope to _____ offer

22 (A) recently
(B) conclusively
(C) continually
(D) timelessly

more events like this in the future. A flyer with our store addresses _____ for your information.

23 (A) enclosed
(B) has enclosed
(C) was enclosed
(D) is enclosed

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Questions 24-26 refer to the following e-mail.

From: Breakgen Productions
To: Darcey Kerr
Subject: DVD Order

Dear Ms. Kerr,

Thank you for your recent order for a copy of our DVD boxed set of *Werewolf Killer*. Unfortunately, we have discontinued this boxed set edition and will be unable to fulfill your order as _____. We

24 (A) request
(B) requesting
(C) requests
(D) requested

apologize for any inconvenience this may cause. We do offer an alternative version of this DVD that contains the original broadcasts as well as other additional features. Bonuses include

25 (A) presently
(B) previously
(C) purposefully
(D) generally

unreleased footage, a documentary about the making of the program, and an interview with the director. Because of this _____ material, the DVD has become one of our bestsellers.

26 (A) essential
(B) supplemental
(C) excessive
(D) promotional

The only other difference between the boxed set you ordered and this edition is the external packaging. Of course, should you decide to purchase a copy of *Werewolf Killer* and find that it is not suitable, you may return it for a full refund.

Sincerely,

Elmo J. Pudd
Customer Service Department, Breakgen Productions

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PART 7

Directions: In this part, you will be asked to read several texts, such as advertisements, articles or examples of business correspondence. Each text is followed by several questions. Select the best answer to each question and mark the corresponding letter (A), (B), (C), or (D) on your textbook.

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Questions 27-28 refer to the following invitation.

The Embassy of Spain
requests the pleasure of your company
at a reception and dinner
to welcome
the new Ambassador of Spain, Antonio Martinez
on Friday, the twenty-second of August
at 7:00 p.m.
The Town Hotel
Manhattan, New York City
Black tie
RSVP
Regina Davis
Vanderbilt Offices
Manhattan, NY
461-2007

27 What is the reason for the dinner?

(A) To award an outstanding manager
(B) To welcome a government representative
(C) To introduce a new executive
(D) To welcome a visiting delegation

28 What is the recipient asked to do?

(A) Bring a companion
(B) Be on time
(C) Prepare food
(D) Reply to the invitation

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Questions 29-30 refer to the following information.

5th Annual Bazaar

The community center is pleased to announce that it will be hosting the Midwestern Women's Association's 5th annual bazaar next weekend. Items to be sold at the event include home-made quilts, freshly baked pies, jams, and hand-made crafts. All participating community members are asked to bring at least one item to sell at the bazaar. Of course, donations are welcomed and will be used to improve the community center facilities. We are considering the installation of a media center for the education and convenience of the community youth who aren't fortunate enough to have access to such technology. With your contributions, it will also be possible to organize and hold more meaningful events for the community. As always, please spread the word to your neighbors about the event next Saturday. A sign-up sheet is located on the bulletin board in the main hall. It is sure to be a time of warmth, friendship, and community!

29 What are participants of the event asked to do?

(A) Help set up tables
(B) Donate an item
(C) Purchase tickets in advance
(D) Fill out a form

30 What is mentioned about the bazaar?

(A) It is a yearly event.
(B) It is outdoors.
(C) It is free of charge.
(D) It is held during the summer.

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Questions 31-33 refer to the following job advertisement.

Wanted

Executive Housekeeper

We are looking for an individual with an energetic personality. The qualified candidate will be responsible for managing and overseeing all public areas of the compound. A minimum of 3 years' experience in a similar position is required.

Convention Services Representative

Assists the manager in ensuring maximum sales, profit, and guest satisfaction of catering groups through proactive selling, maximization of incremental revenue of confirmed bookings and securing repeat bookings. Must have a minimum of 2 years' experience.

Front Desk Agent

The front desk agent is responsible for the professional and efficient operation of the reception desk. Previous experience necessary. Must be outgoing and people-oriented and have excellent oral and written communication skills. Possesses the ability to deal with pressure in a graceful and courteous manner. Position must be filled today.

Guest Service Agent

Guest services for arriving guests. Responsibilities include door person and valet. A driver's license is necessary. Must be able to lift up to 80lbs and work standing for long periods of time. Full-time position. May require extended work hours on weekdays and weekends.

E-mail a résumé and all pertinent information to hrd@fairfield.com. Those applying for supervisory positions must include two letters of reference.

31 Who might have put up this advertisement?

(A) A housekeeping agency
(B) A convention hall
(C) A large hotel
(D) A recruiting firm

32 What is a requirement of the front desk agent job?

(A) A minimum of 3 years' experience
(B) Good interpersonal skills
(C) A degree in hotel management
(D) Proficient typing skills

33 What should be submitted for the executive housekeeper position?

(A) Letters of recommendation
(B) A copy of college transcripts
(C) A copy of a driver's license
(D) A certificate of training

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Questions 34-37 refer to the following article.

Although many in the industry were surprised by Anna Page's win for best actress at the Independent Movie Awards (IMA), nobody was more surprised than the young Australian herself. "I am really shocked. It is a great honor to even be nominated. I will treasure this moment for years to come."

Although only twenty-three years of age, Anna has already appeared in eight films, acting in her first movie at the age of twelve. Anna has always done smaller, supporting roles but was noticed by film director Kennedy James, who decided she was perfect for his film *Jupiter*, which led to critical praise and eventually an IMA. Anna says she's not interested in big budget films and always works on smaller, independent productions. "With independent films, there isn't this pressure that exists in studio films. You are freer to try something new or different. I have never enjoyed doing movies that are totally controlled by a big studio." Anna said she would love to work with Kennedy James again, and that the two of them are currently working on a script. When asked how winning the IMA has changed her life, Anna replied, "Well, I definitely get more movie offers, but other than that, not much. I'm the same girl I've always been."

The IMAs are awarded annually to actors, directors and writers of independent film productions. Films must focus on social issues and be financed by filmmakers. Awards are given based on the votes of more than 3,000 peers in the independent film industry.

34 What is true about Ms. Page?

(A) She is a film director.
(B) She was surprised to win the award.
(C) She has acted in twelve films.
(D) She is interested in writing.

35 The phrase "have never enjoyed" in paragraph 2, line 7 is closest in meaning to

(A) am not part of
(B) have not experienced
(C) do not like
(D) am not involved in

36 What is a requirement for an Independent Movie Award?

(A) Winners must appear in ten films.
(B) Winners must be under thirty years of age.
(C) Winners must be nominated by 3,000 people.
(D) Winners must work on movies about social issues.

37 What is suggested about the films Ms. Page has acted in?

(A) They were big budget productions.
(B) They were small films.
(C) They were not enjoyable.
(D) They were all directed by Kennedy James.

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Questions 38-40 refer to the following letter.

Carrie Wynand
Wadley Mortgage Firm
Woodland Hills, CA
October 21

Robert Hartshire
1219 North Street
Helmsley Park, CA

Dear Mr. Hartshire,

This is in response to your inquiry regarding the mortgage trainee position we advertised in *The California Herald*. We would like to congratulate you on your interest in becoming a mortgage banker. There has been an overwhelmingly favorable response by mortgage brokers to the possibilities afforded by an online system that has resulted in record double-digit growth.

The mortgage banking team consists of professionals who are setting industry standards for innovation and service. Wadley Mortgage emphasizes the need to expand its system into the technological world. Therefore, we support the professional development and training of our employees. We firmly believe that the key to success rests in the quality of our bankers. Therefore, we are proud to offer people the opportunity to take part in our training program.

To participate in our program, you will need to submit the following: an application using the application form available on Wadley Mortgage's website, a letter of reference, and your résumé (including a cover letter). After you submit the required documents, the selection committee will post their decision on the website, which you may access with the code sent to your e-mail account after the entire application has been received.

Once again, thank you for your interest.

Best regards,

Carrie Wynand

Carrie Wynand
HRD

38 What is the purpose of this letter?

(A) To inform the applicant that he was rejected
(B) To remind the applicant that his documents are incomplete
(C) To respond to a potential applicant
(D) To tell the applicant when he can get the results

39 What should the candidate do next?

(A) Indicate interest by calling Ms. Wynand
(B) Visit the office for an interview
(C) Send a reply via e-mail
(D) Provide the necessary paperwork

40 What is suggested about Mr. Hartshire?

(A) He works at Wadley Mortgage.
(B) He has previously contacted the firm.
(C) He has already applied to the program.
(D) He has experience in the banking industry.

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Questions 41-45 refer to the following e-mail and memo.

To: All Employees
From: Josephine Napolitano
Date: April 26
Re: Training Sessions for Accounting Software

Starting next week, we will be offering training courses for new accounting software which was installed on our network this week.

CLASS	DATE	ROOM
Introduction	May 5	Conference Room A
Updates and innovations	May 6	Conference Room A
Workshop	May 9	Computer Lab B
Question/Answer session	May 10	Conference Room D

Mr. Alex Miller from ACS Software will conduct the first two presentations, and our own computer technician, Ms. Wentworth, will be leading our workshop and question/answer session. Those interested are required to register with the personnel department before April 30.

To: All staff (accounting department)
From: Erica Bane, director of finance

Everyone received an e-mail from the personnel department about the training courses in May for the new software program from ACS. All employees from the accounting department are required to attend these courses, not just new staff.

Although some of you are already familiar with the program, there have been recent changes and updates to the software that you may not be aware of. This is why I think the courses would be beneficial for everyone. Each session will last from 9 a.m. to 11 a.m., so you will have enough time to finish your work. If you do have any problems attending because of your schedule, please speak with Tom Holmes.

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41 What is indicated in the e-mail?

(A) The courses will begin on April 30.
(B) The workshop will be conducted by an ACS representative.
(C) Registration forms are at the front desk.
(D) The training sessions will be held in the same month.

42 What department does Ms. Napolitano work in?

(A) Technical support
(B) Personnel
(C) Marketing
(D) Accounting

43 What is the purpose of the memo?

(A) To tell workers about new office regulations
(B) To inform staff of requirements
(C) To request registration forms from employees
(D) To explain a new software program

44 What does the memo suggest?

(A) All accounting staff will attend the training courses.
(B) Training will be held in the personnel department.
(C) The training sessions will be conducted by Tom Holmes.
(D) Training schedules will be sent to employees.

45 What are employees with schedule problems asked to do?

(A) Call the personnel department
(B) Send an e-mail to Ms. Bane
(C) Contact Mr. Holmes
(D) Cancel their appointments

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Questions 46-50 refer to the following article and letter.

Sunday, June 18: The 19th Office Furnishings Fair (OFF) was held at the international convention center in Kuala Lumpur, Malaysia from June 15 to 17. This event played host to more than 400 office furniture and supply companies from around the globe. This year, such notable designers as Camilla Puglia and Denver Green were showcased. Organizers estimate that more than 80,000 people attended the event, and that this year's trade fair was the best yet, with nearly 18,000 orders placed. The fair lasted three days, and Jared Ibrahim, spokesman for the convention center, said, "We could easily have kept the business flowing for another three days."

June 24

Hiro Yakutake
Eiko Industries
Shibuya-Ku, Tokyo 150-8691
Japan

Dear Mr. Yakutake,

I met with you at your company's exhibition area on the first day of the Office Furnishings Fair in Kuala Lumpur. You showed me some of your company's new desk designs and provided me with a brochure.

We are very interested in some of your products, but unfortunately, I never received a price list while at the fair. If you could e-mail me a copy of the list to sthath@neoresearch.net, I would appreciate it. After I receive the list, I will call you to discuss a possible order. Our offices are moving to a new building, so we would require new furnishings by September 10.

Thanks for your help. I hope to do business with you soon.

Sincerely,

Steve Hathaway
Resource Director, Neo Research Corp.

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46 In the article, what is NOT mentioned about the trade fair?

(A) It was held in Malaysia.
(B) It has been held nineteen times.
(C) It lasted for five days.
(D) It attracted more than 400 companies.

47 In the article, the word "notable" in line 4 is closest in meaning to

(A) customary
(B) important
(C) definite
(D) elaborate

48 What is indicated in the letter?

(A) Eiko Industries produces office furniture.
(B) Eiko Industries offers a free delivery service.
(C) Eiko Industries is a new company.
(D) Eiko Industries is based in Kuala Lumpur.

49 When did Mr. Hathaway most likely meet with Mr. Yakutake?

(A) June 15
(B) June 16
(C) June 18
(D) June 24

50 What does Mr. Hathaway ask Mr. Yakutake to do?

(A) Fax a price list
(B) Make a phone call
(C) Send an e-mail
(D) Mail a brochure

Answers: p. 543

After doing the diagnostic test, you should refer to page 18 to find out your current level.

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GRAMMAR

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GRAMMAR

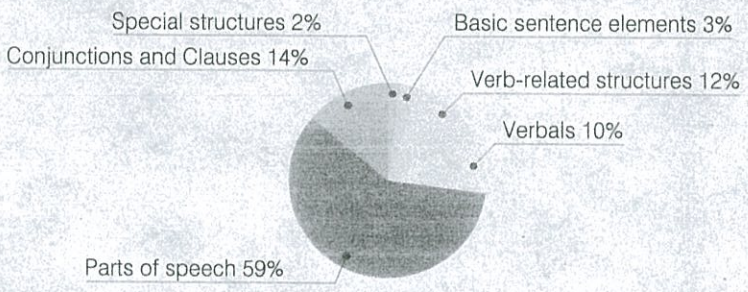
1 Features

In the TOEIC test, grammar questions are found in Part 5 – Sentence Completion, and Part 6 – Text Completion. Questions in Parts 5 and 6 also involve business settings and situations like those in the other parts of the test.

2 Testing Points

TOEIC testing points on grammar are similar to those often found in general English grammar. They include basic sentence elements, verb-related structures, verbals, parts of speech, conjunctions and clauses, and special structures like comparison, parallelism, and inversion.

3 Question Percentage



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4 Test-Taking Strategies

Step 1: **Look at the four answer choices to decide whether it is a grammar question.**

For example, if you see words of the same root, such as **information, inform, informative, informatively**, or **give, to give, giving, given**, provided as possible answer choices to a question, you can conclude that it is a grammar question.

Step 2: **Look at the words around the gap to find out important clues and understand the meaning of the whole sentence or the whole text.**

Part 5: **Example**

Rosalind _____ **decided** to accept the textile design job that was offered to her by Furness Clothing Manufactures.

(A) finalize **(B) finally** (C) finalized (D) final

Step 1: Look at the four answer choices to decide whether it is a grammar question.

The four answer choices are words derived from the same root (**final**). You, therefore, can conclude that this is a question on grammar.

Step 2: Look at the words around the gap to find out important clues and understand the meaning of the whole sentence.

The missing word comes between the subject (**Rosalind**) and the verb (**decided**). By finding out the important clues (the subject and the verb), you can decide that a modifier (an adverb) is needed for the gap.

Part 6: **Example**

The air-travel industry and environmentalists from around the country **are eagerly awaiting** the 2nd Air Transportation and the Environment Conference _____ next week.

(A) can open
(B) opened
(C) opening
(D) is opened

The keynote speakers will focus on the concerns and progress made in each of these areas by speaking on current trends in creating more environmentally friendly aircraft and airports.

Step 1: Look at the four answer choices to decide whether it is a grammar question.

The four answer choices are verb-related words. You, therefore, can conclude that this is a question on grammar.

Step 2: Look at the words around the gap to find out important clues and understand the meaning of the whole sentence or the whole text.

The sentence already has a main verb in the present continuous tense (**are awaiting**). Therefore, only the noun (**opening**) is the best answer choice.

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Section 1
Basic Sentence Elements

Chapter 01 – Subjects, Verbs
Chapter 02 – Objects, Complements
Chapter 03 – Modifiers

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Chapter 01

Subjects, Verbs

Basic Points

A verb refers to the action or state of a subject. A subject is a person or thing that performs the action in a sentence.

Kathy ate an apple.

Ate in this sentence is the verb showing the action of the subject **Kathy** (a person) who does the action.

In a complete sentence, there must always be a subject and a verb.

Kathy an apple. (X)
ate an apple. (X)

Both of these examples are not sentences. The first one does not have a verb, and the second does not have a subject. To form a complete sentence, a subject and a verb must always exist.

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01 Subjects

❶ Subjects in sentences may have various forms, all of which have the function of a noun coming before a main verb. Common forms of subjects include:

Noun phrase	The top executives agreed to negotiate with the union.
Pronoun	They are having a team meeting today.
Gerund phrase	Operating the machinery is difficult.
To-infinitive phrase	To meet the president was a privilege.
Noun clause	What Jane needs for her office is unclear.

➤ The underlined parts are the focus of the subjects. These parts are often tested in TOEIC.

Note: A to-infinitive coming in the position of a subject is not common. It is often used in the structure with the dummy subject **It** presented in Point 02 of this chapter – Dummy Subject **It**.

❷ Verbs and adjectives cannot come in the position of a subject.

A rushed ~~decide~~ should be avoided under any circumstances.
decision

➤ The verb **decide** cannot come in the position of the subject. It should be the noun **decision**.

The financial ~~healthy~~ of the company is in doubt.
health

➤ The adjective **healthy** cannot come in the position of the subject. It should be the noun **health**.

Notes: 1. Pay close attention to nouns that may be misunderstood as adjectives.

applicant	delivery	denial	proposal
complaint	strategy	disposal	withdrawal

2. Pay close attention to nouns having the same form as verbs or adjectives, which are more frequently used.

prospect	normal	respondent	control	increase
help	respect	individual	alternative	interest
deal	charge	request	potential	representative
offer	leave	raise	review	original
objective	pay	effect	check	

❸ A subject and its verb must agree in number.

The ~~prospects~~ of increased revenue awaits us next year.
prospect

➤ Because the verb **awaits** is singular, the subject must also be in the singular form (**prospect**).

TOEIC Questions

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

1. Please remember that the _____ of electronic devices is prohibited during takeoffs and landings.
   (A) operation (B) operate
   (C) operated (D) operator

2. Personal _____ left behind on seats in the theater are brought to the lost and found department, but most are never claimed.
   (A) belonging (B) belongs
   (C) belongings (D) belong

3. The new _____ that is going up at Williams Street will accommodate hundreds of commercial enterprises.
   (A) structural (B) structurally
   (C) structured (D) structure

Answers: p. 543

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02 Dummy Subject It

❶ **It** is used to replace a long subject such as a to-infinitive phrase or a that-clause. In this case, **It** is called **dummy subject**, and the long subject is called **real subject**.

It is important to open negotiations with the Brazilian firm.
Dummy subject — Real subject (to-infinitive phrase)

It is understood that Mr. Gann will resign fairly soon.
Dummy subject — Real subject (that-clause)

❷ **It** is used with a that-clause to emphasize the noun or prepositional phrase that comes after **It**.

It was Jane that gave a speech.
Emphasized part

It is in the conference room that the most important meetings take place.
Emphasized part

Note: When the emphasized part is a person, **that** can be replaced by **who(m)**. When the emphasized part is a thing, **that** can be replaced by **which**.
It was Patrick who won the game.
It was the song which captured my attention.

❸ The dummy subject **It** cannot be replaced by any other word.

~~That~~ was a cat that was stuck in the tree last night.
It

➤ **That** cannot replace **It**.

~~There~~ is possible that nobody will attend the meeting.
It

➤ **There** cannot replace **It**.

TOEIC Questions

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

1. When deciding what food to serve guests at a party, _____ is always best to choose dishes that can be prepared ahead of time.
(A) there (B) what
(C) that (D) it

2. It is mandatory to _____ a work identification card when you first enter the company.
(A) obtain (B) obtaining
(C) obtainment (D) obtained

3. Although the two copywriters in the office are often at odds with one another, _____ is clear that they have respect for each other's work.
(A) there (B) it
(C) what (D) that

Answers: p. 543

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03 Dummy Subject There

❶ **There** is used to show the existence of somebody or something and is used in the structure **There + linking verb (be, remain, exist) + real subject (noun/noun phrase).**

There are eleven offices on this floor.
Dummy subject — Real subject (noun phrase)

There remains some doubt over her level of dedication.
Dummy subject — Real subject (noun phrase)

There exists a possibility that the company will be bought out this year.
Dummy subject — Real subject (noun phrase)

❷ In the structure **There + linking verb + real subject**, a verb cannot come in the position of the real subject.

We will contact you if there are ~~cancelled~~ cancellations.

➤ **There are** must be followed by the noun **cancellations** which is the real subject of the sentence.

TOEIC Questions

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

1. _____ remain significant challenges for the fledgling company as it tries to gain a foothold in a highly competitive market.
   (A) It (B) There
   (C) He (D) They

2. The publisher prints an apology on the second page of the magazine when there are _____ of fact in previous issues.
   (A) errs (B) erroneous
   (C) errors (D) erred

3. I am hopeful that somewhere in the city _____ exists a position with the hours and benefits I seek.
   (A) there (B) it
   (C) he (D) what

Answers: p. 543

Hackers Skill Distinguishing between it and there

- Read the whole sentence. If the sentence expresses an opinion or a comment, use the dummy subject **It**. If the sentence mentions the existence of somebody or something, use the dummy subject **There**.
  When you want to travel, it (~~there~~) is a good idea to plan ahead.
  There (~~It~~) is a guidebook in each language.
- The dummy subject **It** is followed by a noun, an adjective, a prepositional phrase, etc. The dummy subject **There** can be followed by a noun/noun phrase only.
  It (~~There~~) is fair to give him a chance.
  Adjective

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04 Verbs

❶ In a sentence, a verb must come after its subject (an auxiliary/a modal verb may come before it).

The supervisor oversees an entire office.
The supervisor can oversee an entire office.

❷ Two forms derived from a verb are **bare infinitive + -ing** and **to + bare infinitive.**

The supervisor overseeing an entire office. (X)
The supervisor to oversee an entire office. (X)

➤ **Overseeing** and **to oversee** are not the main verbs because they are not conjugated. **Overseeing** (gerund/present participle) and **to oversee** (to-infinitive) are called **verbals**.

❸ Nouns and adjectives cannot come in the position of a verb.

Jake ~~arrival~~ a few minutes late for the meeting.
arrived

➤ The noun **arrival** cannot come in the position of the verb. It should be the conjugated verb **arrived**.

This company ~~compliant~~ with government regulations.
complies

➤ The adjective **compliant** cannot come in the position of the verb. It should be the conjugated verb **complies**.

Note: Pay attention to verbs that have the same form as nouns or adjectives.

function	complete	schedule	contact	place
finance	question	separate	deposit	demand
process	cost	name	secure	service
influence	purchase	experience	document	correct
feature	transfer	claim	access	

TOEIC Questions

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

1. The value of the dollar _____ yesterday against the Japanese yen after the conflict in the Middle East died down.
   (A) rising (B) to rise
   (C) risen (D) rose

2. The new regulation from the Department of Transportation _____ a change in the manner in which rest time is calculated for commercial vehicle drivers.
   (A) requires (B) requiring
   (C) to require (D) requirement

3. Salaried employees _____ a 10 percent increase in wages last year as an incentive to increase production.
   (A) receipt (B) to receive
   (C) received (D) receiving

Answers: p. 543

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05 Number/Tense/Voice of a Verb

❶ Subjects and their verbs must agree in number.

The results of the inquiry ~~was~~ made public today.
were

➤ Because the subject is in the plural form (**results**), the verb must be in the plural form, too (**were**).

❷ Verbs must agree in tense based on time expressions.

Randy ~~joins~~ the firm seven years ago.
joined

➤ Because there is a time expression indicating the past (**seven years ago**), the verb must be conjugated in the past tense (**joined**).

❸ Verbs must correctly be used in the active voice or the passive voice.

The accounting reports ~~checked~~ by a team of auditors.
were checked

➤ The subject **The accounting reports** is a thing and is acted on by **a team**. Thus, its verb must be in the passive voice (**were checked**).

They ~~were used~~ their savings for a charitable cause.
used

➤ The subject **They** performs the action, so its verb must be in the active voice (**used**).

Note: Number/tense/voice of a verb will be presented in detail in Chapters 05, 06, and 07 of Section 2 – Verb-Related Structures.

TOEIC Questions

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

1. A notice about the vacancy _____ on the company message board.
   (A) were posted (B) have posted
   (C) to post (D) will be posted

2. Mr. Franzen _____ Joyce Marcus head inspector of the company's several factories located in the southern region of the country.
   (A) name (B) named
   (C) is naming (D) namely

3. When CSI Peripherals _____ its sales division, one middle manager and three assistant administrators were dismissed.
   (A) was restructuring (B) was restructured
   (C) to restructure (D) restructures

Answers: p. 543

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06 Verbs in the Imperative

❶ An imperative sentence starts with a bare infinitive.

Place the report on my desk.
Please complete this form and sign at the bottom.

Note: An imperative sentence does not have a subject. Imperative sentences are used to give orders, commands, warnings, or instructions. For a polite request, we add **please** at the beginning or end of the sentence.

❷ When + participial phrase or If-clause before an imperative sentence

When investigating an insurance claim, follow all company procedures.
If you would like to request a transfer, submit this form.

➤ In the TOEIC test, verbs in the imperative are more commonly asked than the When + participial phrase or If-clause. Sometimes, you may find phrases introduced by **Whatever** instead.

❸ Only bare infinitives can come in the position of the main verb in an imperative sentence. Conjugated verbs, verbals, nouns, or any other part of speech cannot be put in this position.

Please ~~has~~ a seat.
have

➤ A conjugated verb cannot be used in the imperative.

Whatever your destination, ~~relying~~ on J Net for quality service.
rely

➤ A gerund cannot be used in the imperative.

When negotiating a partnership, ~~trial~~ to be open-minded.
try

➤ A noun cannot be used in the imperative.

TOEIC Questions

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

1. When making a presentation, _____ discussing matters already known to the audience.
   (A) to avoid (B) avoids
   (C) avoiding (D) avoid

2. Whatever your investment needs, _____ on Farallon Services to provide the information and advice you need to make a wise investment.
   (A) counts (B) count
   (C) counted (D) counting

3. If the strategy fails to meet the team's objectives, _____ the plan in order to determine where its weaknesses are.
   (A) evaluating (B) to evaluate
   (C) evaluate (D) evaluation

Answers: p. 543

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HACKERS PRACTICE

Choose a correct option for each sentence.

01 The technician (working/worked) night and day to get the security system running.

02 The (complete/completion) of the new office will enhance our operations in Europe.

03 The freshness of the vegetables at the market (vary/varies) depending on the time of year.

04 (Reduce/Reducing) the amount of paper wasted in the office is one of the manager's priorities.

05 Investment activities for the agreement (comprise/comprisal) cash payments as well as stock transfer.

06 (It/That) was important to finish discussing the recent deal before moving on to other business.

07 All assignments should (send/be sent) to the director's mailbox by the Saturday deadline.

Decide whether each of the sentences below is correct or incorrect. If it is correct, write "correct"; if it is incorrect, point out the mistake(s) and provide (a) correction(s).

08 Efficient is the most important consideration in the company's decision about whether to relocate.

09 When Joseph completes the audit, he concluded that it needed to be revised.

10 When uncertain about what to do in a work-related situation, asks your supervisor.

11 The information Robert provided is several months out of date.

12 There is known that high salaries contribute to staff retention and loyalty.

13 The engineer estimation that the building will need three thousand tons of concrete.

14 Its downtown locate means that the office is in a prestigious business district.

Answers: p. 543

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 Management _____ on resource allocation for the coming quarter will have to be set aside until the director arrives back from his business trip.

(A) decides (B) decide
(C) decisions (D) decisive

02 The price of a sketch or an oil painting _____ the frame and the cost of delivering the artwork to the buyer's address.

(A) include (B) including
(C) includes (D) inclusion

03 Commuters arriving at the Logan Square station had no choice but to use the stairway because the _____ was being repaired.

(A) escalate (B) escalator
(C) escalation (D) escalating

04 The lipstick samples _____ back to the manufacturer when it was discovered that a number of the lipstick cases were defective.

(A) were sent (B) were sending
(C) sent (D) being sent

05 Director Patterson's _____ was that the institute should move its headquarters to Austin, Texas.

(A) conclusion (B) conclusive
(C) conclude (D) conclusively

06 Sales revenue _____ significantly since the launch of the company's new ad campaign.

(A) increase (B) will increase
(C) has increased (D) increasing

07 If you plan on renovating your apartment, be sure that the changes you make _____ with the stipulations in your rental contract.

(A) compliant (B) complying
(C) compliance (D) comply

08 The training department requires even seasoned employees to attend safety courses because _____ of accidents is paramount in the workplace.

(A) prevent (B) prevention
(C) to prevent (D) preventable

09 Katherine Bryant _____ Purcell Firm forty years ago, making her one of our longest-serving employees since the firm was first established.

(A) joining (B) join
(C) joined (D) joins

10 The Japanese _____ backed out of the World Peace Conference when more than half its members came down with the flu the day before their flight.

(A) delegate (B) delegated
(C) delegation (D) delegating

11 The chef _____ a cooking clinic for housewives to teach them how to make consommé and other French soups.

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

12 The sudden _____ of Harvey Wyman as executive director has left the corporation in a state of uncertainty.

(A) resign (B) resignation
(C) resignedly (D) resigned

13 Approximately half of the employees at Sabian & Randolf, Ltd. _____ to work by subway.

(A) commute (B) commutes
(C) is commuting (D) has commuted

14 By the end of the first quarter, the company _____ estimated profit by over 10 percent.

(A) exceeding (B) had exceeded
(C) was exceeded (D) to exceed

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15 The _____ of the agreement forced the lessee to comply with the legal requirements necessary to obtain a new contract.

(A) cancel (B) cancellation
(C) cancelling (D) cancelled

16 The project development director _____ evaluations for all projects administered in the last quarter to be on her desk by tomorrow morning.

(A) have expected (B) expects
(C) to expect (D) expecting

17 The Board overwhelmingly _____ the proposal made by the marketing division, considering it too complex at the present stage of expansion.

(A) rejected (B) rejecting
(C) reject (D) was rejected

18 _____ is very important that all visitors to the production plant wear protective glasses and helmets in the assembly area.

(A) What (B) This
(C) That (D) It

19 The new main office was housed in a bright and modern building, but its _____ was inconvenient for employees who didn't have a car.

(A) locate (B) to locate
(C) located (D) location

20 When having an important document delivered, _____ the receiver that the package is on its way.

(A) notification (B) notify
(C) notifies (D) notifying

Part 6

Questions 21-23 refer to the following memo.

We will begin our week-long training seminar this coming Monday, May 31. The _____ of this

21 (A) intend (B) intention
(C) intending (D) intentional

seminar is to improve office efficiency and productivity. We will be holding the seminar in Conference Room D. As seating is limited to only forty people, employees wishing to attend the workshop are _____ to register ahead of time. You can sign up at the personnel office, but please

22 (A) determined (B) altered
(C) advised (D) utilized

be aware that we _____ written permission from your manager before we can register you for this

23 (A) require (B) requirement
(C) requiring (D) to require

event. Thanks for your cooperation, and we hope to see you at the seminar on Monday.

Answers: p. 543

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Chapter 02

Objects, Complements

Basic Points

An object is the receiver of the action in a sentence. It completes the meaning of a transitive verb.

I like pizza.

Pizza completes the meaning of the verb **like** and it is the object of the sentence. Without this object, the sentence is incomplete.

I like. (X)

Some verbs need two objects. One is the indirect object and the other is the direct object.

My girlfriend gave me chocolate.
Object 1 Object 2

Usually, the meaning of the verb **give** is completed by two objects as in sentence structure 4 – **subject + verb + object 1** (indirect object) **+ object 2** (direct object). Common verbs used with this structure include **give**, **grant**, **teach**, **instruct**, **send**, **buy**, **bring**, **tell**, **offer**, etc.

A complement completes the meaning of a verb and modifies the subject or object of a sentence. There are subject complements and object complements.

He is a magician.
I find magic exciting.

A magician is the complement of the subject **He**, and **exciting** is the complement of the object **magic**. Without these complements, the sentences are incomplete.

He is. (X)
I find magic. (X)

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01 Objects

❶ Objects in sentences may take certain forms, all of which function as a noun. Common forms of objects include:

Noun phrase	Jake has enough business sense to run his own company.
Pronoun	I can't find them anywhere in the office.
Gerund phrase	Fred hates working overtime.
To-infinitive phrase	Helen wants to get a new job.
Noun clause	I agree that we need new filing cabinets.

➤ The underlined parts are the focus of the objects. These parts are often tested in TOEIC.

❷ Verbs, adjectives, and adverbs cannot come in the position of an object.

The company guarantees ~~deliver~~ in five to seven days.
delivery

➤ The verb **deliver** cannot come in the position of the object. It should be the noun **delivery**.

Planners designed the ~~productive~~ with the teenage consumer in mind.
product

➤ The adjective **productive** cannot come in the position of the object. It should be the noun **product**.

TOEIC Questions

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

1. Reliance Property Developers takes great _____ in announcing that we have purchased eleven square kilometers of land in the Hartford area.
   (A) please (B) pleasure
   (C) pleasant (D) pleasurable

2. Working in the field helped the trainees to formulate a better business _____ that would address the problems raised by Mr. White.
   (A) strategic (B) strategical
   (C) strategy (D) strategize

3. The manager posted a note stating that the staff should know the revised _____ for company tours.
   (A) proceed (B) proceeds
   (C) procedural (D) procedures

Answers: p. 543

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02 Dummy Object It

❶ The structure **subject + verb + dummy object it + adjective + real object (to-infinitive phrase/that-clause)** is used to put more emphasis on the opinion rather than the real object.

I found ~~to use the software easy~~.
it easy to use the software

➤ The real object of the sentence is the to-infinitive phrase **to use the software**.

The entire staff thought ~~that the CEO didn't attend the seminar peculiar~~.
it peculiar that the CEO didn't attend the seminar

➤ The real object of the sentence is the that-clause **that the CEO didn't attend the seminar**.

Note: When the real object is a noun phrase, the structure with the dummy object **it** cannot be used.
Mrs. Tyne's leadership made it possible the expansion of the company.

❷ The phrase **make it possible** is frequently used.

The machinery will make it possible to increase productivity.

➤ The to-infinitive phrase **to increase productivity** is the real object of this sentence.

Revisions to the contract will make it possible ~~negotiate~~ interest rates.
to negotiate

➤ The to-infinitive **to negotiate**, not the bare infinitive **negotiate**, must be used.

Note: You can replace **possible** by other adjectives such as **easy**, **difficult**, **necessary**, etc. These adjectives modify the real object of the sentence.
The Internet made it easy to find information about job openings.
He made it difficult to talk by constantly interrupting.

TOEIC Questions

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

1. The proposed budget increases would make it possible _____ added support to each sector of the firm.
   (A) give (B) gave
   (C) to give (D) in giving

2. The whole community found it unreasonable _____ the city proposed building a landfill site within a twenty-mile radius of the city limits.
   (A) which (B) about
   (C) that (D) when

3. To develop a spirit of creativity in the office, supervisors should make it necessary _____ the initiative of each employee.
   (A) recognize (B) to recognize
   (C) of recognizing (D) recognized

Answers: p. 543

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03 Complements

❶ Complements may take the form of a noun or an adjective.

- Complements in the form of a noun

Noun phrase	Previous work experience will be an advantage for applicants.
Gerund phrase	His specialty is designing databases.
To-infinitive phrase	The important thing is to include your phone number.
Noun clause	The problem is that we do not have sufficient capital.

- Complements in the form of an adjective

The new investments are profitable.
We found the art exhibit fascinating.

➤ The underlined parts are the focus of the complements. These parts are often tested in TOEIC.

❷ Verbs and adverbs cannot come in the position of a complement.

All employees are ~~cooperate~~ with the new policy.
cooperative

➤ The verb **cooperate** cannot come in the position of the complement. It should be the adjective **cooperative**.

Excellent acting made the performance ~~excitingly~~.
exciting

➤ The adverb **excitingly** cannot come in the position of the complement. It should be the adjective **exciting**.

❸ Verbs followed by a subject complement or an object complement

Verbs followed by a subject complement	be	become	get	seem	remain
	turn	taste	feel	look	sound
Verbs followed by an object complement	make	keep	find	consider	call

She became a professional musician.
Mr. Shaw had always considered himself a self-motivated individual.

Notes: 1. The verb **remain** is commonly followed by a to-infinitive phrase, while **keep** and **find** are followed by an adjective.
The reports remain to be filed. The heater will keep the room warm.
2. **Make sure** is an idiom. Do not use the adverb **surely** in this case.
Make surely (→ sure) that you lock the supply closet.

TOEIC Questions

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

1. The salesmen have been very _____ in their attempts to get us to purchase a beachfront property.
(A) persuade (B) persuasive
(C) persuading (D) persuaded

2. It was a great _____ that Brian Mann did not receive the Employee of the Year Award because he had worked so hard.
(A) disappoints (B) disappointed
(C) disappointing (D) disappointment

3. Although I'm _____ about your situation, I have to consider the best interests of this company.
(A) empathetic (B) empathize
(C) empathizing (D) empathically

Answers: p. 544

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04 Noun Complements vs. Adjective Complements

① When a complement takes the form of a noun, it follows a linking verb or an object and tells us who/what the subject or object is.

Alice is a ballet dancer.
After two months, Jack became a general manager.
➤ The complements **a ballet dancer** and **a general manager** give information about the subjects **Alice** and **Jack**.

People called him a liar.
We all considered his speech a masterpiece.
➤ The complements **a liar** and **a masterpiece** give information about the objects **him** and **his speech**.

② When a complement takes the form of an adjective, it follows a linking verb or an object and gives an opinion, a feeling, an attitude, etc. about the subject or object.

The paintings are impressive.
She seemed bothered at work today.
➤ The complements **impressive** and **bothered** give opinions about the subjects **The paintings** and **She**.

The manager made the workers nervous.
The bank keeps its depositors satisfied with insurance guarantees.
➤ The complements **nervous** and **satisfied** modify the objects **the workers** and **its depositors**.

Note: Complements of the dummy subject **it** and real subjects (to-infinitive phrase/that-clause):

It is my recommendation for you to move into a higher level class.
It is recommendable for you to move into a higher level class.
☞ Both the noun **recommendation** and the adjective **recommendable** come in the position of the complement. However, there should be a possessive adjective or an indefinite article before the noun.

It is a pity that you can't continue working with us.
It is pitiful that you can't continue working with us.
☞ Both the noun **pity** and the adjective **pitiful** come in the position of the complement. However, the first sentence will be grammatically wrong if the noun **pity** lacks the article **a**.

TOEIC Questions

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

1. Mrs. Heinz is _____ that the company will be more successful next year.
   (A) optimistic (B) optimism
   (C) optimist (D) optimistically

2. Because prices at department store sales were quite _____, shoppers did not think it necessary to compare prices.
   (A) competition (B) competitive
   (C) competitor (D) compete

3. It is _____ for investors to check a company's performance before purchasing any shares.
   (A) advice (B) advisable
   (C) advise (D) advisor

Answers: p. 544

Hackers Skill If a complement mentions the state of the subject or object in the sentence, it must take the form of an adjective, not a noun.

Janelle became interest (→ interested) in journalism after attending the writers' workshop.
The bank keeps its depositors satisfaction (→ satisfied) with insurance guarantees.

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HACKERS PRACTICE

Choose a correct option for each sentence.

01 Your reservation for the workshop will not be (complete/completion) until we receive full payment.

02 Sandra lacked the (mature/maturity) needed for someone in a position of such responsibility.

03 The company made the associate (proud/proudly) by electing him as vice president.

04 Investors in the company expressed (amazing/amazement) at the rate of return they received.

05 James asked his broker to keep him (inform/informed) about developments in the market.

06 Unless you send us a written (confirmation/confirmed), we are not able to ship the order.

07 The new database becomes (operational/operationally) as soon as Mr. Mills gives authorization.

Decide whether each of the sentences below is correct or incorrect. If it is correct, write "correct"; if it is incorrect, point out the mistake(s) and provide (a) correction(s).

08 When applying for a business loan, you need provide your bank account information.

09 Many people consider credit cards convenience and safe to carry.

10 Sudden budget cuts made it necessary lay off two hundred employees.

11 I found professional workshops incredibly help and productive.

12 Mrs. Fields prefers sharing office tasks to working alone.

13 It is always wisdom to review a contract before signing an agreement to all of its terms.

14 The insurance company offers its customers numerous coverage options.

Answers: p. 544

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 Speedy Carrier cannot guarantee _____ of packages in cases where natural and unavoidable calamities occur.
(A) deliver (B) delivery
(C) delivered (D) deliverable

02 An outstanding tenor and a captivating plot made last night's opera at the Carnegie Hall very _____.
(A) exciting (B) excitable
(C) excitedly (D) excitement

03 Starting up the consulting firm is a _____ that Mr. Richards is eager to take up.
(A) venture (B) venturesome
(C) ventured (D) venturing

04 New factory workers must have their superintendent's _____ for requisition of any supplies needed for the assembly line.
(A) approve (B) approval
(C) approves (D) approvingly

05 Customer complaints have become much more _____ since we installed the automatic messaging system that filters calls.
(A) managing (B) manage
(C) manageable (D) management

06 The _____ of the company's financial officer has left a vacancy that the CEO is trying to quickly fill.
(A) resigned (B) resignedly
(C) resignation (D) resign

07 Accounting graduates are required to obtain _____ to establish their credentials as licensed public accountants.
(A) certify (B) certified
(C) certifiable (D) certification

08 Points earned on the purchase of any of the products are not _____ to other customers.
(A) transfers (B) transfer
(C) transferable (D) transference

09 The company normally requires each applicant to be interviewed, but they made an _____ for Mr. Payne because of his outstanding résumé.
(A) exceptional (B) exception
(C) except (D) excepting

10 The health club management keeps customers _____ by providing quality service and discounted memberships on a monthly basis.
(A) satisfaction (B) satisfy
(C) satisfyingly (D) satisfied

11 I don't consider it helpful _____ the manager for advice, as he seems to know less than anyone else.
(A) ask (B) to ask
(C) by asking (D) asked

12 Meat packing plants must be given a week's _____ before an inspector from the Department of Agriculture visits the plant.
(A) notice (B) notices
(C) noticed (D) noticeable

13 Please be _____ and refrain from speaking loudly or causing a disruption during the speaker's presentation.
(A) considered (B) consider
(C) consideration (D) considerate

14 Each year, the reclusive writer _____ 25 percent of his yearly earnings to an orphanage located just outside of the city.
(A) donates (B) donating
(C) are donated (D) to donate

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15 Computer game manufacturers are often _____ even in times of economic slowdown because the games they produce are usually addictive.

(A) profitable (B) profitably
(C) profit (D) profiteers

16 Jeff Myers prefers a job that offers the _____ he enjoyed while completing his internship at Rytech International.

(A) flexible (B) flexed
(C) flex (D) flexibility

17 It is _____ that with the glut of digital products coming into the market, the electronics industry is entering a challenging phase.

(A) cleared (B) clearly
(C) clearest (D) clear

18 The firm was granted an _____ to file its corporate tax with no penalty as long as it makes the necessary tax prepayments.

(A) extend (B) to extend
(C) extension (D) extensive

19 The artist, whose paintings are currently on exhibit at the Parkinson Art Center, gets his _____ from the works of Monet and Degas.

(A) inspire (B) inspiring
(C) inspired (D) inspiration

20 Most recruiters admit that it is an _____ for candidates to have a strong background in at least one foreign language.

(A) advantage (B) advantaged
(C) advantageous (D) advantageously

Part 6

Questions 21-23 refer to the following information.

For those with frequent changes of address or who wish to maintain privacy in terms of their mail, acquiring a post-office box ensures _____. Once you have selected the most suitable size

21 (A) secure (B) secured
(C) security (D) securely

for your requirements, you will be asked to submit a completed registration form. Due to high _____, applicants should be aware that a wait of up to three months may be required. After

22 (A) demand (B) technology
(C) elevation (D) election

approval for ownership of a box is granted, further complications in receiving your mail should remain _____ as the P.O. box section of the post office is open from 7 a.m. to 10 p.m. daily,

23 (A) minimal (B) minimize
(C) minimizing (D) minimally

including weekends and holidays.

Note: Our policy states that we are not responsible for theft due to lost or stolen keys. Should such incidents occur, please notify the staff immediately.

Answers: p. 544

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Chapter 03

Modifiers

Basic Points

A modifier is a word or a group of words that modify basic parts in a sentence (subject, verb, object, complement). It adds more description to the sentence.

She is lying under the tree.
Basic parts Modifier

She is lying already forms a complete sentence. The phrase **under the tree** provides more information to it.

A modifier is not a must. Sometimes, it can be omitted from a sentence.

He is running with his dog. (O)
He is running. (O)

Without the phrase **with his dog**, the sentence is still complete and makes sense.

There may be several modifiers in a sentence.

Of all the people I know, Jackie was the best saleswoman that I had ever worked with.

The basic sentence **Jackie was the best saleswoman** can be modified by **Of all the people I know** and **that I had ever worked with**.

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01 Modifiers

❶ Modifiers can take any of the following forms:

Prepositional phrase	In the park, I saw Janice.
To-infinitive phrase	I came here to see you.
Participial phrase	The people invited to the party were my friends.
Relative clause	I respect my colleague who works extremely hard.
Adverb clause	When we arrived, we sat down for a cup of tea.

➤ The underlined parts are the focus of the modifiers. These parts are often tested in TOEIC.

Note: Prepositional phrases are presented in detail in Chapter 16 of Section 4 – Parts of Speech, to-infinitive phrases and participial phrases in Chapters 09 and 11 of Section 3 – Verbals, relative clauses and adverb clauses in Chapters 19 and 20 of Section 5 – Conjunctions and Clauses.

❷ Positions of modifiers

● + subject + verb	[Despite an extensive audit], the error was not discovered. (Modifier (prepositional phrase); Subject; Verb)
subject + ● + verb	These desks [remaining in the hall] must be removed soon. (Subject; Modifier (participial phrase); Verb)
subject + verb ~ + ●	Darren decided to take the new job [although it would be challenging]. (Subject; Verb; Object; Modifier (adverb clause))

❸ How to find out modifiers

Find out the main verb ⇨ find out the subject ⇨ mark the modifier(s) in [ ]

Candidates [applying for the job] must pass a background check.
(2) subject; (3) modifier; (1) verb

➤ Find out the main verb in the sentence (**must pass**), then the subject (**candidates**), and finally mark the modifier.

TOEIC Questions

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

1. _____ the new supervisor is mild-mannered and soft-spoken, she is very firm about getting work done on time.
   (A) Even (B) Then
   (C) If (D) While

2. The membership packages _____ are offered by the book club are based on the reading needs and tastes of the members.
   (A) they (B) that
   (C) those (D) these

3. The newspaper publisher submitted to an investigation, _____ that charges of plagiarism against his star reporter would be dealt with quickly.
   (A) ensuring (B) be ensured
   (C) ensure (D) ensures

Answers: p. 544

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02 Modifying Phrases, Modifying Clauses

❶ A modifying phrase does not include a conjugated verb. Prepositional phrases, to-infinitive phrases, and participial phrases belong to this group.

Prepositional phrase	Because of a decrease in orders, the company ordered fewer supplies.
To-infinitive phrase	The consultant suggested several strategies to reduce overhead costs.
Participial phrase	Employees going on the trip will be given their plane tickets tomorrow.

➤ The underlined parts are the focus of the modifying phrases. These parts are often tested in TOEIC.

❷ A modifying clause is formed by a subject and a conjugated verb. Relative clauses and adverb clauses belong to this group.

Relative clause	The arena is a place which hosts sporting and musical events.
Adverb clause	The request cannot be approved until Mrs. Charles signs this form.

➤ The underlined parts are the focus of the modifying clauses. These parts are often tested in TOEIC.

❸ Introductory words in modifying phrases and modifying clauses

- Prepositions, to-infinitives, or participles are often used to start modifying phrases.
- Relative pronouns or conjunctions are often used to start modifying clauses.

She left without a word to anyone.

➤ **A word to anyone** is a phrase, so the preposition **without** must be used to start it.

Unless conditions improve, I'm going to have to change companies soon.

➤ **Conditions improve** is a clause, so the conjunction **unless** must be used to start it.

TOEIC Questions

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

1. _____ this is only Ms. Planter's third week, she has quickly become a standout in company presentations.
   (A) Although (B) In spite of
   (C) Nevertheless (D) However

2. The breakdown of a major piece of machinery _____ production forced the owner to announce a temporary plant shutdown.
   (A) since (B) during
   (C) while (D) except

3. _____ the problems Team B is experiencing, the manager decided that it would be best to give the team a little more time to write its project assessment report.
   (A) Even if (B) Since
   (C) Nevertheless (D) Because of

Answers: p. 544

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HACKERS PRACTICE

Find out the modifiers in the following sentences and mark them in [ ].

01 In spite of a scheduling conflict, Jacob attended the annual meeting.

02 Shoppers purchasing less than ten items can use the express checkout lane.

03 The man read an article whose topic dealt with working relationships.

04 A valuable employee is one who is diligent, trustworthy, and self-motivated.

05 Industrial automation has laid off numerous trade union members from the assembly line.

06 Rob was disciplined for using funds without proper permission.

07 While Dan waited in the office lobby, he read a magazine article.

Choose a correct option for each sentence.

08 Craig's version (unless/of) the events contradicted statements made by other witnesses.

09 A meeting was called (to resolve/resolve) the conflict between the coworkers.

10 Mrs. Bishop worked (even though/despite) she was suffering from the flu.

11 Miners (working/work) in the coal industry face significant health risks.

12 (Because of/Because) Andy delivered excellent results, his boss granted him a raise.

13 A market analyst is a position (and/which) is highly valued on Wall Street.

14 Our division will work on the sales project (during/while) the next month.

Answers: p. 544

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 The meeting was still a success _____ the guidance of the vice president and others in senior management.

(A) though (B) without
(C) unless (D) even

02 All products in the catalog are available in our online store, _____ customers to shop from the convenience of their homes.

(A) allows (B) allow
(C) will allow (D) allowing

03 _____ the wide range of services offered by the agency, it is surprising they have a fairly narrow client base.

(A) Meanwhile (B) Then
(C) Considering (D) Again

04 Please give us your mobile phone number _____ Mr. Saunders has other questions to ask you.

(A) in case (B) even if
(C) despite (D) therefore

05 The women _____ our organization are either full-time housewives or college students who want to make a difference in our community.

(A) join (B) joining
(C) will join (D) will be joining

06 A reminder was sent to the staff that wise _____ of company supplies would decrease monthly expenditures.

(A) utilization (B) utility
(C) utilize (D) utilizer

07 In the business world today, there is a growing optimism _____ the rising value of the dollar.

(A) view (B) with respect
(C) over (D) refer to

08 The Miracle Skin Company has received hundreds of inquiries _____ it ran its first advertisement in all the major dailies.

(A) before (B) by
(C) since (D) past

09 The company's standing in the telecommunications industry was forged _____ years of putting the customer's needs first.

(A) regarding (B) but
(C) when (D) through

10 Delegates from the ITO have gathered _____ the practicality of current import/export laws.

(A) to analyze (B) analyze
(C) analyst (D) analysis

11 _____ worries that the government will be unable to control the budget deficit, it is expected that national spending will reach an all-time high.

(A) Nevertheless (B) Despite
(C) After (D) However

12 _____ new competitors have flooded the market, management does not view them as a serious threat to business.

(A) In spite (B) For
(C) Regardless of (D) Even though

13 The studio is expected to release five more films before the end of the year _____ their summer movie makes a good showing at the box office.

(A) there (B) so
(C) if (D) then

14 The company is strict about having progress reports submitted _____ the end of each week.

(A) early (B) when
(C) by (D) promptly

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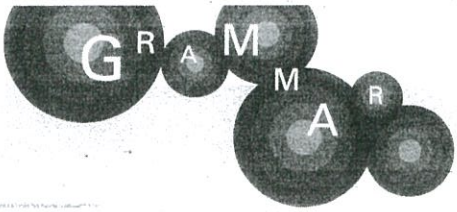

15 Companies are decreasing the amount of fuel they use _____ higher prices for energy sources have begun to cut into their profits.

(A) except (B) as
(C) until (D) at

16 The investigation team questioned all of the associates _____ in the alleged plot to embezzle company funds.

(A) involves (B) involve
(C) involved (D) involvement

17 The work took much less time to accomplish _____ the manager organized the staff into task groups.

(A) following (B) after
(C) soon (D) by

18 Consumer confidence in the company _____ over the months, due in part to a strategic merchandising campaign.

(A) increase (B) increasing
(C) to increase (D) has increased

19 All members _____ the project team should report to the conference room at 2 p.m. for a special meeting on project proposal writing.

(A) once (B) unless
(C) of (D) when

20 An effective manager should not only be able to delegate responsibilities but also give _____ to the staff.

(A) encouragement (B) encourage
(C) encouraging (D) encouraged

Part 6

Questions 21-23 refer to the following article.

The air-travel industry and environmentalists from around the country are eagerly awaiting the 2nd Air Transportation and the Environment Conference _____ next week. The keynote speakers

21 (A) can open (B) opened
(C) opening (D) is opened

will focus on the concerns and progress made in each of these areas by speaking on current trends in creating more environmentally friendly aircraft and airports.

The 1st Air Transportation and the Environment Conference was highly successful, and all the sessions were very well _____. Therefore, early registration is strongly recommended as

22 (A) attended (B) organized
(C) deserved (D) managed

_____ is certain that the discussion meetings scheduled for this year will fill up quickly as well.

23 (A) this (B) it
(C) there (D) that

Answers: p. 544

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Section 2
Verb-Related Structures

Chapter 04 – Forms and Types of English Verbs
Chapter 05 – Subject-Verb Agreement
Chapter 06 – Tenses
Chapter 07 – Active Voice, Passive Voice
Chapter 08 – Subjunctives

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Chapter 04

Forms and Types of English Verbs

Basic Points

An English verb has five typical forms below:

① Basic form or bare infinitive
I work for an advertising company.

② Third person singular present form (bare infinitive + -s/-es)
She likes to go camping.

③ Past form (bare infinitive + -ed/irregular past form)
I visited my parents last week.
Brian told me a funny story.

④ Present participle form (bare infinitive + -ing)
I am playing the trumpet.

⑤ Past participle form (bare infinitive + -ed/irregular past participle form)
The cat was saved by a stranger.
I had brought some cookies to school.
→ Past participle is written as p.p.

English verbs are divided into three types: intransitive verbs, transitive verbs, and linking verbs. Intransitive verbs are used in sentence structure 1; linking verbs are used in sentence structure 2; and transitive verbs are used in sentence structures 3, 4, and 5.

① Structure 1: Subject + intransitive verb
She smiled.

② Structure 2: Subject + linking verb + subject complement
Mark is smart.

③ Structure 3: Subject + transitive verb + object
Dogs like swimming.

④ Structure 4: Subject + transitive verb + indirect object + direct object
She sent me a flower.

⑤ Structure 5: Subject + transitive verb + object + object complement
I found Mark wise.

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01 Modal/Auxiliary Verb + Bare Infinitive

❶ All modal verbs, such as **will/would, may/might, can/could, must, should,** must be followed by a bare infinitive.

I will ~~to call~~ you.
call

➤ The modal verb **will** must be followed by the bare infinitive **call**, not the to-infinitive **to call**.

We could ~~going~~ to the park today if you would like to.
go

➤ The modal verb **could** must be followed by the bare infinitive **go**, not the gerund **going**.

All campers should ~~remembrance~~ to bring the following items.
remember

➤ The modal verb **should** must be followed by the bare infinitive **remember**, not the noun **remembrance**.

She will ~~forgives~~ you.
forgive

➤ The modal verb **will** must be followed by the bare infinitive **forgive**, not the third person singular present form **forgives**.

Notes: 1. Do not get confused when there is the negative word **not** and/or an adverb between a modal verb and a bare infinitive.
Employers should not automatically dismiss complaints by employees.

2. Use bare infinitives after the following expressions.

ought to	had better	would like to	used to
have to	be able to	be going to	

Shelly used to work at Greenspan.
He is able to run every morning before work.

❷ A bare infinitive must be used after the auxiliary verb **do/does/did** to form a negative sentence, an interrogative sentence, or an inversion structure.

They did not ~~arrived~~ until 2 p.m.
arrive

➤ After the auxiliary verb **did** which is used to form the negative sentence, the bare infinitive **arrive**, not the past form **arrived**, must be used.

Never did I ~~thought~~ about switching careers.
think

➤ After the auxiliary verb **did** which is used in the inversion structure, the bare infinitive **think**, not the past form **thought**, must be used.

TOEIC Questions

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

1. The corporation's plan to overhaul the employee benefits program will _____ because it has the full support of the staff.
   (A) success (B) succeed
   (C) succeeds (D) to succeed

2. To achieve success in today's competitive environment, companies must _____ a solid business plan.
   (A) to establish (B) establishing
   (C) establish (D) establishes

3. The book was delivered by an international courier, but it did not _____ until three weeks after the expected delivery date.
   (A) arrival (B) arrive
   (C) arriving (D) arrived

Answers: p. 544

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02 Auxiliary Verb **Be/Have** + Participle Form

❶ **V-ing** and **p.p.** go with the auxiliary verb **be** to form the progressive tense (**be + V-ing**) and the passive voice (**be + p.p.**); **p.p.** goes with the auxiliary verb **have** to form the perfect tense (**have + p.p.**).

Progressive tense	She is looking out the window.
Passive voice	Rental cars were brought back here.
Perfect tense	I have seen Lion King.

Note: The bare infinitive of the verb **be** is used after modal verbs (**may, must, can**, etc.).
Susan may be finishing her project tonight.
Rental cars must be brought back here.

❷ A bare infinitive cannot come after the auxiliary verb **be** or **have**.

Edward is ~~watch~~ watching a film this evening.
➤ After the auxiliary verb **be**, **watching** is used to form the progressive tense.

The form must be ~~submit~~ submitted by Tuesday.
➤ After the auxiliary verb **be**, **submitted** is used to form the passive voice.

I have ~~see~~ seen the new advertisement.
➤ After the auxiliary verb **have**, **seen** is used to form the perfect tense.

Note: Have is not always an auxiliary verb. As an ordinary verb, it means *to experience, to possess/own* or *to eat*.
The company has critical financial problems.

TOEIC Questions

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

1. The astute manager discerns unspoken employee gripes even before they are _____.

(A) express (B) expression
(C) expressive (D) expressed

2. Environmental groups have severely _____ the auto industry's lackluster efforts to reduce harmful emissions.

(A) critical (B) criticized
(C) criticism (D) criticize

3. Real estate values have been _____ from year to year in most parts of the United States.

(A) rise (B) rose
(C) risen (D) rising

Answers: p. 544

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03 Transitive Verbs, Intransitive Verbs

❶ An intransitive verb requires a preposition before its object, while a transitive verb must immediately be followed by an object.

Intransitive verb + preposition + object	Transitive verb + object
speak to a group	mention his absence
talk to your customer	discuss the issue
talk about the problem	instruct me to hire a lawyer
come to a decision	explain the contract
reply to letters	answer the question
react to the updated version	approve the request
respond to a question	oppose the new system
agree with / to / on their sales policy	
object to the plan	

We have to ~~discuss~~ about the sudden decrease in export sales of this month.
talk

➤ Before the noun phrase **the sudden decrease** is the preposition **about**. Therefore, an intransitive verb is needed. **Discuss** is a transitive verb and **talk** is an intransitive verb. Hence, **talk** is the correct choice.

❷ Note the differences between transitive verbs which require only one object (that-clause) and transitive verbs which require two objects (also called ditransitive verbs).

Transitive verbs (structure 3) + object (that-clause)	Transitive verbs (structure 4) + object 1 + object 2
say / mention / announce (to me) that	tell / inform / notify me that
suggest / propose / recommend (to me) that	advise me that
explain / describe (to me) that	assure / convince me that

The supplier ~~said~~ the purchaser that they had new stock.
told

➤ There are two objects **the purchaser** and **that they had new stock**, so a verb of sentence structure 4 will be correct. **Said** is a verb of sentence structure 3 and **told** is a verb of sentence structure 4. Hence, **told** is the correct choice.

TOEIC Questions

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

1. The Chief of Security _____ to us that we should take the highest precautions to ensure no information was leaked to the press.
   (A) informed (B) convinced
   (C) notified (D) mentioned

2. The council _____ the director that continued support of the Baker project might result in financial loss.
   (A) advised (B) explained
   (C) recommended (D) announced

3. My stockbroker _____ me about a safe investment plan that would secure my financial future.
   (A) gave (B) told
   (C) suggested (D) recommended

Answers: p. 544

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04 Bare Infinitives in That-Clauses

❶ After verbs/adjectives/nouns expressing suggestions, requests, duties, etc., bare infinitives must be used in that-clauses.

Verbs	suggest	propose	recommend	request	ask
	require	demand	insist	command	order
Adjectives	imperative	essential	necessary	important	
Noun	advice				

My advice is that she ~~takes~~ take more classes in business communications.

➤ After the noun **advice** expressing a suggestion, the bare infinitive **take** must be used in the that-clause.

The hotel manager requests that any meetings ~~are~~ be held in the conference room.

➤ After the verb **request** expressing a demand, the bare infinitive **be** must be used in the that-clause.

It is essential that the process ~~is~~ be completed in a timely fashion.

➤ After the adjective **essential** expressing a duty, the bare infinitive **be** must be used in the that-clause.

Note: If the above-mentioned verbs/adjectives/nouns are used in main clauses but they do not express suggestions, requests, duties, etc., then the verbs in that-clauses do NOT take the form of bare infinitives.

A recent cancer study suggests that exposure to the sun make (→ makes) our skin prone to cancer.

Suggest in this sentence does not mean *to advise* but *to show/point out*. Thus, in this case, a bare infinitive cannot be used in the that-clause.

TOEIC Questions

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

1. The Trattoria Restaurant requests that patrons _____ reservations for a table at least two weeks ahead of time.
   (A) makes (B) making
   (C) made (D) make

2. The manufacturer insists that the defective air bags _____ replaced in spite of the high cost of recalling thousands of affected cars.
   (A) are (B) be
   (C) have (D) has

3. Due to the urgency of this matter, it is imperative that Mr. Lambert _____ one of our customer representatives by 5 p.m.
   (A) is contacting (B) will contact
   (C) contact (D) contacted

Answers: p. 544

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HACKERS PRACTICE

Choose a correct option for each sentence.

01 Crystal will gladly (accept/acceptance) her boss' offer of a promotion and a raise.

02 It is important that the city (receive/receives) state funds for its budget.

03 The famous author was asked to (speak/mention) to Harvard's graduating finance majors about the meaning of success.

04 Should you (be/are) unable to attend, have my secretary send you the minutes from the meeting.

05 Jessie (would like/was liked) the opportunity to serve on the committee for international diplomacy.

06 Despite the financial benefits, most people in the community (oppose/object) the construction of a chemical plant.

07 The commentator failed to (mention/notify) to us that the source for the story was unreliable.

Decide whether each of the sentences below is correct or incorrect. If it is correct, write "correct"; if it is incorrect, point out the mistake(s) and provide (a) correction(s).

08 You had better turned in those evaluations before you put in a request for time off.

09 Kate has apply for some vacation time for this coming August.

10 It is imperative that you will submit all reports in a timely fashion.

11 A ceremony will held in honor of Mrs. Stansfield's many accomplishments.

12 Only on Saturday afternoons does the clinic accepts walk-in patients.

13 She is compile the documents and should have them ready for you shortly.

14 It is essential that we to remain aware of our competitors' activities.

Answers: p. 545

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 The fee must _____ within two days if you do not wish to forfeit your reservation.
(A) be paying (B) be paid
(C) to pay (D) have paid

02 While Harman's used to _____ imported furniture, it is now sticking to local products to avoid the hassles of customs.
(A) have sold (B) sold
(C) sell (D) selling

03 It is essential that no unauthorized persons _____ into the building once it has been locked by the security personnel.
(A) admitted (B) admit
(C) be admitted (D) admittance

04 Until recently, the Family Entertainment Arcade located in the mall _____ not generating the revenue its owners expected.
(A) is (B) was
(C) has (D) being

05 Financial advisers suggest that setting aside cash for emergencies _____ it easier for the first-time investor to recover from losses.
(A) makes (B) be made
(C) make (D) made

06 Because the positions need to be filled immediately, applications for the positions indicated below _____ be received or postmarked no later than March 21.
(A) might (B) ought
(C) need (D) must

07 The notice on the community bulletin board requested that the purse _____ to its owner and stated that a small reward would be given.
(A) returns (B) returning
(C) be returned (D) to return

08 The two leading construction firms have indicated their _____ in bidding for the Swanson Tenement Project.
(A) interested (B) interesting
(C) interest (D) interests

09 At the meeting, we will _____ about the problem concerning the misuse of company telephones and fax machines.
(A) object (B) oppose
(C) talk (D) discuss

10 Once all the proposals have been submitted, we will _____ which company is best suited for the new construction project.
(A) determination (B) determine
(C) determined (D) determines

11 Your team will need to meet and prepare a timetable when you _____ ready to begin work on the new project.
(A) be (B) are
(C) have (D) will be

12 The canned chicken soup manufacturer insists that all the cans _____, regardless of losses to the company.
(A) recall (B) recalling
(C) be recalled (D) are recalled

13 The director _____ not agree with the company president, as he believes that the word processing software market is already glutted.
(A) is (B) was
(C) did (D) has

14 A test was given to the applicants to eliminate those who did not _____ the basic knowledge requirements for the job.
(A) meet (B) meeting
(C) be met (D) to meet

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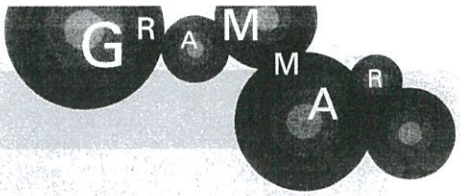

15 The final report should _____ on the more recent findings rather than on the data collected a few months ago.

(A) base (B) based
(C) be based (D) to be based

16 Because of the sudden collapse of the firm, hundreds of people _____ themselves without a job.

(A) are found (B) finding
(C) be found (D) found

17 Faced with a huge decrease in sales, the company _____ half of its employees and closed down two factories.

(A) dismiss (B) dismissal
(C) dismissed (D) was dismissed

18 The stockroom manager _____ the window display designer that the fall display would have to wait because of a delay with the shipment.

(A) explained (B) informed
(C) announced (D) proposed

19 Only after one of the employees expressed concern did they _____ investigating harassment claims against the supervisor.

(A) started (B) starting
(C) starts (D) start

20 As there are so many calls for computer system repairs, the company technician has _____ his supervisor to hire additional workers.

(A) ask (B) asking
(C) asked (D) been asked

Part 6

Questions 21-23 refer to the following article.

New Drug Said to Knock Out Stress

With PharmaNext currently holding a monopoly on work-related stress-relieving drugs, MediComp has unveiled their new product in an attempt to control the market. According to a company spokesperson, Stress-Out TM will _____ in treating stress caused by illnesses and pains, and also

21 (A) aid (B) to aid
(C) aiding (D) aided

provide a balanced mix of multi-vitamins to improve one's immune system. Having received certification from the federal drug administration, MediComp has _____ a few companies with free

22 (A) supply (B) supplier
(C) supplying (D) supplied

trial samples of the drug. Studies showed that employee _____ improved after only two weeks

23 (A) creation (B) productivity
(C) execution (D) abundance

and employees stated they felt healthier and more energetic. The drug is said to be made of a hundred percent organic, herbal ingredients and will not cause any side effects. It will be readily available at all major pharmacies by next month.

Answers: p. 545

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Chapter 05

Subject-Verb Agreement

Basic Points

Verbs must agree with their subjects in number.

A dog barks.
Subject (singular) Verb (singular)

Dogs bark.
Subject (plural) Verb (plural)

In the first sentence, the subject **A dog** is singular, so the verb is singular, too (**barks**). In the second sentence, the subject **Dogs** is plural, so the verb is plural, too (**bark**).

The suffix **-s/-es** is added to the basic form of a verb to form a singular verb; a bare infinitive is used to form a plural verb.

Basic form	Singular form	Plural form
visit	visits	visit
watch	watches	watch
do	does	do
have	has	have

The girl has lots of ideas about what to write.
The children have lots of ideas about what to write.

These rules are only applied in the present simple tense. In the past simple tense, both singular verbs and plural verbs have the same form.

The teacher encouraged the students to speak freely.
The teachers encouraged the students to speak freely.

However, the form of the verb **be** is different between the singular and the plural in not only the present tense but also the past tense.

Basic form		Singular form	Plural form
be	(Present tense)	am/is	are
	(Past tense)	was	were

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01 Subject-Verb Agreement in Number

❶ A singular subject must go with a singular verb; a plural subject must go with a plural verb.

The lunch menu changes daily.

➤ The subject **The lunch menu** is singular, so the verb is singular, too (**changes**).

The ferries have restaurants that are open for all three meals.

➤ The subject **The ferries** is plural, so the verb is plural, too (**have**).

Notes: 1. Singular subjects include singular count nouns and non-count nouns. The following nouns are commonly found in TOEIC.

Singular count nouns	a client, a manager, an employee, etc.
Non-count nouns	information, equipment, furniture, etc.
Plural count nouns	representatives, plans, people, goods, funds, savings, etc.

2. Below are singlular nouns that look like plural nouns as they end in **-s**. Remember that these nouns must go with singular verbs.

Subjects	economics, statistics, mathematics, etc.
Proper nouns	World Satellite Atlas, Times, the United States, etc.
Others	news, etc.

❷ A gerund phrase or a noun clause as the subject of a sentence always goes with a singular verb.

Reading a book makes me want to fall asleep.

➤ The gerund phrase **Reading a book** must go with the singular verb **makes**.

What I remember about her is a willingness to negotiate.

➤ The noun clause **What I remember about her** must go with the singular verb **is**.

❸ Modifiers between subjects and verbs do not affect the subject-verb agreement in number.

Services [at this hotel] ~~includes~~ include airport pick-up.

➤ Do not let the noun **hotel** in the modifying phrase distract you. The subject of this sentence is **Services**, which agrees with the plural verb **include**.

The statement [drawn up by Werner Accountants] ~~provide~~ provides a benchmark for evaluation.

➤ Do not let the noun **Werner Accountants** in the modifying phrase distract you. The subject of this sentence is **The statement**, which agrees with the singular verb **provides**.

TOEIC Questions

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

1. The recent meeting between the two companies _____ that a deal is near.
   (A) imply (B) implies
   (C) was implied (D) implying

2. As the members of management have come to realize, the _____ of implementing the new business proposition has to be studied further.
   (A) prospect (B) prospective
   (C) prospects (D) prosperous

3. A decrease in the supply of clean water sources _____ sales in water purification products.
   (A) aid (B) aids
   (C) aiding (D) was aided

Answers: p. 545

Hackers Skill Pay no attention to the modifier(s), make the subject and the verb agree with each other.

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02 Subject-Verb Agreement with Expressions of Quantity

❶ Singular verbs are used with singular expressions of quantity, and plural verbs are used with plural expressions of quantity.

Singular expressions of quantity	Plural expressions of quantity
one/each + singular noun one/each + of the + plural noun every + singular noun the number of + plural noun somebody, someone, something anybody, anyone, anything everybody, everyone, everything nobody, no one, nothing	many/several/few/both (+ of the) + plural noun a number of + plural noun a couple/variety of + plural noun

One of the trainees has scored perfect on the company procedures test.
Every person at this meeting looks exhausted.
Many schools have football teams.
Many of the employees take vacation time in the summer.
A variety of methods are used to obtain information.

Note: When **many**, **several**, **both**, etc. are used as pronouns and come in the position of a subject, they take plural verbs.
Many predict rates will be rising soon.

❷ For subjects with expressions of quantity indicating a part or the whole, their verbs will agree in number with the nouns after **of the**.

all, most, any, some, half, a lot/lots part, the rest, the bulk, percent, fraction	+ of the +	singular noun + singular verb plural noun + plural verb

Half of the annual profit goes to paying taxes and insurance fees.
➤ The noun after **half of the** is singular (**annual profit**), and so is the verb (**goes**).

Roughly half of the employees at K Company commute to work by bus.
➤ The noun after **half of the** is plural (**employees**), and so is the verb (**commute**).

TOEIC Questions

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

1. A variety of colors _____ to be used in the painting, but we will not know which ones until it is cleaned.
   (A) appear (B) appears
   (C) is appeared (D) are appeared

2. Every employee _____ to consider what his or her prospects are for career advancement and personal growth, and HRD will provide counseling services to assist them.
   (A) have needed (B) needs
   (C) needing (D) to need

3. All of the consultants' suggestions about the company's position regarding the upcoming merger _____ into consideration by the CEO.
   (A) is taking (B) was taken
   (C) will take (D) have been taken

Answers: p. 545

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03 Subject-Verb Agreement with Coordinating and Correlative Conjunctions

❶ When two subjects are connected by the coordinating conjunction **and**, a plural verb is used.

The president and the director are working on the plan.

➤ The two subjects **The president** and **the director** are connected by **and**, so the verb is plural (**are**).

Plural verbs are also used in the structure **Both A and B**.

Both the flower bed and the garden need to be watered.

➤ The two subjects **The flower bed** and **the garden** are connected by **Both ... and**, so the verb is plural (**need**).

❷ When two subjects are connected by the coordinating conjunction **or**, the verb will agree with the subject closest to it.

Two vans or a bus is needed to take those children somewhere.

➤ The two subjects **Two vans** and **a bus** are connected by **or**. Hence, the verb takes the singular form (**is**) to agree with the singular subject **a bus**.

❸ When two subjects are connected by the following correlative conjunctions, the verb will agree with the subject B.

Either A or B
Neither A nor B
Not A but B
Not only A but (also) B

❹ **In addition to ~, along with ~, as well as ~**, and **together with ~** are modifiers that do not affect the number of verbs.

Mr. Clarion, [along with his partners], ~~think~~ thinks the new venture will work.

➤ The verb here corresponds with the singular subject **Mr. Clarion**, regardless of the modifying phrase **along with his partners**.

TOEIC Questions

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

1. Mr. Burns and the secretary of our Arlington branch _____ to the weekend gathering.
   (A) is coming (B) are coming
   (C) comes (D) has come

2. The chef's assistant and I _____ a special menu for this evening's wine tasting event, which will be attended by some top sommeliers.
   (A) am preparing (B) prepares
   (C) are preparing (D) has prepared

3. The federal government, along with the cooperation of leading industrial companies, _____ to create more jobs for skilled workers.
   (A) is pushing (B) are pushing
   (C) pushing (D) have been pushed

Answers: p. 545

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04 Subject-Verb Agreement in Relative Clauses

❶ In a relative clause, if the antecedent is in the singular form, a singular verb must be used. If the antecedent is plural, a plural verb must be used.

Singular antecedent Plural antecedent	+ subject relative pronoun (who, which, that) +	singular verb plural verb

We have hired an associate who has experience in international sales.
➤ The verb in the relative clause takes the singular form (**has**) as the antecedent is singular (**an associate**).

Receptionists who don't have database experience are useless in today's job market.
➤ The verb in the relative clause takes the plural form (**don't have**) as the antecedent is plural (**Receptionists**).

Notes: 1. The verbs in relative clauses must also agree with their antecedents in voice.
The tour group visited the museum, which built (→ was built) in 1839.
➤ The verb **build** in the relative clause must agree and have a passive relation with the singular antecedent **the museum**, so its correct form is **was built**.

2. In case of a relative clause beginning with **whose + noun**, the verb must agree with its subject in number.
I'm sitting in a room whose walls is (→ are) dirty.
➤ Because the subject of the relative clause is plural (**walls**), its verb is plural, too (**are**).

❷ Do not confuse antecedents and modifiers.

Offices [in this building] that ~~is~~ are currently leased on a monthly basis will be subject to additional charges.
➤ The antecedent is **Offices**, so the corresponding verb takes the plural form (**are**). Do not be distracted by the singular noun **this building** in the modifying phrase.

The virus [in the computers], which ~~were~~ was passed on by e-mail, was removed by a computer technician.
➤ The antecedent is **The virus**, so the corresponding verb takes the singular form (**was**). Do not be distracted by the plural noun **the computers** in the modifying phrase.

TOEIC Questions

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

1. Files that _____ in the main facility are being removed in an effort to computerize all records and data.
(A) were stored (B) have stored
(C) was stored (D) stores

2. Each year, we send representatives from our firm to job fairs that _____ at college campuses throughout the country.
(A) held (B) are held
(C) are holding (D) was held

3. The number of users who _____ support has increased since the company released the latest version of its software.
(A) require (B) requires
(C) is required (D) are required

Answers: p. 545

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HACKERS PRACTICE

Choose a correct option for each sentence.

01 Plans to open an office in Asia (was/were) delayed for several months.

02 Employees at this firm that (is/are) currently salaried will be asked to pull overtime this week.

03 (Many/Much) fear that small business taxes will rise next year.

04 All computers in the office (was/were) damaged in the fire.

05 The guests brought to the convention (is/are) from the international branch in Germany.

06 Savings (bank/banks) in the western region have begun to increase loan activity.

07 The supervisor, together with investigators, (is/are) going to confront the accountant about fraud accusations.

Decide whether each of the sentences below is correct or incorrect. If it is correct, write "correct"; if it is incorrect, point out the mistake(s) and provide (a) correction(s).

08 A car and a truck is on sale during the year-end clearance program.

09 Half of the stocks listed on the exchange pays annual dividends.

10 Several guests request that the hotel swimming pool be opened early.

11 The news warn that the airline industry is on the verge of collapse.

12 Uniform with company emblems are required by airlines for both security reasons and customer convenience purposes.

13 Accurate information is needed to make business and economic decisions.

14 Reducing waste through increased recycling are both practical and necessary.

Answers: p. 545

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 All _____ for long-distance phone calls made from the office are the employee's responsibility.

(A) charge (B) charging
(C) to charge (D) charges

02 Price-Rite and Herald chain stores are popular with the public, and _____ offer quality goods at affordable prices.

(A) one (B) them
(C) both (D) either

03 *North America's Atlas*, featuring articles on individualism and capitalism, _____ in August by Russell Palmer.

(A) publish (B) to publish
(C) will be published (D) have been published

04 Questions _____ the recent changes in employee benefits and eligibility should be addressed to Mr. Henderson in personnel.

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

05 A medication is known to be dose-dependent when its effects _____ as its dosage varies.

(A) change (B) changing
(C) to change (D) changes

06 A customer has called to complain that the product he ordered last month _____ not yet arrived.

(A) is (B) are
(C) has (D) have

07 Salespeople who _____ their interactions with customers on a case-to-case basis are more effective than those who stick to the same approach with everyone.

(A) handle (B) handles
(C) are handled (D) handling

08 The flu epidemic will probably _____ an increased demand for over-the-counter remedies.

(A) stimulates (B) stimulated
(C) to stimulate (D) stimulate

09 The cheap cost of labor in developing countries _____ as a motive for companies to move production overseas.

(A) is seen (B) has seen
(C) see (D) seeing

10 The shipment of construction tools _____ scheduled to be delivered last week, but a transportation problem caused a short delay.

(A) was (B) are
(C) were (D) is

11 Work on such infrastructure facilities as power and water supply, as well as roads and telecommunications, _____ shape in the small town of Loleta.

(A) to take (B) taking
(C) has taken (D) take

12 Disallowing the use of inappropriate language at the workplace _____ a long-standing rule that has been enforced since the company's establishment.

(A) have (B) has
(C) is (D) being

13 A full two-year warranty is provided to anyone who _____ an Eaton laptop computer during the month of May.

(A) purchasing (B) purchase
(C) purchaser (D) purchases

14 We would like to inform the participants that the fees for the two-day educational event _____ reference materials, lodging, and meals.

(A) cover (B) to cover
(C) is covered (D) has covered

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15 With corporate ownership increasing in the Eastern hemisphere, many _____ that labor jobs will triple over the next five years.
(A) predicting (B) to predict
(C) predict (D) has predicted

16 The selection committee _____ to review the résumé, portfolio, and reference letters of each potential candidate.
(A) is wanting (B) wants
(C) wanting (D) have wanted

17 The aforementioned increase in pay is offered only to _____ who have completed the required two-year full-time employment contract.
(A) employ (B) employer
(C) employees (D) employment

18 The tips listed on the first page of every issue _____ buyers determine what computer accessories they really need and where to buy them.
(A) help (B) helping
(C) is helping (D) to be helped

19 After completing his degree in business administration, Jeff Damon began working for a research organization that _____ in marketing strategies.
(A) to specialize (B) specializes
(C) was specialized (D) have specialized

20 The number of individuals being recruited by the company this summer for temporary jobs _____ to exceed fifty.
(A) is expected (B) are expecting
(C) expects (D) expecting

Part 6

Questions 21-23 refer to the following letter.

Noel Velasquez
1015 Meriwether Drive
Birmingham, MI 48009

Dear Mr. Velasquez,

Thank you for contacting Blue-Ray Distributors about the problem with your plasma television. We _____ for your inconvenience and will do everything possible to provide you with a solution. You

21 (A) apologize (B) apologizing
(C) to apologize (D) apology

mentioned that your television screen _____ only black and white images. This occurs when the

22 (A) would display (B) display
(C) displays (D) was displayed

television set is not used correctly or has a manufacturing defect. Our company primarily deals with damage related to shipping, handling and delivery. In view of this, we think it is best to inform the manufacturer of your problem. We therefore advise you to contact your nearest Xavier Manufacturers _____ center. Please do not hesitate to call us at 555-1836 if there is anything else we can

23 (A) security (B) repair
(C) marketing (D) technology

do, or if you require any further assistance.

Sincerely yours,

Pierre Leon
Customer Representative

Answers: p. 545

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Chapter 06

Tenses

Basic Points

Tenses indicate the time of certain actions or states.

She worked on the paper last week.
She works on the paper a little bit every day.
She will work on the paper tomorrow.

The verb **work** changes its form to **worked**, **works**, and **will work** depending on the time the action takes place. These verb variants are called **tenses**.

In English, there are simple tenses, progressive tenses, and perfect tenses.

Simple tenses are used to indicate an action or a state at a specific time. They take the forms of **bare infinitive** (**+ -s/-es**), **bare infinitive + -ed/irregular past form**, and **will + bare infinitive**.

Present simple	Club members meet every Wednesday at 7 p.m.
Past simple	Club members met in various locations in Grand Folks.
Future simple	Club members will meet today after school.

Progressive tenses are used to indicate an action or a state that is in progress. They take the form of **be + V-ing**.

Present progressive	Jane is walking.
Past progressive	Jane was walking.
Future progressive	Jane will be walking to work.

Perfect tenses are used to indicate an action or a state that already finished. They take the form of **have + p.p.**

Present perfect	Denise has left.
Past perfect	Denise had left already.
Future perfect	Denise will have left by that time.

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01 Present/Past/Future Simple Tense

❶ The present simple tense is used to express a habitual action or a general truth.

She usually charges high fees for her consulting service.

➤ The present simple tense (**charges**) is used to express the habitual action.

A good supervisor creates a nice environment.

➤ The present simple tense (**creates**) refers to the overall characteristic of a good supervisor.

❷ The past simple tense is used to express an action or a state that happened and finished in the past.

Miguel instituted the Art Appreciation Program two years ago.

➤ The action finished in the past (**two years ago**), so the verb is in the past simple tense (**instituted**).

❸ The future simple tense is used to indicate an action that will happen after the moment of speaking or a prediction in the future.

We will go to the beach tomorrow.

➤ The future simple tense (**will go**) refers to the action in the future.

Note: Both the present progressive tense (**be + V-ing**) and the structure **be going to + bare infinitive** are used to express future planned actions.
I am seeing Cathy on Tuesday night.
I am going to buy a new cell phone next week.

❹ The present simple tense is used in adverb clauses of time referring to the future and in first conditional clauses.

When you ~~will finish~~ finish the course, a certificate will be sent to you.

➤ The present simple tense (**finish**) is used in the adverb clause of time though it refers to the future time.

If the survey results ~~will be~~ are satisfactory, the company will launch the sale.

➤ The present simple tense (**are**) is used in the first conditional clause though it refers to the future time.

Notes: 1. Adverb clauses of time and conditional clauses are introduced by the following conjunctions: **when, before, after, as soon as, once, by the time, if, unless**, etc.
2. When main clauses go with adverb clauses of time referring to the future and first conditional clauses, their verbs are generally in the future simple tense.
When you finish the course, a certificate is sent (→ will be sent) to you.
➤ The verb in the adverb clause of time is in the present simple tense (**finish**), so the verb in the main clause is in the future simple tense (**will be sent**).

TOEIC Questions

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

1. Mr. and Mrs. Robertson, who _____ the Strong Children Organization, will be giving speeches at our company dinner tonight.
(A) founding (B) foundation
(C) found (D) founded

2. Mr. Sanders _____ out of the country until next Friday, but you can contact him by e-mail if there are matters of urgency.
(A) is being (B) will be
(C) will have been (D) has been

3. If management _____ Ms. Fernandez to rewrite the project analysis over the weekend, they will have to pay her for overtime.
(A) will ask (B) asks
(C) will have asked (D) would ask

Answers: p. 545

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02 Present/Past/Future Progressive Tense

❶ The present progressive tense (**am/is/are + V-ing**) is used to express an action that is happening at present or at the moment of speaking.

She is living in Canada at the moment.

➤ The present progressive tense is used to express the action that is in progress at present (**is living**).

Notes: 1. To express a habitual action, we use the present simple tense, not the present progressive tense.

Mr. Clark is usually giving (→ usually gives) us snacks in the afternoon.

⇒ The action happens habitually, so the present simple tense is used (**gives**).

2. To express an action or a state in progress, we use the present progressive tense, not the present simple tense.

The dog barks (→ is barking) at the cat.

⇒ The action is happening, so the present progressive tense is used (**is barking**).

❷ The past progressive tense (**was/were + V-ing**) is used to put emphasis on the course of an action at a specific time in the past.

I was watching TV at eight o'clock yesterday.

➤ The action was in progress at a specific time in the past (**eight o'clock yesterday**), so the past progressive tense is used (**was watching**).

❸ The future progressive tense (**will be + V-ing**) is used to put emphasis on the course of an action at a specific time in the future.

At this time tomorrow, I will be lying on the beach.

➤ The action will be in progress at a specific time in the future (**this time tomorrow**), so the future progressive tense is used (**will be lying**).

❹ Below are some static verbs that cannot be used in progressive tenses.

surprise	shock	hate	prefer	want	believe
include	need	be	know	exist	

I ~~am preferring~~ the sound of the sea.
prefer

➤ **Prefer** is a perception verb, so the present progressive tense **am preferring** cannot be used.

The president ~~is being~~ out of the office.
is

➤ **Be** is a static verb, so the present progressive tense **is being** cannot be used.

TOEIC Questions

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

1. The majority of home designers believe that more people in the United States _____ in townhouses or gated communities by the year 2020.
   (A) had been lived (B) lived
   (C) will be living (D) is living

2. Facilities at the university recreational center _____ an Olympic-sized swimming pool, five racquetball courts, and an indoor track.
   (A) are including (B) include
   (C) includes (D) has included

3. The company president _____ the applicant for the accounting manager position at 8 this morning.
   (A) interview (B) interviewed
   (C) was interviewing (D) will interview

Answers: p. 545

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03 Present/Past/Future Perfect Tense

❶ The present perfect tense (**have/has + p.p.**) is used to express an action that began in the past and continues up to the present time, or has just been completed at the moment of speaking. It also suggests that a past action still has an effect upon something at present.

He has served for 5 years on the board of Brown University.

➤ The act of serving began 5 years ago and continues until now, so the present perfect tense is used (**has served**).

I have already finished my project.

➤ The project was started in the past and has just been completed, so the present perfect tense is used (**have finished**).

I have never visited Mexico.

➤ This experience has not taken place from the past to the present time, so the present perfect tense is used (**have never visited**).

I have lost my watch.

➤ The incident has happened at some time unknown before the moment of speaking, so the present pefect tense is used (**have lost**).

Notes: 1. In the present perfect tense, we use **for** or **since** for continuation, **already** or **just** for completion, and **ever**, **never**, or **yet** for experience.

2. The present perfect tense and the present perfect progressive tense are almost alike in usage. However, the present perfect progressive is used to emphasize the continuation of an action.
In the last few months, it has rained heavily.
It has been raining a lot lately.

❷ The past perfect tense (**had + p.p.**) is used to indicate that one action occurred and completed before another action in the past.

When the party finished, my sister had already departed.

➤ The act of the sister's leaving happened before the party ended, so we use the past perfect tense **had departed**.

❸ The future perfect tense (**will have + p.p.**) is used to express an action that will be completed before a specific point of time in the future.

I will have studied for 5 years by next December.

➤ The act of studying will last 5 years and complete before a specific time in the future (**next December**), so we use the future perfect tense (**will have studied**).

TOEIC Questions

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

1. This year the car industry _____ many investors because automotive products now make up 15 percent of the country's exports.
   (A) attract (B) has attracted
   (C) attracting (D) had attracted

2. By exercising at the gym during lunchtime, she could relieve work-related stress that _____ built up from the morning.
   (A) are (B) would
   (C) has been (D) had been

3. Next fall, Irene _____ employed with this corporation for over a decade as an advisor to the president.
   (A) has been (B) is
   (C) had (D) will have been

Answers: p. 545

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04 Agreement in Tense

❶ Verbs must agree in tense based on time expressions. Below are some time expressions that are commonly used.

Past simple tense	Present simple tense	Present perfect tense	Future simple and future perfect tenses
yesterday recently a period of time + ago last + a period of time in + a point of time in the past	usually often each month/year generally	since + a point of time in the past in the last/past ~ over the year recently	tomorrow next + a period of time by/until + a point of time in the future as of + a point of time in the future by the time + subject + verb (present tense) when + subject + verb (present tense)

She ~~has started~~ to work for this firm last year.
started

➤ Because **last year** refers to the past, the past simple tense **started** is used.

She ~~taught~~ English since she moved here.
has taught

➤ With the structure **since + subject + verb** (past simple tense), the verb in the main clause is in the present perfect tense (**has taught**).

She ~~has served~~ for 14 years by the time she retires.
will have served

➤ With the structure **by the time + subject + verb** (present simple tense), the verb in the main clause is in the future perfect tense (**will have served**).

Note: With the structure **by the time + subject + verb** (past simple tense), the verb in the main clause is in the past perfect tense.
She left (→ had left) the office by the time the package was delivered.
⇒ The verb in the adverb clause of time is in the past simple tense (**was delivered**), so the verb in the main clause must be in the past perfect tense (**had left**).

❷ When the verb in the main clause is in the past simple tense, the verb in the subordinate clause will be in the past simple or past perfect tense.

Mr. MacKenzie explained that the fiscal report ~~is completed~~ the preceding week.
was completed

➤ The verb in the main clause is in the past simple tense (**explained**) and the subordinate clause also mentions a past event, so the verb in the subordinate clause must be in the past simple tense (**was completed**).

Note: When the verb in the main clause is in the past simple tense and the subordinate clause mentions an event that lasts until the present time, we may put its verb in the present perfect tense. In addition, if it mentions an event that will happen in the future, we may put its verb in the future simple tense.
The financial analyst thought that market conditions have improved.
⇒ In this sentence, the analyst did think about the market conditions which have actually improved up to the present time. Therefore, the verb in the subordinate clause is put in the present perfect tense (**have improved**).
The company spokesperson reported that the press conference will be held on Thursday.
⇒ In this sentence, the fact is that the press conference has not started yet. It will take place on the coming Thursday. Therefore, the verb in the subordinate clause is put in the future simple tense (**will be held**).

TOEIC Questions

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

1. Television viewership _____ slightly since the advent of the Information Age and the invention of the personal computer.
(A) drop (B) will drop
(C) has dropped (D) dropping

2. Last week, a newspaper columnist _____ an article that triggered an investigation into the university's admissions practices.
(A) writes (B) has written
(C) wrote (D) have written

3. Management was informed that the shipment from the branch office in Paris _____ the following Thursday.
(A) arriving (B) would arrive
(C) have arrived (D) has arrived

Answers: p. 545

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HACKERS PRACTICE

Choose a correct option for each sentence.

01 When Martin (reads / read) the contract, he discovered that he had been deceived.

02 William reluctantly (attends/attended) the seminar, but he surprisingly found it very helpful.

03 After returning from vacation, we learned that a storm (had damaged/damages) our house.

04 James (retire/retired) years ago, but he still has stock in his former employer.

05 The reports estimate that earnings (will double/has doubled) by the end of next year.

06 If you (believe/had believed) that there may be financial wrongdoing, please notify your supervisor.

07 What the new IT specialist knows about data systems (was/will be) useful when the office updates its computer programs.

08 As soon as the board (makes/will make) its decision, the managers will implement the plan.

09 The Pioneer Fund (has been/is) the company's biggest earner over the past four years.

10 The manufacturing company (needs/is needing) to increase production capacity in order to keep pace with its competitors.

Choose a correct time expression for each sentence.

11 Mr. Hyland will have served as CEO of the company for ten years (since/by the time) he retires.

12 Jeffery has analyzed stock market figures (in/since) 2000 when he joined a firm on Wall Street.

13 Steven, who previously worked in the sales department, is a manager in the head office (two years ago/at the moment).

14 The company (once/usually) requires three years of experience for all job applicants.

Answers: p. 546

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 The employees in the accounting division were stunned to learn that three of their co-workers _____ that very morning.

(A) had fired (B) will have been fired
(C) had been fired (D) fired

02 Mr. Keating _____ Rick Chang as officer-in-charge for the duration of his European business trip last Wednesday.

(A) designate (B) is designating
(C) has designated (D) designated

03 When Mr. Arellano and his team _____ the write-up, please have them send it to my desk immediately.

(A) will finish (B) would finish
(C) finish (D) will have finished

04 A competent manager _____ opportunities for his employees to improve themselves professionally.

(A) created (B) create
(C) creates (D) creating

05 Until the beginning of this year, the amusement park _____ not attracting many visitors.

(A) has (B) was
(C) is (D) being

06 A new printer for the faculty room _____ purchased as soon as the requisition slip is signed.

(A) will be (B) would be
(C) had been (D) has been

07 In the past ten years, the number of Americans using 90 percent of their disposable income to pay off credit card debts _____ by 30 percent.

(A) has been rising (B) will have risen
(C) was rising (D) has risen

08 Participants _____ to complete an evaluation at the conclusion of the photography workshop.

(A) is asked (B) were asked
(C) have asked (D) were asking

09 Because of the weakening economy this year, any purchases in new assets and properties _____ carefully studied over the next several months.

(A) have (B) have been
(C) will have to be (D) will have been

10 To create a more healthy work atmosphere, Craydon Finance _____ a sports center in the office facilities two months ago.

(A) building (B) built
(C) has built (D) builds

11 Analysts predict that agricultural biotechnology _____ little interest for investors because of the opposition to genetically modified products.

(A) hold (B) held
(C) will hold (D) have held

12 If you _____ any problems with your new word processing software, check the handbook first before consulting our technical support.

(A) had experienced (B) experience
(C) were experienced (D) experiencing

13 Although online brokers usually _____ the least in commissions, they require you to do your own research instead of giving you advice.

(A) charging (B) charges
(C) charge (D) are charging

14 Ever since Mr. Smith _____ head of the town's community center, he has been holding at least two meetings per week.

(A) was elected (B) will elect
(C) is electing (D) had elected

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15 The supervisor thinks that the factory's production capacity _____ by the end of the year, provided a new group of full-time workers is hired.
(A) will double (B) has doubled
(C) had doubled (D) been doubled

16 Recently, those in managerial positions _____ in more seminars and lectures on positive leadership and motivation for employees.
(A) were participated
(B) are to be participating
(C) have been participating
(D) will have been participating

17 The two law firms _____ more clients now that they have joined forces on their goal to provide affordable legal advice.
(A) receives (B) receiving
(C) are receiving (D) were received

18 By the time the two new large printers are installed, demand for the popular publication _____ twofold.
(A) has increased (B) had increased
(C) been increased (D) will have increased

19 Although there _____ a concerted effort by the company to increase its market share, the results have been disappointing.
(A) has been (B) are
(C) were (D) will be

20 Mr. Benson said that the maid never _____ to clean his quarters the whole time he stayed at the hotel.
(A) comes (B) came
(C) come (D) coming

Part 6

Questions 21-23 refer to the following letter.

Pamela Bailey
1001 Briggs Road, Suite 280
Mt. Laurel, NJ 08054

Dear Ms. Bailey,

I am pleased to inform you that your application for the position of managerial assistant has been accepted. On behalf of Bio-Meds Pharmaceutical Company, I would like to congratulate you. As mentioned in the _____ description, you will be providing support to management, supervisory

21 (A) operating (B) promise
(C) career (D) job

and professional staff. Your main duties will be scheduling appointments and events, transmitting information and following up on projects conducted by the staff. During your three-month trial period, you will be trained by Nelson Meade, whom you _____ during your interview. Should you

22 (A) meet (B) met
(C) would have met (D) will meet

_____ the position, you will start on February 20. We hope to hear from you before February 17

23 (A) accepted (B) accepting
(C) acceptance (D) accept

and look forward to working with you.

Sincerely yours,

Rita Carson
Human Resources Department

Answers: p. 546

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Chapter 07

Active Voice, Passive Voice

Basic Points

The active voice is used to emphasize the agent or performer of an action. The passive voice is used to emphasize the receiver of an action, not the agent who performs it. The structure of the passive voice is **be (conjugated) + past participle (p.p.)**.

Active voice: I designed this building.
Passive voice: This building was designed by me.

In the first sentence, the subject **I** is the performer of the action **design**. So, the active voice is used.
In the second sentence, the subject **This building** receives the action **design**. So, the passive voice is used.

Forms of the active voice	Simple tenses	be + V-ing (Progressive tenses)	have + p.p. (Perfect tenses)
Forms of the passive voice	be + p.p.	be being + p.p. (Progressive tenses)	have been + p.p. (Perfect tenses)

To form a passive sentence, the object of the active sentence will become the subject of the passive sentence. Then, the verb in the active sentence will be changed into the past participle after adding the verb **be** which must agree with the new subject and the tense of the verb in the active sentence.

Active voice: Carol cooked dinner.
Subject Verb (active) Object

Passive voice: Dinner was cooked by Carol.
Subject Verb (passive) by + agent

Only transitive verbs can be used in the passive voice; intransitive verbs cannot because they do not have direct objects.

We were arrived in Prague. (X)
We arrived in Prague. (O)

Arrive is an intransitive verb; thus, it cannot be used in the passive voice.

Some intransitive verbs that are frequently found in the TOEIC test include **take place**, **rise**, **occur**, and **consist**. Remember that these verbs cannot be used in the passive voice.

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01 Identifying Active / Passive Sentences

❶ An active sentence includes an object following a transitive verb, while a passive sentence does not have an object (except the verb in the sentence is ditransitive).

The assistant ~~is used~~ the computer.
uses

➤ The verb **use** is a transitive verb and followed by the object **the computer**. Hence, the verb must be in the active voice (**uses**).

A new machine will ~~install~~.
be installed

➤ The transitive verb **install** needs an object, but there is no object here. So, the verb must be in the passive voice (**be installed**).

❷ Verbs in to-infinitive phrases and relative clauses can be put in the active or passive voice based on whether they have a direct object or not.

The tenant is supposed ~~to be paid~~ the rent on July 1.
to pay

➤ Because there is an object (**the rent**) in the to-infinitive phrase, the verb in this to-infinitive phrase must be in the active voice (**to pay**).

The draft was supposed ~~to discuss~~ in the workshop.
to be discussed

➤ Because there is no object in the to-infinitive phrase, the verb in this to-infinitive phrase must be in the passive voice (**to be discussed**).

A famous author who ~~is written~~ children's fairy tales is signing autographs today.
writes

➤ Because there is an object (**children's fairy tales**) in the relative clause, the verb in this relative clause must be in the active voice (**writes**).

We have received all of the items that ~~list~~ in the files.
are listed

➤ Because there is no object in the relative clause, the verb in this relative clause must be in the passive voice (**are listed**).

TOEIC Questions

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

1. The e-mail addresses and telephone numbers should be _____ carefully in the blanks provided.
   (A) written (B) write
   (C) wrote (D) writing

2. _____ the mailing of the package, you will need to add five dollars more to the shipping fee.
   (A) To expedite (B) Expedited
   (C) To be expedited (D) Will expedite

3. You must fill out the tax form, a copy of which is _____ to the contractual agreement you received on the first day.
   (A) attach (B) attachment
   (C) attaching (D) attached

Answers: p. 546

Hackers Skill Remember that if there is an object after a transitive verb, the sentence is in the active voice. On the contrary, if there is no object, the sentence is in the passive voice.

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02 Passive Voice of Verbs in Sentence Structures 4 and 5

❶ Transitive verbs in sentence structure 4 have two objects. Either of these objects can become the subject in the passive sentence, depending on the focus.

Active voice: She gave her sister the car.
Passive voice:
- Indirect object becomes the subject: Her sister was given the car.
- Direct object becomes the subject: The car was given to her sister.

➤ When the indirect object **her sister** becomes the subject in the passive sentence, the direct object **the car** follows the passive verb. When the direct object **the car** becomes the subject in the passive sentence, the preposition **to** is added before the indirect object **her sister**.

Note: When the direct object of such verbs as **give, send, grant** becomes the subject in the passive sentence, after the passive verb, the preposition **to** is added before the indirect object. The preposition **for** is used instead for verbs like **buy, make, get, find, build**.
The house was built to (→ for) homeless people.

❷ Transitive verbs in sentence structure 5 have an object and an object complement. In the passive sentence, the object complement is placed after the passive verb.

- When the object complement is a noun phrase:

Active voice: Victoria considered him a genius.
Passive voice: He was considered a genius by Victoria.

➤ The object **him** becomes the subject **He** in the passive sentence; the object complement **a genius** remains after the passive verb **was considered**. Do not mistake **a genius** as the object and conclude that this is an incorrect passive sentence.

- When the object complement is a to-infinitive phrase:

Active voice: He asked me to send a stamped envelope.
Passive voice: I was asked to send a stamped envelope.

➤ The object **me** becomes the subject **I** in the passive sentence, and the object complement **to send** remains after the passive verb **was asked**.

Notes: 1. Verbs that have a noun phrase as an object complement include **consider, call, elect**, etc., and those having a to-infinitive phrase as an object complement are **advise, ask, expect, invite, remind, require**, etc.

2. Do not confuse the verb **consider** used in sentence structure 3 with that used in sentence structure 5.
The committee is considered (→ is considering) promoting her.
➤ In this sentence, **consider** means *to think something over* and has the object **promoting her**, so it must be in the active voice (**is considering**).

TOEIC Questions

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

1. Ray Murphy submitted a requisition form yesterday to make certain he _____ given a projector for today's presentation.
(A) has (B) have
(C) is (D) are

2. Though somewhat new at making presentations, Paul Blakely is _____ the best public speaker of the team.
(A) consider (B) to consider
(C) considering (D) considered

3. The research team _____ to make back-up files of all their work to prevent loss of valuable data.
(A) reminded (B) was reminded
(C) will remind (D) was reminding

Answers: p. 546

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03 Active and Passive Voices of Perception Verbs

❶ For perception verbs, also called verbs of perception, the active voice is used if the subject itself causes the feelings, and the passive voice is used if the subject has or receives the feelings.

Positive feelings	interest fascinate	excite encourage	amuse satisfy	please
Negative feelings	disappoint tire	discourage trouble	dissatisfy	depress
Shock, confusion	bewilder	frustrate	shock	surprise

The results of the negotiations ~~were pleased~~ both of the attending parties.
pleased

➤ The subject **The results** brings about the feeling of pleasure, so the active voice is used (**pleased**).

I ~~am pleasing~~ to hear that you are feeling better.
am pleased

➤ The subject **I** receives the feeling of pleasure, so the passive voice is used (**am pleased**).

The regional director ~~was dissatisfied~~ the workers by refusing to give salary raises.
dissatisfied

➤ The subject **The regional director** brings about the feeling of dissatisfaction, so the active voice is used (**dissatisfied**).

The workers ~~dissatisfy~~ with management's handling of the situation.
are dissatisfied

➤ The subject **The workers** receives the feeling of dissatisfaction, so the passive voice is used (**are dissatisfied**).

The news ~~was surprised~~ the man.
surprised

➤ The subject **The news** brings about the feeling of surprise, so the active voice is used (**surprised**).

The man ~~surprised~~ by the news.
was surprised

➤ The subject **The man** receives the feeling of surprise, so the passive voice is used (**was surprised**).

TOEIC Questions

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

1. Young businessmen who set up venture companies should guard against being _____ during the first year of operations.
   (A) disappoint (B) disappointed
   (C) disappointing (D) disappointment

2. When he took up cooking, Jerry Porter was _____ to learn how easy it was to make inexpensive, great-tasting meals.
   (A) fascinate (B) fascinating
   (C) being fascinated (D) fascinated

3. The manager _____ her staff with news of an upcoming bonus if sales figures reached company goals by the end of the quarter.
   (A) encourage (B) was encouraged
   (C) encouraging (D) encouraged

Answers: p. 546

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04 Expressions of the Passive Form

❶ Expressions with verbs in sentence structure 3 + prepositions

be amused at	be surprised at	be worried about
be pleased with	be alarmed at	be concerned about/over
be delighted with	be astonished at	be bored with
be satisfied with	be frightened at	be tired of
be gratified with	be shocked at	be ashamed of
be disappointed at	be divided into	be convinced of
be interested in	be absorbed in	be equipped with
be involved in	be indulged in	be covered with
be engaged in	be devoted to	be crowded with
be associated with	be dedicated to	be based on
be related to	be skilled in	be exposed to

This hotel room is equipped with luxurious baths and tiles.
The strength of the alloy is closely related to the quality of the ore.

❷ Expressions with verbs in sentence structure 5 + to-infinitive phrases

be asked to	be required to	be allowed to
be requested to	be urged to	be permitted to
be told to	be advised to	be prepared to
be reminded to	be warned to	be supposed to
be encouraged to	be intended to	be scheduled to
be invited to	be expected to	

The project managers are required to fill in forms and get them signed.
Employees are reminded to use office e-mail only for business purposes.

TOEIC Questions

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

1. The accounting team is _____ to providing accurate billing statements and resolving all customer enquiries within twenty-four hours.
   (A) dedicating (B) dedicated
   (C) dedicate (D) dedication

2. As a member of our office, you are invited _____ the annual charity auction.
   (A) attending (B) to attend
   (C) attends (D) attend

3. We are truly _____ with the positive consumer response to our new marketing strategy.
   (A) delight (B) delighting
   (C) delighted (D) delightedly

Answers: p. 546

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HACKERS PRACTICE

Choose a correct option for each sentence.

01 Judy (implied / was implied) that she was treated unfairly by management recently.

02 Sales (expect/are expected) to decrease as a result of the recession.

03 The budget director (rejected/was rejected) the plan to cut back on spending.

04 The business owner was (frustrating/frustrated) by the lack of adequate capital to make investments.

05 Artists (have painted/have been painted) a large mural on a wall in the conference hall.

06 The plans for the merger (will take/will be taken) at least a month to evaluate.

07 Jason was (exciting/excited) to learn that he was being considered for a promotion.

Decide whether each of the sentences below is correct or incorrect. If it is correct, write "correct"; if it is incorrect, point out the mistake(s) and provide (a) correction(s).

08 Employee motivation is closely relating to the success of a company.

09 The building will be undergoing renovation for the next three weeks.

10 A proposal for a partnership offered to an Italian firm last week.

11 This product made for busy working mothers who need help in the kitchen.

12 All assembly line workers are advised wearing protective eyewear and gloves while working.

13 A lifelong honorary membership in the firm has granted to the retired CEO.

14 The company is dedicated to its goal of introducing products that are modern, functional, and affordable.

Answers: p. 546

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 A replacement for the outgoing advertising manager has not yet been _____, but the possibilities have been narrowed down to five applicants.

(A) chose (B) choice
(C) chosen (D) choose

02 Each year, Gibbins Foods, a local food manufacturer, _____ five thousand cans of vegetables to the city's homeless shelters.

(A) donates (B) to donate
(C) donating (D) are donated

03 The contract stipulates that an employee is _____ to do overtime during weeks that presentations or special reports are being prepared.

(A) requirement (B) requires
(C) required (D) requisition

04 The campaigns that _____ assigned to the broadcasting division have been scrapped due to lack of support.

(A) having (B) were
(C) be (D) had

05 The announcement in the newsletter is meant to _____ Mr. Meyer's remarks on the merger between the two communications firms.

(A) clarified (B) be clarified
(C) clarification (D) clarify

06 No matter what the brand, computers purchased at this shop will be _____ free of charge for a full year from the date of purchase.

(A) service (B) servicing
(C) to service (D) serviced

07 First-class seats are _____ with Internet hook-ups, global telephones and faxing capabilities for all of your airborne professional needs.

(A) equip (B) equipment
(C) equipped (D) equipping

08 The manager is _____ to announce that Morgan & Co. will be giving stock options to all interested employees.

(A) please (B) pleased
(C) pleasant (D) pleasing

09 After today's planning session is completed, the members of each group will be _____ a report of their team's objectives for the next three years.

(A) generation (B) generate
(C) generated (D) generating

10 We would like you _____ by our assistant manager who will give you a tour of the company's offices and facilities.

(A) escorting (B) to escort
(C) to be escorted (D) escort

11 Harwood Department Store will be _____ later this weekend to allow our shoppers to take advantage of our end-of-season clearance sale.

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

12 To meet the special needs of our branches in Asia, a total of twenty-four trained staff will _____ to Japan, Hong Kong, and Thailand.

(A) send (B) be sent
(C) be sending (D) have sent

13 Membership at the exclusive sports club _____ benefits ranging from the use of all sports equipment to discounted rates at the club's restaurant and bar.

(A) includes (B) to include
(C) have included (D) including

14 The introduction of the specially trained conflict resolution advisors _____ to reduce tension between management and frustrated employees.

(A) expected
(B) is expected
(C) has been expecting
(D) will have been expecting

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15 If the director _____ that the top candidate was still a consultant for Master Lines, Inc., he could have given others greater priority.
(A) tell (B) telling
(C) had told (D) had been told

16 _____ the machine's continued operation, a thorough check by maintenance personnel should take place bimonthly.
(A) To be ensure (B) To ensure
(C) Will ensure (D) Ensured

17 The winners of the logo contest are _____ to be at the dinner this evening, which will begin at 8:00 p.m. at the International Plaza Hotel's Blue Room.
(A) plan (B) plans
(C) planning (D) planned

18 Participants in the seminar were _____ to make hotel reservations by the date indicated on the list of hotels.
(A) advisable (B) advisory
(C) advising (D) advised

19 Before structural renovations take place, all businesses must _____ the building as indicated in the official notice issued last month.
(A) vacant (B) vacancy
(C) vacate (D) be vacated

20 Access to the computer terminals _____ during evening hours, so it is necessary for us to finish the work during the day.
(A) restrict (B) to restrict
(C) is restricted (D) has restricted

Part 6

Questions 21-23 refer to the following memo.

Date: March 3
To: All Personnel
From: Matthew Sparks, Administrative Office
Subject: Vehicle Maintenance

Now that the winter season is nearly over, all company cars must _____ in for necessary

21 (A) be turned (B) to turn
(C) turn (D) turning

maintenance and repairs. Icy road conditions and freezing temperatures result in greater wear on the cars' tires, engines, cooling systems and transmissions. Although sales personnel use their cars more often, other staff are also required to check their _____.

22 (A) vehicles (B) receipts
(C) projects (D) purchases

This week, all employees _____ to bring their automobiles in to any of the automotive centers

23 (A) encouraging (B) is encouraging
(C) encouraged (D) are encouraged

that the company recommends. Thank you.

Answers: p. 546

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Chapter 08

Subjunctives

Basic Points

The subjunctive is used to express a hypothetical situation, which means a situation that is contrary to the fact in the present or in the past. It is also used to express a situation that is unlikely to happen in the future.

If I were rich, I would travel the world.
If I had been rich, I would have led a very different life.

The first sentence implies a situation contrary to the present fact. It can be inferred that this person is not rich, so he/she cannot travel the world.
The second sentence implies a situation contrary to the fact in the past. It can be understood that this person was not rich, so his/her life was not good then.

The subjunctive is used in if-clauses with special tenses.

If I won a million dollars, I would faint.

This is a situation contrary to the present fact. The past simple tense (**won**) is used in the if-clause, and the past form of the modal verb going with the bare infinitive of the main verb (**would faint**) is used in the main clause.

If I had won the lottery, I would have sent many poor teenagers to college.

This is a situation contrary to the fact in the past. The past perfect tense (**had won**) is used in the if-clause, and the past form of the modal verb going with the perfect form of the main verb (**would have sent**) is used in the main clause.

It is important to distinguish between real conditional sentences and possible future conditions starting with **if**.

If you experience any difficulties, please contact one of our customer service staff.
If I have a midday break tomorrow, we will meet up for a lunch.

These conditional sentences are used to express that the action in the main clause can only take place in case a certain condition in the if-clause is fulfilled.

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01 Future/Past/Past Perfect/Mixed Subjunctive

❶ The verb forms in the if-clause and the main clause of the future/past/past perfect subjunctive are as follows:

Future subjunctive	If + subject + should + bare infinitive, subject + will/can/may/should + bare infinitive	Expressing a situation that will be unlikely to happen in the future
Past subjunctive	If + subject + verb in past simple tense (be becomes were regardless of what the subject is), subject + would/could/might/should + bare infinitive	Expressing a situation contrary to a fact in the present
Past perfect subjunctive	If + subject + had p.p., subject + would/could/might/should + have p.p.	Expressing a situation contrary to a fact in the past

If rain should come today, we will move the party indoors.
If computers were cheap, I would buy ten of them for my home.
If Nancy had come, Jeff might have turned down the invitation.

❷ In the mixed subjunctive, the time relation between the if-clause and main clause is different.

If + subject + had p.p., subject + would + bare infinitive
(Past perfect subjunctive — Past subjunctive)

→ The past perfect subjunctive in the if-clause refers to a situation contrary to a fact in the past, and the past subjunctive in the main clause implies a situation contrary to a fact in the present.

If I had asked for time off last month, I would be on vacation now.

➤ The past perfect subjunctive **had asked** in the if-clause refers to the situation contrary to the fact in the past. The past subjunctive **would be** in the main clause implies the situation contrary to the fact in the present.

Note: The mixed subjunctive is used when the hypotheses (mentioned in the if-clause) still have some influence in the present (mentioned in the main clause). Usually, in the main clause, such adverbs of time as **now**, **today** are given as hints.

If I had talked with my boss last week, the problem would be solved by now.

➤ Though the past perfect subjunctive **had talked** is used in the if-clause, there is the adverb **now** in the main clause; so the past subjunctive **would be solved** must be used in this clause.

TOEIC Questions

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

1. If measures had not been taken to reduce company expenses, the added costs would _____ by the customers.
   (A) assume
   (B) have been assumed
   (C) had been assumed
   (D) be assuming

2. If personal income taxes had been lowered, the national economy _____ much more quickly.
   (A) recovered
   (B) has recovered
   (C) would have recovered
   (D) has been recovered

3. If the client had come on time, these negotiations _____ completed by now.
   (A) would be
   (B) would have been
   (C) wouldn't have been
   (D) would not be

Answers: p. 546

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02 Other Structures of Subjunctives

❶ If-clauses can be replaced by the inversion structure.

Future subjunctive	If + subject + **should** + bare infinitive, subject + **will/can/may/should** + bare infinitive ⇨ Should + subject + bare infinitive, subject + **will/can/may/should** + bare infinitive
Past subjunctive (Only when the main verb in the if-clause is **were**)	If + subject + **were** + noun/adjective, etc., subject + **would/could/might/should** + bare infinitive ⇨ Were + subject + noun/adjective, etc., subject + **would/could/might/should** + bare infinitive
Past perfect subjunctive	If + subject + **had** p.p., subject + **would/could/might/should** + **have** p.p. ⇨ Had + subject + p.p., subject + **would/could/might/should** + **have** p.p.

If Arnold should call, he can come at any time.
⇨ Should Arnold call, he can come at any time.

If Brad and I were not friends, I would be interested in dating him.
⇨ Were Brad and I not friends, I would be interested in dating him.

If he had worked harder, he would have gotten the promotion.
⇨ Had he worked harder, he would have gotten the promotion.

❷ If-clauses can also be replaced by the structure **without + noun/object pronoun.**

Past subjunctive	Subject + **would/could/might/should** + bare infinitive + **without** + noun/object pronoun (= if it were not for + noun/object pronoun)
Past perfect subjunctive	Subject + **would/could/might/should** + **have** p.p. + **without** + noun/object pronoun (= if it had not been for + noun/object pronoun)

I couldn't do it without you.
I could never have done it without you.

Note: Otherwise is also used to replace an if-clause.
He took a taxi; otherwise (= if he had not taken a taxi), he would not have made the meeting on time.

TOEIC Questions

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

1. Had the contract _____ earlier, we might have been able to discuss the conditions and make a decision before the weekend.
   (A) deliver (B) delivered
   (C) been delivered (D) were delivered

2. Had the team submitted the report on schedule, the manager _____ to postpone the meeting of the Board of Directors.
   (A) did not have (B) would not be had
   (C) would not had (D) would not have had

3. _____ your rental application be denied, the owner of the apartment will refund the cost of processing the application.
   (A) Could (B) Do
   (C) May (D) Should

Answers: p. 546

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HACKERS PRACTICE

Choose a correct option for each sentence.

01 If it had not been for inflation, Jamie would (save/have saved) more money.

02 The team (can/could) never have done such a good job without Steve's input.

03 If I had filled out the application on time, I would (be/have been) working there now.

04 Kelly would not (take/have taken) the job if she had known about the other offer.

05 But for the dedicated efforts of our staff, the business (will/would) have crumbled under the competition.

06 If people (used/have used) public transportation more, the air would be less polluted.

07 Had the flight been cancelled, we would (miss/have missed) the meeting.

Correct the underlined parts in the following sentences.

08 If Joseph applied for the job, he would have been hired.

09 If it were not for its loyal employees, the company is not where it is today.

10 If Jack asked the workers politely to work overtime, they would have at least considered it.

11 Had the client called about the problem, it will be solved immediately by the representative.

12 If Erin bought that house, she would have put herself into deep debt.

13 If she has finished her work this week, she would have gone shopping with us.

14 Our public relations department shall have been more prepared to handle the press' questions.

Answers: p. 546

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 If customers were unhappy with the quality of a product, the store _____ it or provide a refund.

(A) would exchange (B) exchange
(C) have exchanged (D) will exchange

02 Had we _____ that Mr. Robbins had a case pending in criminal court, we would never have hired him for the job.

(A) been known (B) knew
(C) know (D) known

03 The company _____ never have won the account without the support of the very talented copywriters in the advertising division.

(A) would (B) need
(C) must (D) can

04 If all members of our staff were consistently productive, it is likely that our output _____ greater.

(A) have been (B) would be
(C) been (D) be

05 The reductions in the budget will have serious implications if the projects _____ in the next quarter.

(A) will be executed (B) executes
(C) are executed (D) will execute

06 If insolvency laws do not change and continue to favor creditors, many small-scale companies _____ bankrupt.

(A) have gone (B) will go
(C) went (D) goes

07 The supervisor commented that the manual could _____ better had the company hired an editor to go over the material before it was printed.

(A) organize (B) be organized
(C) have organized (D) have been organized

08 Without the health clubs in the city, amenities such as weight machines and separate saunas for men and women _____.

(A) cannot be provided
(B) could not have been provided
(C) were not provided
(D) were not providing

09 The recurring problem of unheated rooms would _____ if the owner had responded to the tenants' initial complaints.

(A) have been elimination
(B) had been eliminated
(C) have been eliminated
(D) have been eliminating

10 Had the president _____ that an important client was waiting, he would have asked him to wait in his office.

(A) been informed (B) be informed
(C) informed (D) inform

11 Had the director been out of the country, his assistant _____ charge of ongoing projects during that time.

(A) had taken (B) could have taken
(C) were taking (D) will have taken

12 If the plans _____ made sooner, Gilbert & Sons would be conducting the feasibility study for the Safeway Water Project by now.

(A) were being (B) was being
(C) had been (D) have been

13 If the error had not been reported immediately, the customer _____ his order until after the Christmas season had ended.

(A) would not have received
(B) would not receive
(C) did not receive
(D) would not be received

14 Had their systems been protected with a reliable anti-virus program, subscribers _____ no problems with their computers now.

(A) will have (B) have
(C) would have (D) had

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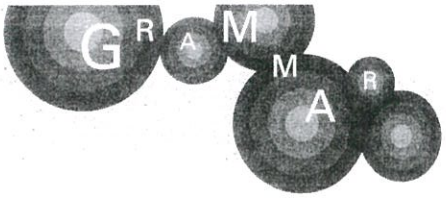

15 If it had not been for a tip from my stockbroker, I thousands of dollars in doomed stocks.

(A) was lost (B) have lost
(C) would lose (D) would have lost

16 the machine parts arrived promptly, we would have been able to finish assembling the machine in time for its first run.

(A) Have (B) Had
(C) Should (D) Were

17 A world-renowned economist that except for the euro, currencies around the world will continue to devalue.

(A) is predicted (B) predict
(C) predicts (D) predicting

18 If preparations had been made for the presentation, it much easier to sell the proposal.

(A) would be (B) has been
(C) had been (D) would have been

19 The original documents would not have materialized continued efforts from our ever dedicated and thorough research team.

(A) so as (B) as to
(C) in that (D) if it had not been for

20 Had estimated figures been more accurate, strategists would a better financial plan to tackle the budget deficit.

(A) create (B) be creating
(C) have created (D) had been created

Part 6

Questions 21-23 refer to the following letter.

Dear Mr. Elwood,

This is in regard to your question about utility payments. A Direct Transfer system will automatically subtract payments for utility bills from your bank account. you make a utility payment using

21 (A) Did (B) Would
(C) Should (D) Have

this system, the amount withdrawn to pay for the bill will be listed on your bank statement for the next month.

This service is provided free for all employees of Kirkwood Manufacturers. However, if you wish to cancel it, you will need to submit an official request. The request form is available at your company's administrative office. It must be signed an administrative supervisor and mailed in to us.

22 (A) by (B) to
(C) at (D) for

If you have other questions, please call a customer service at (925) 555-3429. Representatives are available from 9 a.m. to 5 p.m. , you may contact us by e-mail at

23 (A) Accordingly (B) Alternatively
(C) Technically (D) Originally

support@directtransfer.com.

Answers: p. 547

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Section 3
Verbals

Chapter 09 – To-infinitives
Chapter 10 – Gerunds
Chapter 11 – Participles

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Chapter 09

To-infinitives

Basic Points

Verbals are words formed from a verb, functioning as different parts of speech. They are sometimes called non-finite verbs. Verbals include to-infinitives, gerunds, and participles.

A to-infinitive is a verbal functioning as a noun, an adjective, or an adverb in a sentence.

I to like apples. (X)
I like to travel abroad. (O)
I want something to eat. (O)
I work to make money. (O)

As you can see, **to like** in the first example cannot function as a main verb; **to travel** functions as a noun because it is the object of the verb **like**; **to eat** functions as an adjective modifying the object **something**; and **to make** functions as an adverb modifying the verb **work**.

Like a verb, a to-infinitive can be followed by its object or a complement, or modified by an adverb.

I want to learn magic.
I want to be a magician.
I need to exercise regularly.

To learn has the object **magic**; **to be** is completed by the complement **a magician**; and **to exercise** is modified by the adverb **regularly**.

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01 Forms of To-infinitives and Their Subjects

❶ A to-infinitive is formed by **to + bare infinitive.**

Use this telephone line ~~to communication~~ ~~for communicate~~ to communicate with the main office.

➤ Only **to + bare infinitive** is the correct form.

❷ The passive form of a to-infinitive is **to be + p.p.** Its progressive form is **to be + V-ing.** Its perfect form is **to have + p.p.**

I really didn't like to be told what to do.

➤ The person does not want other people to tell him/her what to do. Hence, the passive form **to be told** is used.

I observed that the students appeared to be cheating during long exams.

➤ The progressive tense can be used to imply a complaint. Hence, the progressive form **to be cheating** is used.

It is nice to have finished the work.

➤ The person has finished the work before expressing his/her opinion about it. Hence, the perfect form **to have finished** is used.

Note: The passive form of to-infinitives after such verbs as **need**, **deserve**, and **require** may be replaced by **V-ing**.
Your hair needs to be cut. = Your hair needs cutting.

❸ The structure **for + noun/object pronoun** is used to mention the performer or the subject of to-infinitives.

His parents' goal was for Rob to become a doctor.

➤ The subject of the to-infinitive is **Rob**.

In order for us to do a good job, we must have more time.

➤ The subject of the to-infinitive is **we**, which is changed into the object pronoun **us** when placed after the preposition **for**.

TOEIC Questions

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

1. Mr. Cummings, who is leading the new project, would like all the team members to come together _____ brainstorm ideas about marketing strategies.
   (A) for (B) to
   (C) as (D) with

2. Now that the new branch has opened, the company can use this opportunity to _____ business in Latin America.
   (A) expand (B) expanding
   (C) expanded (D) have expanded

3. The landlord will shut off the heating system in the entire building _____ determine why some floors are not being properly heated.
   (A) as if (B) such that
   (C) in order to (D) in spite of

Answers: p. 547

Hackers Skill **to + noun** or **for + bare infinitive** cannot replace the correct form **to + bare infinitive**.

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02 Functions of To-infinitives

❶ To-infinitives can function as nouns, adjectives, or adverbs.

- Just like nouns, to-infinitives can come in the position of a subject, an object, or a complement.

Subject	To observe is one way of learning new things.
Object	You need to call a service technician.
Subject complement	The goal of the meeting is to reach a decision.
Object complement	Janice helped Craig to write the report.

- Just like adjectives, to-infinitives can modify nouns.

Modifying a noun	He has a letter to type.

- Just like adverbs, to-infinitives can modify verbs by showing purposes, reasons, results, etc.

Purpose	I am writing to inquire whether more funds are available.
Reason	I am pleased to grant Betty a promotion to vice president.
Result	He called the center only to find out the tickets had sold out.

➤ The underlined parts are the focus of the to-infinitives. These parts are frequently tested in TOEIC.

Notes: 1. To-infinitives can also come in the position of a real subject or real object.
It is important to ensure the money is safe.
Lewis will make it a point to reward employees based on performance.
2. When to-infinitives express purposes, we can use **in order to**, **so as to** instead of **to**.
He applied for a bank loan in order to finance a small business.
3. To express some purpose of a person, we cannot use the structure **for + V-ing**, but just use to-infinitives.
For passing the test (→ To pass the test), he had to work hard.
→ To express the purpose of the subject **he**, a to-infinitive phrase is used in this sentence.

❷ Verbs cannot come in the position of a to-infinitive.

You promised ~~look over~~ my report!
to look over

➤ This sentence already has a main verb (**promised**), so there cannot be another verb but a to-infinitive (**to look over**) coming in the position of the object.

The memo indicated a need for the factory ~~enhance~~ its efficiency.
to enhance

➤ This sentence already has a main verb (**indicated**), so there cannot be another verb but a to-infinitive (**to enhance**) that functions as an adjective modifying the noun **need**.

TOEIC Questions

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

1. The firm temporarily closed one of its branch offices _____ operating expenses.
(A) will reduce (B) reduces
(C) reduced (D) to reduce

2. The purpose of the program is _____ museum staff with the know-how and feedback to set priorities and identify areas for change.
(A) provide (B) provided
(C) provision (D) to provide

3. The Dogwood Company is pleased _____ that you can now purchase seeds and all your gardening needs directly from their website.
(A) to announce (B) announcement
(C) announced (D) be announcing

Answers: p. 547

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03 Verbs/Nouns/Adjectives Followed by a To-infinitive

❶ Verbs followed by a to-infinitive

Verb + object (to-infinitive)					
want to	need to	wish to	hope to	desire to	expect to
plan to	aim to	decide to	propose to	offer to	ask to
promise to	agree to	refuse to	fail to	serve to	pretend to
afford to	manage to	prefer to			

Verb + object + complement (to-infinitive)				
want + object + to	need + object + to	expect + object + to	invite + object + to	ask + object + to
encourage + object + to	persuade + object + to	convince + object + to	cause + object + to	require + object + to
force + object + to	compel + object + to	get + object + to	tell + object + to	allow + object + to
permit + object + to	enable + object + to	forbid + object + to	remind + object + to	warn + object + to
advise + object + to				

Verb + complement (to-infinitive)		
remain to	seem to	appear to

Management wants to reorganize the marketing division.
Their commitment to quality enabled the company to win the contract.
How well this plan will work remains to be seen.

❷ Nouns followed by a to-infinitive

ability to	authority to	capacity to	chance to	claim to
decision to	effort to	need to	opportunity to	plan to
readiness to	right to	time to	way to	wish to

Chefs should have the ability to create different dishes.

❸ Adjectives followed by a to-infinitive

be able to	be ready to	be willing to	be likely to
be eager to	be anxious to	be pleased to	be delighted to
be easy to	be difficult to	be good to	be dangerous to

Jody should be able to work well with the new employee.

TOEIC Questions

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

1. Having failed a consensus, the manager asked that the decision be postponed.
   (A) creating (B) created
   (C) to creating (D) to create

2. Please take time the names on this invitation list and feel free to add anyone whom we might have missed.
   (A) review (B) be reviewed
   (C) to review (D) reviewing

3. The CEO believes that the staff will be able on the Albers Project once the staff evaluations are completed.
   (A) concentrate (B) concentrating
   (C) to concentration (D) to concentrate

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04 Bare Infinitives as Object Complements

In the following structures, bare infinitives are used in place of to-infinitives and come in the position of an object complement.

❶ Causative verb (**make/let/have**) + object + bare infinitive

Mrs. Banks let us ~~to~~ take the day off.

➤ To is omitted in the structure let somebody do something.

Notes: 1. If the object is a thing, the bare infinitive is replaced by a past participle.
He will have his car repair (→ repaired).
☆ It is understood that his car will be repaired by somebody/the garage.

2. The verb **get** can be used in place of **have**, and its structures are **get + object** (person) + **to-infinitive** and **get + object** (thing) + **(to be) p.p.**
I got Ted host (→ to host) the reception.
I got the project (to be) authorized by management.

❷ **help** (+ object) + bare infinitive/to-infinitive

Vince helped Carol (to) complete the assignment.

Company retreats help (to) strengthen employee relationships.

➤ Both a bare infinitive and a to-infinitive can come in the position of the object complement or the object of the verb **help**.

❸ Perception verb (**hear/see/watch/notice**) + object + bare infinitive/present participle

I saw her cross the road.

I saw her crossing the road.

➤ Both a bare infinitive and a present participle can follow the object of perception verbs, but the present participle is used to emphasize that the action is in progress.

Note: When the object of a perception verb has a passive meaning, it is followed by a past participle, not a bare infinitive.
I heard my name repeat (→ repeated).

TOEIC Questions

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

1. The training program offered by the company can help _____ your future work options.
(A) broad (B) broaden
(C) broader (D) broadly

2. The general manager will have his assistant _____ the proceedings of the meeting and prepare a report for senior management.
(A) transcribe (B) to be transcribed
(C) be transcribing (D) transcribed

3. Employees who want to do volunteer work sponsored by the company are to let their supervisors _____ before the end of the week.
(A) know (B) to know
(C) known (D) knowing

Answers: p. 547

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HACKERS PRACTICE

Choose a correct option for each sentence.

01 The CEO will be happy (win/to win) a vote of confidence from the board.

02 It is possible to (custom/customize) this program if it does not suit you.

03 The ability (type/to type) quickly and accurately is a valuable skill.

04 Darren let problems in his personal life (to influence/influence) his performance at work.

05 Your presence at the administrative office is required for the wage claim (proceed/to proceed).

06 Sonia arranged to have the package (deliver/delivered) to the office overnight.

07 Your suggestion will enable us (improving/to improve) the quality of our products.

Decide whether each of the sentences below is correct or incorrect. If it is correct, write "correct"; if it is incorrect, point out the mistake(s) and provide (a) correction(s).

08 The employee had no right signing for the shipment brought to the office Saturday.

09 The accountants want to be warned when the IRS is coming to visit.

10 The head office must send the approval slip for Mr. Reynolds start working with us.

11 The manager will have a study do by the research department.

12 If you want to keep your job, you'd better be willing put in more effort.

13 If you don't have time today, get the assistant to bring the files over to management.

14 There are different ways attract business to areas where unemployment is high.

Answers: p. 547

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 Mr. Coulter designated a room for archive storage in order _____ the loss or damage of important documents.

(A) to curtail (B) to be curtailed
(C) curtailed (D) curtailment

02 Customers who need _____ lengthy documents over the Internet should have their network connection configured to optimize large data transfers.

(A) receive (B) to receive
(C) receiving (D) reception

03 It was important _____ the presentation before giving it to the over two hundred business school graduates in the audience.

(A) rehearse (B) rehearsal
(C) to rehearse (D) rehearsed

04 The problem is that nobody in the office has the authority _____ make a decision regarding her employment status.

(A) for (B) with
(C) to (D) as

05 Mr. Rosenberg had his secretary _____ out copies of the agenda to each of the members of the Board of Directors.

(A) is mailing (B) mail
(C) mailed (D) to mail

06 Some customers prefer _____ a minimum balance in their checking accounts rather than pay monthly fees.

(A) to maintain (B) is maintaining
(C) maintained (D) maintain

07 How the public will react to the soft drink's new formula remains _____ seen.

(A) to be (B) being
(C) have been (D) been

08 Customer complaints show that there may be a need for Net Manage _____ the present quality assurance and monitoring systems.

(A) enhance (B) to enhance
(C) enhancing (D) to enhancing

09 The building owner has a policy of letting lessees _____ to unoccupied units if they are dissatisfied with their present unit.

(A) to move (B) be moving
(C) move (D) to be moved

10 As a still-life photographer, Mr. Bryant aims to _____ a particular mood when he snaps the shutter.

(A) capture (B) captured
(C) capturing (D) have captured

11 We called the mall _____ out whether the products were sold out.

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

12 The candidate promised to _____ prescription drug prices by as much as 30 percent if voted into office.

(A) low (B) lower
(C) lowering (D) having lowered

13 It is necessary _____ all factory employees to sign out the tools they use and return them at the end of the workday.

(A) for (B) further
(C) because (D) these

14 If a client is not utterly satisfied with an ad campaign, we will return to the drawing board _____ again.

(A) starting (B) for starting
(C) to start (D) start

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15 Three people from the research department have been asked to investigate ways non-taxable imported goods into the country.
(A) bring (B) of bring
(C) to bring (D) bringing

16 With the prices of natural gas and other energy sources increasing, utility companies are now encouraging people energy.
(A) conserve (B) conserved
(C) to conserve (D) for conserving

17 All the employees are ready the new project.
(A) implementing (B) to implement
(C) implement (D) implemented

18 For further help the program, please refer to the instructions on our website or e-mail us with your specific question.
(A) install (B) to install
(C) installed (D) be installed

19 The projects committee advised the proposal writer to the project beneficiaries in order to determine their real needs.
(A) talk (B) talking
(C) talked (D) to talk

20 Several new waiters and salespeople were hired the influx of customers during the long holiday season.
(A) to handle (B) handling
(C) to be handling (D) to be handled

Part 6

Questions 21-23 refer to the following letter.

Edward Mitchell
1505 Main Street
Fairfax, VA 20151

Dear Mr. Mitchell,

I am pleased your application for full-time employment as a marketing manager for the
21 (A) confirm (B) confirming
(C) be confirmed (D) to confirm

Bloom & Bloom Accounting Group was accepted. We are that your knowledge, skills and
22 (A) confide (B) confident
(C) to confide (D) confidence

experience will be valuable to our firm. You will report directly to Mr. Sanders, who will instruct you of your specific responsibilities during your probation period. If you have any questions regarding our offer, please contact us . Otherwise, please sign every page of the enclosed contract
23 (A) similarly (B) favorably
(C) immediately (D) basically

and return it to us by business-reply envelope on or before January 20. Thank you, and we look forward to seeing you at the orientation on January 23 at 9:00 a.m.

Sincerely yours,

Melissa Hayes
Human Resources Department

Answers: p. 547

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Chapter 10

Gerunds

Basic Points

A gerund is formed by adding the suffix **-ing** to a bare infinitive. However, not all words ending in **-ing** are gerunds. A gerund can be used as a noun in a sentence.

She cleaning the house every day. (X)
I hate cleaning. (O)

The gerund **cleaning** cannot come in the position of a main verb, but it is a noun coming in the position of the object.

A gerund is a verbal, so it can be followed by its object or a complement, or modified by an adverb.

I like playing baseball.
Becoming a doctor is not easy.
Eating slowly is a good habit.

As you can see, **playing** has the object **baseball**; **becoming** stands before the complement **a doctor**; and **eating** is modified by the adverb **slowly**.

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01 Functions, Forms of Gerunds and Their Subjects

❶ Grammatically, gerunds can function as a noun coming in the position of a subject, an object, or a complement.

Subject	Providing a loan will allow the bank to collect interest.
Object of a verb	Stan enjoys playing golf.
Object of a preposition	The director aims at reducing corporate debt.
Complement	John's hobby is listening to music.

➤ The underlined parts are the focus of the gerunds. These parts are often tested in TOEIC.

❷ Verbs cannot come in the position of a gerund.

Sarah is thinking about ~~buy~~ a car.
buying

➤ The verb **buy** cannot come in the position of the object of the preposition **about**.

❸ The passive form of a gerund is **being + p.p.** Its perfect form is **having + p.p.**

Karen loves being looked at in her new dress.

➤ Karen loves people to look at her in her new dress. Hence, the passive form of the gerund is used (**being looked**).

He denied having lied.

➤ The act of lying happened before the act of denying. Hence, the perfect form of the gerund is used (**having lied**).

❹ In case the subject/performer of a gerund is mentioned, a possessive case of a noun or a pronoun is put in front of this gerund.

I don't mind John's going with us.

➤ The subject of the gerund **going** is **John's**.

His going with us is out of the question.

➤ The subject of the gerund **going** is **His**.

TOEIC Questions

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

1. _____ regular donations to local charities from business profits is not only personally rewarding, but is good for developing a reputation.
   (A) Give (B) Gives
   (C) Giving (D) Given

2. Department heads distributed a memo reminding employees to refrain from _____ their cell phones during company meetings.
   (A) to use (B) using
   (C) uses (D) use

3. The chef obtains interesting and different results with this dish by _____ the ingredients he uses in the recipe.
   (A) vary (B) varying
   (C) varied (D) varies

Answers: p. 547

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02 Verbs Followed by a Gerund

❶ Below are some verbs followed by a gerund as their object.

enjoy V-ing	avoid V-ing	consider V-ing
suggest V-ing	recommend V-ing	discontinue V-ing
finish V-ing	quit V-ing	mind V-ing
give up V-ing	postpone V-ing	
dislike V-ing	deny V-ing	

Russ will consider ~~to work~~ for a new company.
working

➤ The verb **consider** must be followed by a gerund (**working**), not a to-infinitive.

❷ Some verbs take either a gerund or a to-infinitive as their object.

- There are some verbs followed by either a gerund or a to-infinitive; however, the meanings are unchanged.

  Jane has just begun ~~learned~~ to drive.
  learning/to learn

  ➤ The verb **begin** may be followed by a gerund or a to-infinitive, and there is no difference in meaning. Other verbs include **like**, **love**, **prefer**, **hate**, **start**, **intend**, **attempt**, **continue**, etc.

- Some verbs are followed by either a gerund or a to-infinitive and the meanings change.

  I remembered canceling that order.
  I remembered to cancel that order.

  I forgot turning off the light.
  I forgot to turn off the light.

➤ For the verbs **remember**, **forget**, **regret**, there are differences in meaning between gerunds and to-infinitives coming in the position of their objects. Gerunds are used to express actions which happened in the past and to-infinitives are used to express purposes or actions in the future.

Note: Other verbs such as **advise**, **allow**, **permit**, **forbid** are followed by a gerund or object + to-infinitive.
The hospital does not permit smoking in the building.
The hospital does not permit people to smoke in the building.

TOEIC Questions

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

1. The small appliance manufacturer has recently begun _____ into the consumer electronics industry.
   (A) expand (B) expanded
   (C) expanding (D) has expanded

2. It would be wise of you to consider _____ with your firm, as the job market is tough right now.
   (A) renegotiate (B) renegotiated
   (C) to renegotiate (D) renegotiating

3. Do not forget _____ the application form before submitting it to Ms. Radowick at the front desk.
   (A) signing (B) sign
   (C) to sign (D) signed

Answers: p. 547

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03 Gerunds vs. Nouns

❶ A gerund can be followed by an object, but a noun cannot.

The chain was successful in ~~establishment~~ a new store.
establishing

➤ The noun **establishment** cannot take an object. Here, the gerund **establishing** must be used.

Notes: 1. In case there is no object to follow, a noun should be used rather than a gerund as this is more natural.
We have just been informed about his arriving (→ arrival).

2. Do not mistake the following nouns as gerunds (as they always end in **-ing**).

beginning	meeting	opening	gathering
lodging	broadcasting	shipping	training

❷ There is no indefinite article before a gerund while there may be an indefinite article before a singular count noun.

The bank has experienced a marked ~~increasing~~ in deposits in recent weeks.
increase

➤ A gerund cannot follow an indefinite article; thus, the noun **increase** must be used.

❸ Sometimes there are differences in meaning between a gerund and a similar noun.

advertising – advertisement	covering – coverage	funding – fund
housing – house	mailing – mail	marketing – market
meaning – means	processing – process	seating – seat
spending – spend	staffing – staff	ticketing – ticket

For proper ~~process~~, submit all documents completely and accurately.
processing

➤ The noun **process** means *a series of actions to achieve a result*. The gerund **processing** means *dealing with/managing*. Based on the meaning of the sentence, the gerund **processing** must be used.

After the phone lines went down, the company decided to seek out other ~~meaning~~ of communication with clients.
means

➤ The noun **means** is equivalent to *a method/way of doing something* while the gerund **meaning** means *expressing/describing*. Hence, the noun **means** must be used.

TOEIC Questions

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

1. By _____ paperwork, the Stamford Company is able to more efficiently accomplish routine tasks.
   (A) reduce (B) reduced
   (C) reducing (D) reduction

2. The frozen dinner company is utilizing consumer _____ on nutrition to formulate wholesome menus for its products.
   (A) research (B) to research
   (C) researching (D) researched

3. The team met for three hours to discuss strategies for _____ the midmarket needs of small to medium-sized businesses.
   (A) address (B) to address
   (C) addressing (D) addressed

Answers: p. 547

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04 Common Expressions with Gerunds

❶ Below are some common expressions with gerunds.

go V-ing	be busy (in) V-ing
on V-ing	be worth V-ing
It's no use V-ing	keep (on) V-ing
spend + time/money + V-ing	feel like V-ing
have difficulty/trouble/a problem (in) V-ing	cannot help V-ing

We will be busy editing this article.
The company will have trouble carrying out its plans.

❷ The preposition **to** + gerund

contribute to V-ing	be committed to V-ing
look forward to V-ing	be dedicated to V-ing
object to V-ing	be devoted to V-ing
lead to V-ing	be used to V-ing

I look forward to your joining the company.
The company is committed to providing the best possible service.

Note: Pay attention to the verb form following the preposition **to** joined by a coordinating conjunction.
We are looking forward to touring the area and to see (→ to seeing) the sights.
The conjunction **and** joins the two equivalent parts in the sentence; hence, **to seeing** must be used to be equivalent to **to touring**.

TOEIC Questions

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

1. Mr. Gray looks forward to _____ out more about investment opportunities with your growing company.
   (A) find (B) finding
   (C) have found (D) be found

2. The overseas branches have had many difficulties in _____ the main branch's system to their local operations.
   (A) adapt (B) adapts
   (C) adapted (D) adapting

3. Although the employees are satisfied with the training program, they object to _____ to travel an hour each way to get to the training center and back.
   (A) have (B) has
   (C) had (D) having

Answers: p. 547

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HACKERS PRACTICE

Choose a correct option for each sentence.

01 Daniel is used to (work/working) under deadlines and in high-pressure situations.

02 Ian forgot (to give/giving) sufficient notice about his resignation to his employers.

03 Be careful to use appropriate (word/wording) when writing up the contract.

04 Sheila decided to keep (working/to work) through most of her pregnancy.

05 Studies have shown that a positive environment can significantly improve worker (effectiveness/effecting).

06 The project contributed to (raise/raising) environmental awareness.

07 Shoppers cannot help (to wonder/wondering) why the prices at the department store are so high.

Decide whether each of the sentences below is correct or incorrect. If it is correct, write "correct"; if it is incorrect, point out the mistake(s) and provide (a) correction(s).

08 Paul's job is take care of a request from his supervisor.

09 I would like you to prepare for your first day by reviewing company policies.

10 Many people cannot afford the cost of obtain medical care without health insurance.

11 It would be best to avoid to talk on the phone during work hours.

12 While he's an expert in buying stocks, he's not good at know when to sell.

13 I would prefer to have my salary wired to my account directly each month.

14 Her impressive volunteering record proves that Jessica is dedicated to help others in need.

Answers: p. 547

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 Age-related changes can contribute to one's having problems _____ soundly.

(A) sleep (B) sleeps
(C) slept (D) sleeping

02 The government's report found that CIZMO Group had failed to take the necessary steps in _____ the building's cash vault.

(A) secured (B) was secured
(C) securing (D) has secured

03 Despite _____ more employees for the factory, the production manager still believes the facility is understaffed.

(A) hired (B) have hired
(C) having hired (D) were hired

04 Because demand for sharp-toed boots has been decreasing, Martinique Shoemakers has decided to discontinue _____ this particular style.

(A) made (B) making
(C) make (D) to make

05 The department is committed to _____ customers with a satisfactory resolution to their complaints.

(A) provision (B) providing
(C) provides (D) provided

06 Please indicate your desire to renew your membership with our club within ten days of _____ this notice.

(A) received (B) receipt
(C) receive (D) receiving

07 The factory supervisor _____ equipment and machinery through a second-hand dealer who sells slightly used items at bargain prices.

(A) to purchase (B) purchase
(C) purchasing (D) purchases

08 The cosmetics division is considering _____ a product line for men, which will probably include facial creams and concealers.

(A) introduce (B) introducing
(C) to introduce (D) introduced

09 The managers involved with the negotiations are pleased with the progress of the talks and believe that they will reach a mutually beneficial _____.

(A) to conclude (B) concluded
(C) concluding (D) conclusion

10 The recent cuts in budget appropriations were aimed at _____ the company's year-end deficit.

(A) reduce (B) reduced
(C) reducing (D) reduction

11 Shopping websites can continue to _____ shoppers by ensuring product quality, offering low prices, and being user-friendly.

(A) attractive (B) attract
(C) attracting (D) attraction

12 Rather than go _____ at the local supermarkets, residents of the town are urged to buy produce straight from the farms.

(A) to shop (B) shopping
(C) for shopping (D) to shopping

13 _____ your business card to individuals you meet will allow you to advertise your business in an inexpensive and effective way.

(A) Hand (B) Hands
(C) Handed (D) Handing

14 I am calling to get some information on _____ the 15th International Symposium on Mobile Radio Communications in September.

(A) to attend (B) attending
(C) attended (D) attendance

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15 A demonstration of the most recent PDA model will _____ place in the conference room on the third floor before it goes on sale.

(A) take (B) be taken
(C) be taking (D) have taken

16 By May, the weather should become warm enough to permit _____ in the cellar or basement for longer periods of time.

(A) stay (B) to stay
(C) staying (D) stayed

17 _____ the difficult bar exam, he spent most of his waking moments reading reference materials at the library.

(A) For passing (B) To pass
(C) By passing (D) On passing

18 The promotion advisor, Mr. Dorsey, enjoys _____ with potential clients during the open house days held once a month.

(A) talk (B) talked
(C) talking (D) to talk

19 City developers will begin _____ the parking lot into a luxury shopping center after the summer ends.

(A) convert (B) converting
(C) to converting (D) converted

20 In _____ an atmosphere conducive to studying, the library has painted the walls a color that is easy on the eyes of the students.

(A) establish (B) establishing
(C) established (D) establishment

Part 6

Questions 21-23 refer to the following e-mail.

Date: February 10
From: tharris@comdev.com
To: ebryant@comdev.com
Subject: News on Thai branch

I have just arrived at headquarters following my visit to our new office in Thailand. The branch has conducted training for management and staff, focusing on new customer service and project implementation.

However, the office _____ communication problems between its foreign staff and local managers.

21 (A) had experienced (B) will experience
(C) experienced (D) is experiencing

The problem does not involve language; rather, it has to do with cultural differences in work style. I recommend _____ our training program to include sessions that would make employee relocation

22 (A) upgrade (B) upgrading
(C) to upgrade (D) upgraded

run more smoothly. These sessions would _____ to improving relations between local and

23 (A) prohibit (B) contribute
(C) develop (D) increase

international employees.

I have attached a report with further information and would like to know your thoughts regarding the Thai office when you have time.

Answers: p. 548

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Chapter 11

Participles

Basic Points

A participle is a verbal, sharing in part the characteristics of both a verb and an adjective. However, it only functions as an adjective in a sentence. There are present participles (verb + **-ing**) and past participles (verb + **-ed** and irregular past participles).

I broken heart. (X)
The man was dying of a broken heart. (O)
They removed all the marble blocks broken into several pieces. (O)

The participle **broken** cannot function as a verb. It modifies the noun **heart** or the noun phrase **the marble blocks**. So it functions as an adjective.

2

A participle shares the characteristics of a verb. Therefore, there may be an object or a complement after a participle, or a participle may be modified by an adverb.

There were a lot of people enjoying the nice weather.
The car repaired yesterday is working well.

The present participle **enjoying** has the object **the nice weather**, and the past participle **repaired** is modified by the adverb **yesterday**.

However, when a participle is used to modify a noun, there must be no object, complement, or adverb between them.

The repaired yesterday car is working well. (X)

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01 Functions of Participles

❶ Participles can function as an adjective.

- Just like an adjective, a participle can modify its preceding or following noun.

Modifying a following noun — As a result of increasing demand, we are in a position to raise prices.
Modifying a preceding noun — The staff members (who were) expected to attend didn't turn up.

➤ The underlined parts are the focus of the participles. These parts are often tested in TOEIC.

- Just like an adjective, a participle can come in the position of a subject complement or an object complement.

Subject complement — The task seems challenging.
Object complement — Mr. Dover keeps his partners motivated.

Note: There are some special cases where a participle must follow the noun it modifies, for example **people questioned**, **people interviewed**, **people concerned**.
The people questioned gave very different opinions.

❷ Verbs cannot come in the position of a participle.

She could have been a ~~lead~~ actress.
leading

➤ The verb **lead** cannot modify the noun **actress**. Hence, the participle **leading** functioning as an adjective must be used.

The candidate ~~hire~~ last week turned down the position.
hired

➤ The verb **hire** cannot modify the noun **candidate**. Hence, the participle **hired** functioning as an adjective must be used.

TOEIC Questions

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

1. Because flu is a _____ public concern, pharmaceutical companies have been marketing a variety of medications.
(A) grow (B) grew
(C) growth (D) growing

2. *Photo-Ops* is a bimonthly publication _____ by an organization of amateur photographers devoted to their avocation.
(A) distributes (B) distributed
(C) are distributed (D) will distribute

3. The resort keeps its patrons _____ by offering numerous services that ensure their comfort and well-being.
(A) satisfy (B) satisfies
(C) satisfied (D) satisfaction

Answers: p. 548

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02 Participial Phrases

❶ Participial phrases can function as adverb clauses of time, reason, condition, entailment, etc.

Time — Having failed the job interview, I returned to university.
= After I had failed the job interview

Reason — Feeling confident, Susan asked for a raise.
= Because she felt confident

Condition — Marketed cleverly, the game will be very popular.
= If it is marketed cleverly

Entailment — The supermarket added a foreign foods section, including items from Southeast Asia.
= and it included items from Southeast Asia

➤ The underlined parts are the focus of the participial phrases. These parts are often tested in TOEIC.

Note: A conjunction of an adverb clause may be added to make the meaning of a participial phrase clear.
Before signing the contract, make sure that you understand it fully.
You may enter the bank vault when accompanied by security personnel.

❷ Verbs and nouns cannot come in the position of participles in participial phrases.

~~Surprise~~ by the sudden drop in the value of the stock, the investor immediately sold his shares.
Surprised

➤ The verb **Surprise** cannot come in the position of the participle **Surprised**.

When ~~application~~ for a transfer, explain your situation fully.
applying

➤ The noun **application** cannot come after the conjunction **when**. Hence, the participle **applying** must be used.

❸ To express events that happen simultaneously, the structure **with + object + participle** is used.

Mrs. Sedrick walked by with papers falling out of her briefcase.

TOEIC Questions

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

1. _____ completed the initial write-up of the study, the researcher submitted the draft to her supervisor for feedback.
(A) Had (B) Having
(C) Have (D) Has

2. Once _____, both corporations will examine what alternatives are available for the affiliates they separately own.
(A) merged (B) merge
(C) are merged (D) have merged

3. After carefully _____ the holes in security, experts agreed that passwords should be changed once a month.
(A) review (B) reviews
(C) reviewing (D) are reviewed

Answers: p. 548

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03 Present Participles vs. Past Participles

❶ Present participles are used when they have an active relation with the nouns they modify. In contrast, past participles are used if the relation is passive.

We have seen a proposal recommending us to change company regulations.

➤ Because the relation between the participle and the noun **a proposal** is active, we use the present participle **recommending**, which means *a proposal that recommends us.*

The discount offer is not valid on tickets purchased on the Internet.

➤ Because the relation between the participle and the noun **tickets** is passive, we use the past participle **purchased**, which means *tickets that are purchased.*

❷ When a participle comes in the position of a subject complement or an object complement, a present participle is used if the relation between the subject or object and the participle is active, and a past participle is used if the relation is passive.

The game became exciting.

➤ The relation between the subject **The game** and its complement is active, so the present participle **exciting** is used. **Exciting** here is also called the present participial adjective, which is used to describe the people or things that cause a certain feeling to somebody.

The writer made the executive summary polished.

➤ This sentence can be understood as *The executive summary was polished by the writer.* The relation between the object **the executive summary** and its complement is passive. Hence, the past participle **polished** is used.

❸ To combine two clauses having the same subject, use a present participial phrase when the subject and the participle have an active relation, and use a past participial phrase when the relation is passive.

You must read the terms of the contract carefully before signing the agreement.

➤ The subject **You** does the act of signing, so it and the participle have an active relation. Thus, the present participle **signing** is used.

Enclosed within the office compound, the restaurant is frequented by employees.

➤ The subject **the restaurant** cannot enclose the office compound, so it and the participle have a passive relation. Thus, the past participle **enclosed** is used.

TOEIC Questions

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

1. The receipts attached to the travel report indicate the total amount _____ for the trip to the overseas branch.
   (A) pay (B) pays
   (C) paid (D) paying

2. Mr. Sanders has decided to take on the position at Barker Technologies because the work seems _____.
   (A) interest (B) interests
   (C) interesting (D) interested

3. _____ in the downtown area, the information center for expatriates provides various types of assistance and serves as a meeting place for young adults.
   (A) Locating (B) Located
   (C) Locate (D) Location

Answers: p. 548

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04 Confusing Expressions

❶ Present participle + noun

during his opening remarks
maintenance of existing equipment
my missing luggage
leave a lasting impression on the school system
a leading commercial company
The presiding officer will emcee the seminar.
the most promising member of the team
improving techniques
cf. improved techniques

The interviewer met with the ~~promised~~ candidate to ask him about his long-term goals.
promising

➤ The present participle **promising** means *potential.*

❷ Past participle + noun

the preferred means of transportation
the proposed plan of rebuilding
a(n) qualified/skilled/experienced programmer
a designated parking area
request a reserved parking space
view the detailed product information
without written consent
in limited warranty
limited items
newly purchased computer hardware
heavy demand for customized products
an increase in the price of finished products
the superior quality of the handcrafted pieces
repeated dismissal from the firm
explain in the attached document
responsible for the damaged items

The trainer asked his ~~experiencing~~ assistant to help the participants.
experienced

➤ The past participle **experienced** means *trained/skilled/qualified.*

TOEIC Questions

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

1. For over three hundred years, cork has been the _____ means to cap wine bottles, but manufacturers are now looking into metal screw caps.
   (A) preferred (B) preferring
   (C) preference (D) preferably

2. The new company regulation states that _____ tardiness will be grounds for suspension from work without pay.
   (A) repeating (B) repeats
   (C) repeated (D) repeatedly

3. The small shop recently won an award for the originality and outstanding quality of its _____ pieces.
   (A) handcraft (B) handcrafts
   (C) handcrafted (D) handcrafting

Answers: p. 548

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HACKERS PRACTICE

Choose a correct option for each sentence.

01 When (reserved/reserving) banquet space at this hotel, you must pay a deposit.

02 We must make a (lasting/lasted) impression on our clients to maintain long-term relations with them.

03 Please have this signed and stamped by the date (writing/written) on this form.

04 Mr. Donaldson received an invitation (welcoming/welcomed) him to the wedding reception.

05 Rain poured relentlessly, (dampened/dampening) the company picnic.

06 Applicants (interesting/interested) in the early decision program should apply by September 1.

07 This is just a reminder to keep your doors (locked/locking) at night for safety.

Decide whether each of the sentences below is correct or incorrect. If it is correct, write "correct"; if it is incorrect, point out the mistake(s) and provide (a) correction(s).

08 We decided to try a restaurant served raw seafood and other dishes.

09 The proposed plan was acceptable to all members of the committee.

10 Felt lucky, Charles decided to ask his boss for a raise.

11 The bank will send the depositor an update statement of transactions.

12 Every day after eating lunch, Kate takes a short walk around the block.

13 Please include payment in the reply envelope providing in your catalogue.

14 We have searched everywhere for the missed reports, but they are yet to be found.

Answers: p. 548

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 The hotel provides personal service and careful attention to detail, _____ that you have a relaxing and comfortable stay.
(A) be ensured (B) ensure
(C) ensures (D) ensuring

02 An invoice will be generated and included with the order being _____ to the address you indicated on the form.
(A) send (B) sent
(C) sending (D) sends

03 _____ in 2010, the gallery continues to add new exhibition rooms.
(A) Renovate (B) Renovated
(C) Having renovated (D) Renovating

04 The editor spoke to his assistant about how to keep the writers _____ to write lively and interesting articles.
(A) have inspiration (B) be inspired
(C) inspired (D) inspiring

05 Net Connect furnishes its clients with networking solutions, ranging from file and printer sharing to group calendar and scheduling.
(A) customize (B) customizes
(C) customized (D) customizing

06 In his ten years at Sortel Networks, Mr. Gutierrez has shown that he performs admirably when _____ with tight deadlines.
(A) face (B) facing
(C) faces (D) faced

07 Readers find the young writer's first novel _____ despite the fact that the initial reviews of the book were so dismal.
(A) fascinate (B) fascination
(C) fascinating (D) fascinated

08 From the moment he comes up with a concept, it usually takes Mr. Barnes a week to produce the _____ product.
(A) finished (B) finishing
(C) finish (D) finishes

09 The corporation head, who _____ a large city orphanage, will establish a non-profit computer learning center for the underprivileged.
(A) foundation (B) founded
(C) found (D) founding

10 The number of employees _____ to work at foreign branches in Asia and Europe will probably continue to increase.
(A) agree (B) agreeing
(C) agreed (D) agreement

11 Even though the business trip was _____, a lot of headway was made with our future Swiss partner.
(A) tire (B) tired
(C) tiring (D) tiredness

12 If the front door is locked, punch in your access code while _____ down the green button on the door handle.
(A) hold (B) holds
(C) held (D) holding

13 Facilities have been established to facilitate pick-ups and drop-offs for passengers _____ the train and subway stations.
(A) used (B) using
(C) use (D) will use

14 The symposium's _____ event is the Peace Ball, where delegates can meet members of the community.
(A) culminate (B) culmination
(C) culminating (D) culminated

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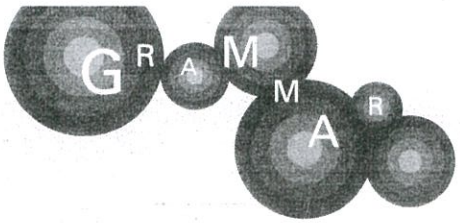

15 Misuse or neglect can result in the equipment _____ damaged, requiring parts replacement or extensive repair.

(A) was (B) been
(C) having (D) being

16 Due to a significant change in the nation's tax laws, we are likely to see _____ investments by foreign individuals.

(A) decrease (B) to decrease
(C) decreases (D) decreased

17 Mr. Morris and I are excluding the section _____ by Ms. Wood because her conclusion was based on outdated information.

(A) be written (B) writing
(C) was written (D) written

18 Employees are expected to use the newly _____ reference materials to expand their knowledge of computer software and their applications.

(A) purchased (B) purchasing
(C) purchases (D) purchase

19 The stadium was packed with thousands of people waiting to see the two soccer teams _____.

(A) playing (B) played
(C) to play (D) are playing

20 The state government has decided to introduce a program targeting unemployed men and women _____ to re-enter a highly competitive job market.

(A) are trying (B) try
(C) trying (D) will try

Part 6

Questions 21-23 refer to the following letter.

Alex Colby
705 Penndel Boulevard
Mills WY 82644

Dear Mr. Colby,

Thank you for choosing Jaipur Travel Package Tours, your doorway into the fascinating country of India. The package you have selected is an eight-day, seven-night tour _____ five Indian cities

21 (A) to cover (B) covered
(C) cover (D) covering

and several of the country's top tourist attractions. We will make all the necessary reservations for your tour. Your flight to New Delhi is scheduled to _____ at 3:20 p.m. on May 31. We ask that

22 (A) keep (B) depart
(C) reach (D) postpone

you _____ our office in Evanston at least one week before your flight so that you can finish any

23 (A) visited (B) visit
(C) will visit (D) to visit

remaining paperwork before we finalize the reservations and timetable. Thank you and I look forward to meeting with you.

Sincerely yours,

Marilou Eaglin
Travel Representative
Jaipur TPT

Answers: p. 548

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Section 4
Parts of Speech

Chapter 12 – Nouns
Chapter 13 – Pronouns
Chapter 14 – Adjectives
Chapter 15 – Adverbs
Chapter 16 – Prepositions

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Chapter 12

Nouns

Basic Points

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

teacher cat coffee rain math dream Korea

Nouns are divided into count nouns and non-count nouns.

Count nouns include:

- Common nouns (referring to a person or thing in a general sense) — manager, typist, ticket, letter, etc.
- Collective nouns (naming a group of people or things) — family, people, team, committee, etc.

Non-count nouns include:

- Proper nouns — Seoul, Hong Kong, Tom, Christmas, etc.
- Abstract nouns — love, anger, peace, loyalty, faith, information, education, etc.
- Mass nouns — paper, water, wood, glass, oil, etc.

Nouns are usually accompanied by determiners (articles, quantifiers, possessive/demonstrative adjectives).

① **Article**

We need a car for several weeks.
I decided to sell the car.

In the first sentence, the indefinite article **a** is used before the noun **car** because it is singular and unidentified. In the second sentence, the definite article **the** is used before the noun **car** because both the speaker and the listener have known which car it is. Generally, the indefinite article **a/an** is used before an unidentified singular noun, and the definite article **the** is used before an identified noun.

② **Quantifier**

Some cars on the list are not available in Korea.

③ **Possessive / Demonstrative adjective**

Mike parked his car two blocks from the bank.
I bought this car last year.

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01 Positions of Nouns

❶ In a sentence, nouns can come in the position of the subject, object, or complement.

Subject	Customer satisfaction must be considered.
Object of a verb	The library will be accepting donations of used textbooks.
Object of a preposition	Suncorp moved to its new office last year.
Complement	Having a strong corporate culture is an advantage for the company.
	It was a great disappointment that an agreement was not reached.

Note: Nouns can also come in the position of the object of verbals.
They are trying to increase employee productivity.

❷ Nouns are usually found after an article, an adjective/a participle, a possessive adjective/case, a preposition, or another noun.

Article + noun	the features of the dishwasher
Adjective/participle + noun	offer a lot of practical information
Possessive adjective/case + (adjective +) noun	would like to express his disappointment
	Latzer's second edition is more useful than the old one.
Noun + noun → compound noun	meet the production schedule

❸ Verbs, adjectives, and adverbs cannot come in the position of a noun.

Tax incentives can be used to encourage ~~invest~~ in small businesses.
investment

► Only the noun **investment** can be the object of the to-infinitive **to encourage**.

They generally have lots of information regarding their ~~industrial~~.
industry

► Only the noun **industry** can be the object of the preposition **regarding**.

TOEIC Questions

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

1. I'd like to delay the _____ of the copy machine until we can move the old one into the basement.
   (A) delivered (B) deliver
   (C) deliverable (D) delivery

2. The feasibility study which was postponed a few months ago is expected to resume in time for the New Projects Committee's _____.
   (A) evaluated (B) evaluation
   (C) evaluator (D) evaluates

3. Prescription service and the purchase of medication over the Internet are provided at great _____ to sickly and aging patients.
   (A) convened (B) convenient
   (C) conveniently (D) convenience

Answers: p. 548

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02 Count Nouns vs. Non-Count Nouns

❶ Count nouns are usually preceded by the article **a/an/the** or may be used in the plural form. On the contrary, non-count nouns cannot follow the article **a/an** and cannot be used in the plural form.

I need ~~chair~~ without arms.
a chair/chairs

► **Chair** is a count noun, so it must be in the form of **a chair** or **chairs**.

We need ~~a furniture/furnitures~~ to fill the room.
furniture

► **Furniture** is a non-count noun, so it cannot be in the form of **a furniture** or **furnitures**.

Notes: 1. There must be an indefinite article before a singular noun while the suffix **-(e)s** is added to a plural noun.
You can print a coupon from the website.
Boxes are piled up in the office.

2. Below are some count nouns that look like non-count nouns.

discount	price	purpose	refund	relation
approach	statement	workplace	source	result
compliment	request	belongings	measure	saving
standard	fund			

3. Below are some non-count nouns that look like count nouns.

access	advice	baggage	equipment	information
luggage	machinery	news	stationery	weaponry

❷ Below are some confusing count nouns and non-count nouns because of their similar meanings.

Count nouns – Non-count nouns	Count nouns – Non-count nouns
an account – accounting	a lender – lending
an advertisement – advertising	a letter – mail
clothes – clothing	a permit – permission
a fund – funding	a process, procedures – processing
furnishings – furniture	a seat – seating
goods – merchandise	a ticket – ticketing

TOEIC Questions

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

1. With so many products to choose from, consumers demand a high _____ of customer service when choosing which company to support.
(A) level (B) leveling
(C) levels (D) leveled

2. Many of the policyholders of National Insurance receive ten percent _____ for cars or houses covered in their contracts.
(A) discount (B) discounts
(C) discounting (D) discounted

3. We became one of the most recognized digital camera manufacturers through an _____ that both young adults and parents could relate to.
(A) advertise (B) advertisable
(C) advertising (D) advertisement

Answers: p. 548

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03 Determiners and Nouns

❶ The indefinite article **a / an** cannot precede plural nouns or non-count nouns but singular nouns only.

She works for a foreign company.
Another factor contributed to ~~a~~ higher fuel prices.
I've got ~~an~~ interesting information about the event.

➤ The article **a** cannot precede the plural noun **prices**. The article **an** cannot precede the non-count noun **information**.

Note: The article **a** precedes a singular noun or an adjective modifying a singular noun starting with a consonant sound, and the article **an** precedes one starting with a vowel sound. This depends on pronunciation, not spelling.
a discount a university an effort an hour

❷ The definite article **the** can precede both a count noun and a non-count noun.

I just bought the book that you recommended.
I bought the works of Shakespeare.
There is no charge to borrow the equipment.

❸ Quantifiers can precede both count nouns and non-count nouns.

Preceding count nouns				Preceding non-count nouns		Preceding both count and non-count nouns	
Singular nouns		Plural nouns					
one	each	(a) few	fewer	(a) little	much	no	all
every		many	several	less		more	most
		both				some	any

~~Much~~ financial advisors will charge an hourly rate.
Many

➤ **Advisors** is a plural noun, so the quantifier **many** is used.

The newest MP3 model boasted several new ~~feature~~.
features

➤ The quantifier **several** always precedes a plural noun, so the noun must be in the plural form (**features**).

Note: **All**, **more**, and **most** may precede a plural noun.
Most tree (→ trees) lose their leaves each fall, but some keep them over winter.

TOEIC Questions

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

1. _____ merchandise returned to the store after purchase must be checked for flaws or alterations before being put back on the shelf.
(A) An (B) There is
(C) Any (D) In that

2. After spending a full year on redesign, our programmers have developed a program that offers customers several convenient new _____.
(A) to feature (B) feature
(C) featuring (D) features

3. _____ probationary accounting trainee must undergo six months' instruction before he is allowed to work in financial systems.
(A) All (B) Much
(C) Each (D) A few

Answers: p. 548

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04 Concrete Nouns vs. Abstract Nouns

❶ Concrete nouns refer to humans or objects/things that can be perceived by our five senses – touch, sight, taste, hearing, or smell, e.g. **air, salt**, etc. Abstract nouns refer to those that we cannot sense – they have no physical existence, e.g. **advice, satisfaction, diligence**, etc. Both concrete and abstract nouns come, of course, in the position of a noun but their meaning will play a decisive role for the sentence to make sense.

accountant – account, accounting	instructor – instruction
applicant, application – appliance	interpreter – interpretation
attendant, attendee – attendance	journalist – journal
consultant – consultation, consultancy	manager – management
occupant – occupancy, occupation	manufacturer – manufacture
producer, product – production	negotiator – negotiation
analyst – analysis	opener – opening
architect – architecture	operator – operation
assembler – assembly	owner – ownership
authority – authorization	participant – participation
beneficiary – benefit	president – presidency
consumer – consumption	receptionist – reception
contributor – contribution	relative – relation
distributor – distribution	representative – representation
donor – donation	resident – residence
editor – edition	rival – rivalry
employee – employment	server – service
engineer – engineering	subscriber – subscription
founder – foundation	supervisor – supervision
illustrator – illustration	technician – technology
inspector – inspection	

An ~~architecture~~ carefully studies a site before making a perspective.
architect

➤ The subject in this sentence requires a concrete noun indicating a person (**architect**), not an abstract noun (**architecture**).

The ~~founder~~ of the local art center reflects the city's commitment to artists and culture.
foundation

➤ The subject in this sentence requires an abstract noun (**foundation**), not a concrete noun indicating a person (**founder**).

TOEIC Questions

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

1. If long-term _____ is a possibility at this company, I would be interested and willing to relocate myself to this site.
   (A) employs (B) employee
   (C) employed (D) employment

2. The chemical company gave local government officials a report detailing the _____ of its plant in Westbury.
   (A) operative (B) operator
   (C) operation (D) operate

3. It is common practice today for psychologists to serve as _____ to toy companies in the design of toys for children of different ages.
   (A) consult (B) consultants
   (C) consultancy (D) consultations

Answers: p. 548

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05 Compound Nouns

❶ A compound noun is a noun that is made up of two or more words. Most compound nouns in English are formed by **noun + noun.**

account number	exercise equipment	reception desk
application fee	expansion project	reference letter
application form	expiration date	registration form
arrival date	feasibility study	repair facility
assembly line	growth rate	research program
attendance record	housing department	retail sales
client satisfaction	interest rate	retirement celebration
communication skill	investment advice	retirement luncheon
conference room	keynote speaker	return policy
confidentiality policy	living expenses	safety inspection
confirmation number	occupancy rate	sales representative
construction delay	performance appraisal/evaluation	security card
enrollment form	product information	service desk
exchange rate	quality requirement	weather forecast

Good ~~communicated~~ skills are essential to the project.
communication

❷ The suffix **-(e)s** is added to the second noun to form a plural compound noun.
research program → research programs
job opening → job openings

Note: You cannot add the suffix **-(e)s** to the preceding noun to form a plural compound noun. The following compound nouns have preceding nouns ending in **-(e)s**, but they are still singular nouns.
customs office | public relations department | electronics company | earnings growth
savings account/bank/plan | sales division/promotion | human resources department

❸ The suffix **-s** cannot be added to the words functioning as an adjective modifying a noun.
two thousands tickets (X) → two thousand tickets (O)
a four-years-old girl (X) → a four-year-old girl (O)

Note: In case **thousand**, **hundred**, **year**, etc. does not modify a noun, the suffix **-s** must be added.
thousand (→ thousands) of tickets
She is four year (→ years) old.
In this sentence, **years** does not modify a noun.

TOEIC Questions

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

1. The _____ program is being financed privately, although the government is looking into the possibility of supporting the program.
(A) researching (B) researched
(C) research (D) researches

2. The _____ equipment at the new fitness club is guaranteed to help men and women achieve greater muscle tone in just a few weeks.
(A) exercise (B) exercisable
(C) exercising (D) exercised

3. With nearly two _____ orders placed within the first day, the manager has decided to add another work shift to meet product demand.
(A) thousands (B) a thousand
(C) thousand (D) thousands of

Answers: p. 548

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06 Common Nouns in TOEIC

❶ Below are some common nouns that are derived from the same root but take different meanings.

coverage	cover covering	the amount of media coverage
delivery	deliverance	the largest global delivery company
entry	entrance	do not accept any late entries
identification	identity	present a form of identification
interests	interest	the company's best interests show great interest in alternative energy resources
likelihood	likeness	reduce the likelihood of system failure
objective object	objectivity objection	the objective of this program is to help ~
percent	percentage	ten percent on all items high percentage of the budget
permit	permission	purchase a parking permit
procedure	proceeding	building security procedures
production	product produce productivity	production remains steady demonstrate the highest productivity
remainder	remains	throughout the remainder of the week
responsibility	responsiveness	accept responsibility for belongings left
segment	segmentation	the fastest growing segment of the automobile industry
sense	sensation	have the business sense
utilization	utility	the effective utilization of personnel at all levels

→ The nouns on the left column are frequently found in TOEIC answer choices.

Pamela Hayes was given the ~~responsiveness~~ responsibility of preparing the equipment needed for the presentation.

► This sentence requires a noun which means *duty* (**responsibility**), not *showing quick response* (**responsiveness**).

TOEIC Questions

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

1. Any _____ submitted without the requirements listed in the contest rules will automatically be disqualified.
   (A) enter (B) entries
   (C) entering (D) entrance

2. Visitors are not allowed to use the back of the building to park their cars without obtaining a parking _____ from the attendant.
   (A) permit (B) permission
   (C) permitting (D) to permit

3. Having a good business _____ can help one to plan a career that involves long-term goals and strategies.
   (A) to sense (B) sensing
   (C) sensation (D) sense

Answers: p. 548

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HACKERS PRACTICE

Choose a correct option for each sentence.

01 Laffless Law Firm is highly recommended for its (commit / commitment) to meeting its clients' needs.

02 The manufacturer accepts no (responsibility / responsiveness) for replacement if the product is broken due to misuse.

03 In an effort to meet the encroaching deadline, management has sped up its (producing / production) schedule.

04 In order to prevent the (likeness / likelihood) of malfunction, computer systems are now equipped to monitor themselves.

05 The financial (health / healthy) of the company was revived when the new marketing director devised a clever sales pitch.

06 All products must be removed from the shelves in accordance with the marked (expiring / expiration) date on each package.

07 Evaluations will be based not only on personal performance but also employee (attendance / attending) records.

Decide whether each of the sentences below is correct or incorrect. If it is correct, write "correct"; if it is incorrect, point out the mistake(s) and provide (a) correction(s).

08 The franchise is debating the locate of its new store.

09 Every application was given an official receipt for fees paid.

10 A workshop on the developer of economic relations between the EU and Japan took place in Tokyo.

11 The general manager handles the supervisor of all employees.

12 The frequent business traveling is allowed to enter the airport's exclusive lounge.

13 Although his occupancy was teaching, he dabbled in stock trading.

14 The Power Health Club urges people to discover the beneficiaries of supervised exercise and treatments.

Answers: p. 549

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 Mr. Cook of the accounting division is under enormous _____ to submit the financial statements by this afternoon.

(A) pressing (B) pressed
(C) press (D) pressure

02 The administrative supervisor will consider the _____ of his assistant's contract in light of suspicion regarding his loyalty to the company.

(A) cancel (B) cancelling
(C) cancelled (D) cancellation

03 The report indicated that the company's average annual earnings _____ was much higher than analysts had estimated.

(A) grow (B) growing
(C) growth (D) grown

04 During Henry Ford's time, the _____ of the Model-T was divided into eighty-four distinct steps, with each step assigned to a single worker.

(A) assemble (B) assembly
(C) assembler (D) assembled

05 The manager would like to thank the factory workers for the highest _____ the company has had in the past twenty years.

(A) product (B) productivity
(C) productive (D) produce

06 The project implementation committee is staffed by a _____ group with years of experience in the formation of financial cooperatives.

(A) dedicated (B) dedication
(C) dedicating (D) dedicate

07 Unlike fossil fuels, which are expensive and limited in supply, renewable energy sources tend to emit fewer _____.

(A) pollutes (B) polluted
(C) pollution (D) pollutants

08 The factory supervisor said that there was no _____ but to shut down production until the technicians could repair the defective machine.

(A) alternate (B) alternative
(C) alternation (D) alternatively

09 It is vital to clearly state and define the _____ of the project before planning the first stage.

(A) objective (B) objection
(C) objectivity (D) objectionable

10 The _____ for the book cover went through several revisions before it was finally approved by the publisher.

(A) designed (B) designing
(C) design (D) designer

11 _____ numbers of former customers were maintained in the database for six months as part of the company's standard procedure.

(A) Account (B) Accounts
(C) Accounting (D) Accountable

12 For the _____ of today's seminar, we will focus on the growing need for interpreters in the global market.

(A) remain (B) remained
(C) remaining (D) remainder

13 To the surprise of the visitors, the elevator door in the old building opened suddenly while the elevator was still in _____.

(A) moving (B) moved
(C) move (D) motion

14 In an effort to improve _____, we are installing laser-activated alarms at the front of every major entrance.

(A) secure (B) securely
(C) secured (D) security

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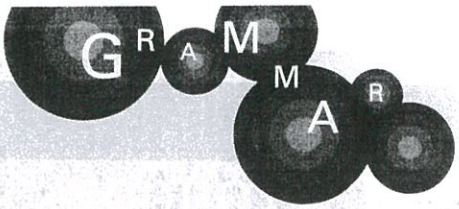

15 Sales of the book *The Hours* slowed down following the last few _____ of the movie's run.

(A) day (B) a day
(C) days (D) date

16 It is in the best _____ of the company to comply with environmental regulations although this may cut into its profits.

(A) interests (B) interesting
(C) interestingly (D) interested

17 If the _____ submitted do not meet federal requirements, the embassy will be unable to issue a passport.

(A) photographs (B) photography
(C) photographers (D) photographic

18 Each customer is regrettably limited to one discount coupon per _____ during the sales promotion.

(A) purchase (B) to purchase
(C) purchasing (D) purchased

19 A personal finance report includes the credit status of an individual and is used by the _____ to determine whether or not to grant a loan.

(A) lend (B) lent
(C) lender (D) lending

20 For inquiries on estimated arrival time for your order, please contact the _____ company by clicking on the following link.

(A) deliver (B) delivery
(C) deliverance (D) deliverable.

Part 6

Questions 21-23 refer to the following announcement.

I would like to take just a few minutes this morning _____ one of our employees. As most of you

21 (A) congratulate (B) congratulation
(C) to congratulate (D) will congratulate

are aware of, the company recently conducted a customer service survey. This survey was unique in that it is the first time we have used a survey to analyze our customer's needs and satisfaction.

Of all our staff members, Lloyd Robertson received the highest rating from our customers in terms of service, customer _____, and courtesy.

22 (A) satisfyingly (B) satisfaction
(C) satisfying (D) satisfied

In _____ of his efforts, he will be receiving a special reward which includes a one-week paid

23 (A) preference (B) agreement
(C) appreciation (D) importance

vacation and a return flight for two to Fiji.

Overall, we received very positive feedback from our customers and are very satisfied with every one's performance.

Answers: p. 549

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Chapter 13

Pronouns

Basic Points

A pronoun is used to replace a noun or a noun phrase to avoid repetition. It can come in the position of the subject, object, or complement in a sentence.

I shut my cat in the room, and my cat scratched the door.
→ I shut my cat in the room, and it scratched the door.
The pronoun **it** is used to replace the noun phrase **my cat**.

In English, pronouns are divided into personal pronouns, possessive pronouns, reflexive pronouns, demonstrative pronouns, and indefinite pronouns.

① A **personal pronoun** (**I**, **you**, **he**, **she**, **they**, etc.) is used to refer to a specific person or thing that has been mentioned.
Helen quit her job because she didn't get along with her co-workers.
The personal pronoun **she** is used to refer to the proper noun **Helen**.

② A **possessive pronoun** is used to substitute a noun phrase that indicates a possession relation.
My book has lost. Can I borrow yours?
The possessive pronoun **yours** is used in place of **your book**.

③ A **reflexive pronoun** is used to emphasize the subject or object of a sentence, or when the subject and object are the same. Reflexive pronouns are formed by adding the suffix **-self / -selves** to object pronouns or possessive adjectives.
James talks to himself when he works.
If we replace **himself** with **him**, it means James talks to another man, not his own self.

④ A **demonstrative pronoun** (**this / these**, **that / those**) points to and identifies humans or things. When it comes before a noun, it functions as a demonstrative adjective.
I have never seen scenery like this.
This book will be interesting.
This in the first sentence is a demonstrative pronoun, while **This** in the second sentence is a demonstrative adjective.

⑤ An **indefinite pronoun** (**some**, **any**, etc.) refers to humans or things that are not definite or specific. When it comes before a noun, it functions as an indefinite adjective.
Some of the visitors are single.
Some visitors are single.
Some in the first sentence is an indefinite pronoun, while **Some** in the second sentence is an indefinite adjective.

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01 Personal Pronouns, Possessive Pronouns, Possessive Adjectives

Person	Number	Personal pronoun: Subject pronoun	Personal pronoun: Object pronoun	Possessive pronoun	Possessive adjective
First	Singular	I	me	mine	my
	Plural	we	us	ours	our
Second	Singular / Plural	you	you	yours	your
Third	Singular	he	him	his	his
		she	her	hers	her
		it	it	-	its
	Plural	they	them	theirs	their

❶ Subject pronouns come in the position of a subject.

They were given free tickets to the show.

He will go with us to the park as long as we take our bikes.

❷ Object pronouns can come in the position of the object of a verb or the object of a preposition.

The advisor helped them to understand the legal situation.

Mr. Wilson works with me.

Note: Not only object pronouns can follow a preposition.
I am satisfied with me (→ my) job.
In this sentence, the possessive adjective **my** must come before the noun **job**.

❸ Possessive pronouns are used to replace the structure **possessive adjective + noun.** They can come in the position of the subject, object, or complement in a sentence.

My book is about plants, but hers is about herbs.

❹ Possessive adjectives always come before nouns to express possession.

Many people make decisions based on their emotions.

Note: The article **a / an / the** cannot be put in front of a possessive adjective, e.g. **a my client**. Hence, a possessive pronoun is used instead, e.g. **a client of mine**.

TOEIC Questions

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

1. When the trade negotiators arrived at the airport, _____ were picked up and brought to their hotel.
   (A) them (B) theirs
   (C) their (D) they

2. After delivering _____ proposal, Mr. Douglas sat with committee advisors to listen to their comments.
   (A) he (B) his
   (C) him (D) himself

3. If you experience any problems using the website, you may contact _____ at any of the following telephone numbers or send an e-mail to websiteop@unicom.net.
   (A) we (B) us
   (C) our (D) ours

Answers: p. 549

Hackers Skill A possessive adjective always precedes a noun while a possessive pronoun never does.

Many people make decisions based on theirs (→ their) emotions.

My book is about plants, but her (→ hers) is about herbs.

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02 Reflexive Pronouns

Singular	myself	yourself	himself	herself	itself
Plural	ourselves	yourselves	themselves		

❶ Reflexive pronouns are used when the subject and object of a sentence are the same.

Sometimes, Jessica talks to herself. (herself = Jessica)
➤ In this sentence, **herself** refers to Jessica.

cf. Sometimes, Jessica talks to her. (her ≠ Jessica)
➤ In this sentence, **her** refers to someone else.

❷ Reflexive pronouns are also used to emphasize the subject or object of a sentence. In this case, reflexive pronouns are optional and can be omitted.

The manager himself guided the group to the factory.
I didn't have time to read the report myself.
She liked the house itself, but not the location.

Note: The reflexive pronoun used in imperative sentences is **yourself** because the subject **you** is implied.
Don't try to do repairs oneself (→ yourself).

❷ Below are some common expressions with reflexive pronouns.

by oneself (= alone = on one's own)		
for oneself	of itself	in itself

She prefers to travel by herself rather than with a tour group.
You should judge for yourself.

TOEIC Questions

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

1. I have not been able to examine the statement _____ although it has been on my desk for the past two days.
   (A) me (B) myself
   (C) mine (D) my

2. Chad Reyes's total sales for this year topped everyone else's in the entire company, so the manager gave _____ the top employee award.
   (A) him (B) he
   (C) his (D) himself

3. Karen got the job by _____ despite rumors that she has friends in high places.
   (A) her (B) she
   (C) herself (D) hers

Answers: p. 549

Hackers Skill When the subject and object do not refer to the same person/thing, an object pronoun, not a reflexive pronoun, is used.

Members of the Fulbright Council have granted themselves (→ them) scholarships.
➤ Members of the Fulbright Council have granted scholarships to other people, not themselves. Hence, the object pronoun **them** is used.

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03 Demonstrative Pronouns, Demonstrative Adjectives

❶ The demonstrative pronoun **that/those** is used to replace a noun that has been mentioned.

Mr. Schmidt's performance is far superior to that [of his associates].
I think London's restaurants are better than those [of New York].
The only warranties applying to the vehicle are those [offered by the manufacturer].

➤ After the demonstrative pronoun **that/those** is a modifier (a prepositional phrase, a relative clause, or a participial phrase).

Notes: 1. **That** cannot replace the person that is the subject or object of a relative clause.
The blonde girl I saw was older than that (→ the one) you were dancing with.
cf. The blonde girls I saw were older than those you were dancing with.
2. **This/these** cannot replace **that/those**.
Mr. Schmidt's performance is far superior to this (→ that) of his associates.
One company's products can be distinguished from these (→ those) of another company.

❷ The demonstrative pronoun **those** is used to mean *the people who...*

Those [who are responsible for this crime] will be severely punished.
Those [interested in joining the discussion] need to register in advance.

➤ In these sentences, **Those** means *the people who...* They do not replace any nouns before them. A modifier immediately follows **Those**.

Note: **They/them** cannot replace **those** in this case.
They (→ Those) interested in joining the discussion need to register in advance.

❸ **This/that/these/those** as a demonstrative adjective is used when preceding a noun.

This meeting will be difficult.
Those buildings were built several decades ago.

Note: The demonstrative adjective **those** in the following sentences is equivalent to **the**.
Those trainers (= The trainers) who wish to attend the conference should register this month.
Those memories (= The memories) which we acquire in early childhood rarely lose their vividness.

TOEIC Questions

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

1. This factory's shoes can be distinguished from _____ of another factory because of the spiral imprint on the bottom.
(A) this (B) them
(C) that (D) those

2. For _____ hoping to participate in this year's marathon, an application form has been made available online to facilitate quick and easy registration.
(A) those (B) who
(C) ones (D) them

3. Food prices in general rose nearly 14 percent, with the price of meat going up by 20 percent and _____ of vegetables by 5.8 percent.
(A) this (B) that
(C) these (D) those

Answers: p. 549

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04 Indefinite Pronouns/Adjectives (1): One, Another, Other

❶ The indefinite pronoun **one** is used to replace an unspecified singular noun.

I sold my old car and bought a new one.

➤ There must be a noun (car) in the sentence before **one** is used.

Note: The plural form of **one** is **ones**, which is used to replace an unspecified plural noun.
I sold my old books and bought new ones.

❷ The indefinite pronoun **another** is used to replace somebody/something besides the person/thing that has been mentioned. The indefinite adjective **another** means *one more*.

One of the students is from Mexico. Another student is from Japan. (Another is from Japan.)

➤ After the indefinite adjective **another** is a singular noun. The definite article **the** cannot come before **another**.

❸ The indefinite pronoun **others** is used to replace different people/things from the one(s) already mentioned. The indefinite adjective **other** is used to describe different people/things from the one(s) already mentioned.

One of the students is from Mexico. Other students are from Brazil. (Others are from Brazil.)

➤ The indefinite adjective **other** precedes a plural noun, while **others** is used as a pronoun.

Note: The indefinite adjective **other** may also precede a non-count noun.
We can get other information from the website.

❹ **The other(s)** means *those remaining after one or more people/things have left or been excluded*.

I have three books. Two are mine. The other book is yours. (The other is yours.)
I have three books. One is mine. The other books are yours. (The others are yours.)

➤ **The other** (+ **singular noun**) indicates one person/thing remaining, and **the other + plural noun** (or **the others**) indicates two or more persons/things remaining.

Note: The pronouns **each other** and **one another** are usually used to mention reciprocal actions or relations.
Both parties should show respect for each other's opinion.
They sat for two hours without talking to one another.

TOEIC Questions

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

1. The company has grown so quickly that its owners are planning to set up one branch in China and _____ in Japan.
   (A) each other (B) one another
   (C) other (D) another

2. The company purchased most of its necessities from a single supplier, but _____ were ordered from special sources.
   (A) other (B) others
   (C) the other (D) both

3. During the orientation for new employees, it was discovered that two of the workers already knew each _____.
   (A) ones (B) other
   (C) another (D) others

Answers: p. 549

Hackers Skill **Another** precedes a singular noun and **other** precedes a plural noun or a non-count noun.

Other (→ Another) candidate has jumped into the presidential race.
We are willing to explore another (→ other) options.

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05 Indefinite Pronouns/Adjectives (2): Some/Any, No/None, Most

❶ **Some/any** is used as either a pronoun or an adjective, which means *a few of* or *a little of*. **Some** as an adjective is used in affirmative sentences; **any** as an adjective is used in negative, interrogative, and conditional sentences. **Some/any** can come before or replace both count and non-count nouns.

Some members of the group didn't show up.
Some disapproved of the idea.
I'm going to buy some clothes.
There's some ice in the freezer.

We don't have any of the equipment.
Have you got any luggage?
If there are any letters for me, can you send them to this address?

Notes: 1. **Some** is also used in interrogative sentences to offer or request something.
Would you like some coffee? / Can I have some soup?

2. **Any** meaning *whatever/whoever* is used in affirmative sentences.
Any equipment removed from the lab must be signed for. [= If there is any equipment]
Any person involved in the project can see the reports.

3. **Something/somebody/someone** is used in affirmative sentences. **Anything/anybody/anyone** is used in negative, interrogative, and conditional sentences.
I don't want anything to eat. / There's somebody at the door.

❷ **No** precedes a noun and functions as an adjective, while the pronoun **none** can stand alone.

We had to walk home because there was no bus.
All the tickets have been sold. There are none left.

None of the shops were open.

Notes: 1. **No one** cannot be modified by **of + noun**, and **not** must be used before **one** or **a/an** to emphasize the negation.
No (→ Not) one of them knew how to handle it.

2. **Anything** is used in negative sentences, while **nothing** can be used in affirmative sentences and is equivalent to **not anything**.
There is anything (→ nothing) to add to the list.

❸ **Most** can be used as a pronoun or an adjective, which means *the majority/the biggest amount of something*.

Most of the people didn't enjoy the party.
Most people didn't enjoy the party.

TOEIC Questions

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

1. _____ of the clerks in the supply room faulted themselves for not accurately recording the inventory of supplies.
(A) No (B) One
(C) Some (D) Any

2. We received the sales figures for last year, but there appears to be _____ of a discrepancy in the third quarter.
(A) something (B) everything
(C) anything (D) nothing

3. The project approval committee received forty proposals, _____ of which were related to the transmission of electricity to rural areas.
(A) most (B) the most
(C) any (D) almost

Answers: p. 549

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06 Agreement between Nouns and Pronouns / Possessive Adjectives

❶ Nouns and pronouns / possessive adjectives must agree in number. Singular nouns take singular pronouns / possessive adjectives, and plural nouns take plural pronouns / possessive adjectives.

	Singular	Plural
Personal pronouns / Possessive adjectives	I/me/my, you/you/your, he/him/his, she/her/her, it/it/its	we/us/our, you/you/your, they/them/their
Reflexive pronouns	myself, yourself, himself, herself, itself	ourselves, yourselves, themselves
Demonstrative pronouns	this, that	these, those

Businesses should consider the social implications of ~~its~~ activities.
their

Mr. Pak and the other employees tried to finish it by ~~himself~~.
themselves

A grandparent's job is easier than ~~those~~ of a parent.
that

Note: In case **this / that / these / those** functions as an adjective, it must agree in number with the noun that follows. Therefore, **this / that** precedes a singular noun and **these / those** precedes a plural noun.
these (→ this) travel expense report this (→ these) areas

❷ Personal pronouns and possessive adjectives must agree in gender and person with nouns.

Mr. Jones enjoyed the work so much that ~~it~~ changed his career.
he

Mrs. Pringle and ~~his~~ husband attended an investment club.
her

The firm wishes to announce the addition of Mr. Hopkins to ~~his~~ board of directors.
its

The country has become one of the largest natural gas producers by increasing ~~your~~ production.
its

TOEIC Questions

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

1. The library has its own collection of rare books, but _____ also sponsors local exhibits with books loaned by other libraries.
(A) they (B) he
(C) it (D) we

2. Ms. Novak is worried that the floral arrangements _____ ordered will not arrive in time for the reception dinner.
(A) she (B) that
(C) are (D) until

3. The executive committee decided that the task force would not have _____ own decision-making capacity, but would defer to management for resolutions.
(A) its (B) his
(C) her (D) theirs

Answers: p. 549

Hackers Skill To be sure of the agreement between nouns and pronouns / possessive adjectives, you have to identify which noun the pronoun / adjective replaces.

The firm wishes to announce the addition of Mr. Hopkins to his (→ its) board of directors.
➤ The possessive adjective **its** is used to refer to **The firm**, not **Mr. Hopkins**.

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HACKERS PRACTICE

Choose a correct option for each sentence.

01 Cashiers are asked to report to (them/their) division heads if there is any discrepancy in the tills.

02 Tycon is a successful corporation because its employees are more skilled than (that/those) of other companies.

03 In order to process the request, we must have (your/yours) account number and permanent address.

04 If you need (another/other) application form, go to the reception desk and they will assist you.

05 Mrs. Gray was expected to arrive by (her/herself), but she couldn't find the conference center.

06 We consider (him/his) not only the best analyst in the industry but also the top manager.

07 We will teach (that/those) individuals who run their own businesses how to manage daily operations.

Decide whether each of the sentences below is correct or incorrect. If it is correct, write "correct"; if it is incorrect, point out the mistake(s) and provide (a) correction(s).

08 Labor unions are opposed to the bills, saying he would worsen conditions for temporary workers.

09 The problem is that construction companies saw all its profits for last year disappear into steel costs.

10 By boosting our production, the company hopes to climb out of bankruptcy.

11 Although the marketing strategy failed, the CEO has decided to give them another try.

12 Absent employees must send in a letter explaining the reason for its absence.

13 We extend its sincerest appreciation to the National Consumer Committee for a job well done.

14 Compact Inc. has decided to recall its laptops and upgrade themselves at no additional cost to the consumer.

Answers: p. 549

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 The finance department would like to announce the addition of Jake Pasternak to _____ team of accountants.

(A) its (B) it
(C) his (D) him

02 One employee at the company prefers working during fixed hours, while _____ appreciates the flex-hour system recently installed by the manager.

(A) any (B) other
(C) either (D) another

03 We are waiting for Anrom to turn in its annual fiscal report before we calculate _____.

(A) us (B) our
(C) ourselves (D) ours

04 Mr. Eisenhower was offered a number of positions in the company, _____ of which was exactly what he was looking for.

(A) few (B) none
(C) both (D) all

05 The company cannot let _____ present problem with organizational restructuring affect its plans to merge with Macro Technologies.

(A) its (B) it
(C) itself (D) them

06 Famous people sometimes make good use of _____ celebrity status by launching their own product lines.

(A) they (B) their
(C) them (D) themselves

07 The assistant accounting manager doesn't have _____ authority to release the documents the client is requesting.

(A) another (B) one
(C) no (D) any

08 It is the company's policy that the director _____ must abstain from any political involvement in carrying out his responsibilities.

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

09 Employees working on an incentive-based contract are more efficient than _____ who are salaried and locked into a one-year term.

(A) such (B) that
(C) those (D) someone

10 _____ a single missing file has been retrieved from the main computer yet, causing widespread panic in the office.

(A) No (B) Any
(C) None (D) Not

11 At the Svelte Health Club, all patrons should have _____ body fat percentage measured before they embark on an exercise regimen.

(A) they (B) them
(C) their (D) theirs

12 One associate remained in the main office with the visiting executives while _____ ran out to gather the prepared reports and documents.

(A) other (B) the other
(C) each other (D) one another

13 _____ them had two or three years of experience in graphic design before coming to our company.

(A) Most (B) Most of
(C) Almost (D) Any of

14 Larger businesses are expected by the government to donate a certain percentage of _____ earnings to charities each year.

(A) its (B) their
(C) it (D) them

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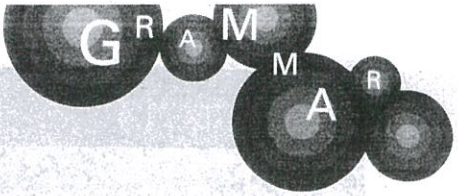

15 The company requires _____ employees to wear proper headgear at all construction sites as an important safety procedure.
(A) them (B) theirs
(C) its (D) it

16 The bureau is hesitant to cut public sector health costs, but _____ proposal may be applied to the private sector by the end of the week.
(A) that (B) those
(C) them (D) theirs

17 You have illegally passed on confidential financial information to _____ corporation, so the police will have to be notified.
(A) any (B) other
(C) others (D) another

18 The court ordered that both parties present their copies of the original contract to _____.
(A) another (B) other
(C) other ones (D) each other

19 _____ determined to earn their holiday bonus must not miss any days between now and the Christmas break.
(A) They (B) That
(C) Those (D) Someone

20 The finance expert received the proposals and will now sift through _____ before determining which one will best suit the company's interests.
(A) it (B) them
(C) theirs (D) ours

Part 6

Questions 21-23 refer to the following letter.

November 4

Eileen Rivera
213 West 35th Street, Suite 1301
New York, NY 10001

Dear Ms. Rivera,

We would like to congratulate you on _____ one of five internships being offered by the Gables & Gabbert Firm. This year, quite a number of exceptionally talented _____ from all over the country applied for this position.

21 (A) obtaining (B) obtain
(C) obtained (D) obtains

22 (A) candidates (B) nominees
(C) suitors (D) petitioners

A small reception will be held at Conference Room 2 on November 10 at 3:00 p.m. for all the successful candidates. Please contact my assistant, Ms. Lisa Foster at 555-2919, if you will be able to attend. Congratulations once again on your extraordinary achievement. We do hope to see _____ on November 10.

23 (A) them (B) it
(C) him (D) you

Sincerely yours,

Bill Patterson
Manager

Answers: p. 549

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Chapter 14

Adjectives

Basic Points

An adjective is a word that is used to modify a noun or a pronoun by describing, identifying, or quantifying it.

I like long hair.
The bridge is pretty long.

In the first sentence, the adjective **long** modifies the noun **hair**. In the second one, the adjective **long** modifies the noun **bridge**.

An adjective usually ends in one of these suffixes: **-able**, **-al**, **-ible**, **-ic**, **-ive**, **-ous**, **-ful**, **-ly**.

advisable	formal	responsible	specific
effective	previous	successful	heavy

Some adjectives end in the suffix **-ly**. Do not confuse them with adverbs.

likely lively costly deadly friendly

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01 Positions of Adjectives

❶ Adjectives modify nouns in a sentence.

- (Article) + (adverb) + adjective + noun
  You will get the specific information about the meeting.
  The highly successful fair was attended by thousands of people.
- Adjective + compound noun
  John was awarded for his exceptional job performance with a promotion.
- Noun + adjective
  The bank will take every measure possible to ensure the safety of the cashiers.

Notes: 1. Do not use an adverb to replace the adjective which comes before and actually modifies the structure **adjective + noun**.
Please report the totally (→ total) financial expenses.
2. Adjectives ending in **-able / -ible**, e.g. **possible**, **available**, often come after the nouns they modify.
The tickets available are for the day performance only.

❷ Adjectives can also come in the position of the complement in a sentence.

Subject complement It is important to be creative in the field of advertising.
Object complement Light-colored walls make a room bright.

❸ Nouns and adverbs cannot come in the position of an adjective.

People can become overweight because of an ~~improperly~~ improper diet.

➤ To modify the noun **diet**, the adjective **improper** is used.

There is an opening for an ~~experience~~ experienced floor manager.

➤ To modify the compound noun **floor manager**, the adjective **experienced** is used.

TOEIC Questions

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

1. Commercial banks are advised to take _____ action to amend the serious currency shortfall.
   (A) quickness (B) quicken
   (C) quickly (D) quick

2. If we continue with the _____ production rate, inventory in all stores should be stocked by next week.
   (A) present (B) presented
   (C) presently (D) presenting

3. Workers in general are much less _____ to detail during the day if they haven't had sufficient rest.
   (A) attentive (B) attention
   (C) attentively (D) attentiveness

Answers: p. 549

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02 Quantifiers as Adjectives and Indefinite Pronouns

❶ Quantifiers are words or phrases that express quantity, functioning as an adjective. Below are some common quantifiers.

Before count nouns				Before non-count nouns	Before both count and non-count nouns	
Singular nouns		Plural nouns				
a/an	every	(a) few	fewer	(a) little	no	more
each	another	both	many	less	most	any
one		several	numerous	much	some	other
		various			all	

~~Much~~ customers benefited from the service.
Many

➤ **Customers** is a plural noun, so **many**, not **much**, is used.

I was given ~~few~~ information at the help desk.
little

➤ **Information** is a non-count noun, so **little**, not **few**, is used.

Note: When **all / more / most / other** is used with count nouns, the nouns must be in the plural form.
All letter (→ letters) should be signed.

❷ Below are some quantifiers used as indefinite pronouns. The inseparable phrase **of the** is put between each of them and a noun to express a part or the whole of something.

one/two	each	all	both	none	
many	much	most		several	+ of the + noun
some	any	(a) few		(a) little	

Some ~~of/the~~ progress in sales was due to the unique ads.
of the

➤ The phrase **of the** is inseparable.

Notes: 1. **All** and **both** can be followed by **the** without **of**.
All (of) the staff asking for time off must submit a request form.
2. A possessive adjective can replace **the** in the phrase **of the**.
All of our staff have full-time jobs.

TOEIC Questions

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

1. _____ order that comes to our department is processed with the utmost care and attention.
(A) Many (B) All
(C) Every (D) Most

2. The unconventional manner of leadership by the company's new marketing manager was the cause of _____ debate in the office.
(A) much (B) many
(C) mostly (D) almost

3. Pharmacists have publicly refused to condone any cream which claims to provide impossible cosmetic results and skin altering benefits.
(A) every (B) a lot
(C) many (D) some of

Answers: p. 549

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03 Confusing Adjectives

❶ Below are some adjectives which either are derived from the same root or have nearly similar spelling but have quite different meanings.

appreciable – appreciative	persuasive – persuaded
argumentative – arguable	probable – probabilistic
beneficial – beneficent	profitable – proficient
careful – caring	prospective – prosperous
considerable – considerate	reliable – reliant
comparable – comparative	respectable – respective
comprehensible – comprehensive	responsible – responsive
economic – economical	satisfactory – satisfying
favorable – favorite	seasonal – seasoned
impressive – impressed	successful – successive
informed – informative	understanding – understandable

Background music has an ~~appreciative~~ effect on employee productivity.
appreciable

➤ **Appreciable** means *noticeable/large*, while **appreciative** means *grateful*.

It is important to keep your supervisor ~~informative~~ about any problems.
informed

➤ **Informed** means *having a lot of knowledge*, while **informative** means *providing useful information*.

Telephone representatives are trained not to be ~~arguable~~ with customers.
argumentative

➤ **Argumentative** means *often arguing/wanting to argue*, while **arguable** means *having some point that is not agreeable*.

~~Caring~~ use of the machine will prevent it from malfunctioning.
Careful

➤ **Careful** means *giving a lot of attention*, while **caring** means *kind*.

TOEIC Questions

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

1. Despite consumer opposition, Noden will spend _____ time researching the potential benefits of adding GPS to its cell phones.
   (A) consider (B) considerate
   (C) considerable (D) consideration

2. Because his response to the questions was less than _____, the school officials decided to deny him acceptance into their graduate program.
   (A) satisfaction (B) satisfied
   (C) satisfactory (D) satisfying

3. Stunned by the _____ performance of the violinist, the magazine critic was at a loss for words when he sat down to write a review of the show.
   (A) impress (B) impressed
   (C) impressively (D) impressive

Answers: p. 549

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04 Expressions with Be + Adjective

❶ Below are some common expressions with **be + adjective.**

Expressions	Examples
be about to V	She is looking for a new job as her company is about to go bankrupt.
be apt to V = be likely to V = be liable to sth/to V	Sales are likely to increase this season due to high consumer confidence.
be available to V be available for sth	The applicant indicated that she was available to start working immediately. Patricia Wells is usually available for private consultation on weekends only.
be aware of sth = be conscious of sth = be cognizant of sth	Everyone should be aware of the dangers of second-hand smoke.
be capable of V-ing	The department is capable of providing specialized rescue service.
be comparable to sth	Export figures from this year are comparable to statistics from the past two years.
be consistent with sth	Product quality and design must be consistent with customer demand.
be eligible for sth be eligible to V	Freelance workers are not eligible for the company pension plan. All staff members are eligible to attend the meeting.
be responsible for sth	The city police were responsible for the accident.
be skilled in/at sth	People who are skilled in website design are in high demand these days.
be subject to sth cf. be subjective to sth	Part of this presentation may be subject to revision. cf. Truth is subjective to the individual.
be willing to V	He is willing to do whatever it takes to succeed.

TOEIC Questions

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

1. Given the recent trends in stocks and bonds, the market is to drop by 2 percent in the next couple of quarters.
   (A) like (B) alike
   (C) likely (D) likelihood

2. Unless the company's proof of age requirement is satisfied, application for membership in the online shopping club may be to rejection.
   (A) subject (B) subjects
   (C) subjective (D) subjecting

3. Persons with disabilities are not to apply for labor positions because of the extensive physical demands.
   (A) eligibility (B) eligibleness
   (C) eligible (D) eligibly

Answers: p. 550

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HACKERS PRACTICE

Choose a correct option for each sentence.

01 After a heated debate, the director and assistant manager both returned to their (respective/respectable) offices.

02 Once his father dies, Ben Gershwin will be the (successful/successive) heir to the family's textile business.

03 The weekly staff meeting is held (every/all) Wednesday morning in the presentation room.

04 In general, this year's gross output is (comparative/comparable) to that of the previous three years.

05 The government called for the (continued/continuation) intervention of inspectors in factories mass-producing corporate goods.

06 There is so (many/much) competition that prices are likely to stay low.

07 It was incredibly (considerable/considerate) of the director to give the workers extra vacation time this Christmas.

Decide whether each of the sentences below is correct or incorrect. If it is correct, write "correct"; if it is incorrect, point out the mistake(s) and provide (a) correction(s).

08 The economical outlook portends steep rises in interest rates for business loans.

09 In preparation for the Olympics, many contractors are bidding for the construction of a permanently sports complex.

10 Once the new security system was put in, the store had fewer trouble with prowlers.

11 Rumor has it that Urban Bank is like to merge with Fargo Inc. next year.

12 A variety of difference factors have contributed to the company's failure, the main one being sales.

13 Todd is an understandable leader who makes all of the workers feel comfortable.

14 The government has announced that businesses contributing to locally charities will be given tax deductions.

Answers: p. 550

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 Mr. Jefferson is a good leader because he is able to provide _____ criticism in a way that people are receptive to.

(A) constructs (B) constructor
(C) constructive (D) construction

02 Erickson & Co. has called in a number of professional _____ advisors to give their opinions about the company's potential merger.

(A) finance (B) financial
(C) financed (D) financing

03 To avoid giving clients misleading advice on investments, brokers must have access to information that is completely _____.

(A) reliance (B) reliable
(C) reliant (D) relying

04 When the analyst provides me with _____ details, I will write up the final report and send it to your office.

(A) almost (B) a lot
(C) quite (D) more

05 If there are any changes in the schedule and activities for next week's open house, your _____ supervisor will fill you in.

(A) directing (B) directly
(C) directed (D) direct

06 Visitors to the United States often see signs in public places that state, "Management is not _____ for any loss or damage of personal belongings left unattended."

(A) responsibly (B) responsible
(C) responsibility (D) responsive

07 Many injuries at the construction site can be prevented or minimized with the use of _____ equipment.

(A) protect (B) protects
(C) protective (D) protecting

08 We think that the community center is the _____ venue for our annual company barbecue.

(A) ideal (B) idealize
(C) ideally (D) idealistically

09 All of the employees have been quite _____ with the police during the rigorous investigation of the company.

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

10 The report indicated that _____ independent broker agents in the European continent were being put out of business by larger corporations.

(A) the most (B) almost
(C) most of (D) most

11 The company now requires all newly hired accountants to undergo two months of intensive _____ training before taking on any work responsibilities.

(A) formal (B) formed
(C) forming (D) formally

12 The sponsoring company has prepared a _____ online exhibit of the artist's paintings for individuals who do not have time to visit the art center.

(A) special (B) specially
(C) specialist (D) specialize

13 Larger discount stores that sell products in bulk are _____ to middle-class families that lead busy lives.

(A) attracted (B) attractive
(C) attraction (D) attractively

14 The bank is offering a new service that will allow patrons to examine personal transactions listed in a _____ weekly statement.

(A) consolidate (B) consolidator
(C) consolidated (D) consolidation

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15 The _____ interests of the corporation make it difficult for management to form definite decisions.
(A) diverse (B) diversification
(C) diversifying (D) diversity

16 Every means _____ will be used to ensure that your valuables are delivered quickly and safely.
(A) possibility (B) possible
(C) possibilities (D) possibly

17 The _____ size of the memory card in mobile phones which feature a built-in camera will allow users to save hundreds of images.
(A) reduce (B) reducing
(C) reduced (D) reduction

18 If inventory is well planned and done in an orderly fashion, it will be _____ trouble than it was last year.
(A) fewer (B) least
(C) a few (D) less

19 This folder contains important and _____ documents and should be placed inside Mr. Berr's safe when he doesn't need it.
(A) confidential (B) confiding
(C) confidentially (D) confident

20 At his retirement party, a number of Jack's colleagues congratulated him on a highly _____ career in the journalism field.
(A) succeed (B) successive
(C) succeeded (D) successful

Part 6

Questions 21-23 refer to the following e-mail.

Dear Ms. Goldman,

I am writing to _____ the receipt of your application for our First Time Home Owner Mortgage Plan.

21 (A) remark (B) understand
(C) suggest (D) confirm

I am pleased to inform you that your loan has been approved and we will be able to lend you the amount _____. As indicated in your chosen plan, once the initial transaction is performed, you

22 (A) requests (B) requesting
(C) requested (D) is requested

will be required to deposit monthly installments covering the principal payment and interest into the bank account which will be opened for this purpose. The option to transfer into a closed interest rate package will remain _____ for a period of three years, after which time it will be mandatory

23 (A) effect (B) effected
(C) effective (D) effectively

for you to continue with the current plan. Please contact the bank to set up an appointment to begin the mortgage process.

Thank you.

Answers: p. 550

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Chapter 15

Adverbs

Basic Points

An adverb is a word used to emphasize a state or an action.

They highly recommended the product.
That was a very creative idea.

In the first sentence, the adverb **highly** emphasizes the action **recommend**, and the adverb **very** in the second sentence emphasizes the state of being **creative**.

An adverb can modify a verb, an adjective, another adverb, a phrase, a clause, or a whole sentence. An adverb indicates manner, time, place, cause, or degree, and answers questions with **how**, **when**, **where**, **why**, **how much**, **how often**.

Modifying a verb	He carefully dug under the tree.
Modifying an adjective	The sandwiches were really delicious.
Modifying another adverb	She likes this novel very much.
Modifying a phrase	Ally left shortly before 9:00 p.m.
Modifying a clause	I arrived long after the party began.
Modifying a whole sentence	Usually, he works Monday to Friday.

An adverb is usually formed by adding the suffix **-ly** to an adjective.

Most adverbs end in **-ly**, such as **calmly**, **completely**, **entirely**, **heavily**, **temporarily**. However, some adverbs do not end in **-ly**, such as **ahead**, **just**, **only**, **still**, **well**.

Bear in mind that **costly**, **elderly**, **friendly**, **silly**, **ugly**, and **worldly** are adjectives, not adverbs.

She smiled in a friendly way.

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01 Functions and Positions of Adverbs

❶ When an adverb modifies a verb:

- It comes before or after **verb + object**. It cannot come between **verb** and **object**.
  Mr. Fields promptly informed his supervisor of the accident.
  It is necessary to filter ~~individually~~ each customer complaint individually.
- It usually comes between or after **auxiliary/modal verb + main verb**.
  They are still arranging the office to accommodate the new workers.
  Mr. Walker's retirement has been indefinitely postponed.
  The new assistant is adjusting nicely to the corporate life.

❷ When an adverb modifies an adjective, another adverb, or a phrase, it comes right before the adjective, adverb, or phrase.

He gave an exceptionally profound speech at the gathering.
The following is the list of the most frequently asked questions.
She speaks English very well.
The service operates only on the dates listed below.

Note: An adverb may also precede a quantifier.
Approximate (→ Approximately) 10,000 workers will be laid off next term.

❸ When an adverb modifies a clause, it comes at the beginning of the clause. When modifying a whole sentence, it stands at the beginning or at the end of the sentence.

Children are admitted only if they are accompanied by an adult.
Unfortunately, I won't be able to attend the meeting.
They will finish the survey tomorrow.

❹ Adjectives cannot come in the position of an adverb.

Expense accounts for traveling salesmen have been cut ~~substantial~~. substantially

➤ To modify the verb **cut**, the adverb **substantially**, not the adjective **substantial**, is used.

Whether or not you quit is ~~entire~~ up to you. entirely

➤ To modify the phrase **up to you**, the adverb **entirely**, not the adjective **entire**, is used.

Note: Careful attention should be paid to the correct use of adjectives and adverbs in the comparison of equality (**as + adjective/adverb + as**).
My computer was as slowly as a snail. (X) → My computer was slowly (→ slow).
You'd better eat as slow as possible. (X) → You'd better eat slow (→ slowly).

TOEIC Questions

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

1. A surveyor's inspection shows that it may be _____ impossible to lay the foundation for the memorial on the suggested site.
   (A) technically (B) technician
   (C) technicality (D) technical

2. Recent advances in telephony have made it possible for mobile phone owners to _____ transmit clear and sharp images to other users.
   (A) easy (B) easier
   (C) easiest (D) easily

3. He was fired _____ after getting into a heated debate with the manager about appropriate office etiquette.
   (A) short (B) shorter
   (C) shortly (D) shorten

Answers: p. 550

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02 Confusing Adverbs

1 Some adverbs are derived from the same root but have different meanings.

Adverbs	Examples
hard	Employees that work hard will be rewarded with bonuses.
hardly	That was hardly enough time for lunch.
high	Her work has piled up high on her desk.
highly	Admittedly, I think highly of our company's founder.
	Private schooling is a highly lucrative industry in South Korea.
great	You really have done great this year in terms of sales.
greatly	In spite of a lack of practice, her writing has greatly improved.
late	The company president is scheduled to arrive late Friday evening.
lately	Mark has been missing the feedback sessions lately.
most	The lack of coordination at the office annoys me most.
mostly	My co-workers are mostly energetic and bright college graduates.
near	The final day for registration drew near.
nearly	I was nearly finished when the phone rang.

Note: Some adverbs and adjectives have the same form and meaning.

early	late	hard	high	long	fast
far	near	daily	weekly	monthly	yearly

Adjective: Early submission of income tax returns is encouraged by IRS.
Adverb: Eva always gets up early.

TOEIC Questions

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

1. The manager sent a memo complaining about the timeliness of report submissions and mentioned that monthly reports are being submitted one or two days _____.
   (A) lately (B) later
   (C) lateness (D) late

2. Sales of compact disc players have gone down _____ 15 percent this fiscal year.
   (A) nearly (B) near
   (C) quite (D) very

3. Kurt Drew works _____, his communication skills are exemplary, and I have no doubt he will be an asset to your company.
   (A) hardly (B) harden
   (C) hard (D) hardened

Answers: p. 550

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03 Adverbs of Time

❶ Already/still/yet

- **Already** is used in affirmative sentences, implying that something has been done.
  She has already typed the report you left on her desk.
- **Still** is used in affirmative, negative, and interrogative sentences, implying that something is continuing.
  The house is still up for sale.
- **Yet** is mostly used in interrogative and negative sentences to talk or ask about something that has not happened or is not true at a particular time but will probably happen or be true in the future.
  Have the reports been filed yet?

Notes: 1. Both **still** and **yet** express the same meaning in negative sentences. However, **still** precedes the negative word **not**, while **yet** usually occurs in **not ... yet**.
The funds for the event are still not sufficient.
They hadn't even started the project yet.

2. **Have yet to + bare infinitive** is used to say that something has not happened or been done up to the present time, especially when one thinks it should have happened or been done.
They have yet to turn in their last project.

3. **Finally** is used to express that something which is expected for has happened after a long time.
After hours of discussion, the group finally agreed to scrap the project.

4. **Soon** is used to express that something which is expected for will happen within a short time.
We expect the changes to come into effect soon.

❷ Ever/ago/once

- **Ever** is used in negative and interrogative sentences, implying that something happened in the past without a specific time.
  They hardly ever received encouragement from their parents.
- **Ago** follows a word or an expression referring to a period of time to say how long before the present time something happened.
  Mrs. Baker joined our team here at ESCO three years ago.
- **Once** is used to say that a particular situation existed at a time in the past but does not exist any longer. It can also modify adjectives.
  He once managed this store.
  Formerly a main source of fish, the area had many once thriving fish markets.

TOEIC Questions

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

1. The traffic was so heavy that by the time we arrived at the theater, the award-winning play had started.
   (A) yet (B) already
   (C) once (D) still

2. Although infrastructure contracts should be awarded through open bids, the administration has not devised a policy that would allow for it.
   (A) yet (B) still
   (C) never (D) already

3. Union leaders have been negotiating with management representatives ever since most of the company's workers went on strike about two weeks.
   (A) already (B) once
   (C) ago (D) yet

Answers: p. 550

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04 Adverbs of Frequency

❶ An adverb of frequency shows how often an action takes place. It usually comes before an ordinary verb, between an auxiliary or a modal verb and a main verb, after the main verb **be**, or at the beginning or at the end of a sentence.

always	almost	often	frequently	usually
once / twice / three times + a day / week / month / year			sometimes	
hardly / rarely / seldom / scarcely / barely		never		

She often tries to help me.
She is so tired that she can hardly keep awake.
He is usually very cheerful.
Sometimes I go to work by bus.
The board meeting takes place once a year.

Notes: 1. **Hardly ever** means *almost never*.
She hardly ever lies.

2. **Usually** and **often** can come at the beginning or at the end of a sentence, but **always** cannot.
Always (→ Usually), the pizza delivery boy arrives within fifteen minutes of receiving our order.
I go there always (→ often).

3. An adverb of time cannot come in the position of an adverb of frequency.
Passengers with small children are ever (→ usually) given priority seating on planes.

4. **Barely** means *almost not*.
The rain had barely stopped before it came down in a torrential downpour.

❷ The adverbs **hardly, rarely, seldom, scarcely, barely,** and **never** already contain a negative meaning, thus they do not go with **not** or another negative word.

I had hardly ~~never~~ taken lunch outside of the office.
ever

► **Hardly** already includes a negative meaning, so it cannot go with the negative word **never**.

Note: When the negative adverbs come at the beginning of a sentence, an inversion of the subject and verb must be applied.
Never was the work at the plant harder than when demand peaked.

TOEIC Questions

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

1. At Calvin's Outlet Store, evaluations of team leaders are _____ done at the end of every three-month quarter.
(A) yet (B) ever
(C) once (D) usually

2. We have the production laborers change schedules _____ to prevent laziness from too much routine.
(A) soon (B) often
(C) shortly (D) hardly

3. _____ have I seen such an eager and enthusiastic recruit with so much experience in the workforce.
(A) Ever (B) Although
(C) Hardly (D) Even

Answers: p. 550

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05 Connecting Adverbs

❶ Connecting adverbs are often used to show the relationship between the ideas expressed in two successive clauses, sentences, or paragraphs. Below are some common connecting adverbs.

besides	moreover	furthermore
therefore	hence	consequently
however	nevertheless	nonetheless
otherwise	then	meantime/meanwhile
(or) else		

Knowing he was going to be fired, he consequently didn't put effort into his work.
Say sorry to her; then, you'll receive her smile again.
All applicants must register by May 2 or else they will be disqualified.

❷ Connecting adverbs usually follow the semicolon (;) when they connect two clauses.

It is too late besides you are tired. (X)
It is too late; besides, you are tired. (O)
➤ The adverb **besides** connects the two clauses, so the semicolon (;) is added before it.

❸ When a conjunction of an adverb clause is already used, a connecting adverb is no longer needed.

Although we were tired and sleepy, ~~nevertheless~~ we kept on walking.
➤ The conjunction **Although** already expresses a full meaning. Hence, the adverb **nevertheless** is redundant.

Note: Exceptionally, the adverb **then** can go with the conjunction **if**.
If you had known this all along, then you could have told me.

TOEIC Questions

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

1. Employee suggestions are always accepted by management; _____, most suggestions are usually not acted upon until after the board meetings are held.
(A) therefore (B) otherwise
(C) instead (D) however

2. Unless _____ indicated, all the information in this set of records is up to date as of June 30.
(A) instead (B) otherwise
(C) also (D) else

3. Mr. Johnson expressed interest in a marketing job; _____, the previous positions on his résumé were exclusively in accounting.
(A) moreover (B) however
(C) therefore (D) otherwise

Answers: p. 550

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06 Emphasizing Adverbs (1)

❶ **Just** and **right** come before and emphasize the adverbs of time **before** and **after**.

Get in touch with the secretary just (= right) before coming to the office.

Notes: 1. Just enough means *as much as necessary*.
I have just enough time to eat lunch before my next class.
2. When **just** modifies a verb, it means *very recently*.
Sage Entertainment just announced the leading male actor for its upcoming epic film.

❷ **Only** and **just** come before and emphasize a prepositional phrase or a noun phrase.

They hold barbecue parties only during the summer.
It's just a simple manager-employee misunderstanding.

❸ **Well** emphasizes a prepositional phrase, meaning *very much*.

Stock prices are well over market value this week.

Note: Well as the adverb of good means *in a good way*.
Tomas does his job well.

❹ **Even** comes before and emphasizes a noun/noun phrase or a verb.

Even the anthropology professor thought the speech was boring.
We will even provide you with complimentary mints on your pillow.
► When emphasizing a verb, **even** comes between the modal verb and the main verb.

❺ **Quite** comes before and emphasizes the structure **a/an + noun**, meaning *a little/a lot but not completely*.

The new archiving system was quite a success.

Notes: 1. Not quite means *not completely*.
I'm not quite ready to take the next step.
2. When modifying a verb, an adjective, or an adverb, **quite** means *completely* or *considerably*.
The performance was quite surprising.

❻ For emphasis, **nearly, almost,** and **just** are used in the comparison of equality; **much, even, still, far, a lot,** and **by far** are used in the comparative; **by far** and **quite** are used in the superlative.

She's just as intelligent and good-looking as her brothers and sisters.
There is a much better store around the corner.
Joel Rivera is by far the most forceful of all the speakers at the convention.

TOEIC Questions

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

1. This business visa allows you to travel to your destination _____ on the days listed at the bottom of the paper.
(A) also (B) only
(C) even (D) however

2. Parmalac sold its ImClone stocks at a price that was _____ below the market value at that time.
(A) very (B) so
(C) well (D) such

3. The company decided that a _____ more aggressive approach to advertising was needed to pull ahead of the competition.
(A) so (B) very
(C) much (D) really

Answers: p. 550

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07 Emphasizing Adverbs (2)

❶ **So** is an adverb modifying an adjective or an adverb; **such** is a determiner modifying a noun or a noun phrase. They both mean *very*.

The store was ~~such~~ so busy that it had to hire additional part-time workers.

Sales items sold out ~~such~~ so quickly that the shop had to close early.

➤ **Such** cannot modify the adjective **busy** and the adverb **quickly**. Hence, the adverb **so** must be used.

It's amazing that one company can have ~~so~~ such dedicated employees.

➤ **So** cannot modify the noun **employees**. Hence, the determiner **such** must be used.

Note: When **such** modifies a singular noun, it precedes the article **a/an**.
He had never dealt with such an experienced negotiator before.

❷ **So** and **very** have the same meaning, but unlike **so, very** cannot be used with a that-clause in complex sentences.

The explanation in the book is very clear.

The staff was ~~very~~ so argumentative that it took time before decisions were made.

❸ Unlike **so/very, too** expresses a negative meaning.

The report was too long to read all at once.

➤ The structure **too... to...** conveys the negative meaning *we cannot read the report all at once because it was so long.*

cf. The walk was very long, but the fresh air felt good.

➤ Generally, **very** emphasizes the characteristic of something, while **too** implies a negative opinion.

Notes: 1. The structure **too + adjective/adverb + to-infinitive** indicates an improbable situation because of the preceding condition.
This is too complicated for the students to understand.
➤ The subject of the verb **understand** is **the students**, which is included in the structure **for + somebody** and comes between **too + adjective** and the to-infinitive phrase.

2. **Too much/many + noun** is used to emphasize that there is/are a lot more of thing(s).
They had eaten too much food to go jogging in the park.

3. **Much too + adjective/adverb** is used to emphasize that there is a lot more of a particular quality than wanted or than is right.
This study is much too comprehensive for Carlos Sanchez to handle.

TOEIC Questions

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

1. The chess championships at the school are _____ popular events that the auditorium is always packed on tournament days.
(A) so (B) huge
(C) such (D) too

2. Considering that the job was done in a rush, the director was _____ satisfied with the results.
(A) too (B) such
(C) far (D) very

3. Relative to the average gross revenue, taxes in the area are _____ heavy for the smaller businesses to handle.
(A) much too (B) such
(C) so (D) much

Answers: p. 550

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08 Other Adverbs

❶ Also/too/as well/either

- **Also** comes at the beginning or in the middle of a sentence, not at the end.
  I have shares in Amsun, Eurotech, and also Talba.
  Each character represents a syllable of spoken Chinese and also has a meaning.
- **Too** and **as well** come at the end of a sentence.
  There will be workshops offered next month too.
  Mary wants to apply for the position as well.
- **Either** is used in a negative sentence after another negative sentence has been mentioned, meaning the same as **also/too**.
  Luis won't be going to the dinner party; Pedro won't be going either.

❷ Later/thereafter/since

- **Later** means *after the time mentioned* or *at some time in the future/after now.*
  He was questioned about the scandal five months later.
  Why don't we talk this over later?
- **Thereafter** is formally used, meaning *from a specific time onward*, or simply, *after that.*
  Sally left and her package was delivered shortly ~~later~~ thereafter.
  ➤ Without a time unit, **later** means *at some time in the future*, which does not correspond with the context.
- **Since** means *from a particular time in the past until a later time.*
  Anne Keating was promoted and has since worked as head accountant.

❸ Forward expresses the state of something, while ahead expresses directions.

The director is working hard to push the company ~~ahead~~ forward.

➤ **Push something forward** means *to continue with an activity in a determined way, especially when it is difficult.*

They all knew that the days ~~forward~~ ahead would be tiresome.

➤ **The days ahead** means *the days in the future.*

TOEIC Questions

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

1. Ms. Peters thought the designs were marvelous, but she _____ needs to see what they would look like in a display window.
   (A) not only (B) either
   (C) also (D) as well

2. The plane will take off at about 3:15 p.m., and a light snack will be served to the passengers shortly _____.
   (A) later (B) thereafter
   (C) already (D) suddenly

3. When Bernal became the CEO, we considered it a great step _____ because a woman was finally guaranteed formal say in company policy.
   (A) ahead (B) forward
   (C) towards (D) backward

Answers: p. 550

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Choose a correct option for each sentence.

01 The design department has not (still/yet) finished constructing the model for the client's proposed building project.

02 Acting as the vice president of such a large company was (so/such) stressful that she retired early.

03 They prepared (much too/too much) food, believing that many people would be participating.

04 Fax the billing information to headquarters by 5 p.m.; (otherwise/however), we won't receive the payment on time.

05 Mrs. Jensen was (such/very) pleased with her new high-rise office on 5th Avenue.

06 Evans Construction is a leading contracting company that provides bidding, contracting, and (also/as well) architectural support.

07 She was called away for an emergency meeting (ever/right) before the performance was about to start.

Decide whether each of the sentences below is correct or incorrect. If it is correct, write "correct"; if it is incorrect, point out the mistake(s) and provide (a) correction(s).

08 Cocoa is exported wide to nearly every part of the world.

09 The actual annual report figures came closely to this year's production estimates.

10 Investors want the company to be sufficiently strong before they consider putting money into it.

11 The Christmas bonus, based on the company's yearly net profit, was divided impartiality between laborers and supervisors.

12 Mr. Jenkins final agreed to holding the meeting in the Grand Hotel.

13 The three-stage interview process helps administrators decide exactly which applicant is right for which position.

14 Morale among the staff has been raised substantial by the new espresso machine in the lounge.

Answers: p. 550

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 Mrs. Dorsey is _____ being considered for a promotion to the position of head manager for the company's technology division.

(A) present (B) presently
(C) presenter (D) presentation

02 The new PowerPoint software is the most _____ advanced presentation program on the market today.

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

03 The drafting programs available at our firm are _____ too advanced for the trainees to use.

(A) well (B) quite
(C) far (D) pretty

04 *Anonymous Writers* is less expensive than the *Writers' Consortium*, and its work is _____ as dependable.

(A) as well (B) very
(C) just (D) while

05 Electric service will be restored as _____ as possible after the power outage problem on the second floor has been resolved.

(A) quick (B) quickly
(C) quicken (D) quickness

06 Two multimillion-dollar corporations are _____ attempting to reach an agreement over the sale of one of the country's biggest banks.

(A) still (B) once
(C) besides (D) any more

07 Mr. Richards is such a dedicated supervisor that he works night and day and _____ ever takes time to relax.

(A) quite (B) just
(C) nearly (D) hardly

08 Although the restaurant is _____ new, it has already been praised by *Food Review* and most of other restaurant rating services.

(A) relatively (B) related
(C) relative (D) relatedly

09 Consumer views are becoming an _____ important factor in determining the way a product is presented and packaged.

(A) increase (B) increased
(C) increasing (D) increasingly

10 We cannot always guarantee that everything in our catalog is in stock at our outlets, so please call _____ to make sure.

(A) ahead (B) before
(C) if (D) advance

11 A number of large investment projects have _____ sprung up in rural areas where agriculture is the main industry.

(A) lateness (B) late
(C) later (D) lately

12 To register for your online account, proceed to the website and click on the 'sign up' button.

(A) simply (B) simple
(C) simplify (D) simplicity

13 Sales of the new vacuum cleaner have gone beyond our initial estimate and we have _____ decided to increase production.

(A) therefore (B) however
(C) although (D) in contrast

14 All purchases made on the company credit card should be listed _____ on the monthly statement.

(A) direct (B) directly
(C) directed (D) directing

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15 Drivers are constantly reminded by the head office to pull over as _____ as necessary to rest during long shifts.

(A) almost (B) often
(C) well (D) always

16 Copies of the popular children's book had been placed on bookstore shelves for not _____ several hours when they sold out.

(A) quite (B) many
(C) still (D) only

17 The task force spent an entire day selecting applications that most _____ matched the requirements of the positions being offered.

(A) closer (B) closest
(C) closely (D) close

18 Had the profits been shared _____ among the leading salesmen, there wouldn't be the fuss that there is now.

(A) equal (B) equally
(C) equality (D) equalize

19 _____ serving as president of the Board of the Giltmore Corporation, Mr. Bennett also works as a consultant to a few medium-size companies.

(A) Else (B) Because
(C) As long as (D) Besides

20 The fat content of food products sold in supermarkets should be labeled much more _____ to allow people to make informed decisions.

(A) clear (B) clearly
(C) clearing (D) clearness

Part 6

Questions 21-23 refer to the following letter.

Marsha Berger
Medical Supplies Division
Tyrrell Manufacturing

Dear Ms. Berger,

I am writing to inform you that I will be unable to attend the conference in New Jersey, as our company is currently undergoing restructuring, making it impossible for me to leave Portland. I am eager _____ your proposals for incorporating your products into our own line of merchandise.

21 (A) discussing (B) discuss
(C) to discuss (D) discussion

_____, you will be attending the next conference in July in Austin, allowing us to get together

22 (A) Almost (B) Already
(C) Mostly (D) Presumably

and discuss our prospects _____. I believe both companies are headed in the same direction

23 (A) soon (B) nearly
(C) usually (D) often

and a joint venture would be highly beneficial. Therefore, I look forward to the opportunity to meet with you at the next conference, unless otherwise informed.

Sincerely,

Justin White
Garnet Distribution

Answers: p. 550

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Chapter 16

Prepositions

Basic Points

Most often, prepositions come before nouns. Based on their meanings, they are divided into prepositions of time, place, reason, purpose, manner, etc.

We had dinner at a Korean restaurant.
The city hosts a jazz festival in the summer.
It is usually colder on the beach because of the breeze.

At, **in**, and **because of** in the above sentences are prepositions of place, time, and reason respectively.

Prepositions can take nouns, pronouns, gerunds, or noun clauses as their objects. The structure **preposition + object** is called a prepositional phrase.

I bought a gift for you. (Preposition + pronoun)
I am going to work late tonight instead of working this weekend. (Preposition + gerund)
He told the story to whomever he met. (Preposition + noun clause)

As an adjective, a prepositional phrase modifies a noun, and as an adverb, it modifies a verb.

The box on the table is empty.

I exercise in the evening.

As an adjective, the prepositional phrase **on the table** modifies the noun **the box**, and as an adverb, the prepositional phrase **in the evening** modifies the verb **exercise**.

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01 Preposition In / At / On

❶ Preposition of time in / at / on

Prepositions	Usage	Examples		
in	months, years, seasons, centuries, periods of time, parts of day (morning, afternoon, evening)	in August in winter in three days	in 2008 in the 21st century in the morning/afternoon/evening	
at	specific times, times of day (noon, night, midnight, midday), points of time	at 7 o'clock at the beginning/end of the month	at noon/night/midnight	
on	days, dates, special holidays	on August 15	on Friday	on Christmas Day

❷ Preposition of place in / at / on

Prepositions	Usage	Examples	
in	an enclosed space/area	in the world/country	in the city/room/town
at	a specific location	at the intersection at the station	at the bus stop at Franklin Street
on	a flat surface	on the table on the first floor/level	on the Han River on the wall

Note: **In** means *inside a place or an area*, while **at** refers to the whole place/building/area.
I was in the shop when he came in.
I stopped at the shop on the way home.

❸ Common expressions with in / at / on

The preposition **in/at/on** is used to refer to not only a time or place but also a state, condition, rate, etc. Below are some common expressions with **in/at/on**.

Prepositions	Expressions		
in	in time in place in a campaign	in a sales event in the sales department experience in a relevant field	in the coming year in the foreseeable future
at	at once at times at least at the latest at regular intervals	at a good pace at high speed at a low price at 60 miles an hour at your earliest convenience	at the rate of at the age of at a charge of at one's expense
on	on time on a regular basis	on the waiting list on the recommendation of	

TOEIC Questions

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

1. The interchange with the real estate consultant is expected to take place tomorrow afternoon 4:00.
   (A) on (B) at
   (C) to (D) for

2. If our new low-fat potato chip becomes a hot seller in Springfield, we are going to test-market it 25 major cities across the US.
   (A) on (B) in
   (C) against (D) to

3. All of the drilling machines are place and ready to begin oil production at the command of the chief executive.
   (A) at (B) on
   (C) in (D) for

Answers: p. 550

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02 Prepositions of Time

❶ Prepositions that show a point of time

since until/by	from before/prior to	+ a point of time (3 o'clock, July, Friday morning, etc.)

The project team leader would like to see us before 5:00 p.m.

Notes: 1. **Until** means *up to a particular time or event*; **by** means *not later than*.
The library will be open until 7.
⇒ This sentence means *the library will stay open up to 7 o'clock*.
You should submit the report by 7.
⇒ This sentence means *the report should be submitted not later than 7 o'clock*.
2. Below are some common expressions expressing a point of time.
three weeks from now three weeks prior to the date from 3 o'clock onwards

❷ Prepositions that show a period of time or a duration

for/during over/through/throughout within	+	a period of time (three years, a decade, holiday, process, etc.)

She has been using English for ten years.
Pete guided the employees through the training process.

Notes: 1. **For** expresses how long something has lasted; **during** indicates when something happens, meaning *from the beginning to the end of a particular period*.
The mechanic has been working on the project for two years.
Countless foreigners travel to Italy during the Christmas season.
2. **In** can also precede a period of time, meaning *no more than/within*.
Your application for membership will be processed in two days.

❸ Identifying a point of time or a duration to use prepositions correctly

I will have this done ~~within~~ by the end of the month.
➤ **The end of the month** is a point of time, so **by** is used.

We have been married ~~since~~ for two years.
➤ **Two years** is a period of time, so **for** is used.

TOEIC Questions

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

1. Because fewer than five people have registered for the Computer Graphics Workshop to be held two weeks now, the training department manager has decided to cancel the event.
(A) until (B) before
(C) from (D) for

2. The rental deposit must be transferred to the landlord's bank account at least fifteen days the moving-in date.
(A) by (B) until
(C) prior to (D) due to

3. To have any broken parts replaced without charge, the registration form must be mailed to the company one month of product purchase.
(A) from (B) within
(C) until (D) by

Answers: p. 550

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03 Prepositions of Place

❶ Prepositions of place

Prepositions	Examples
above/over	He lifted his hands above/over his head.
below/under	Look in the cupboard below/under the sink.
beside/next to	I sat down beside/next to my wife.
behind	There is a park right behind the building.
between/among	There's a table between a chair and a bookshelf. The midday meal was served between 2 and 4 o'clock. They walked among the crowds.
near	I'd like to sit near a window.
within	All staff should be aware of activities within the company. The profit of this year increased within 5 percentage points of its competitors.
around	Some of the travelers wanted to walk around the night market.

Notes: 1. **Between** is used when there are two people/things/places, while **among** is used when there are more than two of them.

2. Besides indicating a position/location, **above/over** also means *more than* and **below/under** means *less than*.
You have to be over 18 to see this film.
You can't see this film if you're under 18.

❷ Common expressions with over/under/between/within/around

In addition to showing a place, the preposition **over/under/between/within/around** can be used to refer to a state, connection, relationship, etc. Below are some common expressions with these prepositions.

Prepositions	Expressions	
over	have the edge over	
under	under new management under close supervision under current contract under control under pressure	under investigation under review under consideration under discussion under development
between	a difference/gap between A and B	
within	within a radius of	within the organization
around	around the world	around the corner

TOEIC Questions

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

1. A recent study mentions that prescription drug use has steadily increased people aged 45 years and above over the past two decades.
(A) among (B) within
(C) between (D) around

2. The annex to the office building on Lester Avenue will be construction until April.
(A) in (B) by
(C) on (D) under

3. Last summer's heavy precipitation levels caused sales of beachwear to fall 20 percent normal.
(A) after (B) below
(C) behind (D) around

Answers: p. 551

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04 Prepositions of Direction

❶ Prepositions of direction

Prepositions	Examples
from	The copy can be obtained from the office.
to	They will send the package to your client.
across	We walked across the ice.
through	I walked through the woods.
along	Newman walked along the street.
for	I'm leaving for Busan.
toward(s)	She walked toward me.
into	We moved all the luggage into the room.
out of	I took the key out of my pocket.

❷ Common expressions with **from / to / along / across / out of**

Besides indicating direction, **from** also shows who gave the opinion, **to** refers to a state, **out of** is used with the meaning *without / beyond the range or limit of*, etc. Below are some common expressions with **from / to / along / across / out of**.

Prepositions	Expressions		
from	from one's viewpoint		
to	to the relief of	to a great extent	to my knowledge
	to one's satisfaction	to your heart's content	
along	along the shore	along the side of	
across	across the street	across from the post office	
out of	out of date	out of reach	out of order
	out of room	out of print	out of stock
	out of season	out of control	out of town
	out of paper		

TOEIC Questions

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

1. Subscribers to the online newsletter were informed that their names would be removed _____ the list if they did not reply to the e-mail asking if they wished to be retained.
   (A) to (B) from
   (C) for (D) of

2. The new highway, which will run _____ the mountains, is expected to cause irreversible damage to wildlife and the ecosystem.
   (A) through (B) during
   (C) out (D) against

3. This product should be kept _____ reach of children as it contains many toxic agents.
   (A) away with (B) out of
   (C) up until (D) without

Answers: p. 551

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05 Prepositions of Reason, Concession, Purpose, Exception, and Addition

❶ Prepositions of reason, concession, and purpose

Prepositions	Examples
because of due to owing to on account of	We were late because of the rain. Due to the rise in the cost of fuel, all living expenses will increase.
despite in spite of with all	Despite a poor economy, the shop has been doing well.
for	The club is hosting a party for all its members.

Note: Below are some common expressions with the preposition **for**.

for your convenience
for further information
a coupon for every $100
for future use
articles for sale
for safety reasons
money for supplies

❷ Prepositions of exception and addition

Prepositions	Examples
except (for) excepting aside from apart from	I cleaned all the rooms except (for) the bathroom.
barring without but for	We should arrive at 10 o'clock, barring any unexpected delays. I would have been in real trouble but for your help.
instead of	Use graphics instead of words.
in addition to besides apart from	In addition to the new offices, the building has a coffee house on the first floor. Besides writing summaries, she proofreads all of the professor's work.

Note: When **except** precedes a clause, there is no preposition **for** after it.
I don't know anything about wine, except for that (→ except that) I like it.
↳ **That I like it** is a clause, so there is no preposition **for** after **except**.

TOEIC Questions

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

1. The staff is planning to hold a farewell gathering _____ an employee who served the company for over twenty years.
   (A) by (B) for
   (C) to (D) from

2. The manager said that _____ any changes, the proposal would be presented at a special meeting of sustainable development organizations.
   (A) except (B) barring
   (C) unless (D) because

3. Interest rates are falling _____ a governmental push to raise all mortgage rates for middle-class homeowners.
   (A) in spite of (B) according
   (C) even though (D) in addition to

Answers: p. 551

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06 Preposition Of and Others

❶ The structure A of B

Usage	Examples
A is a noun, B is its implied subject.	the development of the company consent of the parent the retirement of our colleague
A is a noun, B is its implied object.	showing of his new movie the marketing of luxury brands the shipment of wine the utilization of health care services
A and B are appositives.	a chance of meeting someone new the idea of producing handbooks a balance of 100 dollars
A is part of B.	this area of the city the end of the month the employees of the branch

❷ Prepositions for drawing people's attention to a particular subject

about	on	over
as to	as for	
concerning	regarding	
with/in regard to	with respect to	with/in reference to

The following are frequently asked questions concerning the internship program.
We take pride in complying with all regulations with regard to food safety.

TOEIC Questions

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

1. The independent audit of the company is expected to be concluded by the end _____ this month.
   (A) in (B) by
   (C) of (D) on

2. Dr. Wilson will attend the workshop to moderate a panel discussion _____ ethics of new medical technology.
   (A) by (B) to
   (C) on (D) with

3. A dispute _____ workers' rights has caused union members employed at the factory to walk out in a week-long strike.
   (A) over (B) above
   (C) of (D) along

Answers: p. 551

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07 Other Prepositions

❶ Other prepositions

Prepositions	Examples
by	Authenticated access is obtained by providing a valid name and password.
through	Competence is achieved through training.
throughout	Heavy rains have increased the water level behind dams throughout the country.
with	The children will discuss it with their teacher.
without	Headphones will enable you to listen to the music without disturbing anyone.
as	He had served as a section director at the Ministry of Education.
like	Like jogging, walking should have a steady and continuous motion.
unlike	Swimming, unlike jogging, is ideal for any age or physical ability.
against	Some consumers have campaigned against the use of furs in luxury clothing.
beyond	Its functions go beyond what is necessary for an MP3 player.
following	Following the conference, the banquet for the delegation will be held.
plus	The newly launched mobile phone has all the same features plus digital music capabilities.

❷ Common expressions with by/through/with/without/against/beyond

Prepositions		Expressions
by	by telephone/fax/mail	by cash/check/credit card
	by land	by law
through	through the use of	through cooperation
with	with no doubt	with no exception
without	with the aim of	without paying
against	against the law	act against one's will
beyond	beyond repair	beyond one's capacity

TOEIC Questions

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

1. Dayton Electronics recommends that all customers keep their receipts _____ proof of payment.
   (A) as (B) except
   (C) on (D) into

2. Companies can save hundreds on airfares _____ computer linkups which allow for international meetings without leaving the office.
   (A) above (B) through
   (C) into (D) down

3. Employees expressed content with their salaries and working hours _____ the exception of those in packing, who requested a pay increase.
   (A) like (B) by
   (C) for (D) with

Answers: p. 551

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08 Common Expressions Formed by **Verb / Adjective / Noun + Preposition**

❶ Verb + preposition

account for	depend on (= rely on = count on)	associate A with B
add to	sympathize with	congratulate A on B
comply with	wait for	direct A to B
consist of	keep track of	return A to B
contribute to	employ A as B	transfer A to B

They have only a few days left to comply with new regulations on factory safety.
The public associates the company name with trust and reliability.

❷ Adjective + preposition

absent from	equivalent to	identical to	consistent with
responsible for	comparable to/with	similar to	contrary to

Projects conducted by like organizations are similar to each other.

❸ Noun + preposition

access to	exposure to	an advocate for/of
a cause/reason for	concern about/for/over	a lack of
permission from	a problem with	a dispute about/over
an effect/impact/influence on	a question about/concerning/regarding	
respect for	a decrease/an increase/a rise/a drop in	
a solution to		

The client has a question regarding the arrangements for the trip.

❹ Fixed expressions of more than one preposition

by means of	in place of	in charge of	in respect of
in honor of	in violation of	in observance of	on behalf of

Fred Sumner will be giving the speech in place of Mr. Trent, who is down with the flu.

TOEIC Questions

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

1. Management has decided to transfer certain responsibilities formerly held by the administrative division _____ the accounting department.
   (A) at (B) by
   (C) to (D) of

2. Education for Children, Inc. has always been an advocate _____ effective early education through home- and school-based programs.
   (A) to (B) by
   (C) for (D) over

3. Ms. Turner asked us to use the original design for the product display _____ the one submitted by the team.
   (A) because (B) instead of
   (C) despite (D) when

Answers: p. 551

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Choose a correct option for each sentence.

01 The country has suffered from little investment (over/until) the past year as a result of political instability.

02 (Due to/Except for) rising oil prices, import prices went up by 16 percent in August.

03 In recent years, private investors have become increasingly attracted to this area (on/of) the city.

04 Requests for assistance via e-mail or live Internet support are only monitored (since/during) regular hours of operation.

05 (At/Despite) a looming fiscal crisis, the country's economy has bounced back from a slump.

06 Workshops are offered (before/throughout) the year on a variety of job search tools and skills including résumé writing.

07 (Aside from/Long since) the acquisition costs, the manager anticipated additional costs for operational and restructuring expenses.

Decide whether each of the sentences below is correct or incorrect. If it is correct, write "correct"; if it is incorrect, point out the mistake(s) and provide (a) correction(s).

08 A recent report said consumer prices could exceed 4 percent on the end of the year.

09 Professionals on the academic community frequently immigrate to places where their skills earn a better reward.

10 Guests can put their valuables in the hotel's safety deposit boxes for safekeeping.

11 Until approximately twenty years, the national debt is forecast to jump to four trillion dollars.

12 In observance for Labor Day, all US exchanges will be closed on Monday, September 6.

13 All documentation on local cost payments, including tender documents, must be retained to the future.

14 The expansion project will be completed since December 15 and will be eligible for sales tax exemption.

Answers: p. 551

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 The company anniversary party will take place _____ August 26, so please mark the date on your calendars.

(A) in (B) at
(C) on (D) for

02 The innovative website allows a traveler to search and find locations of interest that lie _____ a fifty-mile radius of the city.

(A) among (B) within
(C) into (D) through

03 We need not remind everyone here today that mobile phones and pagers should be turned off while the symposium is _____ progress.

(A) at (B) on
(C) over (D) in

04 The BCN Company will not accept applications for transfers to overseas branches _____ the first of the month.

(A) by (B) when
(C) until (D) through

05 The Travel Holiday Group offers some of the best horseback tours _____ the coast of the Eastern Mediterranean basin.

(A) into (B) along
(C) under (D) among

06 The workshop teaches managers and employees how to dispute someone else's ideas _____ being disagreeable.

(A) except (B) without
(C) whereas (D) otherwise

07 The director wants all of the items shipped by the end of the week, _____ of the cost.

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

08 The data will be posted on a secure password-protected server that is accessible exclusively _____ authorized staff members.

(A) for (B) within
(C) to (D) over

09 Country Air offered free tickets to every passenger that missed their flight _____ a malfunction in the plane's engine.

(A) owed to (B) thanks for
(C) resulting in (D) because of

10 Employees who are planning to extend holiday vacations with unused leave days must inform their supervisors _____ October 31.

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

11 Human resources personnel are trained to tell the differences _____ a resolvable conflict and an irresolvable confrontation.

(A) upon (B) about
(C) during (D) between

12 We are holding a dinner this evening to congratulate Mr. Brian Banks _____ his thirty years with the Meyers Cold Cuts Company.

(A) to (B) of
(C) on (D) from

13 _____ the last ten years, professional and business services comprised 38 percent of the total job growth in the Washington region.

(A) In (B) On
(C) Since (D) While

14 As always, we here at Gray Consulting look forward _____ assisting you with your future legal needs.

(A) up (B) in
(C) to (D) on

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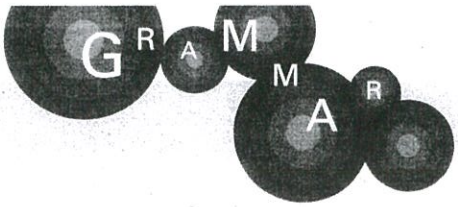

15 The company's payroll office is located _____ the corner of Faribault and 23rd Streets, across from the Trade Center.
(A) at (B) in
(C) of (D) to

16 Wageworks Corporation is planning to lay off as many as 1,000 employees _____ the next two years.
(A) at (B) by
(C) until (D) over

17 Whatever your security needs, Armed Guard provides 24 hours _____ constant protection and service to our clients.
(A) around (B) of
(C) over (D) through

18 It would be better for business if we were associated _____ some of the trade officers at the embassy.
(A) to (B) on
(C) with (D) for

19 Teen magazine is offering a special promotion, which entitles subscribers _____ gift certificates at top clothing boutiques.
(A) in (B) on
(C) to (D) at

20 The manager hopes to increase production _____ introducing bonuses for all employees who improve their production quota.
(A) by (B) from
(C) since (D) about

Part 6

Questions 21-23 refer to the following advertisement.

PACIFIC Air Reaching for the Clouds

As long-distance travel becomes more commonplace _____ improved living standards, airlines

21 (A) as to (B) due to
(C) in spite of (D) in place of

are taking action to attract customers, offering them a wide range of options. PACIFIC Air with their spectacular _____ project are focusing on speed, safety and innovation to increase revenue.

22 (A) expansion (B) existence
(C) exception (D) experience

They have purchased five more double-deck jets and have refurbished their existing carriers with _____ sofas, personal computers with DVD and game playing functions. Extra security measures

23 (A) comforted (B) comfortable
(C) comfortableness (D) comfortably

include buttons under armrests which report directly to security officers in the cockpit, and a personal phone system to make calls and speak with the flight staff. PACIFIC Air aims to attract families and groups of four or more through these added features.

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Section 5
Conjunctions and Clauses

Chapter 17 – Coordinating Conjunctions, Correlative Conjunctions

Chapter 18 – Noun Clauses

Chapter 19 – Relative Clauses

Chapter 20 – Adverb Clauses

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Chapter 17

Coordinating Conjunctions, Correlative Conjunctions

Basic Points

1 Coordinating conjunctions, also known as coordinators, 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.

Use fruits and vegetables that are ripe.
The editor is responsible for collecting articles and publishing newsletters.
It was raining, so I put on my raincoat.

Repeated words in the phrases or clauses connected by a coordinating conjunction may be omitted.

The only way to get (customers) and (to) keep customers is through service.
They painted the wall and (they) fixed the window.

2 Correlative conjunctions always come in fixed pairs formed by a certain word with a coordinating conjunction, joining sentence elements that are grammatically equal.

Tuna is sold as both steaks and fillets.
You can make your payment either in person or by mail.
It depends on neither who you are nor what you know.

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01 Coordinating Conjunctions

❶ Below are the coordinating conjunctions in English.

and	or	but	yet	so	for	nor

Eating should be healthful and enjoyable.
I will go camping or canoeing this weekend.
There will be a party tonight, for he is retiring this week.

Notes: 1. **So** and **for** join clauses only. They cannot join words or phrases.
I had to stay home, for it was too cold. (O)
His designs are bold so original. (X)

2. When we combine two independent clauses, a connecting adverb (**however**, **therefore**, **instead**) or an ordinary adverb (**also**) cannot come in the position of a coordinating conjunction.
I wanted to clear my thoughts, therefore (→ so) I went for a walk.

3. **And so / and yet / and then** is the combination of the coordinating conjunction **and** with an adverb to make the meaning much clearer.
She hates horror films and yet she went to see one anyway.

❷ Coordinating conjunctions must be in line with the context.

I will have a sandwich ~~but~~ a Diet Coke.
and

➤ The context requires an addition, not a contrast, so **and** is the suitable coordinating conjunction.

She wants to see the play, ~~so~~ he prefers to watch soccer on television.
but / yet

➤ He and she have different interests, so the coordinating conjunction **but** or **yet** expressing a contrast is suitable in this context.

❸ When the subjects in a sentence are joined by **and**, a plural verb is used. When the subjects are joined by **or**, their verb must agree with the subject nearest to it.

My boyfriend and I are going to the concert.

➤ The subjects **My boyfriend** and **I** are connected by **and**, so the verb is in the plural form (**are**).

I doubt that we or our teacher is going to solve the problem.

➤ The subjects **we** and **our teacher** are connected by **or**, and **our teacher** is singular, so the verb is in the singular form (**is**).

TOEIC Questions

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

1. The corporation's portfolio of clients consisted of representatives from 13 of the American states _____ 25 countries worldwide.
(A) in (B) and
(C) by (D) both

2. Your promotion offer is very appealing, _____ I'm afraid that I can't sacrifice my family life for my career.
(A) so (B) but
(C) besides (D) therefore

3. Mark Melendy _____ Scott Drake is going to represent Balmar Associates at the branch meeting on Friday.
(A) but (B) and
(C) either (D) or

Answers: p. 551

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02 Correlative Conjunctions

❶ Below are the correlative conjunctions in English.

both A and B	either A or B
neither A nor B	not A but B = B but not A (= (only) B, not A)
not only A but (also) B (= B as well as A)	

Payroll is located not on the first floor but near the elevator in the basement.
The gift shop not only offered discounts but also gave away small souvenirs.

❷ Every correlative conjunction must correctly be paired.

The papers are either in my briefcase ~~and~~ or under the books on my desk.

➤ **Either... or...** go together as a pair.

Jack ~~either~~ neither knows her nor wants to get to know her.

➤ **Neither... nor...** go together as a pair.

❸ The subjects connected by correlative conjunctions and the verbs in sentences must agree in number.

Verbs will agree with B	not A but B either A or B neither A nor B not only A but (also) B
Verbs will take the plural form	both A and B

Either bus or taxi is available from the airport.

➤ In the pair **either... or...**, the verb must agree with the subject nearest to it. **Taxi** is a singular noun, so the verb is in the singular form (**is**).

Both coffee and tea have long and historic pasts.

➤ The pair **both... and...** requires a plural verb (**have**).

TOEIC Questions

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

1. You can purchase a copy of his latest adventure novel either at a bookstore _____ through popular bookstore websites.
   (A) or (B) nor
   (C) and (D) also

2. Information will be presented on the means of global communication, but _____ on presentation technology or sales marketing.
   (A) for (B) nor
   (C) so (D) not

3. The director complained that the report submitted by the supervisor was _____ too lengthy but also too detailed.
   (A) only (B) not
   (C) not only (D) either

Answers: p. 551

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HACKERS PRACTICE

Choose a correct option for each sentence.

01 Brent tossed (but/and) turned all night over whether or not to quit his job.

02 She tried to reserve the hotel's conference room, (but/however) someone had already booked it.

03 Online customers can now use the website's order form (or/nor) fax for their order.

04 As coworkers, we see each other every day (and yet/therefore) we still find something to talk about.

05 John left for work early, (instead/for) he didn't want to risk being late again.

06 There are two receptionists, one by the elevator (so/and) the other next to the entrance.

07 Andrea received an excellent evaluation this year (and so/also) she is going to be given a raise.

Correct the mistakes in the following underlined parts.

08 The company lounge is open to <u>not only</u> administrative staff and workers.

09 I'd advise you <u>neither</u> to approach these clients too eagerly but rather cautiously.

10 The goal is not only to triumph <u>and</u> also to demoralize the competing corporations.

11 It is <u>both</u> you or me that has to fly to Tokyo to negotiate the contract.

12 The manager is neither receiving <u>or</u> returning calls this afternoon, as it's his day off.

13 If it were up to me, the office's entrance sign would be both red <u>yet</u> brown.

14 Your salary can be either directly deposited <u>also</u> picked up at the payroll office.

Answers: p. 551

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 The Maxwell Byrd Company prides itself on having established modern _____ efficient procedures unmatched in the industry.

(A) either (B) so
(C) and (D) too

02 All examinees should bring _____ a driver's license or passport and a pencil to the testing center.

(A) or (B) and
(C) both (D) either

03 To prevent electricity outages in areas where service is not readily available, use major appliances before noon _____ after 7 p.m.

(A) neither (B) nor
(C) either (D) or

04 If you placed an order, _____ have not received your package, please wait two months from the day it was shipped before making an inquiry.

(A) but (B) also
(C) then (D) even

05 The training staff was instructed neither to give handouts before the sessions _____ to distribute the manuals until after the seminar had ended.

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

06 All of the workers were warned about wearing masks in the laboratory, _____ half of them ignored the advisory and got sick.

(A) yet (B) by
(C) so (D) both

07 The new interior design of the office has both increased employee productivity _____ drawn many positive remarks from the clients.

(A) or (B) yet
(C) like (D) and

08 The chief executive is trying to decide whether to assign an individual _____ an entire team to evaluate last week's event.

(A) so (B) but
(C) or (D) nor

09 Better product advertising is needed that not only grabs the viewer's attention _____ stimulates consumer desire to spend money.

(A) or (B) but
(C) and (D) therefore

10 Candidates will be considered on the basis of their prior experience _____ on their level of dedication and loyalty.

(A) although (B) based on
(C) as well as (D) in addition

11 Your participation in _____ support of our charity benefit will help feed the thousands of starving children our company sponsors.

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

12 The severance request has been processed by the head office, _____ not by the accounting department as of yet.

(A) also (B) or
(C) but (D) unless

13 At the end of Sarah's first month of employment, the company evaluated _____ her daily performance and her total month's production.

(A) either (B) both
(C) plus (D) so

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

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

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15 Our store will be refinanced, _____ to save on long-term interest rates and to ensure a solid credit rating.

(A) either (B) both
(C) neither (D) not only

16 The company will have performance reviews over the next few weeks, _____ the manager is going to inform all employees of the review process.

(A) since (B) but
(C) or (D) so

17 The restaurant critic advised patronizing _____ the newly opened Greek restaurant nor the 20-year-old grilled food eatery.

(A) and (B) either
(C) with (D) neither

18 Make sure that not only the agenda _____ the annual report have been put into the envelopes for each of the directors as well.

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

19 You can either submit your application by e-mail _____ send the needed information by post.

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

20 All new computer technicians should receive _____ and up-to-date training in the use and maintenance of state-of-the-art equipment.

(A) adequacy (B) adequate
(C) adequateness (D) adequately

Part 6

Questions 21-23 refer to the following announcement.

The Asia-Market Builders Association, Asia's oldest construction worker sourcing agency, is happy to announce that it is _____. With foreign investments in China and other Asian countries

21 (A) closing (B) exceeding
(C) expanding (D) lifting

increasing, the agency is actively seeking permanent carpenters, ironworkers, and electricians. The workers being sought, according to Mr. Hwang Wei, would be of the highest competence, _____ professionally and personally. Mr. Wei also said that the likelihood that these workers

22 (A) not only (B) with
(C) as well as (D) both

may be placed in other countries once the present projects are completed is very high. In fact, construction demand over the next five years in Asia will require as many as 10,000 well-trained builders. As such, it is preferred that the workers who apply be very _____ in their particular trade.

23 (A) skills (B) skillfully
(C) skilled (D) skill

Answers: p. 551

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Chapter 18

Noun Clauses

Basic Points

In a sentence, a noun clause can come in the position of the subject, object, or complement.

What she read was a story by E.B. White.
I know that he is innocent.
My question is whether he is telling the truth.

What she read comes in the position of the subject of the first sentence. In the second sentence, **that he is innocent** comes in the position of the object of the verb **know**. In the last sentence, **whether he is telling the truth** comes in the position of the subject complement.

A noun clause is formed by **noun clause conjunction (+ subject) + verb**.

I can't tell whether you are bored or entertained.
What makes him happy is the desire for art.

Whether you are bored or entertained is the object of the verb **tell**. It is formed by the noun clause conjunction (**whether**) + subject (**you**) + verb (**are**).

What makes him happy comes in the position of the subject of the sentence. It is formed by the noun clause conjunction (**what**) + verb (**makes**).

Noun clause conjunctions include **that**, **if/whether**, interrogative words **who**, **what**, **which**, **when**, **where**, **how**, **why**, and compound relative pronouns **whoever**, **whatever**, **whichever**, etc.

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01 Positions of Noun Clauses

❶ In a sentence, a noun clause – just like a noun – can come in the position of the subject, object, or complement.

Subject	Whether we have to work or not is unclear.
Object of a verb	Daniel said that you had the file.
Object of a preposition	The group talked about how the accident occurred.
Complement	The problem is who will bring a car for tomorrow's trip.

Note: A that-clause may also come in the position of the direct object of transitive verbs in Structure 4.
The landlord informed the tenant that the rent would have to be paid immediately.
➤ **Informed** is a transitive verb in Structure 4. Its indirect object is **the tenant**, and its direct object is the that-clause.

❷ Prepositions and object pronouns cannot come in the position of a noun clause conjunction.

The committee agreed ~~on~~ that the next meeting would take place in Geneva.

➤ The preposition **on** cannot introduce the noun clause **the next meeting would take place in Geneva**. The noun clause starting with **that** must be used.

He explained ~~it~~ that the contract must be approved at this meeting.

➤ The object pronoun **it** cannot introduce the noun clause **the contract must be approved at this meeting**. The noun clause starting with **that** must be used.

TOEIC Questions

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

1. The company's press relations officer confirmed _____ Selectric, Inc. would no longer be manufacturing pagers.
   (A) about (B) of
   (C) that (D) it

2. The banking industry reported _____ the past year saw a 10 percent increase in international wire transfers.
   (A) about (B) this
   (C) on (D) that

3. Please submit your picks for employee of the month so that our manager can decide _____ will be given the award.
   (A) those (B) them
   (C) who (D) while

Answers: p. 551

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02 Noun Clauses Introduced by That

❶ A noun clause introduced by **that** can come in the position of the subject, object of a verb, complement, or appositive in a sentence.

Subject	That he won the first prize is hardly surprising.
Object of a verb	I know that you didn't lie.
Complement	The best thing about this guitar is that it stays in tune.
Appositive	The claim that he stole the car is true. [the claim = he stole the car]

Notes: 1. A that-clause cannot come in the position of the object of a preposition.
I knew about that (→ that) he had problems.
2. When a noun clause introduced by **that** comes in the position of the subject or appositive in a sentence, the conjunction **that** cannot be omitted. When a noun clause introduced by **that** comes in the position of the object or complement, **that** can be omitted.
He won the first prize (→ That he won the first prize) is hardly surprising.
I know (that) you didn't lie.

❷ Adjectives preceding a that-clause

be aware that	be glad/happy that	be sure that
be sorry that	be convinced that	be afraid that

The applicant is aware that the director is not in today.
The librarian is sure that the book was stolen.

❸ Nouns preceding a that-clause as an appositive

fact that	statement that	opinion that	truth that
news that	report that	idea that	(re)assurance that
rumor that	claim that	confirmation that	

The radio commentator announced the news that oil prices would increase.
The entire company was surprised by the report that their factory would have to shut down.

TOEIC Questions

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

1. _____ Alice Diaz was willing to work over the weekends to ensure the success of the ceremony is evidence of her devotion to her work.
(A) That (B) But
(C) Since (D) After

2. Mr. Forster was convinced _____ his decision to sell his shares had been the right one when the value of the stock plunged the next day.
(A) which (B) that
(C) about (D) of

3. During the meeting, the manager referred to the rumor _____ the business was losing money.
(A) then (B) that
(C) which (D) how

Answers: p. 551

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03 Noun Clauses Introduced by If/Whether

❶ Both the conjunctions **if** and **whether (or not)** are used when the noun clause is formed from a **Yes/No** question. In a sentence, a noun clause introduced by **if/whether** can come in the position of the subject, object, or complement.

Subject	Whether we succeed is not important.
Object of a verb	I will check if the movie is playing.
Object of a preposition	I can't answer the question of whether or not computers can think.
Complement	The question is whether this is true.

Notes: 1. The clause starting with **Whether** can also function as an adverb clause, meaning *it is not important if...*
Whether you like it or not, I'm coming to see you.

2. In conditional sentences, the conjunction **if** cannot be replaced by **whether** because in this case the if-clause is an adverb clause, meaning *under the condition that...*, not a noun clause.
They will send you a catalog whether (→ if) you ask.
⇒ They will send you a catalog under the condition that you ask for it. This is a conditional sentence, so **if** must be used.

❷ The fixed phrase **whether A or B/whether or not** is commonly used. **If** cannot replace **whether**.

I don't know ~~if~~ she likes me or hates me.
whether
➤ If cannot replace **whether**.

I can't tell ~~if~~ or not an e-mail message is spam.
whether
➤ If cannot replace **whether**.

❸ An if-clause can come neither in the position of a subject nor after a preposition.

~~If~~ we succeed is not important.
Whether
➤ The if-clause cannot come in the position of the subject, so **If** must be changed to **Whether**.

I'm confused about ~~if~~ we should invite everyone in the class.
whether
➤ The if-clause cannot come after the preposition, so **if** must be changed to **whether**.

TOEIC Questions

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

1. Ms. Owen still isn't sure _____ she will open a production plant in South America to cut down the cost of labor.
(A) if (B) though
(C) however (D) while

2. She is still thinking about whether _____ to boost the office's computer systems with the latest software programs.
(A) or (B) or not
(C) and (D) and not

3. The committee is still deciding about _____ to allocate funds for monthly training sessions for employees.
(A) if (B) that
(C) whether (D) which

Answers: p. 552

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04 Noun Clauses Introduced by an Interrogative Word

❶ A noun clause may be introduced by the interrogative pronoun **who, whose, what,** or **which** that is the subject or object of the noun clause. Hence, the interrogative pronoun starts an incomplete clause.

I don't know who typed the letter.
What he said was unclear.
I don't know which is better.

❷ A noun clause may be introduced by the interrogative adjective **whose, what,** or **which** both modifying the noun following it and starting the noun clause that comes in the position of the subject or object of the sentence. Hence, the interrogative adjective starts an incomplete clause.

I don't know whose car it is.
What clubs you are in is not important.
The discussion should be about which plan is better.

❸ A noun clause may be introduced by the interrogative adverb **when, where, how,** or **why**. A complete clause follows an interrogative adverb.

The child will ask when she can start piano lessons.
Where I found the book is a secret.
You need to practice how you should handle client complaints.
The shoppers wondered why the book was so expensive.

Note: How going with an adverb or adjective starts a noun clause.
The clerk will tell me how much money I have to pay.
Can you tell me how often you eat vegetables?

❹ The noun clause **interrogative word + subject + should + verb** may be changed to **interrogative word + to-infinitive (phrase).**

I have to decide what to do (= what I should do) first.
They don't know when to stop (= when they should stop).

Note: Whether may also come in the position of the interrogative word in front of the to-infinitive (phrase).
The director hasn't decided whether to release the report.

TOEIC Questions

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

1. The manager wants to know _____ prepared the employee profiles for the company website, as he finds them unprofessional and inappropriate.
(A) how (B) that
(C) which (D) who

2. To make preparations for the event, the caterer asked _____ many people would be present at the dinner.
(A) about (B) concerning
(C) how (D) what

3. The company's lawyer will know _____ to do in this situation, so let's make an appointment to see him.
(A) what (B) that
(C) which (D) where

Answers: p. 552

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05 Noun Clauses Introduced by a Compound Relative Pronoun

❶ A noun clause may be introduced by a compound relative pronoun coming in the position of the subject or object of a sentence. A compound relative pronoun has a double function: it acts as the subject/object in its own clause and it also acts as a conjunction joining its clause to the rest of the sentence. Note that compound relative pronouns usually have no expressed antecedents.

whoever (= anyone who)	whomever (= anyone whom)
whatever (= anything that)	whichever (= anything that, anyone who)

Subject Whoever (= Anyone who) answered the phone was very polite.
Object You can select whatever (= anything that) you want.

Notes: 1. A clause introduced by a compound relative pronoun may also function as an adverb clause, not a noun clause.
Whatever you do, you need courage.
2. A pronoun cannot replace a compound relative pronoun.
Anyone (→ Whoever) can solve that problem is a skilled person.
3. **Whoever** may be used instead of **whomever**. However, after a preposition, **whomever** must be used.
You can give the box to whoever (→ to whomever) you want.
4. **Whatever** and **whichever** can precede a noun – just like an adjective.
Whichever road you take is a risk.

❷ The compound relative pronoun is the subject or object of a noun clause, so an incomplete clause follows the compound relative pronoun.

Whoever visits my website is asked for a username.
Please choose whichever theme you like.

❸ The context is the factor that decides whether an interrogative pronoun or a compound relative pronoun must be used.

~~Who~~ did it was not an amateur.
Whoever
➤ The sentence refers to anyone who did it, not someone in particular, so **whoever** is more suitable.

~~Whoever~~ did it was not important.
Who
➤ The sentence refers to someone in particular, so **who** is more suitable.

I'll take ~~which~~ side you're not using.
whichever
➤ The sentence refers to any side that the other person is not using, so **whichever** is more suitable.

I have finally decided on ~~whichever~~ side I should choose.
which
➤ The sentence means *among several sides, I have chosen one specific side*, so **which** is more suitable.

TOEIC Questions

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

1. _____ is said at this very private meeting is confidential and should not leave the room for any reason.
(A) Whichever (B) Whatever
(C) Whenever (D) However

2. The supervisor reminded us that _____ needed a certificate of employment for personal reasons should ask for Ms. Simon's assistance.
(A) who (B) whenever
(C) whoever (D) whomever

3. _____ team of sales representatives has sold the highest number of units will receive the Team of the Month award.
(A) Which (B) Some
(C) Whichever (D) These

Answers: p. 552

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06 Distinguishing between **What** and **That**

❶ A clause introduced by **what** functions as a noun clause, while a that-clause may function as a noun clause, an adjective clause, or an adverb clause in a sentence.

It's hard to decide what is right to do.
➤ The what-clause is a noun clause which comes in the position of the object of the verb **decide**.

I knew that there was a shortage of ink cartridges.
➤ The that-clause is a noun clause which comes in the position of the object of the verb **know**.

I have a plan that will help you stop smoking.
➤ The that-clause modifies the noun **plan**, so it is an adjective clause.

The movie was so funny that I watched it twice.
➤ The that-clause following **so/such** is an adverb clause.

❷ When a what-clause and a that-clause function as a noun clause, **what** starts an incomplete clause and **that** starts a complete clause.

I want to know what makes you happy.
➤ **What** itself is the subject of the noun clause, so it starts an incomplete clause.

That you need more money is obvious.
➤ **That** starts a noun clause, so following it is a complete clause.

TOEIC Questions

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

1. As an advertiser, it is absolutely vital to understand _____ most customers expect and want from manufacturers.
(A) how (B) that
(C) what (D) whether

2. Implementers understand _____ they cannot use company funds earmarked for project expenses on rest and recreation.
(A) about (B) it
(C) what (D) that

3. New computer programs have made it so much easier to store information in databases _____ even a novice can compile one from a given set of data.
(A) that (B) there
(C) what (D) when

Answers: p. 552

Hackers Skill **What** cannot start an adjective clause (also known as a relative clause) or an adverb clause.

I'm listening to a CD what (→ that) came out last week.
It was such a lovely day what (→ that) it was a pity to get up.

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Choose a correct option for each sentence.

01 It is definite (that/what) she will commence with the presentation tomorrow.

02 It is not certain (whose/which) of the representatives will be sent to one of our important clients.

03 Investors are afraid (that/what) the war on terror will cause stock shares to plummet.

04 They questioned her regarding her skills instead of (if/whether) she had the appropriate experience.

05 (Who/Whoever) has an interest in the position of field manager should send a résumé to the main office.

06 It is difficult to know (that/what) to expect on the first day of a job.

07 He was of the opinion (that/which) the marketing team needed a new leader.

Identify the noun clause and state its position in each sentence.

08 Suppliers will have to decide when the time is right to make a change.

09 How the company manages to stay afloat with all its debt is a mystery.

10 The motorists were concerned about what roads had been blocked due to the accident.

11 New office chairs are what the receptionists have requested numerous times.

12 The company was founded on the idea that quality service should be provided to everyone.

13 The accountant doesn't understand why 10 percent of profit must go to pension funds.

14 The fact is that some exports will have to be cut back because of inventory shortages.

Answers: p. 552

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 _____ the holiday is only going to last three days is a disappointment to the entire staff.
(A) What (B) That
(C) Although (D) So

02 Our supervisor wants to know _____ the final revisions will be made to the contract.
(A) on (B) about
(C) which (D) when

03 At 6:00, _____ club members joining the special clambake at the beach should be at the entrance of the Lakeside Center.
(A) all (B) somewhat
(C) when (D) whichever

04 The major issue we face is the fact _____ within the next month our spending will exceed the budget.
(A) that (B) coming from
(C) rather than (D) what

05 As the manager of the hotel, I can assure you that _____ room you choose will be of the highest standards.
(A) these (B) some
(C) whose (D) whichever

06 The tailor shop is requesting the customer to return the expensive suits _____ were mistakenly packed with his purchase.
(A) what (B) whoever
(C) this (D) that

07 _____ Doctor William will give a speech at the Remond Hotel remains undecided.
(A) About (B) Before
(C) Whether (D) It

08 When questioned as to _____ he was planning to work for the competition, Mr. Graham said he would always be loyal to Sanford and Sons.
(A) whenever (B) while
(C) whether (D) whereas

09 We want all staff to be aware _____ security codes will be changed on the following Monday.
(A) concerning (B) of
(C) that (D) which

10 Please remember _____ the vacation policy has been changed this year.
(A) that (B) when
(C) if (D) what

11 Next week's workshop will focus on _____ to be an effective and trustworthy leader in the corporate world.
(A) which (B) how
(C) what (D) that

12 A key to closing a deal is to realize _____ knowing how to negotiate means having a sense of how people think and feel.
(A) so that (B) in that
(C) and that (D) that

13 Employees are reminded _____ they should limit their use of office supplies, as budget cuts will be taking effect immediately.
(A) if (B) that
(C) still (D) yet

14 Although staff members have some leeway when it comes to daily activities, the supervisor determines _____ tasks get done by whom.
(A) when (B) whoever
(C) what (D) whose

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15 The new employees wondered _____ they would be given health care and some benefits.
(A) whom (B) if
(C) that (D) what

16 Martin's job is so demanding _____ he takes occasional three-day leave to get away from the pressures of office work.
(A) that (B) there
(C) what (D) where

17 _____ leaves the office last will be required to make sure all the lights are off and lock all doors behind them.
(A) Who (B) Whom
(C) Whose (D) Whoever

18 The chairman of Rochelle Petrochemicals is of the opinion _____ the new manufacturing plant will not significantly affect the environment.
(A) then (B) that
(C) how (D) when

19 We will be holding a meeting this afternoon to decide _____ needs to be revised before the report goes to print.
(A) what (B) those
(C) whether (D) there

20 For those who have made an investment, _____ happens during the first year is an important indicator of how successful the company will be.
(A) that (B) as
(C) what (D) how

Part 6

Questions 21-23 refer to the following letter.

This is in reply to your letter of complaint dated September 25. We credited your account for the amount which you disputed in your communication. However, one of our employees later gave you another credit for the same situation. Could you check _____ you have the correct amount in

21 (A) where (B) though
(C) whereas (D) whether

your account? To remedy the problem, we have _____ the extra amount. The adjustment should

22 (A) withdrawn (B) retreated
(C) abolished (D) foregone

be reflected in your October account statement, which was sent out yesterday.

We _____ apologize for our mistake and any difficulty it may have caused.

23 (A) sincerity (B) most sincere
(C) sincere (D) sincerely

EMILY CAMACHO
Senior Accountant

Answers: p. 552

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Chapter 19

Relative Clauses

Basic Points

A relative clause functions as an adjective and modifies a preceding noun (also known as an antecedent).

The woman who lives next door is kind.
I found a shop where I can get a discount.

Who lives next door and **where I can get a discount** function as an adjective modifying their antecedents (**the woman** and **a shop**). These relative clauses are also called adjective clauses.

Relative clauses are divided into two types: defining and non-defining.

A **defining relative clause** is used to clearly define who or what is being referred to. Without this information, it would be difficult to know who or what is being mentioned.

A **non-defining relative clause** provides additional information which is not essential to understanding the meaning of a sentence.

Defining relative clause	I have two sisters who are teachers.
Non-defining relative clause	I have two sisters, who are teachers.

In the first sentence, the defining clause **who are teachers** defines the **two sisters**. It can be inferred that besides these two sisters, the speaker may also have other sisters who are not teachers.

In the second one, the non-defining clause **who are teachers** adds more information to the **two sisters**. It can be understood that the speaker has only two sisters and they are both teachers.

A non-defining relative clause may modify the whole sentence before it.
Charlie became a lawyer, which surprised his friends.

A relative clause is formed by **relative pronoun (subject) + verb** or **relative adverb + subject + verb**.

The reporter met the designer, who is now the company's president.
The bookstore has a cafe where you can enjoy classical music.

In the first sentence, the antecedent **designer** is modified by the relative clause formed by the relative pronoun (**who**) + verb (**is**). **Who** could be seen as conjunction + pronoun (**and he/she**).

In the second sentence, the antecedent **a cafe** is modified by the relative clause formed by the relative adverb (**where**) + subject (**you**) + verb (**can enjoy**). **Where** could be seen as conjunction + adverb (**and there**).

Relative pronouns include **who**, **whom**, **whose**, **which**, **that**; relative adverbs are **when**, **where**, **why**, **how**.

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01 Positions and Functions of Relative Clauses

❶ A relative clause can come between the subject and verb or at the end of a sentence.

The tourists whom Eric guided were from Germany.
I can't find the book which was on the desk.

Note: Unlike adverb clauses, relative clauses cannot come before and modify the whole sentence.
Which is open 24 hours a day, the library is comfortable for reading. (X)

❷ Other adverbs or pronouns cannot be used in place of relative adverbs or pronouns which start a relative clause.

Fill out the application forms, ~~those~~ are available online.
which

➤ The pronoun **those** cannot start the relative clause. The relative pronoun **which** must be used.

We often go to a restaurant ~~there~~ we can eat hearty meals.
where

➤ The adverb **there** cannot start the relative clause. The relative adverb **where** must be used.

❸ It is important to use relative pronouns correctly. Do not confuse a relative pronoun starting a relative clause and a conjunction starting a noun clause.

I know the boy ~~what~~ broke this fence.
who

➤ This sentence needs a relative clause to modify the noun **the boy**, so the relative pronoun **who** must be used.

I know ~~who~~ the boy did to the fence.
what

➤ This sentence needs a noun clause to be the object of the verb **know**, so the noun clause conjunction **what** must be used.

❹ Only a finite verb (a verb that is conjugated) can be used in a relative clause.

The company will reply only to those who ~~meeting~~ our requirements.
meet

➤ Only the finite verb **meet**, not the gerund **meeting**, can be the verb of the relative clause.

TOEIC Questions

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

1. Most of the products and goods _____ are traded online are sold directly by the owner.
   (A) they (B) those
   (C) that (D) these

2. Recently the director released the list of engineers _____ have been nominated to lead the bridge project.
   (A) which (B) what
   (C) who (D) they

3. Dietary supplements _____ come from plants are generally known to be safe, but some may interfere with a wound's capacity to heal.
   (A) whatever (B) what
   (C) whichever (D) which

Answers: p.552

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02 Relative Pronouns

❶ When the antecedent is a person, the relative pronoun **who(m)** is used. When the antecedent is a thing or an animal, the relative pronoun **which** is used.

We are looking for someone ~~which~~ is intelligent and dedicated.
who

➤ The relative pronoun **who** is used because the antecedent refers to a human (**someone**).

The files ~~who~~ are stacked on his desk are due next week.
which

➤ The relative pronoun **which** is used because the antecedent refers to things (**The files**).

Note: The relative pronoun **that** can come in the position of the subject or object of relative clauses, regardless of the antecedents. However, it cannot come after a preposition or a comma (,).
The baker, that (— who) is French, opened a new store in the area.
The person with that (— with whom) I talked last week is my lawyer.

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

Antecedents \ Positions	Subject	Object	Possession
People	who	whom, who	whose
Things/animals	which	which	whose, of which
People and things/animals	that	that	-

I know the person who is standing in line.
The car which is in the garage is Steve's.

➤ The relative pronoun **who/which** comes in the position of the subject of the relative clause. Hence, the finite verb **is** follows **who/which**.

The girl (whom/who) I met yesterday is my best friend.
He took the medicine (which) the doctor prescribed.

➤ The relative pronoun **whom/who/which** comes in the position of the object of the relative clause. Hence, a subject (**I/the doctor**) and a finite verb (**met/prescribed**) follow **whom/who/which**. In this case, the object relative pronoun **whom/who/which** can be omitted.

I had to meet with my neighbor, whose dog I have been watching.
The students are writing a report, the topic of which is Korean history.

➤ The possessive relative pronoun **whose** modifies the noun **dog**. If the antecedent is a thing (**a report**), of **which** can replace **whose** and be put after the noun it modifies.

TOEIC Questions

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

1. Any contract _____ is not signed by the members of the Board of Directors would have no legal power even though its terms may have already been executed.
   (A) who (B) which
   (C) whom (D) of which

2. Gecko is an organization _____ mission is to provide financial relief to families left homeless by natural disasters.
   (A) which (B) that
   (C) whom (D) whose

3. Job candidates _____ are presently unemployed or are studying to obtain a degree must furnish this information on their application forms.
   (A) who (B) which
   (C) whom (D) whose

Answers: p. 552

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03 Usage of Relative Pronouns

❶ Preposition + relative pronoun

- When the noun in the first sentence and the object of the preposition in the second sentence refer to the same person/thing, the two sentences may be joined into a complex sentence using the structure **preposition + relative pronoun**.

  I ran into a woman. + I had worked with her.
  → I ran into a woman whom I had worked with.
  → I ran into a woman with whom I had worked.

- An appropriate preposition will be used depending on the meaning of the antecedent or the verb in the relative clause.

  I had a holiday during which I was able to see my family. (⇦ during the holiday)
  This is the book about which we talked yesterday. (⇦ talk about)

- A complete clause follows the structure **preposition + relative pronoun**.

  You have a sponsor to whom you must submit a report.

❷ Indefinite pronoun + of + relative pronoun

one/each	some/any	many/much/most	+ of + relative pronoun (whom/which/whose + noun)
all/both	several	half/the rest	

The program enrolls 20 students. + All of the students are women.
→ The program enrolls 20 students, and all of them are women.
→ The program enrolls 20 students, all of whom are women.

❸ Omitting subject relative pronouns

The subject relative pronoun in the structure **subject relative pronoun + be** may be omitted.

The place (which was) chosen for the reception is beautiful.
I want to know the person (who is) responsible for this mess.
The park (which is) around my house is open for day use only.

➤ In the above relative clauses, **which was**, **who is**, **which is** may be omitted. Only the key words – the past participle **chosen**, the adjective **responsible**, and the prepositional phrase **around my house** – remain.

TOEIC Questions

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

1. Electronic delivery methods such as e-mail and fax are the most common ways _____ which international communications are made these days.
   (A) to (B) for
   (C) by (D) of

2. There were more than 100 graduate students in attendance at our internship fair, many of _____ had prior work experience.
   (A) who (B) whom
   (C) them (D) that

3. Of the three applicants _____ for appointment to a managerial position, two have worked in an international setting.
   (A) eligibility (B) eligible
   (C) eligibly (D) eligibleness

Answers: p. 552

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04 Relative Adverbs

❶ Different relative adverbs are used depending on the antecedents.

Antecedents	Relative adverbs
Time [day, year, time]	when
Reason [the reason]	why
Place [place, building]	where

Thursday is the last day when classes meet.
The place where I had lunch has a great salad bar.
The article explains the reason why customers are so indecisive.

Note: When how is used, there is no antecedent (e.g. the way, the method).
I tried to figure out the way/how the machine works.

❷ Relative adverbs may be replaced by the structure **preposition + relative pronoun.**

The conditions where (= in which) the laborers work are unacceptable.
The day when (= on which) he proposed to me was the best day of my life.

❸ A complete clause follows a relative adverb; an incomplete clause follows a relative pronoun.

Tomorrow is the last time when we will be able to see each other before you go.
➤ The complete clause follows the relative adverb when.

That is the boy who broke my window.
➤ The incomplete clause follows the relative pronoun who.

TOEIC Questions

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

1. Any person _____ would like to visit the exhibition must have a written statement of permission from administration.
(A) who (B) when
(C) which (D) whose

2. The new shuttle service, _____ has been operating since last year, serves all of the city's main stopping points.
(A) who (B) which
(C) what (D) where

3. She applied to the company _____ she had previously worked when just out of university.
(A) which (B) when
(C) of which (D) where

Answers: p. 552

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HACKERS PRACTICE

Choose a correct option for each sentence.

01 Mr. Gomez is familiar with Asian culture, (which/they) will help him as the liaison for Hong Kong.

02 All applicants (which/who) are waiting in line must have their documents ready.

03 Any staff writer (whose/that) proposal is selected for funding will receive an all-paid vacation.

04 The company purchased mobile communication devices (those/that) serve both as phones and e-mail portals.

05 Customers (who/they) wish to sign up for a store membership may stop by the information desk.

06 Working for the firm allows you to purchase stock options (which/who) are offered as incentives.

07 People (whom/whose) names are on the waiting list must call again tomorrow.

Decide whether each of the sentences below is correct or incorrect. If it is correct, write "correct"; if it is incorrect, point out the mistake(s) and provide (a) correction(s).

08 On your desk is the receipt for the airline tickets where must be picked up tomorrow.

09 The number of entertainment programs that is directed at young adults is steadily increasing.

10 The upcoming workshop is the first one that the company having organized.

11 Miscommunication between coworkers is a problem when has caused a lot of tension in the office.

12 The main building, that houses the superior officers, has an electronically monitored gate.

13 The company manufactures diet pills and sleeping tablets, both of them are top sellers.

14 The surroundings where the employees work are pleasant.

Answers: p. 552

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 The director developed a list of criteria for development, _____ he feels will boost the company's prestige.
(A) which (B) that
(C) what (D) who

02 A conference to discuss the terms of the settlement will be held at a time and place _____ to both parties involved.
(A) acceptance (B) acceptingly
(C) accept (D) acceptable

03 Interpid Travel employed eight certified agents, all of _____ were trained at the same institute in Manhattan.
(A) what (B) whom
(C) this (D) their

04 Conference attendees _____ confirm their attendance early will be eligible for pre-assigned seating.
(A) whose (B) what
(C) who (D) whom

05 At a meeting yesterday, we studied the most recent budget proposal, _____ the board thinks will help pull the corporation out of debt.
(A) whether (B) where
(C) which (D) that

06 Changes in our organizational structure have created ways for employees to explore opportunities _____ were previously not available.
(A) what (B) those
(C) that (D) there

07 People entering business administration need a broad knowledge of the culture in _____ they will eventually put their professional training to work.
(A) which (B) that
(C) whom (D) whose

08 Mr. Thompson collected a list of employees _____ were unable to attend the official company picnic.
(A) whose (B) who
(C) whom (D) whoever

09 Enclosed with this letter is a pre-addressed, stamped envelope _____ to mail your application for membership to our club.
(A) which (B) in which
(C) what (D) whenever

10 The company is requesting that high-level executives complete a survey _____ details what their main tasks consist of.
(A) who (B) why
(C) which (D) where

11 The package _____ was sent to Mr. Jones was returned to us when the mail carrier could not locate the address on the shipping label.
(A) when (B) who
(C) what (D) that

12 GasCo sells more than 8 million gallons of oil a year, half of _____ is consumed in the United States alone.
(A) many (B) which
(C) each (D) whose

13 Please tell the person in charge to let us know _____ the assessment forms have been completed by the participants.
(A) when (B) that
(C) what (D) whatever

14 A dinner will take place next Friday to honor Richard Perkins, _____ has been a great asset to this bank for over thirty years.
(A) who (B) which
(C) whose (D) of which

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15 When the director asked _____ responsibility the project was, he was told that it was the CEO's.

(A) who (B) which
(C) whose (D) that

16 Mr. McKenzie _____ has been working on the campaign longer than anyone else will take charge of the project.

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

17 Only Speedy Shipping offers a variety of delivery options _____ utilize both air and sea transportation.

(A) why (B) that
(C) where (D) what

18 The Mother Nature Garden Show, _____ annually demonstrates the newest technology in horticulture, draws over 5,000 attendees during its week-long run.

(A) when (B) which
(C) where (D) whose

19 We are currently seeking a partner firm _____ marketing principles are similar to our own.

(A) who (B) which
(C) whose (D) where

20 An employee _____ performance during a specified period is satisfactory is entitled to a wage increase based on current pay standards.

(A) who (B) whom
(C) whose (D) in which

Part 6

Questions 21-23 refer to the following e-mail.

Date: December 8
From: lcollins@squaresystems.com
To: rafael@squaresystems.com
Re: Press conference

Rafael,
The correct date for the press conference is on December 16. In my last communication, I _____

21 (A) consequently (B) properly
(C) mistakenly (D) substantially

told you that it would be on December 12. I got the date mixed up with an appointment I have with a reporter from *Business Week*. You probably already know that Alan and I _____ arranged for

22 (A) have (B) to have
(C) having had (D) would have

special bus service between the hotel where the conference will be held and our offices. This is to facilitate the transport of staff, guests and equipment to the hotel. I'm trying to verify the names of the delegates _____ will be using the service to make certain that we have a sufficient number

23 (A) whose (B) whom
(C) which (D) who

of seats. Could you send me this list as soon as possible?

Answers: p. 552

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Chapter 20

Adverb Clauses

Basic Points

An adverb clause is a dependent clause functioning as an adverb in a sentence. It indicates time, place, condition, etc.

Please call me before you leave.
If he falls, he will get hurt.

Before you leave and **If he falls** are adverb clauses of time and condition. Without them, the sentences are still complete and make sense.

An adverb clause is formed by **adverb clause conjunction + subject + verb**.

Once you have time, pay a visit to your grandmother.

The adverb clause in the sentence is formed by the adverb clause conjunction (**once**) + subject (**you**) + verb (**have**).

Conjunctions that start an adverb clause include **once**, **when**, **if**, **although**, **because**, **whatever**, etc.

In case the verb in the adverb clause is **be**, **subject + be** may be omitted.
I would like to get it done today if (it is) possible.

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01 Positions and Functions of Adverb Clauses

❶ An adverb clause is a dependent clause that comes before or after the main clause.

In case we don't get in touch next week, I'll see you after the holidays.
I like to have a cup of coffee while I'm getting ready in the morning.

❷ An adverb clause functions as an adverb, which cannot be confused with a noun clause functioning as a noun.

Adverb clause I will lend you money if you pay me back tomorrow.
Noun clause I demand that you pay me back.

➤ The adverb clause functions as an adverb of condition, while the noun clause functions as a noun coming in the position of the object of the verb **demand**.

❸ An adverb clause cannot be confused with a relative clause modifying a noun.

Adverb clause She began cleaning when she learned that visitors were coming.
Relative clause Our home is a warm place where we can enjoy each other's company in safety.

➤ The adverb clause does not modify any noun, while the relative clause modifies the antecedent **a warm place**.

❹ An adverb clause conjunction may also start a participial phrase (V-ing, p.p.).

After buying food at the market, he prepared himself a delicious meal.
The oil will burn quickly unless placed on a low flame.

➤ The adverb clause conjunction **after/unless** starts the participial phrase **buying food at the market/placed on a low flame**.

Notes: 1. A preposition cannot start a participial phrase.
The vegetables will smell rotten without (→ unless) served in the fridge.
2. Below are some common adverb clause conjunctions starting a participial phrase.

when	before	after	since	while
whenever	unless	until	once	

TOEIC Questions

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

1. _____ the marketing head transfers to Singapore, there will be an open position at the main office.
(A) So (B) Wherever
(C) If (D) Whom

2. _____ the minimum wage has increased in some countries over the past few years, it is still below poverty level in many places.
(A) However (B) That
(C) Whereas (D) Despite

3. Customers who hear music on an open telephone line _____ placed on hold are less likely to hang up.
(A) to (B) as
(C) nearby (D) while

Answers: p. 552

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02 Conjunctions in Adverb Clauses of Time

❶ Below are some common conjunctions in adverb clauses of time.

Conjunctions	Examples
until	He was not allowed to play until he had done his homework.
before	They lit the candles before they turned out the lights.
when	When the doctor made the diagnosis, the patient was shocked.
as	While waiting for her son, Mrs. Cosby read a magazine.
while	When is used to indicate the time of which an event starts; while is used when two actions happen simultaneously for some time.
even as	
since	I haven't eaten anything since I got home last night.
after	They left the theater after the singer gave an encore.
once	We will send your shipment once we confirm payment.
as soon as (= immediately after)	They stopped working as soon as dusk settled in.

Notes: 1. **As / since** also means **because** used to state a reason; **while** is also used when comparing things, situations, or people and showing how they are different.
Her doctor ordered her to go on a diet since she had gained thirty pounds in two months.
Some people like to take one long vacation, while others prefer many shorter trips.
2. Two adverb clause conjunctions cannot go together, except **until after**.
Please stay here and wait until after I'm done with my meeting.

❷ In adverb clauses of time, the present simple tense is used instead of the future simple tense.

They hope to finish the report before the library ~~will close~~. closes

➤ The present simple tense (**closes**), not the future simple tense (**will close**), is used in the adverb clause of time.

Note: The past simple tense is used in the adverb clause starting with **since**, and the present perfect tense is used in the main clause.
The postman has delivered mail to community residents since he was in his twenties.

TOEIC Questions

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

1. _____ all of the appropriate paperwork has been filed, you will be officially registered as an accountant at this firm.
(A) Whether (B) Once
(C) As if (D) Yet

2. Staff members have reported hundreds of phone calls _____ the promotion was aired on television and radio a few hours ago.
(A) by (B) before
(C) past (D) since

3. Patrons who arrive more than twenty minutes _____ the opera begins should wait in the lobby until the doors to the main hall are opened.
(A) before (B) when
(C) during (D) while

Answers: p. 553

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03 Conjunctions in Adverb Clauses of Condition and Concession

❶ Below are some common conjunctions in adverb clauses of condition.

Conjunctions	Examples
if	If you would like a confirmation call, please include your phone number.
unless (= if ~ not)	Let's go to the movies tomorrow, unless you have other plans.
as long as	You can use my car as long as you take good care of it.
providing / provided (that)	You will get a discount providing you purchase two sets.
on condition that only if	Refunds are offered only if purchases are returned within two weeks.
in case (that) in the event (that)	We have a back-up speaker in case Mr. Sanchez arrives late. Call a customer representative immediately in the event that your credit card is stolen. ⇨ **In case (that)** and **in the event (that)** are used for saying what will happen in a particular situation.

Notes: 1. **As long as** is also a conjunction in adverb clauses of time, meaning that something must happen before something else can happen.
I won't smoke another cigarette as long as I live.

2. In adverb clauses of condition, the present simple tense, not the future simple tense, is used.
They will use the generator if the power will (→ does) not return.

3. **If** and **whether** can be used as a conjunction in both noun clauses and adverb clauses. In noun clauses, they both can start an indirect question and have the same meaning, while in adverb clauses, they express different meanings.

Noun clause	if = whether	I don't know if (= whether) you like it.
Adverb clause	if	If you would like to use it, please ask.
	whether	Whether you like it or not, you must admit it now.

❷ Below are some common conjunctions in adverb clauses of concession.

Conjunctions	Examples
although, though, even if, even though	Although he promised to come early, he was late again.
whereas, while	The manager is aggressive, whereas his assistant is soft-spoken.

TOEIC Questions

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

1. The value of the dollar will continue to drop _____ the American economy undergoes a dramatic revival.
(A) unless (B) whether
(C) even (D) or

2. The CEO has decided to bring Perry James along on his business trip _____ he is inexperienced and underqualified.
(A) if (B) so
(C) although (D) because

3. Please refer to the enclosed manual or call one of our technicians _____ you are unable to fine-tune your device.
(A) unless (B) while
(C) whether (D) if

Answers: p. 553

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04 Conjunctions in Adverb Clauses of Reason, Purpose, Result, Exception and Others

❶ Below are some common conjunctions in adverb clauses of reason, purpose, and result.

Conjunctions	Examples
because, as, since	You should ask Mr. Carter since he is the expert.
now that	Now that we are all here, let's begin the meeting.
in that	We are different in that you prefer to keep your opinions to yourself.
so that, in order that	He made changes in the presentation so that it could be more easily understood.
so/such ~ that	Miguel was so tired from studying that he fell asleep in the library. It was such a clear day that we could see the far-off mountains.

❷ **Except that, but that**

I have no problem with Daniel except that he never shows up on time.

❸ **As if, as though, (just) as**

It seemed as though there was something wrong with Jeff today.

❹ **Given that, considering (that)**

It is surprising how well Michael is doing, considering that he only got out of the hospital last week.

TOEIC Questions

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

1. A gathering of all the company's senior managers has been arranged _____ we can discuss problems involving customer dissatisfaction.
   (A) in order (B) so that
   (C) because (D) such

2. A number of our staff were late coming to the office today _____ the eastbound A-train got stuck on the tracks.
   (A) if (B) because
   (C) that (D) unless

3. _____ that exports have failed to recover the economy, the government is appealing to corporate entities for help.
   (A) Considering (B) Even so
   (C) In case (D) Unless

Answers: p. 553

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05 Compound Relative Adverbs/Pronouns

❶ An adverb clause may also be introduced by a compound relative adverb.

whenever	(= at any time when, no matter when)
wherever	(= at any place where, no matter where)
however	(= by whatever means, no matter how)

We were greeted with smiles wherever (= at any place where) we went in that small town.
You can visit our office whenever (= no matter when) you want.
However (= No matter how) much that house is, I'm willing to pay the price.

➤ In case **however** means **no matter how**, it can be replaced by the structure **however + adjective/adverb + subject + verb**.

Notes: 1. **However** is more often used in the structure **however + adjective/adverb + subject + verb**.
However often they visit the resort in Napa Valley, they never get bored.
2. Below are some common expressions with **however**.
Visit however often you can.
however much it costs
however hard I try
however well I perform
3. **However** is also used as a connecting adverb.
The package arrived on time; however, some of the items inside were damaged.

❷ The compound relative pronouns **whoever, whatever, whichever** may also start an adverb clause.

whoever	(= no matter who)
whatever	(= no matter what)
whichever	(= no matter which)

Whoever (= No matter who) calls on the phone, tell them I'm coming back from my trip tomorrow.
cf. Whatever we have to do is alright with me.

➤ In this sentence, **whatever** starts the noun clause as the subject of the sentence. Compound relative pronouns are presented in Chapter 18 – Noun Clauses.

TOEIC Questions

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

1. We at Grayson Automotive would appreciate it if you would fill out this service evaluation _____ it is convenient for you.
(A) whichever (B) whoever
(C) whenever (D) whatever

2. _____ much your company is paying you, I can guarantee twice that salary if you work for us.
(A) Whatever (B) However
(C) Whichever (D) Whenever

3. Electronic communications make it possible to do business _____ you are in the world, whether in or out of the country.
(A) whenever (B) whomever
(C) wherever (D) whatever

Answers: p. 553

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06 Adverb Clause Conjunctions vs. Prepositions

❶ Below are some adverb clause conjunctions and prepositions that may easily cause confusion.

Meanings	Adverb clause conjunctions	Prepositions
Time	when	in, at
	while	during
	by the time, until	by, until
	after, before	following, after, before
	once, as soon as	on/upon + V-ing
	since	since
Condition	unless	without
	in case (that), in the event (that)	in case of, in the event of
Concession	although, even though, while	despite, in spite of
Reason	because, as, since	because of, due to
Purpose	so that, in order that	so as to/in order to + V
Exception	except that, but that	except (for), but (for)
Others	given that, considering (that)	given, considering
	whether	regardless of
	as if, as though	like
	as	as

❷ An adverb clause conjunction starts a clause, while a preposition comes before a noun or noun phrase.

The meeting was postponed because Mr. Stanley had urgent business to attend to.
The meeting was postponed because of urgent matters.

➤ The adverb clause conjunction **because** starts the clause, while the preposition **because of** comes before the noun phrase **urgent matters**.

Note: A connecting adverb cannot start an adverb clause, but an adverb clause conjunction can.
We will lose this client otherwise (→ unless) we can get the shipment in on time.

TOEIC Questions

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

1. Our office can begin filling out the order _____ the completed request form and instructions are sent via fax.
   (A) once (B) just
   (C) upon (D) still

2. Housing prices stabilized _____ interest rates on mortgages rose sharply due to the overall economic fluctuation.
   (A) during (B) in addition
   (C) while (D) meantime

3. _____ the company has been selling the same product for thirty years, it is still popular with consumers all over the country.
   (A) In spite of (B) Nevertheless
   (C) Therefore (D) Although

Answers: p. 553

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Choose a correct option for each sentence.

01 (As/For) my car broke down, I missed the meeting.

02 (Also/Although) his opportunities are wide open, he'd like to stay with the small company.

03 We can't confirm your order (until/while) you provide a transaction receipt.

04 (Even though/In spite of) the restaurant is always crowded, people still wait in line to be able to get a table.

05 Please provide an e-mail address with unlimited storage (therefore/in case) we have to send large files.

06 The library will be open to the public by February (so/if) the remodeling is completed before the second week of January.

07 Mr. Anderson has been given his own office (so that/hence) he can work in peace.

Decide whether each of the sentences below is correct or incorrect. If it is correct, write "correct"; if it is incorrect, point out the mistake(s) and provide (a) correction(s).

08 They moved into the office even the electricity had not been turned on yet.

09 Despite the director retired last week, nobody has taken his place as of yet.

10 Total profit rose by 20 percent during Mr. Jameson acted as president of the company.

11 The assembly line was stopped although a machine broke down.

12 The hostess will mail out the invitations as soon they arrive from the printing shop.

13 We have to postpone the picnic while the weather forecaster said it would rain.

14 Nobody will be permitted inside this building unless when accompanied by a security guard.

Answers: p. 553

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HACKERS TEST

Time limit: 11 minutes

Part 5

01 The telephone information service is available round the clock _____ it is a special holiday.
(A) regardless (B) whether
(C) despite (D) even if

02 The new work schedule cuts back on extra hours _____ improving employee efficiency with longer lunch breaks.
(A) while (B) but
(C) after (D) since

03 At this company, quarterly bonuses are awarded, _____ all of the sales goals are met.
(A) so as (B) depending on
(C) rather than (D) provided that

04 The loan agency has been closed for investigation _____ claims were made that the owner dipped into overhead funds.
(A) when (B) due to
(C) in spite of (D) since

05 We will hold a workshop _____ more than ten employees register.
(A) while (B) before
(C) if (D) because

06 The club is so exclusive that visitors are not permitted to use its services _____ accompanied by a member.
(A) without (B) otherwise
(C) but (D) unless

07 Some of the suggestions proposed by the assistant manager had to be declined _____ they did not reflect the company's approach to employee relations.
(A) unless (B) rather than
(C) because (D) anyway

08 The company decided to change its policy regarding holiday breaks _____ the labor union initiated a strike.
(A) while (B) where
(C) when (D) whether

09 _____ Frank prefers having a quick meal at his desk, Carl would rather have a leisurely lunch at a good restaurant.
(A) As soon as (B) While
(C) Because of (D) However

10 Mr. Gonzales should inform his assistant about his schedule _____ he is planning a business trip to Tokyo with the rest of the marketing team.
(A) so (B) if
(C) that (D) due to

11 _____ deciding whether or not to purchase an investment property, it is important to consider the terms of investment and the ongoing costs.
(A) Whatever (B) However
(C) Whichever (D) Whenever

12 Harold Grist became the company's top senior manager _____ successfully leading the firm through a period of near bankruptcy.
(A) with (B) in
(C) after (D) like

13 Employees are being asked to pull overtime _____ the current project has been completed.
(A) while (B) until
(C) during (D) upon

14 _____ you sign the document, you should carefully review the details of the contract.
(A) Because (B) Since
(C) Before (D) While

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15 This color copier will last beyond its warranty _____ the machine is periodically maintained and worn-out parts are replaced.

(A) whereas (B) in case
(C) unless (D) as long as

16 _____ accompanied by an adult, children under the age of twelve are admitted free into the museum.

(A) With (B) When
(C) Only (D) By

17 An additional 78,000 job opening is available for entry-level workers _____ increasing foreign investments have spurred companies to establish new factories.

(A) that (B) if
(C) as (D) which

18 _____ the bank approves his application for a small business loan, Gary intends to open his shop by the end of the year.

(A) Providing (B) Nevertheless
(C) The fact what (D) Until

19 Included in this month's subscription is a coupon for a discounted year membership _____ you can introduce our magazine to your friends.

(A) in order (B) so that
(C) in addition to (D) such as

20 _____ the raw material needs of the company, we have had to explore other means to obtain the supplies we require.

(A) Consider (B) Considered
(C) Considering (D) Consideration

Part 6

Questions 21-23 refer to the following e-mail.

Date: August 9
From: bpitt@pantheonfurniture.com
To: fdylan@pantheonfurniture.com
Re: Policy change

Hi Frank,

Please note that beginning August 15, Pantheon Furniture _____ a policy change ensuring our

21 (A) implements (B) have implemented
(C) will implement (D) implemented

customers that any item they buy from our warehouse is of excellent quality. From that date, most merchandise can be returned within three months. A full refund will be guaranteed, _____ the

22 (A) provided (B) once
(C) while (D) though

item being returned does not show any sign of damage or overuse. We have written up specific guidelines as to what merchandise is covered by the policy adjustment. We request all supervisors to inform their staff of the _____ policy and take steps to ensure that it will be complied with.

23 (A) close (B) modern
(C) new (D) nearest

Barbara

Answers: p. 553

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