

Section 6

Special Structures

Chapter 21 – Comparison

Chapter 22 – Parallelism, Inversion

Chapter 21

Comparison

Basic Points

Comparison is used to say how things or people are similar and how they are different. There are three types of comparison.

The comparison of equality is used to compare two people or things that are equal in quantity or characteristics.

Peter is as old as John.

The comparative is used to compare two people or things that are not equal in quantity or characteristics.

Peter is older than John.

The superlative is used to indicate that one person or thing has the highest degree of quantity or characteristics when compared with the whole group.

Peter is the oldest man in the band.

In these examples, different structures with the adjective **old** are shown. Generally, adjectives and adverbs can be used in comparison.

An adjective or adverb has different forms in the comparison of equality, the comparative, and the superlative.

For an adjective/adverb that consists of only one syllable, or two syllables ending in **-er**, **-y**, **-ow**, **-some**, the comparisons are as follows.

Comparison of equality	Comparative (adjective/adverb + -er)	Superlative (the + adjective/adverb + -est)
old	older	the oldest
clever	cleverer	the cleverest

For an adjective/adverb that consists of two syllables ending in **-able**, **-ful**, **-ous**, **-ive**, or more than two syllables, the comparisons are as follows.

Comparison of equality	Comparative (more + adjective/adverb)	Superlative (the + most + adjective/adverb)
useful	more useful	the most useful
important	more important	the most important

Below are some irregular adjectives/adverbs in comparison.

Comparison of equality	Comparative	Superlative
good/well	better	the best
bad/badly	worse	the worst
many/much	more	the most
little	less	the least
late	later/latter	the latest/last

01 Comparison of Equality

- The comparison of equality is used to compare two people or things that are equal in quantity or characteristics. The structure is as + adjective/adverb + as.

Her hair was as black as coal.

The order was shipped as quickly as possible to the customer.

- ② A quantifier must be used in the comparison of equality in the structure **as + many/much/few/little + noun + as**.

I ate as many potato chips as you did.

Please complete as much information as possible.

- The quantifier **many/much** must be used before the nouns in the comparison of equality because the structure **as + noun + as** is incorrect.

- ③ Another form of the comparison of equality is the structure **the same** (+ noun) + as

Nelly has the same dress as I do.

Nelly's dress is the same as mine.

- ④ Some adverbs that can modify adjectives or adverbs in the comparison of equality are **nearly**, **almost**, **just**.

The book, the second in a series, is nearly as exciting as the first.

TOEIC Questions

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

1. Management has decided to rotate workers to keep the assembly line running as _____ as possible.

2. Studies have proven that laborers work twice as many hours on average as skilled professionals in any field.

(A) much (B) more
(C) as many (D) more than

3. In order to serve you best, we ask that you take the time to fill out our questionnaire in detail as possible.

Answers: p. 553

02 Comparative

- ① The comparative is used when two people or things are compared. The structure is **comparative form of adjective/adverb + than**.

Last month's test was harder than this one is.

She acted more cleverly than usual.

cf. The lesson we took up in class today was harder.

► When there is only one person or thing, the comparative cannot be used.

Note: In case there is not as much of a particular quality in one person or thing as in another, or not as much as there was before, the structure **less + adjective / adverb + than** is used.
This report is less important than the first one you showed me.

- ② For referring to an amount or a number that is larger/smaller than another, larger/smaller than before, or larger/smaller than expected, the structure **more/fewer/less + noun + than** is used.
More participants than last year came to the convention.

- ③ The definite article **the** is not used in the comparative, but it must be used in the following cases:

- The + comparative, the + comparative
The more you eat, fatter you will become.
the

The more you eat, fatter you will become.
the

→ This structure is known as **double comparative**. There must be **the** and the comparative form of the adjective. If not, the sentence will be wrong.

- The + comparative + of the two

Daniel is more intelligent of the two.

- Between the two people, Daniel is more intelligent. There must be **the** and the comparative form of the adjective. If not, the sentence will be wrong.

- ④ The adverbs **much**, **even**, **still**, **far**, **a lot**, **by far** are added to emphasize the comparative structure.

The effort you spent on achieving your dreams is much more valuable than the dream itself.

TOEIC Questions

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

2. we put off finishing these cases, the more work there will be to do over the weekend.

3. Sending the memos by fax is far _____ than attempting to deliver them by express mail.

Answers: p. 553

Hackers Skill If there is than in a sentence, the adjective must be in the comparative form, and if there is the comparative form in a sentence, than, not any other words, must be used.

This apple is sweet (→ sweeter) than the one I ate yesterday.

We spent more money when/as (— than) expected on travel.

03 Superlative

- ① The superlative is used when more than two people or things are compared. The structure is **superlative form of adjective/adverb + noun + of ~ /in ~ /that-clause.**

He is the funniest boy of all the children.

It is the thickest book in the world.

It is the most informative documentary (that) I've ever seen.

cf. The quickest responses of the interviewee made the manager skeptical.
quick

► When the phrase starting with of does not refer to a group of comparative people or things, the superlative cannot be used.

Notes: 1. In case the noun of the superlative is clearly understood, it may be omitted.

He is the funniest of all the children.

2. The most common expressions used in the superlative are one of the + superlative + plural noun, at least, at most, and at best.

She is one of the largest girls in the group.

I can drink at least six glasses of water a day.

- ② The superlative adjective is always preceded by **the**, or sometimes, a possessive adjective.

Snoopy was most favorite cartoon character when I was a kid.
the/my

► **The/my** is needed before the superlative adjective.

Note: To show the ranking of the comparison, an ordinal number is added before the superlative adjective.
United Airlines is the second largest airline in the United States.

- ③ By far and quite are the adverbs used to emphasize the superlative adjective/adverb.

He was by far the worst roommate.

TOEIC Questions

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

1. Of the many laborers at this plant, the highly skilled will be transferred to a newly opened facility.

(A) so (B) most
(C) such (D) much

2. Although less popular than the phonograph, the projection box was the of the home viewing devices available in the early 1900s.

(A) success (B) successful
(C) most success (D) most successful

3. Erickson Brands offers customers the variety of cellular phone accessories in the marketplace.

(A) wider (B) more widely
(C) most widely (D) widest

Answers: p. 553

Hackers Skill When there is of ~, in ~, or that-clause referring to a whole group, the superlative form is expected in the sentence.

Bill is the slower (→ slowest) of all the typists.

This building is the tall (→ tallest) that I have ever seen.

04 Other Structures of Comparison

1 Other comparative structures

Structures	Examples
more than + noun	There are more than <u>10,000</u> books in the library.
less than + noun	Less than <u>five percent</u> of the subscribers chose not to renew.
no later than	* More than and less than also come before an adjective to emphasize it. The meal he had at the cafeteria left him <u>more than satisfied</u> .
no longer	The supervisor expects us to come in to work <u>no later than</u> 7:00.
no sooner ~ than	Mary <u>no longer</u> uses make-up.
other than	No sooner did Pete put the phone down than it rang again.
rather than	Other than cornflakes, crispy bacon is her favorite breakfast food.
would rather ~ than	The demonstrator stood his ground rather than run away like the others. I would rather read a book at home than watch a movie at the theater.

② The comparison of equality and the comparative may also be used to replace the superlative form.

- Comparative + than any other

This show is the funniest than any other sitcom on TV.
funnier

→ This sentence is equivalent to **This show is the funniest among all sitcoms on TV.**

- Have + never/hardly/rarely + been + comparative

Herbs have never been more popular than they are now.

- No other ~ / nothing + as + adjective + as

No other ~ / nothing + comparative + than

No other sitcom is as funny as this show - it's a sitcom that's fair and not y'd awf eh

When it comes to investing, nothing is more important than experience.

TOEIC Questions

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

Answers: p. 553

HACKERS PRACTICE

Choose a correct option for each sentence.

- 01 Due to flight cancellations, the convention will be held tomorrow rather (as / than) today.
- 02 Second-hand car parts were obtained (easiest / more easily) in the past than they are now.
- 03 Club members are allowed to join the raffle contest as (often / more often) as they wish.
- 04 (Hardly / No sooner) had the package arrived than we received a call from the sender.
- 05 Mr. Hanson's proposals are (by far / far) the most far-sighted and well-balanced of all the propositions submitted.
- 06 Purchasing the entire program is less costly (than / rather) buying and installing components separately.
- 07 I believe Mr. Smith would be (much / just) as competent as the other candidate.

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 nearer you live to a major transportation facility, more costly your home will be.
- 09 Although the building had been remodeled, the windows were the same style to the previous ones.
- 10 Martha is the more talented designer that I have ever encountered.
- 11 Buying commodities in bulk is more economically than making several trips to get the same item.
- 12 The turnout for the grand opening was even greater when anticipated.
- 13 Please bring as much samples as you can to the interview.
- 14 The number of people interested in world affairs is much high than it was three years ago.

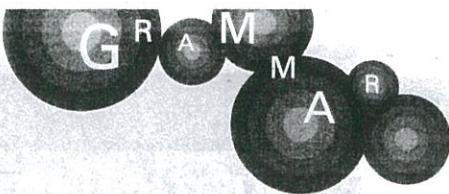
Answers: p. 553

HACKERS TEST

Time limit: 11 minutes

Part 5

- 01 Improving our customer outreach program is important than reorganizing our office system right now.
(A) better (B) more
(C) well (D) greater
- 02 Recent changes in the regulations and procedures at the American embassy have made it to get a visa in a timely manner.
(A) such difficult (B) not difficult
(C) fewer difficult (D) more difficult
- 03 A meeting sometime after the project deadline fits for my schedule than trying to have one this week.
(A) better (B) good
(C) any better (D) any good
- 04 At this firm, young, motivated candidates who show enthusiasm have value as experienced professionals.
(A) a lot (B) also
(C) as much (D) so many
- 05 It is the company's position that moving into a market with competition will result in greater gains.
(A) a few (B) least
(C) often (D) less
- 06 did the manager leave on vacation than the most important client walked in seeking an urgent consultation.
(A) Sooner (B) No sooner
(C) The sooner (D) Any sooner
- 07 The company is currently much than it was five years ago.
(A) weaker (B) weakest
(C) weak (D) weakness
- 08 Due to the alleged scandal, the corporation was receiving more attention that which was good for business.
(A) so (B) such
(C) too (D) than
- 09 In the field of industrial arts and applied sciences, there are positions open for entry-level candidates.
(A) lesser (B) fewer
(C) sort of (D) much
- 10 Piles of old newspapers must be stacked and tied as as possible before being loaded into the truck and brought to the plant.
(A) tight (B) tighter
(C) tightly (D) tightest
- 11 Bringing all of the brochure and website information up to date is the task the office team has ever faced.
(A) challenged (B) challenging
(C) more challenged (D) most challenging
- 12 The senior officers have decided that the current computers are adequate for what the staff must accomplish daily.
(A) enough poorly (B) too much
(C) more than (D) such
- 13 Of the two machine operators, the qualified will be the one to run the new equipment in the factory.
(A) much (B) lot
(C) better (D) so
- 14 Installing a new blower for an air ventilation system may seem expensive but actually costs in the long run than repairing an existing one.
(A) less (B) lesser
(C) lessen (D) least



- 15 The more _____ a camera is, the more the customers are willing to spend on the features that it provides.
- (A) sophisticate (B) sophisticated
(C) sophisticating (D) sophistication
- 16 Commercial businesses are pleased that with the current state government, taxes have been lower than they are now.
- (A) quite (B) none
(C) anything (D) never
- 17 In determining whether to close a bank branch, the impact on the majority of community members is the _____ important factor.
- (A) very (B) most
(C) much (D) mostly
- 18 Orders are filtered to separate departments when they arrive _____ given to the shipping personnel right away.
- (A) than (B) rather
(C) rather as (D) rather than
- 19 This is to remind you that employees are required to submit personal information changes to the administrative department _____ than December 20.
- (A) no more (B) no less
(C) no later (D) no longer
- 20 All persons who wish to register for the Skills in Marketing Workshop must sign up at the main office _____ possible.
- (A) as soon as (B) as long as
(C) as much as (D) as many as

Part 6

Questions 21-23 refer to the following e-mail.

Date: August 12
From: lrobinson@softhome.com
To: wmanalang@softhome.com
Re: Your trip to Spain

I am really sorry that it has taken me such a long time to finalize the details of your planned trip to Spain. I am expecting _____ word from our branch in Spain on our activities for the week that

- 21 (A) receiving (B) to receive
(C) received (D) receives

you will be there. For the time being, here is an unconfirmed

- 22 (A) date (B) procedure
(C) ticket (D) schedule

August 22: Scott Beal will pick you up at the Madrid Barajas Airport and bring you to your hotel.
August 23: The Administrative Department is planning a tour of the branch in Toledo, Spain.

I will send you an updated itinerary no _____ than the end of this week.

- 23 (A) lateness (B) latest
(C) later (D) lately

Sincerely,

Louise Robinson

Answers: p. 553

Chapter 22

Parallelism, Inversion

Basic Points

Parallelism is the usage of two or more words, phrases, or clauses that are similar in grammatical form.

The interview was brief and informal.

Lectures will be held either in English or in French.

In the first sentence, **brief** and **informal** are joined by the coordinating conjunction **and**, and parallelism is formed since they are both adjectives.

In the second sentence, **in English** and **in French** are joined by the correlative conjunction **either... or...**, and parallelism is formed since they are both prepositional phrases.

Inversion is the reversal of the normal order of the subject and the verb in a sentence. It is often used in formal speech to put emphasis on a certain part of a sentence.

Paula was never angrier than when she lost her ring.

~~Paula was~~ Never was Paula angrier than when she lost her ring.

To form inversion, the modal verb, the auxiliary verb **have/be**, or the main verb **be** is put before the subject. For ordinary verbs, the auxiliary verb **do/does/did** is added before the subject, and the main verb is changed to a bare infinitive.

You can get a newspaper only in the morning. (Subject + modal verb)
→ Only in the morning can you get a newspaper.

She has been thinking only lately about her future career. (Subject + have)
→ Only lately has she been thinking about her future career.

The students were never so scared of the teacher. (Subject + be)
→ Never were the students so scared of the teacher.

Richard rarely steps out of the house on weekends. (Subject + ordinary verb)
→ Rarely does Richard step out of the house on weekends.

01 Parallelism

- ① In parallelism, there must be a correct combination of words having the same parts of speech, for example, nouns with nouns, verbs with verbs, etc.

Nouns His patience and intelligence made him a great leader.

The researcher will collect and analyze the data.

Adjectives The hostess at the party served hot and hearty food.

The motorist in the left lane was driving recklessly and dangerously.

- ② In parallelism, there must be a correct combination of phrases or clauses of similar structures, for example, gerunds with gerunds, noun clauses with noun clauses, etc.

Gerund phrases Filling out applications and interviewing for jobs can be tiresome.

I need to fix the ceiling and (to) paint it.

Decorations hanging on the wall and from the ceiling were taken down.

He wanted to tell me what he did and how he felt.

TOEIC Questions

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

2. Mr. Muir has been working on the assignment for the past three months and _____ to complete it by next week.

3. The responsibilities of a representative include
the company's sales goals and
managing the special requests of customers.

- (A) to achieve (B) achieving
(C) achieved (D) achievement

Answers: p. 553

Hackers Skill When there is a coordinating conjunction or correlative conjunction in the sentence, all the components involved must be parallel in grammatical form.

For a middle-aged man, he is witty and energetic (\rightarrow energetic).

The program includes both to cook (= cooking) a meal with a group and preparing a dish individually.

02 Inversion

- ① In conditional sentences, inversion is used in formal contexts in which if or other conditional words are omitted and the sentence starts with **Should** for (conditional) type 1, **Were** for (conditional) type 2, and **Had** for (conditional) type 3.

Type 1	Should + subject + bare infinitive, subject + will + bare infinitive
Type 2	Were + subject ~, subject + would + bare infinitive
Type 3	Had + subject + p.p., subject + would have + p.p.

Should you wish to visit, Mrs. Cameron will schedule a tour. (If you should wish . . .)

Were it not for my wife, I would be completely disorganized. (If it were...)

Had he started cooking earlier, we would have eaten our meal on time. (If he had started)

Note: Inversion in conditional sentences has been presented in Chapter 08, Section 2 – Other Subjunctives.

- ② Inversion must be used in a sentence beginning with a negative word, such as **never**, **neither**, **nor**, **hardly**, **seldom**, **rarely**, **little**, etc.

Never had he seen such an efficiently run business. (\Leftarrow He had never seen ~)
Hardly had he fallen asleep when the alarm went off. (\Leftarrow He had hardly fallen

- ③ Inversion must be used in a sentence beginning with **only + adverb / adverb phrase / adverb clause**.

Only recently has Sharon begun to make her home look tidy. (→ Sharon has only recently...)

Only since the expensive vase broke has Maria was (\rightarrow been) more careful.

Only in the evenings does Charlotte takes (→ take) a walk.
Seldom did Laura used (→ use) the bus.

Inversion may be applied after *as* in the comparison of equality and *than* in the comparative.

I like to see movies, as do most of my friends (= as most of my friends do).

TOEIC Questions

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

1. Had we _____ that the event would not be a popular one with our customers, we would have dropped the plan in its early stages.

2. Never did Mr. Lerner's penchant for details
with his capacity to see the whole
picture when making management decisions.

3. Only after a consensus was taken did the general manager to forego having his employees do mandatory overtime work.

Answers: p. 554

HACKERS PRACTICE

Choose a correct option for each sentence.

- 01 Tungsten Company's razor-sharp knives are designed to be (durable/duration) and slip-free.
- 02 (Ever/Seldom) does the team get into arguments about tasks.
- 03 Walking and (stretching/stretch) are two of the top suggested methods of daily stress relief.
- 04 The printing department will create and (distributing/distribute) company business cards to all staff.
- 05 (Should/Whether) you want more information on the subject, please call Ms. Terrell.
- 06 Only now does Kelly (understand/understood) the importance of organization.
- 07 Buston usually manufactures safe and (reliably/reliable) kitchen 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 Mr. Richardson is giving hope and encourage to our staff.
- 09 Motorists must stay on the right side of the road and in single file.
- 10 Have Annie prepared better, she could have given an excellent presentation.
- 11 Both technical train and on-site experience are required for this position.
- 12 Henry often stops outside his door and turn around to get his briefcase.
- 13 The company promises incomparable customer support and satisfactory for all its products.
- 14 Mr. Lang's team works more diligently than Mr. Ford's team does.

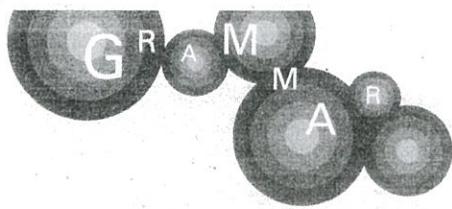
Answers: p. 554

HACKERS TEST

Time limit: 11 minutes

Part 5

- 01 Companies looking for _____ and competent staff may find it difficult to do so, especially when economic expansion leaves only the less qualified job seekers.
- (A) experience (B) experienced
(C) experiences (D) experiencing
- 02 Patricia Wells applied for a transfer as soon as the branch in Honolulu opened, did some of her co-workers.
- (A) as (B) too
(C) also (D) thus
- 03 Please sign the last page of the rental agreement and _____ all the other pages.
- (A) initiate (B) initialize
(C) initial (D) initiation
- 04 Applications that do not have the required documents will not be considered, and _____ will those that lack a clear career objective.
- (A) also (B) however
(C) neither (D) only
- 05 We are seeking applicants whose ideas regarding design and layout are both creative and _____.
- (A) originally (B) originality
(C) origin (D) original
- 06 _____ has the price of gasoline been higher than it is now.
- (A) Ever (B) Either
(C) Neither (D) Rarely
- 07 The résumé workshop teaches young professionals how to display their and skills using sophisticated language and attractive formatting.
- (A) educate (B) educated
(C) education (D) educational
- 08 Had the synopsis _____ earlier, we might have been able to include Mr. Roberson's proposal in our evaluation.
- (A) deliver (B) delivered
(C) be delivered (D) been delivered
- 09 The department store has put out an advertisement announcing that it will hold a one-week sale on _____ and business clothing.
- (A) leisure (B) leisurely
(C) leisured (D) at leisure
- 10 The plan will be redesigned both to shorten project duration and _____ implementation.
- (A) simplified (B) to simplify
(C) simplifies (D) simplifying
- 11 Thanks to the Internet, digital music has not only become popular but is also _____ across the globe.
- (A) profits (B) profitably
(C) profit (D) profitable
- 12 _____ have department stores seen such a decrease in sales of swimwear during the long hot months of July and August.
- (A) Ever (B) Even
(C) Although (D) Seldom
- 13 Make sure to call the office immediately should _____ have any problems accessing your bank account.
- (A) you (B) your
(C) yours (D) yourself
- 14 The manufacturer is not responsible for injuries or harm caused by wrong use of the product, _____ will they replace products broken by misuse.
- (A) or (B) nor
(C) and (D) but



15 Without sufficient contacts, finding an ideal location and a good apartment can be a time-consuming effort.

- (A) to rent (B) rent
(C) renting (D) rented

16 If you want to register to become one of our subscribers, fill in this and simple information form.

- (A) quick (B) quickly
(C) quicker (D) quickest

17 Only lately sales figures begun to show some growth in comparison to last month's total revenue.

- (A) has (B) been
(C) have (D) are

18 The Entrepreneur's Dream Internet cafe has the collection of information available on how to start your own business.

- (A) wide (B) widely
(C) more widely (D) widest

19 More and more individuals are turning to alternative therapies to treat a host of ailments and pain.

- (A) relieve (B) relieves
(C) relieved (D) relieving

20 With the marketing manager's impending resignation, an opening for a highly and financially driven individual is now being advertised.

- (A) motivate (B) motivation
(C) motivating (D) motivated

Part 6

Questions 21-23 refer to the following e-mail.

To: Donna Reynolds
From: Tim Shaw
Subject: Mentoring System

Donna,

I am sure you have heard something about the company's mentoring system for employees who need guidance and assistance. The other managers and I have been selecting mentors, and we would like you to be a participant in the program for new hires. As you may be aware, the program is designed to accelerate the process. Those who partake in the project must be willing

- 21 (A) interviewing (B) training
(C) hiring (D) application

to set aside time for the employees assigned to them. Mentors will be assigned to new employees in their respective departments so that it will be easier for them to provide information, assistance and

- 22 (A) suggest (B) suggesting
(C) to suggest (D) suggestions

We certainly hope that you will be willing to take part in this new system. By volunteering, you will be giving valuable help your co-workers.

- 23 (A) on (B) from
(C) to (D) along

Answers: p. 554

- 18 The entrepreneur's desire to better his position A good business can be a time-consuming effort.
- 19 More and more innovations are coming It can wait to be done due to our superiors' tight timelines.
- 20 With the well-made muscles' impedance See if you're beginning to show some growth in your sales.
- 21 Only itself Show some growth in your sales.
- 22 (A) poor (B) poor (C) good (D) good

Part B

Questions 21-33 refer to the following e-mail.

To: Diana Reynolds

From: Tim Sawyer

Subject: Marketing System

Date:

I am sure you have heard about the company I work for, which is a leading provider of employee benefits. We offer insurance and services that I have never seen before, such as dental plans, life insurance, and disability coverage. These are just a few examples of what we offer.

21 (A) informative (B) friendly

(C) professional (D) formal

to set aside time for the employee's annual review. We will be able to discuss the current performance and future goals in detail. This will be a great opportunity for employees to ask questions and receive feedback.

22 (A) audience (B) reader

(C) addressee (D) recipient

We encourage you to take part in this new system. You will be divided into groups of four or five people, each consisting of one manager and three employees. Each group will be assigned a specific task, such as planning a marketing campaign or developing a new product.

23 (A) division (B) group

(C) team (D) class

Answer c page

Vocabulary

VOCABULARY

1 Features

- Business-related vocabulary

TOEIC is an English test which measures the everyday English skills of non-native people working in an international environment. Therefore, TOEIC questions center round business, commerce, and industry. Vocabulary items in the TOEIC test also involve business-related settings and situations.

- Meaning and usage

Questions on vocabulary in the TOEIC test not only check lexical meanings but also grammatical usage of lexis. It is, hence, important for examinees to understand not only the meaning but also the usage of business-oriented English vocabulary.

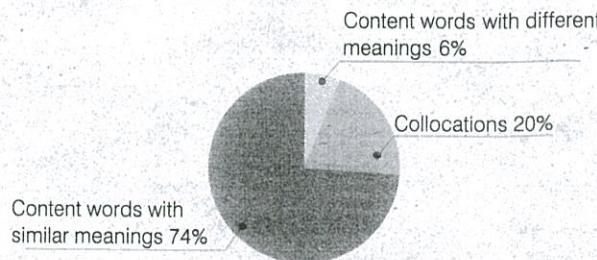
2 Testing Points

Questions on vocabulary in the TOEIC test may be divided into three major types: collocations, content words, and content words with similar meaning. In this book, these types have been categorized and lists of lexical items that are frequently tested are provided.

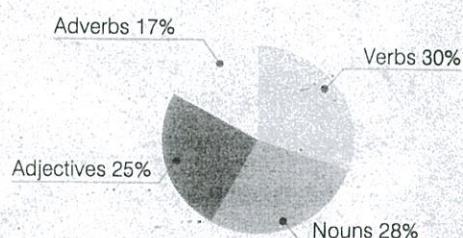
- Collocations:** There are gap-fill questions in which one part of words that often go together, known as collocations or word partnership, is missing. Examinees are required to select one of the given options which best completes the gap to form a correct collocation.
- Content words of the same part of speech:** There are also gap-fill questions in which gapped statements together with the four words of the same part of speech are given. Examinees are required to select one of the given options which best completes the gap, based on the meaning of the option in the statement.
- Content words with similar or different meanings:** There are also gap-fill questions in which gapped statements together with the four options are given. Examinees are required to select one of the given options which best completes the gap, based on the meanings of content words.

3 Question Percentage

Below are the two pie charts showing the percentage of TOEIC questions, based on vocabulary aspects of meaning and parts of speech.



[Based on aspects of meaning]



[Based on parts of speech]

4 Test-Taking Strategies

Step 1: Look at the four options given to see whether it is a vocabulary question.

A certain question may contain four options of the same part of speech but different in meaning, for example: **respective, innovative, impressive, noble** (adjectives). Looking at these four options, you can conclude that this is a vocabulary question.

Step 2: Select the correct answer choice by looking at the words around the gap and understanding the meaning of the whole statement or the whole text.

- If one part of a collocation is missing, just select the missing part from the four options given.
- In case the question does not involve a collocation, find out the meaning of the statement by translation in order to be able to select the most appropriate answer choice. Once more than one possible option have been identified, decide the correct option by looking for the key words in the statement.
- For the text completion questions in Part 6, you should not only look for the key words around the gaps but also understand the meaning of the whole text to be able to select the best options.

Part 5: Example

Before installing any programs, computer technicians should check the installation guide to see whether it is _____ with the computer's system.

- (A) undeniable (B) amenable (C) favorable (D) **compatible**.

Step 1: Look at the four options given and decide this is a vocabulary question.
The four options are all adjectives but they differ in meaning.

Step 2: Select the correct answer choice by looking at the words around the gap and understanding the meaning of the whole statement.
As there is the preposition **with** after the gap, so **compatible** is the best option to form the collocation.

Part 6: Example

Dear Bryan Seacrest,

Thank you for filling out our survey during your recent _____

- (A) appointment
(B) travel
(C) **stay**
(D) break

with us. We value all of our customers' comments and suggestions. We also consider them necessary for helping us to improve our accommodation. •

Step 1: Look at the four options given and decide this is a vocabulary question.
The four options are all nouns but they differ in meaning.

Step 2: Select the correct answer choice by looking at the words around the gap and understanding the meaning of the whole statement or the whole text.
As this does not involve a collocation, you need to resort to translation to understand the meaning of the whole text. Skimming through the text, you can identify **our accommodation** as the key words, so **stay** must be the correct answer choice.

the first time, the researchers found that the brain's white matter was significantly thicker in the right hemisphere of the brain. This suggests that the brain's white matter may be more developed in the right hemisphere than in the left. This finding is consistent with previous studies that have shown that the right hemisphere of the brain is more involved in spatial reasoning and problem solving tasks.

In addition to the findings of the current study, previous studies have also shown that the right hemisphere of the brain is more involved in spatial reasoning and problem solving tasks. These findings suggest that the right hemisphere of the brain may be more involved in spatial reasoning and problem solving tasks than the left hemisphere.

The results of the current study are consistent with previous studies that have shown that the right hemisphere of the brain is more involved in spatial reasoning and problem solving tasks. These findings suggest that the right hemisphere of the brain may be more involved in spatial reasoning and problem solving tasks than the left hemisphere.

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Common Collocations

01 be native to

be native to + noun phrase/region

The company is searching for a sales staff that is native to the local community.

02 be responsible for

be responsible for = be in charge of

The recent storm damage to the Northgate Bridge is partly responsible for the terrible traffic problems in the city center.

03 be honored for

Mr. Jones was honored for his generous contributions to local charities at the awards ceremony last night.

04 be suitable for

The majority of films recently produced by Lime-light studios are suitable for children of all ages.

05 be exempt from

Employees attending the Chicago Trade Fair are exempt from turning in receipts for their travel expenses.

06 be known for

be known for + reason

The Ace Motors dealership is known for its excellent after-sales service.

07 be superior to

To, not than, must follow **superior**.

Because of Sackhoff Supplies' high standards for product quality, its product is superior to other competitors' in the market.

08 be known to A as B

The recipient of a piece of information follows **to**; a title / position follows **as**.

Mr. Calson is known to the staff as a highly motivated CEO.

09 be familiar with

Benson and Associates' security department requested that all staff be familiar with the new office security regulations.

10 be contingent on

A is contingent on B = A depends on B

Funding for the project is contingent on the Board of Directors' decision.

11 be reliant on

be reliant on = rely on

Felicity Clothing is increasingly reliant on manufacturers of textiles and printed fabrics from Southeast Asia.

12 be cognizant of

be cognizant of = be aware of

Physicians must be cognizant of medical regulations in the state where they practice.

13 be reflective of

be reflective of = reflect

Market conditions are often reflective of the current political state.

14 be comparable to

To is followed by what is compared.

The size of the city is comparable to that of Philadelphia.

15 be responsive to

be responsive to + noun

The health club staff is responsive to its members' requests.

16 make checks payable to A

This expression is commonly used in the US where people use personal checks.

Make your checks payable to Squibb, Inc.

17 be compatible with

be compatible with: work well together

Our software programs are compatible with the computer's hardware system.

18 be noted for

be noted for = be famous for = be well known for

The company is noted for the quality of its furniture.

19 be uncertain about

be uncertain about = be uncertain of

The committee said it is uncertain about the results of the study.

20 be concerned about/over

be concerned about / over = be worried about

The organizers are concerned about the seating capacity of the room.

21 be critical of

Of is followed by what is criticized; the adverb **highly** may be added to modify critical.

Human Resources managers should not be critical of employee suggestions.

22 be concerned with

The article is concerned with the effects of a consumer boycott on unsafe food products.

23 be accustomed to

be accustomed to + noun

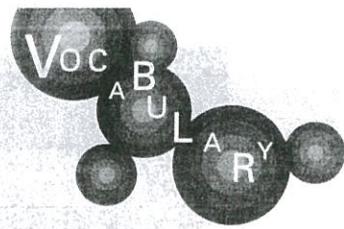
Our regular customers are accustomed to consistently outstanding levels of service.

24 be subject to

be subject to + noun

Building foundations are subject to damage from water and wind.

Sick leave applications are subject to company approval.



Part 6

Questions 11-13 refer to the following memo.

From: Richard Garfield, Vice President

To: All marketing employees

According to the latest statistics, sales figures for the past quarter were subject to a negative trend caused by the ongoing national economic slump. The growth that we had been _____ to over the

- 11 (A) familiar
(B) accustomed
(C) friendly
(D) acquainted

past two years has come to an abrupt end, with the public already reacting by curbing their spending on high-end goods and services. The recent decline in our sales figures is _____ of this

- 12 (A) manageable
(B) thoughtful
(C) possible
(D) reflective

conservative consumer behavior.

Senior management staff has therefore decided to significantly reduce our production targets in the company's three-year development plan. We'll be making a presentation giving _____ information

- 13 (A) absolute
(B) insecure
(C) detailed
(D) constant

about the new plan, which all marketing department employees will be required to attend, as the revisions will affect our advertising strategy. Check the website noticeboard for the date, time, and venue of the presentation.

Chapter 03

Collocations with Verbs (1)

Question Type and Useful Tips

This type of question requires examinees to choose either a verb or a preposition to form a correct collocation.

1. First, look for the verb or preposition given before or after the gap. Then, choose an option that forms a collocation.
2. Next, put it into the whole sentence to see if it suits the context and the meaning of the sentence. Last, decide the answer choice.

Although the director wants his staff to minimize mistakes, he also knows his employees can benefit such experiences.

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

Answer: (A)

There are a number of commonly used psychological management techniques that can help achieve a successful outcome when dealing with difficult employees. For example, while they are speaking, you should carefully to their arguments to let them know you value their

- (A) pay (B) consider
(C) assist (D) listen

opinions before firmly raising the issues which need to be addressed.

psychological [saɪkələdʒɪkəl] / outcome [aʊtkʌm] / value [vælju:] / address [ədrɛs]

Answer: (D)

Common Collocations

01 commit oneself to

commit A to B = give A to B

We have committed ourselves to maintaining a high level of customer service within the hospitality industry.

02 be divided into

Divide is used in the passive form.

Because of the large number of participants at the workshop, attendees were divided into smaller groups.

03 qualify for

qualify for = be eligible for

Applicants must possess at least three years' experience in accounting to qualify for a job interview.

04 collaborate on something

collaborate with someone: work with someone on something

The two firms want to collaborate on a landmark research project on DNA sequencing.

05 discourage A from B

Office regulations discourage employees from making personal telephone calls during office hours.

06 A is aimed at B

Aim is mostly used in the passive form.

The new F-series sports car is aimed at young business executives.

07 respond to

respond to + noun

The client responded positively to our proposal for the new advertising campaign.

08 compensate A for B

compensate A for B: pay A money because he/she has suffered B (injury, loss or damage)

The broadcaster compensated Dr. Bland for the damage caused by the report.

09 replace A with B

replace A with B = replace A by B

If any of our products are damaged during shipment, we will replace them immediately with new ones.

10 be submitted to

submit something to someone = hand in something to someone

All registration forms which are submitted to our clinic will be kept on file for two years from the date of receipt.

11 interfere with

Chronic stress can interfere with the function of the immune system.

12 come complete with

The new office facilities come complete with a staff lounge and parking spaces.

13 attribute A to B

attribute A to B = A is attributed to B

Analysts attribute the current market boom to an increase in individual investors.

14 contend with

contend with: deal with a difficult or unpleasant situation

Do not confuse it with **be content with** which means *be happy or satisfied with*.

Bakery companies have to contend with a decreasing demand for baked products.

15 charge something to somewhere/something

charge an amount of money for something

Please charge the repairs to my credit card.

16 restrict something to a particular group

A is restricted to B –

Access is restricted to authorized personnel only.

17 result from

result from + cause
result in + result

The manufacturer will not be accountable for damage resulting from misuse.

18 be faced with

be faced with a situation = face / deal with a situation

Faced with a large debt, the company declared bankruptcy.

19 dispose of

When disposing of expired credit cards, it is wise to cut them in half.

20 associate with

associate with somebody = spend time with somebody

The company's consultant closely associated with a competing firm.

21 contribute to

Factors contributing to globalization include technological innovation and world economic integration.

22 check A for B

It is recommended that consumers check their credit reports for errors at least once a year.

23 congratulate someone on something

We want to congratulate Mr. Grant on his recent promotion.

24 comply with + rule/regulation

Tenants are asked to comply with the building's rules and regulations.

HACKERS PRACTICE

Tick a correct option for each phrase or sentence.

01 be accompanied of a cover letter
 by

02 prohibit customers under smoking
 from

03 experiment with feasible alternatives
 over

04 Fill this out and retrieve it to the front desk.
 return

05 Price increases depend of the cost of gasoline.
 on

06 The complex consists by two-bedroom houses.
 of

07 engage in a discussion
 to

08 The merger could lead at layoffs.
 to

09 compete along a promotion
 for

10 Lockers will be assigned to all staff.
 assumed

11 Employees are entitled to overtime pay.
 entitled

12 regard the decision as a mistake
 to

13 be subjected to high temperatures
 with

14 Bonuses are related for performance.
 to

15 cars equipped by an anti-theft device
 with

16 throw drape the table with a cloth

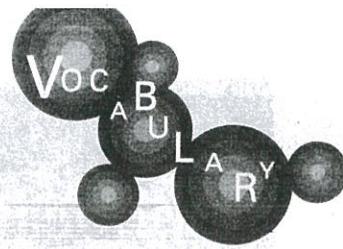
17 be involved at corporate finance
 in

HACKERS TEST

Time limit: 7 minutes

Part 5

- 01 Semiconductor companies around the world have had to with increasingly lower demand and plummeting values on the stock exchange.
- (A) replace
(B) contend
(C) group
(D) reward
- 02 Software Mode and a top Japanese electronics manufacturer will collaborate the design and production of a new hand-held device.
- (A) for
(B) by
(C) with
(D) on
- 03 We usually contend the pressures of work at the end of each month.
- (A) with
(B) to
(C) about
(D) for
- 04 Wynonna Goldstein has committed herself increasing sales for the housewares department by 5 percent for this year.
- (A) for
(B) at
(C) in
(D) to
- 05 After returning from his trip to Asia, the president the branch heads on the agreement entered into by the firm.
- (A) communicated
(B) told
(C) briefed
(D) explained
- 06 Admittance to the special showing is to members of the club and their guests.
- (A) conscripted
(B) restricted
(C) denied
(D) released
- 07 All interested applicants must provide their bank account information and a salary statement from their employer in order to for a bank loan.
- (A) submit
(B) qualify
(C) request
(D) reserve
- 08 All visitors to the San Diego Zoo are kindly requested to refrain feeding the animals.
- (A) from
(B) with
(C) to
(D) of
- 09 The sudden increase in sales of Superslim mobile phones is to their appearance in a popular television drama series which is currently showing on NATV.
- (A) prohibited
(B) attributed
(C) contributed
(D) distributed
- 10 The human resources director sent out a memo in an effort to employees from taking lunch breaks exceeding one hour.
- (A) imply
(B) detain
(C) relieve
(D) discourage



Part 6

Questions 11-13 refer to the following letter.

Hi-Net Cable Internet
James Walter, Customer Service Representative
867 East Valley Trail NW
Great Falls, Montana 68750

Dear Mr. Walter,

This letter is to notify you of an amount which appears on the billing statement for my

- 11 (A) ultimate
(B) effective
(C) incorrect
(D) unclaimed

new account. I signed up for Internet service last week, which I was told costs only \$35 per month. However, I've discovered that an amount of \$50 has been charged my first bill. It seems

- 12 (A) of
(B) at
(C) to
(D) by

that when I applied, the clerk mistakenly registered me for a high-speed connection, although I clearly asked for standard. I called my bank this morning to alter the automatic payment on this account, but the first transaction had already gone through and apparently cannot be reversed.

Please reply as soon as possible to confirm that future bills will be correct, and also to let me know whether I am to a refund for this month's inaccurate charges.

- 13 (A) entailed
(B) entertained
(C) entitled
(D) entered

Sincerely,

Eleanor Briggs

Chapter 04

Collocations with Verbs (2)

Question Types and Useful Tips

These types of questions require examinees to choose either a verb or a preposition/noun/adjective to form a correct collocation.

1. First, look for the verb or preposition/noun/adjective given before or after the gap. Then, choose an option that forms a collocation.
2. Next, put it into the whole sentence to see if it suits the context and the meaning of the sentence. Last, decide the answer choice.

Allan Parker got _____ the required interviews and then waited a month before the company finally got in touch with him.

- (A) about (B) despite (C) above (D) through

require [rɪk'waiər] / get in touch with

Answer: (D)

Every time you begin and end a shift, you'll need to have your card swiped by the attendant at the staff entrance. If you lose your card during your shift, report it to security, where you will be able to apply for a new one and _____ out manually before leaving the building.

- (A) block (B) fill
(C) sign (D) phase

shift [ʃift] / swipe [swaip] / apply for / manually [mænjuəli]

Answer: (C)

Common Collocations

01 call for

Mosaic Tech. provides more than 120 call centers around the world to help its customers when they call for technical support while using its software.

02 take over

Ms. Sedaris will take over as vice president of sales when Mr. Fey retires next month.

03 turn in

turn in = submit

Those wishing to take time off for summer vacation must turn in their requests by the end of May.

04 take ~ into account

take something into account = take account of something; consider something

John took the past year's market conditions into account when writing the annual report.

05 keep records of

The marketing department implemented a daily report system to keep better records of the progress of projects.

06 look over something

The manager looked over the documents before making a decision.

07 keep in touch with

Richard Gates, the vice president of the legal firm, keeps in touch with many of his employees at other branches by videophone.

08 look into

look into = examine/investigate

The finance division has looked into the errors and corrected them.

09 keep track of

keep track of: keep oneself updated

This software allows users to easily keep track of inventory.

10 look for

look for = search for

The article gives advice on what to look for when buying a camera.

11 run the risk of

All assembly line workers should wear safety helmets, or they run the risk of injury.

12 look upon A as B

The company looks upon Asia as a potential market for its products.

13 draw on + technique/experience

This collocation means *use information or your knowledge of something to help you do something*.

When starting your own business, draw on your experience as a customer.

14 defy description

defy description = be beyond description

This collocation is used to express something that you cannot describe accurately because of its great size, quality, or level.

The subtle flavor of the soup of the day defies description.

15 hold back

This collocation means *not do something, often because of fear.*

Please don't hold back your opinions on the new product design.

16 bring A to a halt

A loss of power will never bring operations to a halt because the manufacturing plant has two generators.

17 account for

Benefits account for only 20 percent of payroll costs.

The recent increase in the cost of raw materials accounts for the rise in prices of our products.

18 make sense

After the expansion of the computer software department, it made sense to hire another full-time technician.

19 have A in common

The quality control inspector has determined that the assembly line errors made this morning had nothing in common.

20 go through

Due to increased competition in the food industry, Hills Natural Foods went through a difficult time financially.

21 have every intention of V-ing

have no intention of V-ing

The landlord has every intention of making improvements to the building.

22 check in

This collocation means *give one's personal details to the person working at the reception desk at an airport or in a hotel.*

Guests are required to check in before 10 a.m.

23 place A on standby

This collocation is used mainly at the airport when customers are put on a waiting list for a flight.

The passenger was placed on standby for the next possible flight.

24 stand in for

This collocation means *take somebody's job temporarily.*

As Patrick Chang is sick, Tracy Morgan will be standing in for him today.

HACKERS PRACTICE

Tick a correct option for each phrase or sentence.

01 Office supplies are running fast. short.

02 take advantage benefit of the lower prices

03 The bill comes into result effect in July.

04 put in for back in a two-week vacation

05 take the care care of the customer's complaint

06 check in off at the airport

07 The debate came to in an end.

08 approach look for full-time work

09 Spring sales helped make out up for a slow winter.

10 care with for a family

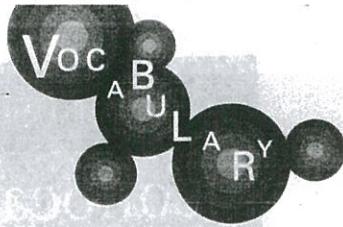
11 follow up on through to the promise to raise salaries

12 do one's innermost utmost

HACKERS TEST

Part 5

- 01 The factory manager brings the assembly line to a if a defective auto part is found.
- (A) block
 - (B) quit
 - (C) stay
 - (D) halt
- 02 Mayflower Bank recommends that all their customers keep of their account deposits and withdrawals in case of a technical error.
- (A) points
 - (B) requirements
 - (C) grades
 - (D) records
- 03 With the loss of 10 percent of their customer base over the past six months, the company is now some major changes.
- (A) pulling in
 - (B) going through
 - (C) looking over
 - (D) laying off
- 04 Following his pledge to improve the company's working environment, Mr. Lawson has had the entire office renovated and equipped with up-to-date machines.
- (A) out in
 - (B) throughout
 - (C) up on
 - (D) across with
- 05 The supplies at the photo developing shop were running , prompting Mr. Lark to send his assistant out to buy what was needed.
- (A) deep
 - (B) long
 - (C) fast
 - (D) short
- 06 Please be reminded that all electronic equipment must be packaged carefully or else it runs the risk damage during shipment.
- (A) to
 - (B) for
 - (C) of
 - (D) by
- 07 The factory owner production on standby when it became impossible to meet product demand due to insufficient raw materials.
- (A) placed
 - (B) viewed
 - (C) emitted
 - (D) occupied
- 08 Upon arrival at the airport, passengers must check at any one of the designated counters.
- (A) on
 - (B) off
 - (C) in
 - (D) up
- 09 The recent increase in Enderby Manufacturing's market share for their decision to build a new factory near Minneapolis.
- (A) accounts
 - (B) changes
 - (C) explains
 - (D) requires
- 10 Meeting attendees are requested not to hold opinions which may contribute to the fulfillment of project goals.
- (A) away
 - (B) from
 - (C) back
 - (D) at



Part 6

Questions 11-13 refer to the following article.

As bank interest rates for savings accounts continue to decline, building up a retirement fund isn't as easy today as it used to be thirty years ago. Extensive financial knowledge is a highly beneficial when dealing with today's multitude of ways in which to develop personal investments.

11 (A) draft

(B) evaluation

(C) asset

(D) margin

Due to the complicated nature of the field, most people choose to enlist the services of an experienced broker. However, personal investors are increasingly relying on their own resources when handling their finances. They on media such as online forums, business journals,

12 (A) seek

(B) select

(C) refer

(D) draw

and periodicals, where they read up on companies' stability and profitability in order to improve their own expertise, rather than depending on a third party to do it for them. After having

13 (A) seen

(B) looked

(C) viewed

(D) watched

over the vast amount of online and published information available, investors then use their newly gained knowledge of the market to safely decide where to invest their capital.

Answers: p. 555

Chapter 05

Collocations with Nouns

Question Type and Useful Tips

This type of question requires examinees to choose either a noun or a preposition to form a correct collocation.

1. First, look for the noun or preposition given before or after the gap. Then, choose an option that forms a collocation.

2. Next, put it into the whole sentence to see if it suits the context and the meaning of the sentence. Last, decide the answer choice.

Because of accumulated stress at work, many of our staff members choose to have more vacation time rather than a pay

- (A) growth (B) lift (C) increase (D) climb

Answer: (C)

Today's Business Line column focuses on how to calculate your tax properly under the newly introduced corporate tax system. It is written by Jan Delpratt, a senior executive of Merchant Associates, the nation's largest accounting firm, and a regular _____ to *The National*

- (A) winner (B) contributor
(C) participant (D) contestant

Business Review.

focus on / corporate tax / accounting [əkɔuntɪŋ]

Answer: (B)

Common Collocations

01 technical description

The report is a technical description of the new equipment needed for our research laboratory.

02 apology for

Please accept our apologies for the delay, and we hope you have a pleasant flight.

03 signs of wear

signs of wear = signs of damage

The hotel facilities were out of date and had started to show signs of wear.

04 contribution to

Ms. Milson is very involved with community programs and makes frequent contributions to local charities.

05 accounts payable department

This collocation refers to the department which takes care of unpaid debts.

accounts payable

accounts receivable

Reimbursements for travel expenses will be paid out by the accounts payable department.

06 compliance with + rule/law/regulation

The company operates in full compliance with current export laws.

07 discussion on

The public relations officer arranged for a press conference and discussion on the company's new medical breakthrough.

08 office efficiency

fuel efficiency

production efficiency

Providing a comfortable environment will improve office efficiency.

09 preference for

Recent studies showed customers' preference for booking air tickets online.

10 media coverage

This collocation implies the reporting of a particular event or piece of news.

Media coverage of the new product launch helped raise the brand's profile.

11 obligation to

have no obligation to

Guests have no obligation to pay for their bill until the final day of their stay at the hotel.

12 attendance records

Employees' attendance records are confirmed each month before paychecks are issued.

13 mastermind behind

Mastermind behind something refers to the person who comes up with all strategies/details/plans for an important event.

Mr. Grieves is the mastermind behind the candidate's new campaign strategy.

14 problem with

The staff is having a problem with their computers' operating system.

HA

15 safety precautions

Safety precautions refers to actions that are done to keep safety. **Precaution** is a count noun, so the indefinite article **a** is used if it is in the singular form (**a safety precaution**). Another common collocation is **fire precautions** which refers to actions that are done to prevent fire.

Construction workers were reminded to follow safety precautions at all times.

16 baggage allowance

This collocation means *the weight of suitcases or bags that you are allowed to take onto an aircraft*.

Beginning in January, the carry-on baggage allowance for all international flights will be twelve kilos.

17 performance appraisal

Performance appraisal indicates a meeting between a worker and their manager in order to discuss how well they are doing in their work.

The manager has to carry out monthly performance appraisals.

18 time constraints

Due to time constraints, the staff will continue the discussion tomorrow.

19 a form of identification

A form of identification may be a driving licence, an identity card, or a passport.

A form of identification is necessary to collect the package at the post office.

Tic

01

02

03

04

05

0

C

21 system failures

system failures: system malfunctions or breakdowns

Due to repeated system failures, the current computer operating system will be changed.

22 confidence in

have confidence in somebody

I have every confidence in Mrs. Foster's ability to manage the project successfully.

23 commitment to

commitment to + noun

We have an abiding commitment to providing individualized service to customers.

24 staff productivity

labor productivity

The bestselling book talks about innovative ways to improve staff productivity.

HACKERS PRACTICE

Tick a correct option for each phrase or sentence.

01 exposure to moisture
 enclosure

02 Check the overhead compartments.
 overlaid

03 guarantee of satisfaction
 with

04 Confidential security will be enforced.
 Maximum

05 the written consent by the patient
 of

06 a keen interest for suburban development
 in

07 conference participants
 tenants

08 taxes on luxury goods
 by

09 have little regard for the safety of employees
 of

10 an advocate of human rights
 by

11 a dispute above wheat prices
 over

12 questions concerning shipping charges
 by

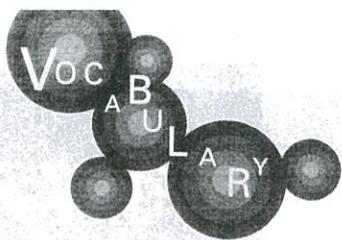
Answers: p. 555

HACKERS TEST

Time limit: 7 minutes

Part 5

- 01 Because of time , Mr. Pelham scheduled a second meeting to discuss items that were not taken up on the agenda.
- (A) inhibitions
(B) necessities
(C) obstacles
(D) constraints
- 02 The store's website charges local sales tax all items purchased by individuals living in the state of Indiana.
- (A) on
(B) by
(C) at
(D) in
- 03 Beginning next week, the bank will require two of identification when cashing checks and making withdrawals.
- (A) terms
(B) marks
(C) forms
(D) prints
- 04 The office furniture at Solar Company established ten years ago has recently begun to show signs of and age.
- (A) wear
(B) limit
(C) failure
(D) form
- 05 Even for domestic flights, baggage is three pieces of checked luggage as long as the largest bag does not exceed 62 inches in length.
- (A) permission
(B) allowance
(C) estimation
(D) weight
- 06 Attendees to the product demonstration are under no to make any purchase.
- (A) requirement
(B) guarantee
(C) obligation
(D) reservation
- 07 The instruction manual for Xenith's PD-320 laser printer is a description of how the machine operates and also shows the installation procedure.
- (A) periodic
(B) informative
(C) technical
(D) careful
- 08 Before your flight takes off, make sure the compartments have been securely closed.
- (A) overlaid
(B) overhead
(C) overdue
(D) overpowered
- 09 The museum director has full confidence the new curator's ability to organize and display the exhibits.
- (A) by
(B) with
(C) on
(D) in
- 10 Indira Masilimony will lead a discussion at the International Commerce Conference the emerging marketplaces in China and India.
- (A) at
(B) by
(C) on
(D) out



Part 6

Questions 11-13 refer to the following article.

Security Chip Set to Reduce Fraud

In our rapidly modernizing world, more and more shoppers prefer to purchase everyday items by credit card more than any other method. As a result, credit card consumers have become increasingly vulnerable to fraudulent transactions. But due to the efforts and innovative vision of Monica Hynde, the mastermind a new, remarkably secure identification chip, shoppers will soon

- 11 (A) below
(B) among
(C) behind
(D) about

be able to make easier and safer purchases.

Her team of top researchers took two years to develop the technology, based on a small chip which contains the cardholder's personal information. Strict standards were followed in developing this unit, to ensure with the government's privacy regulations. The mechanism identifies

- 12 (A) tolerance
(B) compliance
(C) application
(D) reliance

purchasers, confirms their identity and minimizes potential consumer risks when making transactions. Manufacturers anticipate that the new security chip system will be by most major

- 13 (A) implemented
(B) interpreted
(C) notified
(D) fulfilled

credit card companies by the end of next year.

Chapter 06

Other Collocations

Question Types and Useful Tips

These types of questions require examinees to choose a missing part of a collocation which is a combination of adjective + noun, verb + noun, adverb + adjective. For example, **broad knowledge**, **raise a question**, **readily available**, etc.

1. First, look at the words right before or after the gap. Then, choose an option that forms a chunk or combination.
2. Next, put it into the whole sentence to see if it suits the context and the meaning of the sentence. Last, decide the answer choice.

Applicants unable to their appointment with the interviewer must call one day ahead of time.

- (A) meet (B) come (C) carry (D) keep

ahead of / keep an appointment

Answer: (D)

The city branch of Warehouse Office Products Ltd. is open for business between the hours of 9 a.m. and 5 p.m. Monday through Saturday. Parking is available in the lot on the corner of 7th and East Jefferson Streets in spots only, so take care to ensure that you do not

- (A) designated (B) located
(C) replaced (D) received

park in a tow-away area.

lot [lɒt] / spot [spɒt] / tow-away

Answer: (A)

Common Collocations

01 deliver a presentation

deliver a presentation = make a presentation

The director of marketing delivered a short presentation on the plans for product expansion.

02 standard price

The standard price of our copiers is a bit higher than that of our competitors, but the quality of our after-service is much better.

03 conduct a survey

DPI Telecom will conduct a survey to determine customers' telephone habit for developing a new phone plan.

04 display a parking permit

display = show

All staff must display a parking permit on the front window of their vehicles.

05 fulfill orders

fulfill an order/orders: provide what customers have ordered

CIT Technology shipping department is responsible for fulfilling orders for their machinery.

06 superb attention to detail

superb: of the highest quality

The accountant's superb attention to detail has made him a valuable employee.

07 accept an application

Omniphone is now accepting applications for four regional sales manager positions.

08 to better serve customers

Better is a comparative adverb modifying **serve**.

Verizon Enterprises set up an Internet-based helpline on their website to better serve their customers.

09 win one's award

Dr. Peters won his excellence award from the Faculty of Environmental Studies for his research on renewable energy sources.

10 established company

UK Tools is an established company with a reputation for providing quality products.

11 fiscal year

This collocation refers to a financial year which is a period of twelve months (not always January to December) for which a business plans its management of money.

The financial outlook for the next fiscal year is promising.

12 do business with

The company is going to do business with a supplier in Southeast Asia.

13 return to normal

After unusually cold weather, the temperature should return to normal by Friday.

14 surrounding cities

surrounding cities: the cities around/nearby

Tourism officials hope visitors from surrounding cities will attend the centennial celebration.

15 strictly limited

Strictly is used to emphasize that something is exactly or only a particular type of thing.

Strictly speaking is used to show that somebody is trying to be accurate.

The number of rebates is strictly limited to one per customer.

16 economic forecast

forecast: prediction

The newly released economic forecast predicts a rise in interest rates.

17 make a call

make progress: improve

make a request/requests: request

When making an out-of-office call, remember to dial 9 first.

18 prospective employee

prospective: potential

prospective buyer

Prospective employees are required to make a five-minute presentation.

19 readily available

readily available: easily found

Applications are readily available at the administrative office.

20 highly qualified

highly: of high level, very

Highly is often found in **highly successful** or **highly unlikely**.

The company is seeking a highly qualified candidate to fill the position.

21 work extended hours

work extended hours = work overtime

To meet the increasing demands, factory employees will have to work extended hours.

22 in the foreseeable future

This collocation means *for as far in the future as can be determined, based on what is known now*.

The company does not expect a lag in demand in the foreseeable future.

23 heavily discounted

heavily: in large amounts

Heavily is also found in **rain heavily**.

High-performance computers have been heavily discounted after a slump in sales.

24 combined experience

Combined is a past participle used as an adjective, which refers to something formed by adding things together.

The team's combined experience is a plus for the company.

HACKERS PRACTICE

Tick a correct option for each phrase or sentence.

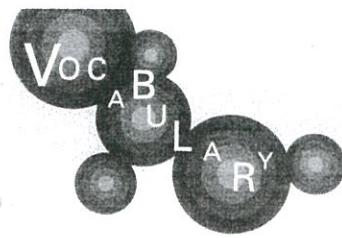
- 01 a/an **hastily** to sign a contract
 instantly recognizable brand
- 02 take customer privacy **soundly**
 seriously
- 03 earn a **wage**
 pay
- 04 The car lease agreement includes **uncontrolled** miles.
 unlimited
- 05 promotional **offers**
 judgements
- 06 extremely successful
 exactly
- 07 an invoked decision
 informed
- 08 catch one's attention
 apprehend
- 09 Handle the crystal with extreme care.
 steep
- 10 be pessimistically optimistic
 cautiously
- 11 a vested ability
 interest
- 12 the famished product
 finished
- 13 visual aids
 observed
- 14 an inherently risky business
 insincerely
- 15 meet one's accountability
 needs
- 16 reach one's high potential
 full
- 17 the upcoming election
 hereafter
- 18 inquire public awareness
 raise

HACKERS TEST

Time limit: 7 minutes

Part 5

- 01 The director has every confidence that the qualified trainers will design a program that will meet the needs of the new accountants.
- (A) highly
 - (B) acutely
 - (C) severely
 - (D) blandly
- 02 Browder Electronics' research department is going to _____ a survey to find out about customer satisfaction with their line of kitchen appliances.
- (A) meet
 - (B) conduct
 - (C) predict
 - (D) mention
- 03 Many low-income full-time workers must take up a second job to _____ a decent wage.
- (A) catch
 - (B) win
 - (C) gain
 - (D) earn
- 04 Virginia Hey, our production manager, will _____ a presentation on the feasibility of the equipment upgrade.
- (A) deliver
 - (B) proceed
 - (C) obtain
 - (D) agree
- 05 _____ employees must have a valid driver's license and two years' experience in transporting dangerous chemicals.
- (A) Probable
 - (B) Disgruntled
 - (C) Prospective
 - (D) Eventual
- 06 The packaging of a product is the first thing shoppers see, so it must be attractive enough to _____ their attention.
- (A) decide
 - (B) bring
 - (C) catch
 - (D) notice
- 07 Farscape Manufacturing will need to increase their production staff by 2 percent if they want to _____ all orders by the end of the summer.
- (A) affect
 - (B) fulfill
 - (C) restrain
 - (D) notify
- 08 With market demand at an all-time low, the manager does not think he will be hiring any new workers in the _____ future.
- (A) ongoing
 - (B) foreseeable
 - (C) surfacing
 - (D) prevalent
- 09 Unions and factory employees have actively involved themselves in the _____ mayoral election.
- (A) forward
 - (B) prepared
 - (C) upcoming
 - (D) prospective
- 10 About half of the employees have volunteered to work _____ hours to meet consumer demand for the busy holiday season.
- (A) potential
 - (B) fortified
 - (C) extended
 - (D) previous



Part 6

Questions 11-13 refer to the following advertisement.

Bargain Book Bazaar!

Novel Ideas Bookstore will be holding its annual clearance sale between 9 a.m. and 4 p.m. this Saturday, offering enormous discounts on all novels, periodicals, and travel guides. And why stop at reading just for pleasure when you can your knowledge by upgrading your business

- 11 (A) multiply
(B) broaden
(C) dilate
(D) impress

etiquette, learning gourmet cooking, trekking around the world, or refreshing your knowledge of world history?

All extra stock will be discounted, with prices 50 to 80 percent off the original cost!

- 12 (A) busily
(B) safely
(C) solely
(D) heavily

As we only hold this closeout sale once a year, purchases will be limited to eight books

- 13 (A) strictly
(B) tensely
(C) densely
(D) compactly

per person so that everyone gets a fair share of the bargains.

Answers: p. 555

Section 2 Content Words

- Chapter 07 – Verbs
- Chapter 08 – Nouns
- Chapter 09 – Adjectives
- Chapter 10 – Adverbs

Chapter 07

Verbs

Question Type and Useful Tips

This type of question requires examinees to choose a verb that is appropriate for the context.

1. You should look for the key word(s) in the sentence to be able to select a correct option.
2. Then, for transitive verbs, you should pay attention to nouns that can be the direct objects collocating with certain transitive verbs. You should also pay attention to subject-verb agreement in the passive voice.

The popularity of low-carbohydrate diets has been declining, so food companies have decided to _____ their production of low-carbohydrate products.

- (A) discontinue (B) disallow (C) disband (D) disengage

popularity [pə:pjulærəti] / carbohydrate [kà:rboháidreit] / diet [dáiat] / product [pródakt]

Answer: (A)

Workers are reminded to ensure that each workstation is clean and each machine is running up to code before signing out this evening. The annual inspection, which is scheduled for tomorrow afternoon, will be _____ by government-designated inspectors to ensure that factories

- (A) alerted (B) conducted
(C) protected (D) engaged

are operating according to safety standards.

workstation [wə:ksteiʃn] / up to code / annual inspection / safety standards

Answer: (B)

Common Verbs

01 hold [hould]

Every three months the marketing department holds seminars to keep the staff updated on sales trends.

02 reject [rɪdʒekt]

reject: not agree to an offer / proposal / request / suggestion / plan

Because we couldn't think of a cheaper method of production, the director rejected our proposal for the new line of motorcycles.

03 assure [əʃʊər]

assure someone + that-clause

The chairman assured the investors that the merger would not affect the value of their company shares.

04 shrink [ʃrɪŋk]

shrink: become smaller in size or quantity

The opening of the Kryton Superstore is one of the major reasons that sales in small local businesses started to shrink.

05 reserve [rɪzə:rv]

reserve = book

Those attending the packaging and promotions conference must arrange their own flights and reserve their own hotel accommodations.

06 forward [fɔ:rwərd]

forward A to B

The vice president has asked his secretary to forward all his calls to the hotel in Stockholm where he's attending the medical conference.

07 exceed [ɪksɪ:d]

Airline policy states that carry-on baggage on all domestic flights must not exceed a weight of ten kilograms.

08 address [ədres]

Labor Union officials will address concerns about the recent changes to employee benefits packages.

09 appoint [əpɔɪnt]

appoint somebody

appoint someone **as** + title / position

The company appoints a new financial officer annually to oversee the cost of production.

10 last [la:st]

The ink cartridges for our printers are guaranteed to last longer than those of our competitors.

11 peak [pi:k]

The cost of renting office space in the financial district peaked in September, forcing Aston Accounting to look for workspace in other areas.

12 inaugurate [ɪnɔ:gjureɪt]

A new direct air route between Geneva and Bangkok was officially inaugurated yesterday.

Iona Yang was inaugurated Wednesday as the 5th president of the board of directors.

13 distract [distrækt]

This verb is commonly used in the passive form (**distracted**), which means *be unable to concentrate because somebody is worried about something*.

Conference participants were continuously distracted by noise from the construction site.

14 represent [reprɪzént]

These figures represent a significant increase in profits, especially in the South American market.

15 retain [ritéin]

The city council will not issue new building permits unless developers promise to retain the historical beauty of the neighborhood.

16 hesitate [hézətēit]

Do not hesitate to + bare infinitive

Do not hesitate to contact one of our representatives if you need any further information.

17 verify [vérəfai]

verify = confirm

Please include the original receipt in order to verify the date of purchase.

18 rush [rʌʃ]

rush to + bare infinitive

The product development team rushed to complete the new design before the deadline.

19 violate [váiəleit]

Restaurateurs must be careful not to violate any health regulations.

20 alter [ɔ:lter]

alter = change

Because the content had been altered significantly, the editor suggested that the writer also change the title of the article.

21 convene [kənví:n]

The board of directors will convene next Monday to discuss the proposed expansion.

22 coordinate [kouɔ:rdəneit]

The ideal applicant for this marketing position will be able to coordinate the activities of buyers and sellers in the retail industry.

23 relocate [rì:loukéit]

relocate = move

Volentia announced plans to relocate its manufacturing plant to China.

24 curb [kə:rb]

curb = restrain

Higher energy costs will likely curb fuel and electricity usage.

25 delegate [délégit]

Supervisors are expected to delegate responsibilities in a timely and efficient manner.

26 accommodate [əkámədeit]

The luxurious beachfront rooms can easily accommodate up to seven guests.

27 broaden [bró:dn]

The grant allows us to broaden our research into several different areas.

Travel broadens the mind.

28 implement [ímplément]

implement = carry out

Sun Telecom has implemented a new policy on long-distance rates.

29 indicate [índikéit]

indicate + that-clause

Studies indicate that employee performance is linked to job satisfaction.

30 patronize [péitrənaiz]

Younger people are more likely to patronize modern health facilities than the elderly.

31 obstruct [əbstrákt]

Before driving, adjust the rear view mirror so that nothing obstructs your view.

32 alleviate [əlī:vièit]

alleviate = reduce, relieve

In an effort to alleviate traffic congestion, the city introduced new bus lanes.

33 supplement [sáplément]

Although he earns a competitive wage as a research analyst, Mr. Evans supplements his income by working as second job on Saturdays.

34 acquire [əkwáiər]

acquire = get, gain

The developers wish to acquire land for a new industrial park.

35 emerge [imé:rdʒ]

PharmaMed has emerged as a new force in the pharmaceutical market.

36 deposit [dipázít]

deposit money

deposit checks

Payments must be deposited into our bank account by the last day of each month.

Common Expressions with Verbs

- 01 anticipate a decrease in sales
- 02 justify the time spent
- 03 gauge the applicants' abilities
- 04 solicit bids
- 05 release funds
- 06 The merger will help the company diversify.
- 07 curb the economic recovery
- 08 inspect product quality
- 09 authorize a second printing
- 10 terminate the agreement
- 11 automate computer tasks
- 12 utilize a new method
- 13 taste some local dishes
- 14 supply training handouts
- 15 prevent construction accidents
- 16 His skills match the job responsibilities.
- 17 a bus bearing a large advertisement
- 18 The name is engraved in gold.
- 19 redesign the display window
- 20 devise a new plan
- 21 reveal the company's plan
- 22 allocate funds for improvements
- 23 Audits are regularly scheduled.
- 24 prohibit smoking indoors
- 25 The work was proceeding as planned.
- 26 attract bargain hunters
- 27 Your expertise benefits the company.

- 28 be reprimanded for **procrastinating**
- 29 **renew** the contract
- 30 **affix** the stamp to the envelope
- 31 need to **obtain** a license
- 32 **prescribe** diabetes medication
- 33 **handle** the packages with care
- 34 **detach** the last section of the form
- 35 **order** a new edition
- 36 **adopt** a new strategy
- 37 **review** the year-end report
- 38 **reward** one's efforts
- 39 Growth is not expected to **abate**.
- 40 **dilute** the concentrate with water
- 41 **bill** guests for room service
- 42 in order for the rebate to **apply**
- 43 **oversee** operations in Asia
- 44 **refuse** damaged goods
- 45 **confirm** the reservation
- 46 **present** an official ID card
- 47 **submit** photocopies
- 48 The bar graph **illustrates** the dip in sales.
- 49 **follow** the directions
- 50 The report **asserts** that reorganization is needed.
- 51 **forfeit** one's driver's license
- 52 **consolidate** their market standing
- 53 The message should be **conveyed** to new staff.
- 54 **require** more information

HACKERS PRACTICE

Tick a correct verb in each phrase or sentence.

- 01 Revenue estimates **gravitate** **tend** to be optimistic.
- 02 **accumulate** **organize** one's thoughts
- 03 **release** **cause** a decline in sales
- 04 **visit** **travel** the head office
- 05 It is **asked** **expected** that the CEO will resign.
- 06 **consider** **think** the current market value
- 07 **send** **use** a reliable delivery company
- 08 The package **includes** **surrounds** airfare.
- 09 The analyst **predicts** **prepares** that stock prices will rise.
- 10 **weaken** **decline** the invitation
- 11 **complete** **notify** the paperwork
- 12 A new product will be **declared**. **introduced**.
- 13 **examine** **look** the files
- 14 **incline** **expand** market share
- 15 **labor** **employ** outdoors
- 16 **renew** **avoid** a production slowdown
- 17 Employees are **reminded** **remembered** that S + V.
- 18 The shirt does not **wear** **fit** the customer.
- 19 **offer** **control** patrons a better deal
- 20 **induce** **insert** the disk into the computer

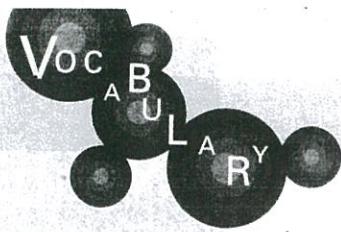
HACKERS TEST

Time limit: 12 minutes

Part 5

- 01 Those wishing to _____ a room at the hotel for the Asian Export Conference are urged to contact the travel agent as soon as possible.
(A) appoint
(B) require
(C) reserve
(D) attach
- 02 Some supervisors are reluctant to responsibilities because they know they will be held accountable if something goes wrong.
(A) ask
(B) delegate
(C) encourage
(D) share
- 03 The building owner generally does not tenants to make renovations in their units.
(A) permit
(B) commit
(C) transmit
(D) submit
- 04 A group of environmentalists concerns about recent drastic environmental change including temperature increases in Northern Canada and Russia.
(A) requested
(B) left
(C) understood
(D) addressed
- 05 In order to traffic on the roads, the Ministry of Transportation has begun a campaign to encourage individuals to use public transportation.
(A) alleviate
(B) assist
(C) deteriorate
(D) remove
- 06 Diners are more likely to restaurants that serve excellent food and provide friendly service..
(A) encourage
(B) promote
(C) patronize
(D) nurture
- 07 A number of studies that allowing employees greater leeway to make decisions gives them a greater sense of responsibility at the workplace.
(A) interpret
(B) indulge
(C) indicate
(D) induce
- 08 The annual office equipment convention will be on May 7 in Barcelona, so those wishing to attend must file a request with the office manager.
(A) held
(B) offered
(C) stayed
(D) referred
- 09 Residents can the permit by downloading the form from the website and submitting the completed form to City Hall.
(A) tear
(B) enhance
(C) restore
(D) obtain
- 10 Your subscription to any of our online newsletters can be at any time simply by submitting a request for cancellation by e-mail.
(A) terminated
(B) exterminated
(C) eliminated
(D) finished

- 11 The clinic will _____ you the results of your medical exam once it has received them from the laboratory.
- (A) retain
 - (B) forward
 - (C) submit
 - (D) develop
- 12 The shareholders will _____ this afternoon to finalize resolutions on the use of the company's net income and the payment of year-end dividends.
- (A) accompany
 - (B) confide
 - (C) convene
 - (D) facilitate
- 13 To _____ a larger percent of the market share in cellular phones, OneWorld is attempting to appeal to a wider audience.
- (A) produce
 - (B) inflate
 - (C) spread
 - (D) acquire
- 14 All companies wishing to set up displays at the trade fair in Milan must make sure their exhibits do not _____ the size of a standard showroom.
- (A) exist
 - (B) prevent
 - (C) delay
 - (D) exceed
- 15 I am writing to _____ my attendance at the Symposium on Medical Technologies to be held next weekend.
- (A) contact
 - (B) confront
 - (C) confirm
 - (D) contend
- 16 The client was satisfied with the new curtains, but she requested that the length be _____ so that they would not touch the floor.
- (A) qualified
 - (B) diversified
 - (C) widened
 - (D) altered
- 17 Our financial adviser _____ that investments in new projects will increase as a result of lower bank interest rates.
- (A) predicts
 - (B) ponders
 - (C) questions
 - (D) releases
- 18 The installation of the new security software was delayed because of a technical problem that _____ while technicians were testing the system.
- (A) revealed
 - (B) emerged
 - (C) acted
 - (D) occupied
- 19 Please do not _____ the first part of the form from the second, or it will be invalid.
- (A) correspond
 - (B) write
 - (C) detach
 - (D) withdraw
- 20 You need to _____ enough money to cover the balance of the bills to pay your bills through your account.
- (A) amount
 - (B) deposit
 - (C) coin
 - (D) lend



ins,

Part 6

Questions 21-23 refer to the following notice.

Chicago Classical Music Hall Additional Information Regarding Ticketing

its

This year we have added ten additional shows to the classical concert series. There has been an overwhelming demand for tickets, and with only limited seating capacity available for each performance, those interested are urged to make reservations in advance.

Tickets may be picked up at the box office prior to each show. Proper identification, such as a driver's license, must be presented with your credit card when you pay for your tickets. This

- 21 (A) simultaneously
(B) extraneously
(C) stringently
(D) concisely

procedure is necessary in order to your identity so that others cannot use your tickets.

- 22 (A) rearrange
(B) complicate
(C) discount
(D) verify

Also, if the original receipt has been , buyers can receive a free concert T-shirt at the box

- 23 (A) contracted
(B) collected
(C) gauged
(D) retained

office. For any inquiries, please call 1500-555-1588 to speak with one of our customer representatives.

Answers: p. 556

Chapter 08

Nouns

Question Type and Useful Tips

This type of question requires examinees to choose a noun that is appropriate for the context. You should look for the preposition and key word(s) in the sentence to be able to select a correct option.

Having a large directory of business _____ can be a plus for anyone in the travel industry.
(A) tactics (B) combinations (C) contacts (D) indications

directory [diréktɔri] / plus [plas]

Answer: (C)

At only a fraction of the normal registration price, joining has never been easier or more advantageous. Not only will you have access to all of our online services, but as an added _____ of membership, Info-Mate now provides full networking opportunities for other members in all its chapters.

(A) petition (B) course
(C) possibility (D) benefit

at a fraction of / registration [rèdʒistréiʃən] / membership [mémberʃip] / chapter [tʃæptər]
Answer: (D)

Common Nouns

01 challenge [tʃælɪndʒ]

One of the most difficult challenges faced by publishing editors is to meet deadlines yet maintain a level of high-quality writing.

02 shortage [ʃɔ:tɪdʒ]

As the urban population increases, local residents have begun to face a shortage of affordable housing in the downtown area.

03 receipt [rɪsɪ:t]

All tax forms submitted to the accounting office will be kept on file for five years from the date of receipt.

04 brochure [brouʃür]

Delvian Industries launched a direct-mail advertising campaign which includes colorful brochures of their new kitchen appliances.

05 issue [ɪʃu:]

The interview with Velorek Corporation's CEO will be printed in the next issue of the financial magazine.

06 delegation [dèligéiʃən]

We are expecting a delegation of officials from our European branch at the trade fair on June 27.

07 review [rɪvju:]

The food critic from the local newspaper gave Bonjour, the new French restaurant in the city's financial district, an excellent review.

08 supervision [sʊ:pərvɪʒən]

The product development department has been under the supervision of Joanne for the past five years.

09 subscriber [səbskráibər]

Challenger International is a well-known economic publication with subscribers in more than eighty countries around the world.

10 precaution [pri:kɔ:sən]

take precautions to + bare infinitive

Although we take every precaution to make sure that all deliveries arrive in good condition, accidents occasionally occur.

11 itinerary [aitinərəri]

itinerary = schedule/timetable

The itinerary for Dr. Black's trip includes visits to both Shanghai and Osaka.

12 hospitality [hæspətæləti]

extend hospitality to

I'd like to thank you for the hospitality extended to me during my visit.

13 stance [stæns]

stance = position

The spokesperson announced the company's stance on outsourcing.

14 method [méθəd]

Customers may choose from several convenient methods of payment.

15 speculation [spékjuléiʃən]

Despite widespread speculation about its financial difficulties, the company has offered no price reductions on their products.

16 assurance [əʃüərəns]

assurance = guarantee

Completion of a university degree carries no assurance of earning a high salary.

17 alternative [ɔ:ltaɪ:rənətɪv]

Taking two or more part-time jobs is a valid alternative to full-time employment.

18 cultivation [kʌltəveɪʃən]

Experts recommend the cultivation of plants as a good means of relieving stress.

Our business depends largely on the cultivation of a diverse network of clients.

19 duration [dʒuréiʃən]

Medical studies have shown that vitamin C is effective in reducing the duration of colds and flu.

20 atmosphere [ætməsfɪər]

elegant atmosphere

One of the benefits of working at Clean Cuts Hair Salon is the comfortable atmosphere.

21 effort [éfərt]

in an effort to + bare infinitive

In an effort to increase output, management introduced production bonuses.

22 advantage [ædvæntɪdʒ]

Advantage refers to a greater chance of success.

Profit refers to money.

Benefit refers to social welfare.

Having a broad knowledge of the computer industry is an advantage in this firm.

23 perception [pərsepʃən]

Ms. Flick challenged the perception that a CEO needs to be over the age of forty.

24 chance [tʃæns]

The forecaster said there's a 20 percent chance of rain in the late afternoon.

25 force [fɔ:rs]

force: a group of people organized and trained

Although the company is relatively new, it has become a force to contend with.

26 notification [nòutəfikéiʃən]

Employees need to provide written notification of their intention to take leave.

27 function [fʌŋkʃən]

function: an official ceremony or a formal social event, such as a party or a special meal, at which a lot of people are present

The hotel provides various facilities for social and business functions.

28 expertise [ekspə:rtí:z]

Our consulting team is ready to provide expertise in Internet broadcasting technology.

29 momentum [mou'méntəm]

momentum: the force that keeps an object moving or developing after it has started

The shift toward the use of environmental technologies is gaining momentum.

30 profit [práfit]

The conference aims to help farmers generate large net profits from alternative crops.

31 morale [məræl]

By improving the morale of the players, the new coach was successful in leading the team all the way to the national championships.

32 negotiation [nigəufiéiʃən]

Planning for the next stage of negotiations is currently underway in New York.

33 reimbursement [ri:imbé:rsmənt]

reimbursement: the advance money someone pays for business issues and gets returned later by the company

Traveling salesmen receive reimbursement for expenses incurred while on the road.

34 monopoly [mənópəli]

Clearnet lost its monopoly on Internet services with the privatization of the telecommunications market.

35 revenue [révənju:]

It is correct to use **large/high revenue**, but not **large/high small money**.

Portable MP3 players earn the largest revenue in the music player market.

36 asset [æset]

We here at EB Creative Services consider our staff to be our most valuable asset.

Common Expressions with Nouns

- 01 The CD player is under **warranty**.
- 02 in the closing **stage** of negotiations
- 03 his **unwillingness** to invest a large sum
- 04 a **characteristic** of a good manager
- 05 speak to the manager for **clarification**
- 06 make **revisions** to the hard copy
- 07 oversee the **coordination** of all projects
- 08 **feedback** from a survey
- 09 a **budget** of one million dollars
- 10 a **paper** on refinancing loans
- 11 pay **dividends** on its preferred stock
- 12 The CEO is calling for **proposals**.
- 13 The bank statement showed **inconsistencies**.
- 14 The contractor's main **concern** was the timetable.
- 15 excellent **examples** of modern architecture
- 16 Success depends on the **participation** of members.
- 17 ensure the long-term **stability** of the program
- 18 attach a letter of **reference**
- 19 the general **consensus**
- 20 select some **candidates** for the award
- 21 after the **close** of bidding
- 22 **Competition** increased overnight.
- 23 reliable **analysis** of the balance sheet
- 24 receive an **award**

- 25 expand the capacity of the communication network
- 26 The second floor will be closed for **renovation**.
- 27 meet with company **representatives**
- 28 fill out a **complaint form**
- 29 a large **gap** between supply and demand
- 30 An education serves as the **foundation** for a career.
- 31 **agreement** with the proposal
- 32 Some **studies** suggest that S + V.
- 33 the **demand** for medical personnel
- 34 **progress** toward a safer workplace
- 35 **requests** for grant proposals
- 36 an important **step** in gaining equality
- 37 offer financial **incentives** to qualified patients
- 38 **delays** in shipping
- 39 They all belong to the **union**.
- 40 use extreme **caution**
- 41 **Attendees** must register today.
- 42 an airtight **container** to store food
- 43 **violation** of office rules
- 44 Plastic is resistant to **corrosion**.
- 45 begin another **expansion** project
- 46 The menu includes a **selection** of wines.
- 47 the **purpose** of the meeting

HACKERS PRACTICE

Tick a correct noun in each phrase or sentence.

- 01 digits
 developments in technology
- 02 seek device
 advice from a stockbroker
- 03 express one's applause
 appreciation
- 04 Professional attire
 ambivalence is necessary.
- 05 International command
 commerce has increased.
- 06 The fire caused widespread hurt.
 damage.
- 07 the first stage of environment
 development
- 08 An exception
 instance might be made.
- 09 attend a public lecture
 speaker
- 10 manufacture ladies' apparel
 applicants
- 11 Meals are your responsibility.
 requirement.
- 12 put the form in the envelope
 postage
- 13 There is room for establishment.
 improvement.
- 14 We apologize for the inclination.
 inconvenience.
- 15 a species in danger of decadence
 extinction
- 16 a large collection
 connection of artwork
- 17 expect a gradual slowdown
 rundown in March
- 18 a bit
 minimum of two years' experience
- 19 His neutrality
 neutron was in dispute.

Answers: p. 556

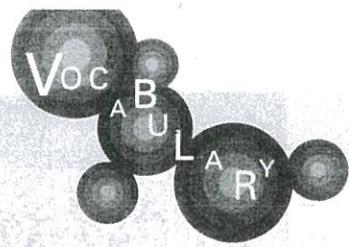
HACKERS TEST

Time limit: 12 minutes

Part 5

- 01 One of the great _____ of working for Seal Corporation is its excellent treatment of employees.
(A) courtesies
(B) advantages
(C) profits
(D) favors
- 02 The new executive officer brings with him _____ in the areas of policy making, strategy formulation and business acquisitions.
(A) inquiry
(B) conversion
(C) jurisdiction
(D) expertise
- 03 The project manager gave Claudia Goddard an outstanding performance _____ for her excellent work on the advertising promotion.
(A) standard
(B) review
(C) statement
(D) request
- 04 Clarkson and Sons is in the last _____ of the study and will soon submit a report on its findings.
(A) paths
(B) drafts
(C) ways
(D) stages
- 05 The weather forecaster has announced that there is a _____ of showers later in the evening.
(A) speculation
(B) fate
(C) chance
(D) prospect
- 06 Stratos Airways takes every _____ to ensure that your check-in baggage arrives at its final destination.
(A) idea
(B) regulation
(C) precaution
(D) offer
- 07 The local government has a total _____ of ten million dollars for job skills training for unemployed people.
(A) book
(B) budget
(C) profit
(D) wallet
- 08 The risks in investing in Data-Tech are high, but it could bring substantial _____ in the future.
(A) rewards
(B) cash
(C) payments
(D) expenses
- 09 The next _____ of *Starburst Magazine* will contain a report from our manufacturing plant in Indonesia.
(A) cost
(B) issue
(C) guarantee
(D) state
- 10 During the economic crisis, the company generated the smallest _____ in the history of its operation.
(A) finances
(B) charges
(C) money
(D) revenue

- 11 The PR Department of the Merrill Power Corporation issued a press release making clear the firm's _____ on current environmental issues.
- (A) circumstance
(B) stance
(C) composition
(D) substitution
- 12 The most successful general managers assert that human resources are the most important _____ in any establishment.
- (A) worth
(B) benefit
(C) asset
(D) personal
- 13 The firm has a total _____ on the apparatus because it is the only company authorized to produce it.
- (A) monologue
(B) monograph
(C) monotone
(D) monopoly
- 14 All products ordered from the YTV website are shipped within one week from the _____ of an order.
- (A) receipt
(B) admission
(C) permission
(D) ownership
- 15 A spokesperson from FutureNet Ltd. reported that there had recently been a number of innovative _____ in the networking industry.
- (A) digits
(B) developments
(C) repetitions
(D) decisions
- 16 The financial _____ of the shipping industry is dependent on the continued growth and improvement of the country's fleet of cargo liners.
- (A) stability
(B) allocation
(C) donation
(D) statement
- 17 The _____ of being a fashion designer is creating clothing that is both attractive and comfortable for the consumer.
- (A) introduction
(B) orientation
(C) challenge
(D) submission
- 18 The deadline for submission of _____ for the river cleaning project has been extended to the end of the month.
- (A) intentions
(B) advice
(C) indications
(D) proposals
- 19 The restaurant is undergoing _____ in hopes of attracting more business-class clients.
- (A) formation
(B) magnification
(C) renovation
(D) boost
- 20 All workers at the Argo Chemicals production plant are under the direct _____ of the facility manager.
- (A) participation
(B) supervision
(C) view
(D) provision



Part 6

Questions 21-23 refer to the following memo.

From: Warren Reynolds, PR Department

To: All staff

We would like to inform all employees at Burrows Design Ltd. that a new quality program

- 21 (A) acceptance
(B) assurance
(C) location
(D) confidence

will be implemented starting next month. Strict quality regulation procedures will be introduced to guarantee that our reputation for excellence in design is maintained. While working on new projects, staff will be required to keep an online record of their work to confirm that the new quality specifications are met. On completion, the record will then be submitted to the management office for _____, after which feedback will be provided.

- 22 (A) evaluation
(B) reservation
(C) expectation
(D) implication

A special full-day introductory seminar has been scheduled for Saturday, February 19 in Conference Room 101, at which the new quality specifications will be explained in detail. It is _____ that all

- 23 (A) decisive
(B) willing
(C) resourceful
(D) imperative

staff members attend, and overtime will be paid accordingly.

Answers: p. 556

Chapter 09

Adjectives

Question Type and Useful Tips

This type of question requires examinees to choose an adjective that is appropriate for the context.

1. For an adjective that modifies a noun, you should choose the one that appropriately goes with that noun.
2. You should look for the preposition and key word(s) in the sentence to be able to select a correct option.

Information technology and computer networks have provided offices and homes with gains in efficiency and productivity.

- (A) overpowering (B) noble (C) affected (D) impressive

gain [geɪn] / efficiency [ɪfɪʃənsi] / productivity [prəʊdʌktɪvɪtɪ]

Answer: (D)

We have carefully considered each of our valuable and talented employees for this award, but only one could be selected. It took much deliberation, but we have reached consensus that out of the hundreds of ideas to emerge over the past year, Brian Lee's have been the most

- (A) respective (B) interested
(C) innovative (D) attracted

talented [tæləntid] / deliberation [dɪlɪbərēɪʃən] / reach consensus / emerge [ɪmə:rdʒ]

Answer: (C)

Common Adjectives

01 definitive [dɪfɪnətɪv]

The Keiko Ono Corporation is considered to be the definitive source for fashion trends in East Asia.

02 exceptional [ɪksɛpʃənl]

The Alamo Convention Center provides state-of-the-art facilities and equipment and exceptional service.

03 latest [læɪtɪst]

latest = up-to-date

Marco Textiles had to reprint their latest catalogs because of a few minor errors.

04 confidential [kənfədēnl̩ʃəl̩]

confidential = secret

Please remind all employees to keep confidential documents in a secure location.

05 temporary [tēmpərəri]

temporary: not lasting for a long time
a temporary office

Dr. Bell is hiring a temporary replacement for his nurse who will be on vacation for a month.

06 key [ki:]

key elements
key issues

Following the presentation on key corporate tax laws, there will be a question and answer period.

07 subsequent [sʌbsɪkwənt̩]

Business was slow during the first year of the restaurant, but it attracted more customers in subsequent years.

08 incidental [ɪnsədēntl̩]

incidental expenses

Please make sure to report major issues at the meeting only and do not bring up incidental details that are off topic.

09 limited [lɪmɪtid̩]

limited resources

For a limited time only, Leavitt Furniture is offering all stock at a significant discount.

10 incorrect [ɪnkərékt̩]

incorrect = false

The phone number the applicant listed on the form was incorrect, so there was no way to contact him.

11 partial [pá:rʃəl̩]

We are sending only a partial order, as the headphones you requested have been discontinued.

12 valued [vælju:d̩]

Ms. Lopez has been a valued advisor in the area of South American market research for more than twenty years.

13 unprecedented [ʌnpresədēntid̩]

unprecedented event
unprecedented disaster

Record sales by such a small firm are unprecedented.

14 promising [prámisiŋ]

a promising youth

Job opportunities for new graduates will be more promising than before.

15 tentative [tén'tatív]

tentative = provisional: not certain

The release date for the new product is still considered tentative.

16 respective [rispéktyv]

respective: relating or belonging separately to each of the people or things you have just mentioned

Do not confuse it with **respectful**, which means *having admiration for someone/something*.

All images on this web page are the property of their respective illustrators.

17 defective [diféktiv]

This adjective describes something that has a fault or does not work correctly.

Store owners are offering refunds on all defective merchandise.

18 insecure [insikjúər]

Department store sales have decreased, as shoppers feel insecure about the current economy.

19 illegible [ilédʒəbl]

illegible handwriting

Because of a printing mistake, the documents are illegible.

20 enviable [énnviəbl]

Mr. Brown has not only enviable sales record but more than twenty years of marketing experience.

21 alert [ələ:rt]

alert = attentive

be alert to + bare infinitive

Our team supervisor was alert enough to spot the errors in the report.

22 affordable [əfó:rðəbl]

Affordable does not refer to a high or low price but the price at which people can be able to buy.

Today's personal computers are affordable and accessible to most people.

23 annual [ænjuəl]

annual report

annual salary

Those interested should register for the annual conference by next week.

24 available [əvə'iləbl]

A (a product) is available to B (a user).

Savings options are available to all customers of the American First Bank.

25 consecutive [kənsékjutív]

for the + ordinal number + consecutive year: during a period of time without interruption

ATLP announced that its stock value had risen for the fifth consecutive year.

26 unwavering [ʌnweivəriŋ]

Ecolife has joined local environmental groups to declare their unwavering commitment to protecting the river from illegal waste disposal.

27 diverse [dívə:rs]

diverse = various

Recent hires reflected the company's goal to have a diverse workforce.

28 substantial [səbstænʃəl]

substantial: large in size/value/importance

The company has invested a substantial amount of capital into its new projects.

29 liable [láiəbl]

be liable to + bare infinitive = **be likely to** + bare infinitive

During an economic crisis, many small businesses are liable to fail.

30 chronological [krànládʒikəl]

The newspaper listed the events in chronological order.

31 overdue [ouvərdjú:]

overdue: not done when expected
a period of time + **overdue**

The books he had borrowed were two days overdue.

32 unanimous [ju:nænəməs]

be unanimous for: fully agree with

Do not confuse **unanimous** with **anonymous**, which means *made or done by someone whose name is not known*.

The proposal to cut costs obtained unanimous shareholder approval.

33 unclaimed [ʌnkléimd]

Unclaimed refers to things/objects that nobody has claimed as belonging to them.

The airport introduced new security procedures for unclaimed baggage.

34 durable [djúərəbl]

All Playtoy products are strong and durable and are made out of non-toxic materials for your child's protection.

35 eligible [élidʒəbl]

be eligible to + bare infinitive / **be eligible for** + noun

Donors are eligible to become members of the Gold Star Club.

Workers are eligible for compensation.

36 additional [ədɪʃənl]

additional = extra
additional charge

The accounting department is looking for additional ways to save money on the cost of packaging and handling.

Common Expressions with Adjectives

- 01 the **overall** effectiveness of the program
- 02 The supervisor is extremely **demanding** on the staff.
- 03 The office is in a **desirable** location.
- 04 **mounting** pressure
- 05 **technical** problems
- 06 **reliable** employees
- 07 an **authorized** car repair center
- 08 a **diversified** line of products
- 09 an **unbiased** opinion
- 10 an **active** program to support small companies
- 11 **accurate** data
- 12 **detailed** information
- 13 **required** application documents
- 14 a totally **independent** agency
- 15 a **strategic** location
- 16 ensure the **efficient** processing of complaints
- 17 The slide projector was **unavailable**.
- 18 get **regular** check-ups

19 delicate issues involving civil rights

20 at a rapid pace

21 a comprehensive physical examination

22 differing opinion

23 on a clear day

24 the reserved room

25 It is imperative that you go to the meeting.

26 Security has been lax.

27 a powerful engine

28 might be especially beneficial

29 make the manual accessible to users

30 The company is not progressive.

31 be compensated for unused leave days

32 the medicinal uses of aloe vera

33 past findings

34 incompetent employees

35 feel apprehensive during the interview

HACKERS PRACTICE

Tick a correct adjective in each phrase or sentence.

01 manage an/a **increasing** **cultivating** amount of work

02 eat at a **popular** **solicited** restaurant

03 The food was **worthy** **worth** the long wait.

04 at **condensed** **reasonable** rates

05 with a **damp** **confident** manner

06 an **unexpected** **unqualified** result

07 in the **consequent** **coming** year

08 Milk is a **perishable** **perceptible** food.

09 revamp the company's **existing** **occurring** systems

10 The sponsors were **pleased** **accustomed** that the event was successful.

11 have a **contradictory** **complimentary** breakfast

12 a **reliable** **rich** source of petroleum

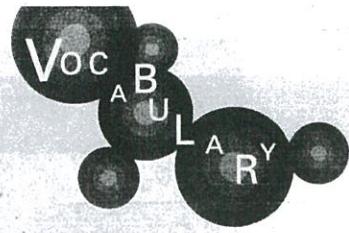
HACKERS TEST

Time limit: 12 minutes

Part 5

- 01 The city council is considering the construction of an _____ subway line to solve some of the local traffic problems.
(A) optional
(B) incidental
(C) intentional
(D) additional
- 02 Although stock options were previously offered only to management, the rank and file are now _____ to purchase options.
(A) appropriate
(B) eligible
(C) available
(D) befitting
- 03 Documents containing _____ information about company employees cannot be released to anyone without the human resources director's written permission.
(A) accidental
(B) confidential
(C) deliberate
(D) careful
- 04 If you have any problems using the cellular phone, take it to any _____ service center for repairs.
(A) limited
(B) authorized
(C) permissive
(D) sufficient
- 05 When delivering _____ food, delivery companies use special refrigerated trucks and insulating materials to prevent the food from spoiling.
(A) perishable
(B) spoiled
(C) fragile
(D) durable
- 06 Attendance to the first electronics trade fair in Dallas was low, but _____ events drew a larger number of visitors.
(A) previous
(B) late
(C) after
(D) subsequent
- 07 Although all members of the discount club may order items from the website, rebates are _____ only to those members who have kept their accounts active.
(A) creditable
(B) considerable
(C) approachable
(D) available
- 08 Media Creators, producer of family-oriented fast food restaurant advertisements, has won the coveted Advertising Award for the third year.
(A) connected
(B) associated
(C) consecutive
(D) continuous
- 09 Syntex's factories use the _____ technology and equipment to produce their medical equipment.
(A) longest
(B) latest
(C) instant
(D) conclusive
- 10 The shop specializes in furniture and table accessories that are _____ to low- and medium-income households.
(A) curable
(B) believed
(C) excessive
(D) affordable

- 11 The manual was written in such a manner as to be readily to laymen and nonprofessionals.
- (A) acknowledgeable
(B) expressible
(C) familiar
(D) accessible
- 12 Chang and Nobel legal firm provides medical coverage to its part-time employees.
- (A) minor
(B) restrained
(C) limited
(D) confined
- 13 Plans for the consul's visit to the company are still considered , but our representative will call you once the arrangements are fixed.
- (A) vigilant
(B) tentative
(C) contemporary
(D) infinite
- 14 For those who want to work as a business analyst, experience in market research is a highly attribute.
- (A) beneficial
(B) repetitive
(C) superficial
(D) expensive
- 15 Consumer Institute representative Debbie Dorday gave an speech on digital cameras and what to look for when purchasing one.
- (A) indicative
(B) excited
(C) informative
(D) interested
- 16 Advertising is the element in maintaining high levels of sales in the competitive beauty product market.
- (A) key
(B) convenient
(C) marginal
(D) complete
- 17 Camping gear such as tents, sleeping bags, and backpacks is made from exceptionally materials such as nylon or canvas.
- (A) justifiable
(B) durable
(C) legible
(D) reversible
- 18 Despite the growing popularity of the Internet, television advertising remains one of the most ways to promote products.
- (A) satisfied
(B) reluctant
(C) dependent
(D) effective
- 19 The job requirements are much too , even for staff who have the necessary skills and experience.
- (A) demanding
(B) exciting
(C) revolting
(D) compelling
- 20 Few people would be to relocate to areas that do not provide sufficient transportation facilities.
- (A) convincing
(B) wishing
(C) willing
(D) starting



Part 6

Questions 21-23 refer to the following letter.

Norman Lord
246 Kandahar Crescent
Boulder, CO 80301

Dear Mr. Lord,

As you may have heard, Infinicorp Ltd. has posted a record profit for the past business year. Earnings came in at 837 million dollars, representing an turnaround since the company's huge

- 21 (A) impenetrable
(B) immovable
(C) unprecedented
(D) insubordinate

loss two years ago. At that time, the corporation made a considerable loss of 342 million

- 22 (A) justly
(B) nearly
(C) mostly
(D) fluently

dollars. The company's rise has been largely attributed to the notable talents of CEO,

- 23 (A) unlimited
(B) impressed
(C) forbidden
(D) incredible

Mr. Richard Baker, who was inaugurated only two years ago. This profit translates into benefits for all shareholders, and I am delighted to announce that Infinicorp will be turning this profit into a special dividend of forty cents per share. I would like to thank you for remaining one of our most loyal and valued shareholders.

Sincerely,

Artimus Bertwhistle
Executive Director, Infinicorp Ltd.

Chapter 10

Adverbs

Question Type and Useful Tips

This type of question requires examinees to choose an adverb that is appropriate for the context.

1. You should look for the key word(s) in the sentence to be able to select a correct option.
2. Sometimes, you do not need to read the whole sentence but just look at the part of speech that the adverb modifies in order to choose a correct option.

All individuals who use their credit card frequently should check their transaction history to verify that no errors have been made.

- (A) periodically (B) precisely (C) incidentally (D) indefinitely

check [tʃek] / transaction history / verify [vérəfāi]

Answer: (A)

In the past year, Threestar Automotive's automobile exports increased by 12.6 percent, bringing in gross profits of around \$500 million. The relatively new company has grown in

- (A) eagerly (B) immediately
(C) recently (D) rapidly

the five years since its inauguration, and considering the company's planned diversification into the pharmaceutical sector, the future looks bright indeed.

bring in / gross profit / inauguration [inə:gjəréifən] / diversification [di:və:rsəfikéifən]

Answer: (D)

Common Adverbs

01 dramatically [drəmætikəli]

dramatically: suddenly, obviously

This adverb often refers to an increase or a decrease.

The Unique-Co's stock shares rose dramatically during the sale season in the summer months.

02 fully [fʊli]

fully = completely
fully booked

The business community did not fully appreciate the marketing potential of the Internet.

03 personally [pé:rsənəli]

All advertisements in the *Cloverfield Times* must be personally approved by the editor-in-chief before they are submitted for publication.

04 exclusively [ɪksklū:sivli]

The Fisher Investment Company has created a new department to concentrate exclusively on emerging markets in South-East Asia.

05 occasionally [əkeiʒənəli]

occasionally = sometimes

Hewes and Associates' department heads meet occasionally to discuss new clients or projects.

06 ahead [əhéd]

ahead of: early/before

Be sure to call ahead for a reservation to avoid excessive delays.

07 regularly [régjulərli]

In order to keep up to date with office schedules, employees are required to regularly check the office message board.

08 densely [dénslɪ]

Heavy industry has been steadily moving out of densely populated areas.

09 unbearably [ʌnbéərəblɪ]

The unbearably low temperatures this week have led to record sales increases in winter clothing at local department stores.

10 virtually [vó:rtʃuəlɪ]

virtually = practically

The offices at Decatur Bio-research are virtually empty during the month of August when most employees go on vacation.

11 relatively [rélətivli]

The increased crop yield was attributed to the past winter's relatively warm weather.

12 mutually [mju:tʃuəlɪ]

The beverage manufacturer formed a partnership with the restaurant chain that was expecting to provide sales opportunities mutually for both companies.

13 enthusiastically [inθju:ziæstikəli]

enthusiastically = ardently

The staff enthusiastically applauded the CEO's decision to increase wages.

14 otherwise [ʌðərwāiz]

Do not confuse otherwise which means differently with otherwise which means if not that is used after a suggestion to show what the result will be if you do not follow it.

You will continue to receive these weekly newsletters unless otherwise requested.

15 radically [rædɪkəli]

radically = fundamentally

In an attempt to attract younger consumers, the ad campaign was radically changed.

16 consistently [kənsɪstəntli]

Lewis' Law Firm has consistently provided quality services at affordable prices.

17 solely [sóulli]

solely = only

The firm relied solely on word-of-mouth advertising.

18 significantly [signifikəntli]

New drilling technologies are expected to significantly boost oil production capacity.

19 directly [diréktli]

directly: without anyone/anything else being involved or in between

If you have any questions or comments, please contact me directly.

20 currently [ké:rəntli]

The fifth floor of this building is currently open for public tours.

21 immediately [imí:diətli]

This adverb can stand on its own or be used in the structure immediately upon V-ing/immediately after + adverb clause.

Employees are instructed to punch in immediately upon arriving at work.

22 simultaneously [sáiməltéiniəslı]

simultaneously = at the same time

Do not confuse it with spontaneously, which means happening in a sudden and natural way.

Training sessions given by the company are simultaneously funny and informative.

23 minimally [míniməlɪ]

Construction work on lanes 3 and 4 will affect the flow of traffic only minimally and should be completed by early afternoon.

24 promptly [prámptli]

The broken equipment at the plant must be repaired promptly.

The staff knows that Mr. Rich wants meetings to begin promptly at 8:00 a.m.

Common Expressions with Adverbs

- 01 a fairly simple method
- 02 accidentally discover a confidential document
- 03 record expenses accurately
- 04 carelessly broke the rules
- 05 On May 1, the store will officially open.
- 06 choose randomly
- 07 has consistently arrived on time
- 08 Customers repeatedly use the service.
- 09 Prices increased markedly.
- 10 Lateness will be severely penalized.
- 11 Visitors are routinely asked to show their IDs.
- 12 an unusually high profit return
- 13 voluntarily work overtime
- 14 His experience was exclusively in sales.
- 15 Doctors were previously unable to cure the disease.
- 16 Regrettably, we have to close our doors.
- 17 He will undoubtedly take the position.
- 18 The equipment operates properly.

- 19 The partners worked **cooperatively**.
- 20 be **adequately** wrapped to avoid damage
- 21 talk to patrons **politely**
- 22 Our office has **recently** moved.
- 23 deal with problems **appropriately**
- 24 expand **substantially**
- 25 cost **significantly** less
- 26 follow the directions **carefully**
- 27 The plant operates **efficiently**.
- 28 be **temporarily** out of stock
- 29 The hotel is **conveniently** located near the shopping district.
- 30 The network system will **eventually** need upgrading.

HACKERS PRACTICE

Tick a correct adverb in each phrase or sentence.

01 The restaurant stays open late. far.

02 The bridge is extremely under construction. presently

03 cut spending, scarcely especially on recreation

04 closely pay separately

05 He distantly resisted the change. initially

06 frequently depend on donations shortly

07 Presumably, he left the building. Almost,

08 fasten the strap thickly securely

09 the before once famous celebrity

10 The product line will once finally be launched.

11 Tourists visit entirely regularly throughout the year.

12 Nearly, apparently she lost the original.

13 The book is read equally brightly by both boys and girls.

14 do one's job even well

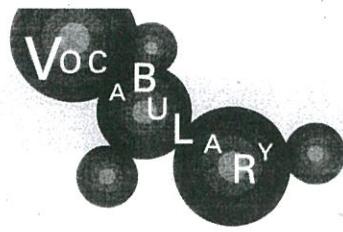
15 be spaciously widely admired

HACKERS TEST

Time limit: 7 minutes

Part 5

- 01 Staff functions for workers in the city council department are usually held in the office lounge, but special events are hosted in restaurants or hotels.
- (A) early
 - (B) occasionally
 - (C) remotely
 - (D) consistently
- 02 Effective _____, the company will no longer accept applications for medical or sick leave without a certificate from a physician.
- (A) financially
 - (B) immediately
 - (C) concurrently
 - (D) repeatedly
- 03 The use of alternative medicine among professionals in the city and suburbs is widespread.
- (A) directly
 - (B) quickly
 - (C) likely
 - (D) fairly
- 04 The menu at Luau Grill is recommended by Martha Childs, a food critic for the *Boston Courier* for its innovative selection of dishes.
- (A) personally
 - (B) relevantly
 - (C) richly
 - (D) factually
- 05 The company misled investors by not reporting the losses it incurred in the first quarter.
- (A) assuredly
 - (B) remarkably
 - (C) accurately
 - (D) deductively
- 06 The gift shop on Baker Street is popular with customers because it is conveniently located, and its products are _____ inexpensive.
- (A) nearly
 - (B) hardly
 - (C) relatively
 - (D) scarcely
- 07 Cell phone users who _____ send text messages should take advantage of the new plan being offered by the wireless carrier.
- (A) totally
 - (B) greatly
 - (C) hugely
 - (D) frequently
- 08 Recent sales of Dual-Electronics' computer monitors have increased _____, mainly due to their new contract with the Brightman Insurance Corporation.
- (A) eagerly
 - (B) intentionally
 - (C) fortunately
 - (D) dramatically
- 09 Because the first speaker has another appointment, the convention must begin _____ at 9:00 a.m.
- (A) assertively
 - (B) cordially
 - (C) promptly
 - (D) especially
- 10 The company has _____ hired some new staff, so we will be holding a gathering at the cafeteria to introduce them.
- (A) recently
 - (B) usually
 - (C) commonly
 - (D) freshly



Part 6

Questions 11-13 refer to the following article.

Downtown Finance Center Renovations

The downtown Finance Center is about to undergo extensive modernization renovations, including a restoration of the building's facade and lobby. The aim of the work is to give the Finance Center a competitive edge in attracting high-end corporate tenants for its office space.

After completion, the building will appear _____ different from now due to the addition of a

- 11 (A) formerly
(B) radically
(C) allegedly
(D) primarily

mirrored glass exterior which changes color based on the time of day. Also, upgraded seating areas in the lobby will _____ more people than before, with special attention given to comfort

- 12 (A) appreciate
(B) articulate
(C) alienate
(D) accommodate

and space. In an unusual move, developers decided not to employ an entire design team to work on the new project but to allow freelance architect Janice Pana, designer of the New York Arts Center, to _____ create the new look for the Finance Center. Because the Finance Center

- 13 (A) recently
(B) nearly
(C) solely
(D) surely

building will have to undergo such extensive remodeling, minimum costs for the project are expected to be around 1.5 million dollars.

Section 3 Content Words with Similar Meaning

Chapter 11 – Verbs with Similar Meaning

Chapter 12 – Nouns with Similar Meaning

Chapter 13 – Adjectives, Adverbs with Similar Meaning

Chapter 11

Verbs with Similar Meaning

In the TOEIC test, some questions require examinees to fully understand not only the meaning nuance but also the usage of English verbs given so as to be able to choose the correct answer choices.

A few bank cash machines can as much as 30,000 dollars, but most carry less than half that amount.

- (A) possess (B) hold (C) occupy (D) grasp

bank cash machine / carry [kæri]

Answer: (B)

Steel Works Inc. has just announced plans to move their operations from the Michigan Steel Mill to a new location near Los Angeles. The company has officially staff that the cur-

- (A) explained (B) informed
(C) expressed (D) inquired

rent plant will be closing at the end of year, but jobs will be available for employees prepared to relocate.

announce [ənəuns] / operation [əpəréiʃən] / officially [əfɪʃəli] / current [kə:rənt] / plant [plænt] / relocate [ri:loukéit]

Answer: (B)

Confusing Verbs

01 advise vs. recommend

advise [ædváiz]

advise somebody + that-clause

The lawyer advised the owner that filing for bankruptcy was his only option.

recommend [rèkəménd]

recommend + that-clause

The stockbroker recommended that shares of the offering be purchased immediately.

02 enroll vs. subscribe vs. apply vs. register

enroll [inróul]

enroll in

All trainees are required to enroll in the software course by the end of the week.

subscribe [səbskráib]

subscribe to/for

We subscribe to several medical journals to keep up to date on advances in the world of medicine.

apply [əplái]

apply for

Catherine Mannheim expects a lot of people to apply for the legal assistant position at the law firm.

register [rédʒistər]

register for

The city library reported that more than three hundred people register for library cards each year.

03 affect vs. effect

affect [əfékt]

The new security rules will affect all employees at the main headquarters.

effect [ifékt]

The company cannot effect a change without closely examining its systems.

04 attend vs. participate in

attend [əténd]

attend something

The director is requiring all new employees to attend the session on insurance.

participate in

participate in something

Our employer has asked us to participate in the company's open house event.

05 postpone vs. reschedule

postpone [poustpóun]

Because of the construction delay, the opening of the new factory will be postponed until next month.

reschedule [rì:skédžu:l]

Customers wishing to reschedule their appointments are requested to notify the office one week in advance.

06 condense vs. minimize vs. decrease

condense [kəndéns]

The CEO has asked us to condense an hour-long presentation into twenty minutes.

minimize [mínəmàiz]

Having a diversified portfolio can help investors minimize risk.

decrease [dikrís:]

The company has decided to decrease production of electric appliances.

07 lend vs. loan vs. borrow vs. rent

lend [lend]

lend: give something/money to someone for a period of time, expecting it to be given back

The library does not lend books to individuals who have no borrower's card.

loan [loun]

loan (commonly used in the bank): lend money/capital

Brooke bank agreed to loan the Macro Software Inc. some money for the merger.

borrow [bárou]

borrow: receive something/money from someone with the intention of giving it back after a period of time

A small businessman cannot borrow money from a bank without collateral.

rent [rent]

rent: pay a fixed amount of money regularly for the use of a room, house, car, etc. that someone else owns

The company rented several cars for the overseas representatives to use.

08 foster vs. enlarge

foster [fó:stər]

foster: encourage the development or growth of something

The new agreement fostered exports between the two nations.

enlarge [inlá:rdʒ]

enlarge: make something bigger, usually a space/area/quantity

The board plans to enlarge the sports complex by the end of the year.

09 contact vs. connect

contact [kántækt]

contact: communicate with someone by telephone, letter, e-mail, etc.

Please contact Ms. Brooks for any questions regarding your application.

connect [kənékt]

connect A with/to B: make it possible for A to speak to B by telephone

Can you connect me to the Bookman Publishing Company, please?

10 demonstrate vs. display

demonstrate [démənstrèit]

demonstrate: show something and explain how it works

The talk show guest demonstrated how to dress for success.

display [displéi]

display: arrange something in public so that it can be seen

The latest styles of shoes are displayed in the shopwindows.

11 note vs. notify vs. announce

note [nout]

note + that-clause

The clerk told the customers to note that the store would be closed for two days.

notify [nóutəfai]

notify someone of something

The company notified its shareholders of the proposed merger.

announce [ənáuns]

announce (to someone) something /that-clause

The chairman announced to the board that the CEO had tendered his resignation.

12 speak vs. tell vs. say vs. express

speak [spi:k]

speak (to someone) about something

Mr. Tokuyama will speak to management about production cuts.

tell [tel]

tell someone + that-clause / **about** something

We had to tell the client that we would be unable to meet the deadline.

say [sei]

say (to someone) + that-clause

The secretary said to Mr. Wills that the meeting had been postponed.

express [iksprés]

express something

The buyer has expressed interest in purchasing the unused lot.

13 expire vs. invalidate

expire [ikspáiər]

The contract expired a few days ago and will not be renewed.

invalidate [invælidéit]

The contract was invalidated because the company failed to comply with the terms of the agreement.

14 evaluate vs. estimate

evaluate [ivæljuèit]

The feasibility of the projects has not been evaluated.

estimate [éstəmèit]

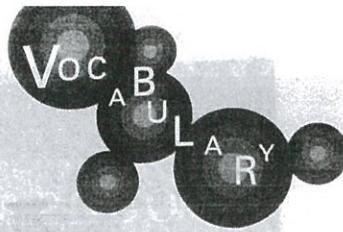
Mr. Turner estimates that the non-stop flight to Switzerland will take fourteen hours.

HACKERS TEST

Time limit: 7 minutes

Part 5

- 01 The contract stipulates that tenants must _____ the landlord of any major structural changes they wish to make to their apartment.
- (A) forward
 - (B) announce
 - (C) notify
 - (D) arrange
- 02 In line with company policy, all new employees must first _____ a safety briefing before attempting to operate factory machinery.
- (A) participate
 - (B) register
 - (C) attend
 - (D) go
- 03 Any agreements that have _____ are, without exception, placed in the company archives.
- (A) invalidated
 - (B) expired
 - (C) violated
 - (D) submitted
- 04 A supervisor is expected to _____ a close relationship between his subordinates and himself.
- (A) enlarge
 - (B) gain
 - (C) foster
 - (D) arise
- 05 I will leave a number with my assistant in case anyone needs to _____ me while I'm away on business.
- (A) convey
 - (B) conform
 - (C) connect
 - (D) contact
- 06 The Bank of Rhode Island has established a special program to _____ funds at low interest to those who develop local business initiatives.
- (A) lend
 - (B) lease
 - (C) borrow
 - (D) rent
- 07 Gen-Track's vice president plans to _____ some structural changes in the company's management system at the staff meeting next week.
- (A) disagree
 - (B) interpret
 - (C) announce
 - (D) acquire
- 08 All accounting staff can _____ in the online training course at the human resources office starting next month.
- (A) enroll
 - (B) apply
 - (C) submit
 - (D) interview
- 09 The shipping and transport seminar scheduled for next Monday has been _____ until the following week.
- (A) appointed
 - (B) postponed
 - (C) scheduled
 - (D) previewed
- 10 Dow and Johnson's chief programming team will _____ the functions of their newest accounting software at the financial technology trade fair.
- (A) expose
 - (B) encourage
 - (C) surprise
 - (D) demonstrate



Part 6

Questions 11-13 refer to the following information.

Top Researcher to Speak on Solar Power

At the National Conference on Renewable Energy in Atlanta next month, Sunbeam Resources' top researcher, Dr. Robert Flack, will speak about recent technological developments in solar power.

- 11 (A) note
- (B) speak
- (C) say
- (D) express

To provide the most up-to-date information to consumers, he has multiplied his essential research

- 12 (A) multiplied
- (B) condensed
- (C) minimized
- (D) decreased

data into a two-hour presentation. He will explain how solar energy can help preserve the global environment, and why people should convert to it. Dr. Flack will illustrate solar power's efficiency and competitiveness through charts and diagrams. He will also demonstrate how solar energy has evolved into the most suitable alternative to hydroelectric or nuclear energy, and how it is a self-sustaining source of power. The conference will take place at the Sunseeker Hotel on Saturday, November 17. Online registrations are being accepted at www.ncre.org until the November 15.

- 13 (A) alternative
- (B) difference
- (C) distinction
- (D) demonstration

Chapter 12

Nouns with Similar Meaning

In the TOEIC test, some questions require examinees to fully understand both the meaning nuance and usage of English nouns given so as to be able to choose the correct answer choices.

One of the _____ of the campaign is to let the elderly know of various services available to them at community centers.

(A) aims (B) beliefs (C) reasons (D) foundations

the elderly
Answer: (A)

Now into her second year as Mayor of Detroit, Francine Menendez outlined pending improvements to the city's infrastructure. First on her list is the urban _____ of the Lakeside Precinct,

- (A) refreshment (B) progress
(C) renewal (D) structure

which includes the conversion of an abandoned dock area into recreational parkland, and a two-mile long pedestrian boardwalk with cafes and restaurants.

outline [əʊtləɪn] / pending [pέndɪŋ] / infrastructure [ɪnfrastrʌktʃər] / precinct [prí:sɪŋkt] / conversion [kənvə:tʃən] / abandoned [əbəndənd] / dock [dɒk] / parkland [pά:klaend] / pedestrian [pədéstriən]
Answer: (C)

Confusing Nouns

01 proportion vs. size

proportion [prəpɔ:rʃən]

proportion: the number, amount or level of one thing when compared to the whole

I spend a large proportion of my salary on renting an apartment.

size [saiz]

size: how large or small a thing is

The cost of construction was high due to the large size of the new facilities.

02 access vs. approach

access [ékses]

access (non-count noun): the method of getting near to a person/thing/place

have access to

Members have unlimited access to the magazine's online archives.

The path behind the house has direct access to a hidden garden.

approach [əpróutʃ]

approach (count noun): the method of getting near to a person/thing/place; the method of understanding something, e.g. an approach to a subject

The software developer has a new approach to business software.

The narrow alley is a little-used approach to the office building.

03 area vs. site

area [éəriə]

There is only one caterer in the area that offers kosher food.

site [sait]

The site for the memorial was changed several times due to a lack of support.

04 choice vs. option vs. preference

choice [tʃɔis]

The restaurant gives you a choice of appetizers when you order a main.

option [ópʃən]

Subscribers have the option of canceling their subscriptions at any time.

preference [préfərəns]

The new restaurant caters to diners with a preference for Italian food.

05 description vs. information

description [diskrípʃən]

description (count noun): explanation or instruction
a description of

For a more detailed description of the courses, please see our website.

information [infərméijən]

information (non-count noun): facts about a person/event/situation

information about/on

For more information about this promotion, please call this number.

06 division vs. category vs. faction

division [dívɪʒən]

The corporation has considered closing the unprofitable automobile division.

category [káetəgɔ:ri]

The poetry in the book was divided into several categories.

faction [fækʃən]

The presidential candidate's goal was to unite the factions within his political party.

07 fine vs. tariff vs. expense

fine [fain]

Drivers who park in no-parking areas are subject to steep fines.

tariff [tárif]

The government charges a tariff for luxury goods imported into the country.

expense [ikspéns]

It's well worth the expense to invest in top-of-the-range equipment.

08 habit vs. convention

habit [hæbit]

make it a habit + to + bare infinitive

The staff should make it a habit to submit reports on time.

convention [kənvénʃən]

It is still the convention in this country for men to pay for dinner on a date.

09 fare vs. fee

fare [feər]

taxi fare

Can you estimate the cab fare from 5th Avenue to 42nd Street?

fee [fi:]

an admission fee

The admission fee for children under eight years of age is half price.

10 indication vs. show

indication [indikéiʃən]

indication of / that-clause: a sign that something exists, is true, or is likely to happen

There are clear indications that the economy is beginning to turn around.

show [ʃou]

show: an action/way of behaving to express a particular idea or feeling

The striking workers gathered at the company headquarters in a show of solidarity.

11 brochure vs. catalog

brochure [broufúr]

brochure: a small magazine that contains pictures and information on a product/service or a company travel brochure.

Refer to the enclosed brochure when selecting a suite for the duration of your stay.

catalog [kætəlɔ:g]

catalog: a book with a list of all the items that you can buy or look at

The admission ticket included a catalog of all the works shown in the exhibition.

12 survey vs. research

survey [só:rvei]

survey: an examination of opinions/behavior made by asking people questions

The magazine conducted a survey to obtain reader feedback.

research [risé:rts]

research: a detailed study of a subject in order to discover information

The latest advertising strategy took into account the most recent market research findings.

13 material vs. ingredient

material [mətɪəriəl]

A commonly used material in power transmission lines is aluminum.

ingredient [ɪng्रɪ:dɪənt]

the ingredients of a cake

There are only five ingredients in this simple recipe for soup.

15 residence vs. venue

residence [rēzədəns]

Delegates are invited to visit the official residence of the Prime Minister.

venue [vénju:]

venue: the place where an event or meeting takes place

Event coordinators selected the Greyson Exhibition Hall as the official venue.

14 tour vs. trip

tour [tuər]

tour: a short visit to a place when travelling, or a visit to a factory, a public place when studying

give A a tour of B

New employees will be given a tour of the company offices this afternoon.

trip [trip]

The meeting was called to discuss the results of Ms. Black's business trip.

16 value vs. worth

value [vælju:]

value: the amount of money which can be received for something

Store credit will be issued on returned items for the value of the purchase.

worth [wə:rθ]

Worth means **value**. It also means *the amount of money which something can be sold for*. It can be used in the structure **price (possessive case) + worth of + object**.

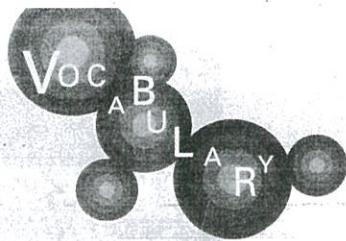
A thousand dollars' worth of merchandise was stolen from the gift shop.

HACKERS TEST

Time limit: 7 minutes

Part 5

- 01 A(n) _____ conducted by a research center revealed that the majority of online shoppers are educated and have an annual household income of \$50,000.
- (A) survey
(B) summary
(C) addition
(D) copy
- 02 The International Chamber of Commerce recently announced that there was an increasing _____ for online payment services among consumers.
- (A) choice
(B) preference
(C) promotion
(D) reaction
- 03 Mr. Powell, the new researcher, has requested _____ to the company's archives to retrieve the information he needs for a feasibility study.
- (A) entrance
(B) pass
(C) access
(D) approach
- 04 The laboratory's _____ findings showed that the new line of cosmetics for Dawson Beauty Products were environmentally friendly.
- (A) survey
(B) question
(C) response
(D) research
- 05 The customer services staff at Radcliffe Department Store spends a large _____ of its time dealing with customers' complaints.
- (A) size
(B) section
(C) proportion
(D) number
- 06 To prevent loss of information, staff members make it a _____ to copy all important documents.
- (A) tradition
(B) hobby
(C) habit
(D) convention
- 07 A more detailed _____ of our new office machines is available in our product catalog.
- (A) confirmation
(B) description
(C) inquiry
(D) information
- 08 The driver of the blue sedan received a heavy _____ for deliberately driving through a red light.
- (A) fee
(B) fine
(C) damage
(D) dismissal
- 09 The owner purchased ten thousand dollars' _____ of party favors for the grand opening of his posh new restaurant.
- (A) much
(B) value
(C) cost
(D) worth
- 10 Market trends are a good _____ that this will be an ideal year for investments in all sectors of the market.
- (A) record
(B) show
(C) indication
(D) specification



Part 6

Questions 11-13 refer to the following letter.

Mark Walter
52 Southern Avenue
Great Falls, Montana 86503

Dear Mr. Walter,

I am writing to inform you that we have been having problems with defective air-conditioning units in our office. I contacted Coolair Corporation two weeks ago and they sent over a technician. According to the technician, the units were not _____ installed, so the company would not take

- 11 (A) properly
(B) urgently
(C) exclusively
(D) valuably

responsibility for any defects in their product.

As a result of the improper installation, several mechanisms in each unit were damaged and had to be replaced at considerable _____. The work was completed just yesterday. The total cost of

- 12 (A) fare
(B) fine
(C) expense
(D) quantity

repair came to 785 dollars, with 365 dollars for _____ and 420 dollars for labor, as the enclosed

- 13 (A) ingredients
(B) stationery
(C) patterns
(D) materials

invoice shows. I would appreciate it if I could be reimbursed as soon as possible for the full repair amount.

Sincerely,

Molly Davison

Chapter 13

Adjectives, Adverbs with Similar Meaning

In the TOEIC test, some questions require examinees to fully understand both the meaning nuance and usage of English adjectives or adverbs given so as to be able to choose the correct answer choices.

It is clearly stated in the airline's policy that luggage is in no way the responsibility of the company.

(A) wounded (B) damaged (C) spoiled (D) injured

Answer: (B)

Washington D.C. tourist transit buses regularly depart from the East Side Bus Depot for major monuments, museums, and art galleries. The bus for the Jefferson Memorial leaves hourly from 8:00 a.m., and the one for the Smithsonian Institution shortly _____, from 8:10 a.m.

- (A) later (B) already
(C) suddenly (D) thereafter

transit [trænsɪt] / regularly [régjulərlɪ] / depart [dɪpá:rt] / depot [dí:pou]

Answer: (D)

Confusing Adjectives and Adverbs

01 attached vs. connected

attached [ətæ:tʃt]

attached: added into something
attached file

The attached schedule may be subject to last-minute changes.

connected [kənéktaid]

connected: joined together or related to each other

The technician said that all the computers in the room are connected.

02 early vs. previous

early [é:rli]

early: happening before or sooner than the expected time

The company offers early retirement incentives.

previous [prí:viəs]

previous: happening before something else

Information from the previous events is available on the following pages.

03 following vs. next

following [fá:louij]

This adjective is used in the structure **the following + noun**. When it is a preposition, there is no article **the** before it.

An open discussion on recent development presentation will be held on the following week.

next [nekst]

next: being the first one after the present one or after the one just mentioned

The new contract states that Musso Textiles will supply fabric to our company next month.

04 likely vs. possible

likely [láiikli]

The structure **be likely to + bare infinitive** is used to describe something that will probably happen.

The report is likely to be released within the next week.

possible [pásəbl]

It is possible to + bare infinitive: able to be done or achieved

It is possible to protect sensitive information by installing the latest security software.

05 extensive vs. spacious

extensive [iksténsiv]

extensive: covering a large area or having a great range (esp. about knowledge or products)

We guarantee the most extensive selection of quality wines in the city.

spacious [spéiʃəs]

spacious = roomy

The company provides each executive with a spacious office that overlooks the harbor.

06 apparent vs. visible

apparent [əpærənt]

apparent: (a situation, fact, quality, emotion) seeming to exist but may not be real

In spite of the apparent recession, sales of automobiles rose this year.

visible [vízəbl]

visible: clear, obvious, or noticeable

The company decided to show their soft drink in the movie in order to make their product more visible to the general public.

07 outstanding vs. evident

outstanding [əʊtstaɪndɪŋ]

outstanding: extremely good or impressive
(It also refers to debts that are not yet paid, e.g.
outstanding debts.)

The marketing plan was so outstanding that it was immediately approved.

evident [eɪvədənt]

evident = obvious: easily seen or understood

The participants reacted to the news with evident disappointment.

08 recent vs. current vs. modern vs. new

recent [rɪ:snt]

recent: happening or starting a short time ago
recent event, recent address

The recent promotion of Mr. Cummings was completely unexpected.

current [ké:rənt]

current: happening or existing now
current news, current employees

Duray Inc. is considering an expansion of its current facilities to increase productivity.

modern [mádərn]

modern: using new styles that are very different from the styles of the past

The staff was more than happy to move into the modern headquarters.

new [nju:]

new: recently created, built, invented, or planned

The CEO urged his copywriters to come up with new advertising ideas.

09 prevalent vs. leading

prevalent [prévələnt]

prevalent = common: very popular in a particular place or among a particular group

Lawsuits have become more prevalent in today's society.

leading [lí:dɪŋ]

leading: (someone / something) outstanding in a particular field

The keynote speaker for the engineering conference is a leading figure in robotic research.

10 reserved vs. preserved

reserved [rɪzé:rvd]

reserved = booked: (a seat, hotel room, etc.) available to be used only by a particular person or group

Call the travel agent to confirm or change a reserved seat.

preserved [prɪzé:rvd]

preserved: (something) kept from being damaged

The area contains some excellently preserved examples of Gothic architecture.

11 unoccupied vs. discarded

unoccupied [ʌnəkju:pæid]

unoccupied = empty: (a room, building, seat, etc.) not being used by anyone

Although the building has been renovated, it continues to remain unoccupied.

discarded [diská:rđid]

discarded: (something) thrown away or got rid of

The discarded programs littered the floor of the main hall after the event.

12 away vs. far

away [ə'wei]

A unit of distance may be put before this adverb.

100 miles away from

The City Hall is located one kilometer away from the Metro Station.

far [fa:r]

A unit of distance cannot be put before far, e.g. be located 10 miles far from the airport is wrongly used.

The company's factory is located far from the headquarters.

13 primarily vs. firstly

primarily [praɪmərəli]

primarily = mainly = chiefly

The new laptop computers are primarily marketed for business users.

firstly [fɜ:rstli]

firstly = in the first place (used to list things)

Firstly, Mr. Moore will give a few remarks before we proceed with the agenda.

14 continually vs. lastingly

continually [kəntɪnjuəli]

continually: happening repeatedly/without stopping

The new manager is continually giving orders to the staff.

lastingly [læstiŋli]

lastingly: continuing for a long time or forever

Research is being conducted to find a lastingly effective treatment for the disease.

15 prominently vs. markedly

prominently [prɒmɪnəntli]

Prominently: used to describe something that is in a position in which it is easily seen.

Exit signs must be prominently placed on all floors.

markedly [mɑ:kɪdli]

Markedly: used to describe a change or difference that is very obvious or noticeable

change markedly

be markedly different

Recent consumer trends are markedly different from those of the previous generation.

16 dramatically vs. numerously

dramatically [drəmætɪkəli]

Dramatically: used to describe a sudden change. It is commonly used with such verbs as increase, climb, grow, etc.

Sales are expected to increase dramatically once prices go down.

numerously [njú:mərəsli]

numerously: in a large number or quantity

The jazz concert is expected to be numerously attended.

17 strongly vs. stringently

strongly [strɔ:gli]

strongly: in a serious way

The foreman strongly recommends that the structure's flooring be removed.

stringently [strɪndʒəntli]

Stringently: used to describe a regulation/law that is carried out strictly

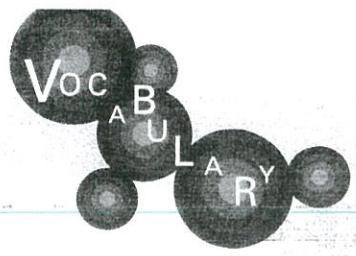
Because of the accident, safety rules will likely be enforced more stringently.

HACKERS TEST

Time limit: 7 minutes

Part 5

- 01 The parking spaces at the front of the office building are _____ for the president and other executives.
- (A) controlled
(B) reformed
(C) preserved
(D) reserved
- 02 The tenth floor office was vacated some two years ago and has remained _____ ever since.
- (A) unoccupied
(B) concealed
(C) suppressed
(D) discarded
- 03 Trendy coffee shops are replacing many of the fast-food spots that were once so _____ this town.
- (A) leading
(B) prevalent
(C) habitual
(D) foremost
- 04 The security system allows almost every part of the building to be _____ monitored by personnel at a surveillance center.
- (A) timelessly
(B) lastingly
(C) continually
(D) movingly
- 05 Due to an unexpected illness, the executive officer was forced to submit a letter announcing his _____ retirement.
- (A) mature
(B) early
(C) ready
(D) previous
- 06 All vehicles manufactured by Corona Motors are _____ inspected before they are released for sale on the open market.
- (A) stringently
(B) strongly
(C) impartially
(D) equally
- 07 A _____ downturn in the company's financial situation forced management to contemplate carrying out mass employee layoffs.
- (A) stable
(B) modern
(C) recent
(D) casual
- 08 Jerry Mathers, the personnel director at Cleaver Financial Group, will conduct interviews for the accounting position _____ week.
- (A) following
(B) next
(C) before
(D) later
- 09 For the past six months, Mr. Patrick has been working _____ on the accounts of foreign investors.
- (A) firstly
(B) originally
(C) primarily
(D) categorically
- 10 As soon as it became _____ that Ms. Billingsley would be joining the company in Los Angeles, human resources started interviewing applicants to be her personal assistant.
- (A) apparent
(B) visible
(C) notable
(D) substantial



Part 6

Questions 11-13 refer to the following memo.

From: Human Resources
To: All Staff
Subject: New Health Care Scheme

The human resources department is pleased to announce that in an effort to better

- 11 (A) objection
(B) effort
(C) opinion
(D) influence

accommodate all employees' medical welfare needs, a new health care scheme has been devised, taking effect from August 1.

After extensive and thorough research, we have put together our most comprehensive package,

- 12 (A) spacious
(B) distracted
(C) extensive
(D) occasional

which includes optical and dental care benefits as well as additional regular health services. For more information, please refer to the attached new employee manual.

- 13 (A) attached
(B) joined
(C) connected
(D) matched

Any suggestions or objections should be sent to Zoe Nelson in human resources within the next two weeks, who will then pass them on to senior management for consideration. If you have any other questions regarding this matter, do not hesitate to contact the human resources department.

R EADING

1 Features

- Business-related reading comprehension

TOEIC is an English test which measures the everyday English skills of non-native people working in an international environment. Therefore, TOEIC reading passages involve business-related settings and situations. All reading passages are generally in the form of business letters, e-mails, announcements, articles, advertisements, etc.

- Reading comprehension skills

Questions in Part 7 of the TOEIC test aim at testing examinees' skills of reading. Examinees are required to skim for understanding global ideas and scan for specific information in the reading passages given. In addition, an ability to draw inferences is also necessary for doing the test of this kind. You should daily practice to enhance your skills of reading, using not only general English reading passages but also business-related texts.

2 Testing Points

Questions on the reading comprehension in the TOEIC test may be divided into five types of questions which will be presented in Section 1 of this part, and forms of reading passages which will be presented in Sections 2 and 3 of this part.

- Types of questions

Questions in Part 7 of the TOEIC test include such types of questions as overview, information, NOT/TRUE, inference, and synonym questions.

- Forms of passages

Single Passages

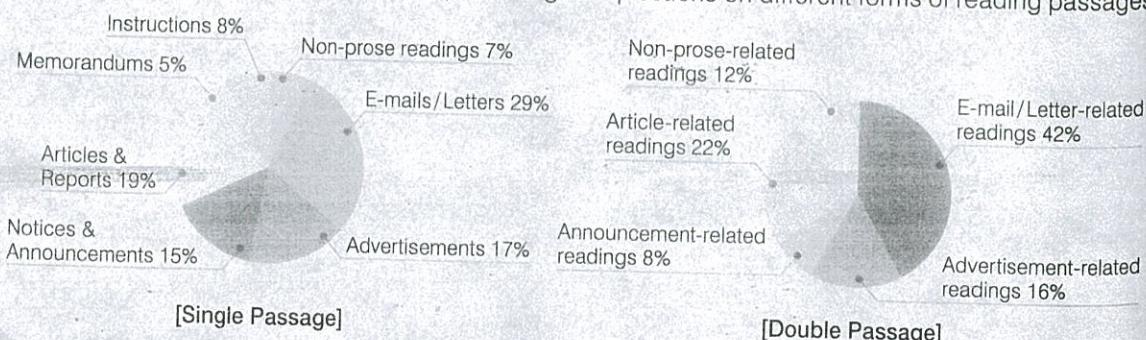
Most of the single passages given in Part 7 are short. These reading passages are of different text types, such as business letters, e-mails, announcements, articles, advertisements, etc.

Double Passages

The last four reading passages in Part 7 are theme-related "paired readings" often known as "double passages", for example, a business letter and an e-mail, an article and a letter, an advertisement and an application form, etc.

3 Question Percentage

The two pie charts below show the percentage of questions on different forms of reading passages.



4 Test-Taking Strategies

Step 1: Preview the introductory sentence to identify the form of the passage.

- Read the introductory sentence *Questions... refer to the following...* at the beginning of each reading passage to know what type of reading it is. If there are headings and sub-headings in the passage, preview them so that you can get an overview of the whole passage.
- For double passages, also read the introductory sentence *Questions... refer to the following (passage 1) and (passage 2)* to see how the paired readings are related.

Step 2: Read the questions about the passage(s) to decide what types of questions they are.

- By skimming through the questions, you can identify whether they are overview, information, NOT/TRUE, inference, or synonym questions.
- For double passages, also skim through the questions to identify not only which types of questions they are but which passage each of them refers to.

Step 3: Apply appropriate strategies to deal with each particular type of question.

- For an overview question, choose the answer that focuses on the global idea or the gist of the reading passage(s). For information, NOT/TRUE, inference questions, scan the reading passage(s) to find out relevant information. For a synonym question, locate the statement where there is the item asked to choose the correct answer.
- For double passages, remember that you must look at both readings to find the answer for at least one of the questions.

In the TOEIC test, possible answers may use paraphrasing, i.e. a restatement using other words. For example, **reorganize** may be rephrased as **restructure**; **zero tolerance for defects** may be rephrased as **high-quality standard**; **e-mail address** may be rephrased as **contact information**. You, thus, should practice paraphrasing so that you can easily deal with possible questions in the TOEIC Reading test.

Part 7: Example – Single Passages

Question 1 refers to the following article.

Famed author Dean Forest is well known for his insightful and humorous stories about international relations. Mr. Forest has received rave reviews from many prominent literature journals and has also had three of his books appear on the New York Times Best Seller List. Mr. Forest will do a reading from his latest collection of short stories entitled *The Bengali in Platforms* on Thursday, June 16 at 7:30 p.m. in the Midland University English department lounge. For a complete timetable of Dean Forest's appearances, you can visit his website at www.deforest.com.

Step 1: Preview the introductory sentence to identify the form of the passage.

Step 3: Apply appropriate strategies to deal with each particular type of question.

Step 2: Read the question about the passage to decide what type of question it is.

Q1. According to the article, what information is available at Mr. Forest's website?

- (A) Book prices
- (B) Writing tips
- (C) Schedule of appearances
- (D) List of best-selling books

Part 7: Example – Double Passages

Question 1 refers to the following announcement and e-mail.

ANNOUNCEMENT:

We have had an increase in sales at Papyri Inc. over the past few months. As a result, the volume of calls and e-mails to our department has also risen. To address this problem, we will be hiring another operator (Joe Martin) and assigning team members with specific duties. Below is a list of each member and the types of calls and e-mails they will be dealing with:

Brian Chretien	Shipping delays / shipping status •
Kimberley Clark	Product complaints
Joe Martin	Order errors
John Campbell	New orders

We hope this will make your jobs easier. Should you have any questions, call George Mulroney at extension 219.

Step 1: Preview the introductory sentence to identify the form of the passages and their relation.

Step 3-2: Apply appropriate strategies to deal with each particular type of question.

To: <customerservice@papyri.com>
From: Julia Brockovich <julbrock@boohoo.com>
Subject: Shipment

I placed an order for 200 binders with our company logo on April 20. The binders were meant for clients at a trade fair I am attending at on May 6. Your company said we would receive the shipment within one week, but it still hasn't arrived.

Step 3-1: Apply appropriate strategies to deal with each particular type of question.

I am leaving for the trade fair on May 5 and urgently need these binders before I leave. Please contact me as soon as possible to let me know the status of our shipment and when I can expect it to arrive.

Sincerely,

Julia Brockovich

Q1. Who will most likely deal with Ms. Brockovich's complaint? •

- (A) Kimberley Clark
- (B) Brian Chretien
- (C) Joe Martin
- (D) John Campbell

Step 2: Read the question about the passages to decide what type of question it is and which passage it refers to.

Section 1 Types of Questions

Chapter 01 – Overview Questions

Chapter 02 – Information Questions

Chapter 03 – NOT/TRUE Questions

Chapter 04 – Inference Questions

Chapter 05 – Synonym Questions

Chapter 01

Overview Questions

Overview questions, also known as gist questions, test examinees' ability to identify the main idea or purpose of a passage. The main idea or purpose is usually found at the beginning of the passage, and the supporting ideas or details follow it.

Typical Questions and Useful Tips

Typical Questions

- | | |
|-----------|--|
| Main idea | What is the main topic of the notice?
What does the article mainly discuss?
What is the information about? |
| Purpose | What is the purpose of the letter?
What is the main purpose of this notice?
Why was this memo written?
Why does Ms. Carter write this letter? |

Useful Tips

To answer an overview question correctly, you need an overall understanding of the reading passage. Most reading passages usually start with a topic sentence which states the main idea. You, therefore, should read the first sentence. Occasionally, the topic sentence may be found in the middle or even at the end of the passage. In this case, you have to skim through the passage to find out the key point.

In a press conference, Armor Wear announced that it had selected Benjamin Harper as its new spokesperson. Armor Wear's chief executive officer said that Mr. Harper was chosen mainly because of his excellent reputation as a go-between for businesses and the general population. He is well known for his superior communication skills, as well as for being fluent in Japanese, Russian, and French. Both Armor Wear and Mr. Harper are excited about the deal.

<input type="checkbox"/>	Topic
<input type="checkbox"/>	Details

- Q: What is the purpose of this article? A: To announce a hiring decision

I am the personal assistant to Gregory Murphy who will be staying at your establishment next week. According to the itinerary, Mr. Murphy will be arriving at Boston International Airport on February 2, at 5 p.m. Your shuttle van is to pick him up and bring him back to the airport on February 7. He will be staying at your hotel from February 2 to 7, which is a total of six nights, at the rate of \$329.99 per night. If there are any discrepancies between the information contained in this letter and your records, please contact me immediately by either phone or e-mail.

- Q: Why was this letter written? A: To confirm hotel arrangements

HACKERS PRACTICE

Reading Practice

Read the following passages and choose the best answer to each question given.

01

Yesterday our office received the package of book covers you sent on November 3. The order came to us complete and earlier than expected. After reviewing the designs, one of our staff will contact your office to let you know of our choice.

Q. What is the main purpose of this letter?

- (A) To select the appropriate cover design
- (B) To confirm the receipt of a shipment
- (C) To place an order for book covers

02

Anyone who has ever been to Greece knows that if there is one thing you can always find there, it is sun. And now the country's Department of Natural Resources is suggesting the nation turn almost entirely to solar power to avoid the economic pitfalls of high oil prices. Recent rises in costs of barrels of crude oil have left many less developed nations in a state of energy crisis. While some countries lack the natural energy sources to make up for the loss, Greece is fortunate to be able to utilize its almost year-round solar power.

Q. What is the purpose of this article?

- (A) To explain Greece's response to the energy crisis
- (B) To explore energy options for poor nations
- (C) To indicate the benefits of solar energy

03

Recently I saw your advertisement in the paper for a receptionist at your main office. I would like some more information regarding the opportunity to work for your company. Please send any pertinent information to the address at the top of this letter.

Q. Why was this letter written?

- (A) To advertise a job opening
- (B) To inquire about employment
- (C) To apply for the position

04

Please be aware that the clean-up we announced last week will take place on the evening of May 1 for Building A. All interior and exterior glass as well as floors, walls and carpets will be cleaned with toxic chemical agents. Individuals should prepare by putting all their materials into the drawers of their desks and bringing home any important documents or valuable personal items. Cleaning personnel are only allowed to move office furniture and appliances. Rest assured that the office will be de-fumigated before anyone is permitted back into the building.

Q. What is the purpose of this memo?

- (A) To announce the replacement of old carpets
- (B) To remind occupants of moving-in procedures
- (C) To ask for cooperation regarding the cleaning

Paraphrasing Practice

Choose a correct rephrased statement for each reading passage.

05

Melrose Bank recently discovered that some clients who signed up for our special banking service have been paying an additional ATM fee. The second ATM fee will be reimbursed to our clients' accounts next week.

- (A) Customers of the bank will no longer pay any ATM fees.
- (B) The bank will pay clients through their bank accounts.

06

Protect-It zipper-lock plastic bags are effective at protecting anything from the elements. Ordinary plastic bags cannot keep water out, but Protect-It bags have a patented closure and material design that prevents moisture from entering the bag.

- (A) Protect-It bags can hold large amounts of water.
- (B) Protect-It bags are made of water resistant material.

07

Capital Alliance, Inc. is looking for a degreed accountant or a CPA. The ideal candidate should have three to five years auditing and accounting experience.

- (A) Knowledge of the newest accounting principles is required.
- (B) A university diploma is a requirement for the job.

08

The top two car companies are planning to trim production as the increasing cost of gasoline has caused a prolonged slump in sales of trucks and cars. Faced with an inventory pile-up, Ace Motors and Townsend Cars will be cutting production by 15 percent over the next two quarters.

- (A) Poor sales are causing top automobile manufacturers to cut production.
- (B) Reduced production can offset increasing gas prices.

09

To make your stay at the Paradise Beach Resort a pleasant one, please pay strict attention to our rules on cleanliness. Because it is costly and difficult to remove debris and spilled liquids, guests who leave their huts dirty will forfeit the \$100 key deposit for use of a hut.

- (A) Customers will have to put down a deposit in case of damage to the room.
- (B) The deposit will not be refunded if the hut is not left clean.

10

The Wells Community Center is seeking monetary donations to cover the cost of buying computers for children of low-income families in the Wells Community.

- (A) Private money will be used to finance the purchase of computers.
- (B) Donations of old computers are being requested.

11

Cabot Systems in Hong Kong is in the process of acquiring US-based Flexpoint, a multimedia technology company for mobile phones. Cabot Systems wants to be the dominant supplier for the mobile industry by using Flexpoint's technologies.

- (A) Two companies have signed an agreement to produce mobile phones.
- (B) Cabot Systems is buying out Flexpoint to gain control of the market.

12

After having a guest editor supervise *The Journal of Commerce (JOC)* for November, soon-to-retire *JOC* editor Bill Conley is now accepting applications for the editorship of *JOC*. Mr. Conley said that he is having an active hand in selecting his own replacement.

- (A) *JOC*'s editor is seeking his successor.
- (B) The guest editor will take over permanently.

Answers: p. 557

HACKERS TEST

 Time limit: 2 minutes

Question 01 refers to the following notice.

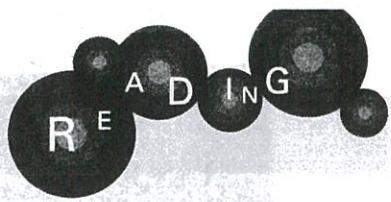
To: All Staff
From: Chad Ballmer, Head Technician
Re: Network Upgrade

We regret to inform all staff that as of next week we will be performing network repairs at one of our facilities, which will consequently result in frequent interruptions to the online system. The network is experiencing difficulties after a system-wide breakdown that occurred yesterday around 2:34 p.m. Unfortunately, there is no other option but to service the entire network, which will inevitably cause temporary inconveniences. The servers themselves will remain up, but will experience loss of connectivity. This disconnection will occur at the beginning of the servicing and will last a little more than 2 hours total. The process will consist of two separate sessions, with each session lasting from 11 p.m. to 1 a.m.

During repair, you may experience a slowdown in speed and up to 3 network outages varying in duration from 10 to 30 minutes. The first session is scheduled for Friday, January 14. Further notification for the second window will be sent at least 48 hours in advance. The problem will be completely resolved by the first week of February. We apologize for any inconvenience this may cause.

01 What is the purpose of this notice?

- (A) To remind staff to turn off their computers
- (B) To notify staff of a change in management
- (C) To notify staff of upcoming system disruptions
- (D) To respond to complaints of slow connectivity



Question 02 refers to the following schedule and e-mail.

Alternative Energy Conference Proceedings

18 August

- 9:00 – 10:30 Opening Ceremony and Keynote Speech
George J. Soap, St. Lukes Business Association
- 10:30 – 1:00 Energy Generation for the Future: Our Needs and Options
Kees Vanderhout, State Electric Company
- 1:00 – 2:00 Lunch
- 2:00 – 4:00 Environmental and Social Impact Assessment
Assoc. Prof. Jonathan Lee, Queensland University
- 4:00 – 4:30 Afternoon Break
- 4:30 – 6:00 Decision-Making Session
Rachel Wilde-Prosser, St. Lukes River Development Board

To: Norman Salisbury, Water Resource Management Consulting Ltd.

From: George J. Soap, St. Lukes Business Association

Subject: Energy Conference

Dear Mr. Salisbury:

Sorry you were not able to make it yesterday. Here is a brief overview of what you missed, along with my own thoughts on the matter. We heard that by the end of the decade, our demand for electricity will be about 3,000 MW, but that we have a present generating capacity of 2,400 MW. This means we face at a 20 percent shortfall in seven years. The least expensive solution for this problem would be constructing a 500 MW hydroelectric dam on the St. Lukes River, at a projected cost of \$250 million.

Jonathan Lee, however, noted that thousands of acres of forest habitat for wild animals and plants would be lost beneath the waters of the dam's reservoir. This convinced me that the environmental impact of a hydro dam does need to be taken into account. My recommendation is that we consider other kinds of energy generation, especially wind power projects, before we make the decision to build a hydro dam.

Regards,

George J. Soap

02 What is the purpose of the e-mail?

- (A) To report on plans to develop the forestry industry
- (B) To ask a question about the environment
- (C) To request technical details on a wind farm project
- (D) To explain the contents of a conference

Answers: p. 557

Chapter 02

Information Questions

The most common question type in reading comprehension is information questions which ask about specific information in a passage. This type of questions accounts for 60 percent of Part 7 of the TOEIC Reading test.

Typical Questions and Useful Tips

Typical Questions

When	When will Mr. Thomson give his presentation?
Where	Where will the conference be held?
Who	Who should be contacted for registration?
What	What will take place on the first day of the conference?
Why	Why does the owner thank the employees?
How	How can memberships be obtained?

Useful Tips

1. Read the questions and identify the question word and key words in each question.
Example: Who should be contacted for registration?
⇒ Question word: Who, key words: contact, registration
2. Scan the passage to locate and find the relevant information. Sometimes, you should pay closer attention since the answer choice and the information in the passage do not look the same because of the use of paraphrasing.

Example

Richville has announced the closing of one of its largest apartment complexes. The building which is currently located in the Bronx area of Manhattan will be demolished next week. Spokespersons from Richville say that the main contributing factor to the closedown has been low occupancy rates. Richville is planning to replace the loss with a new complex closer to the downtown area, in a more economically stable environment. However, formal plans have yet to be discussed.

- Q: Why did the apartments close down? A: Because of an inadequate number of tenants

HACKERS PRACTICE

Reading Practice

Read the following passages and choose the best answer to each question given.

01 *The International Journal of Finance* presented its "Best New Hotel" award to the Grand Ching Hotel in Beijing for its mixture of modern design and traditional décor. Two other hotels nominated for the award were the Stanley Hotel in Vancouver and the Orchid Terrace in Bangkok. The award was presented to the hotel that best served business travelers' needs and offered the highest standards of service and facilities.

Q. Which hotel won the award?

- (A) Stanley Hotel
- (B) Orchid Terrace
- (C) Grand Ching Hotel

02 We greatly regret the delay of product delivery. Our factory is currently experiencing labor shortages due to a number of recent strikes. Consequently, there are fewer employees to sort and send packages. Although I can't give an exact date, I can assure you that your package will arrive within two weeks. Please accept our sincere apology and thank you for your patience.

Q. What does the writer guarantee?

- (A) Product delivery within a specified time
- (B) High level of product quality
- (C) End of strikes by next week

03 All rentals must be returned to the drop box by the due date on the top of this form. Even if the store is open, please use the deposit box for the convenience of the staff. Customers who return videos and DVDs after the deadline will have an additional fee charged to the credit card number listed below.

Q. For what would patrons be given an extra charge?

- (A) Bringing something back late
- (B) Returning a rental without the box
- (C) Damaging a DVD or video

Paraphrasing Practice

Choose a correct rephrased statement for each reading passage.

04

Staff evaluations are an important training tool that can help your staff stay on course and make adjustments for improvement. Regular one-on-one discussions should be conducted between the immediate supervisor and the staff being evaluated.

- (A) Regular feedback improves the relationship between the supervisor and the subordinate.
- (B) Assessment of employees' work encourages improvement in performance.

05

To reduce the incidence of mold in your home, you need to keep moisture to the minimum. You can do this by keeping all rooms well ventilated. Turn on your electric fan when you are cooking or when you notice the windows becoming misty.

- (A) To prevent mold, keep the air flowing in your home.
- (B) To reduce moisture, keep an electric fan on at all times.

06

The Watley Department Store is holding a sweepstakes for all brides-to-be. To be eligible, you must have made plans to get married between January 1 and May 31, next year. Register at the wedding gown section of the women's clothing department.

- (A) Entrants must have a definite wedding date to qualify for the sweepstakes.
- (B) The Watley Department Store is having a sale on wedding gowns.

07

Tree planting is being considered as an inexpensive means of reducing CO₂ in the atmosphere. Trees absorb CO₂, offsetting carbon emissions by fossil fuels. However, the degree to which trees can be used will depend on local policies and technology.

- (A) Tree planting will reduce the amount of fossil fuels used.
- (B) Cultivation of trees is a cost-effective way of lessening CO₂ emissions.

08

Recommendation: Please supply a replacement unit for the customer mentioned at the top of this form, as the heater she purchased is clearly defective.

- (A) The defective heater will be repaired at no cost.
- (B) The customer should be sent a new product.

09

To reduce the cost of delivery services, the Piedmont Corporation is changing its policy regarding outsourcing. The company has discovered that by accepting outsourcing proposals and hiring fewer staff, it can save on support services costs.

- (A) Costs can be decreased by hiring an outside firm.
- (B) Costs can be reduced by accepting recommendations.

10

Tenants must report any problems with rodents and bugs. We have a contract with a pest control vendor who will examine your apartment unit and make recommendations. Tenants may book an appointment with our vendor at no charge.

- (A) Tenants should hire the services of a pest control vendor.
- (B) Tenants can schedule a time and date for inspection.

11

Mark your calendars for Saturday, March 23, when a large benefit dinner will be held at the city's convention center. The event is sponsored by Branding Consultancy, a marketing company in Hollywood.

- (A) A company based in Hollywood has supported Branding Consultancy.
- (B) Branding Consultancy has funded and organized a gathering.

Answers: p. 557

HACKERS TEST

Time limit: 4 minutes

Questions 01-03 refer to the following list of events.

Greenhills Country Club

Our events for the month of April

Campfire Barbecue

Date and Time	2 nd , 4 th Wednesday of the month, 5:00 p.m. ~ 9:00 p.m.
Open to	Members of the country club
Time Details	Refreshments: 5:00 p.m. Barbecue Dinner: 7:00 p.m.

Special Lecture

Date and Time	April 8
Open to	Public

Exhibit

Date and Time	"History's Greatest Golfers" Exhibit and Lecture - Dr. Ed Brubaker, Lecturer, renowned sports history professor at Wesson University
Open to	Public

Time Details for Dinner Reservations on April 13

Cocktails:	5:30 p.m.
Dinner:	6:30 p.m.
Lecture by Dr. Ed Brubaker:	7:30 p.m.

Jazz Night

Date and Time	(Musicians to be determined)
Open to	Every Wednesday, 6:00 p.m. ~ 1:00 a.m. Members of the country club and their families



01 Which event takes place every other week?

- (A) Jazz Night
- (B) "History's Greatest Golfers" Exhibit
- (C) "Think Like a Golf Pro" Lecture
- (D) Campfire Barbecue

03 Who can attend Jazz Night?

- (A) Professors
- (B) Musicians
- (C) Club members
- (D) Anyone

02 What is the exhibition about?

- (A) The origins of golf as a sport
- (B) The premier golf players of all time
- (C) How to be the best golfer
- (D) Wesson University's sports program



Questions 04-05 refer to the following advertisement and e-mail.

Home Equipment

1035 Washburn Ave., South Denver, CO 55306-1035



To all our valued customers:

From now until June 3, we are offering a substantial discount on our easy-grip dirt vacuum cleaner. This cleaner is made of the highest quality recycled plastic and has been approved by the Federal Conservation Board. It boasts three different attachments for your domestic needs, including a three-foot tube for hard-to-reach areas of the household. In addition, this cleaner uses a reusable dirt holder to save on paper! It beats out the competition with a revolutionary easy-to-grip handle, making it a snap to tackle even the dirtiest of environments. For these reasons, we guarantee absolute satisfaction with your order. As a show of our confidence in the product, you can have a free two-week trial period! Within that first month, you can send the product back if you're in any way not satisfied with your purchase. If the product malfunctions, we will replace your machine at no additional cost, with all related charges and expenses being billed to us. Don't waste another minute missing out on this fabulous offer!

To: Customer Service Center, Home Equipment
From: Joseph Gumble
Subject: Faulty Vacuum Cleaner

I ordered a vacuum cleaner under the two-week trial period and have been using it for seven days. At first, the product seemed to work well, especially with specifications such as the reusable dirt holder and user-friendly handle. Unfortunately, the plastic rim of the three-foot extension tube is defective, and seems to have been warped by the heat of the motor after only a few days. As a result, I've decided to return it. However, rather than exchanging it for a new vacuum cleaner, I would prefer to get my money back. Please let me know if this is possible, and I will make arrangements to send the vacuum in.

Joseph Gumble

- 04 According to the advertisement, how is this vacuum different from others?
- (A) It has a comfortable handle.
 - (B) It is lightweight.
 - (C) It is energy efficient.
 - (D) It has a long tube.
- 05 What problem is mentioned by Mr. Gumble?
- (A) A broken motor
 - (B) A defective dirt holder
 - (C) A missing handle
 - (D) A faulty extension tube

Answers: p. 557

Chapter 03

NOT/TRUE Questions

Some questions may ask about the information which is (not) stated/mentioned / indicated/true in a passage. NOT questions are known as negative questions which almost always include the word NOT, which is often printed in block letters. It usually takes candidates longer time to answer NOT / TRUE questions.

Typical Questions and Useful Tips

Typical Questions

- [NOT questions] What is NOT a feature of the item?
What is NOT stated in the article?
- [TRUE questions] What is true about the library cards?
What is mentioned in the article?

Useful Tips

Identify the key words in each question, then scan the passage quickly and look for relevant information in the passage to find the correct answer. Sometimes, you should pay closer attention since the answer choice and the information in the passage do not look the same because of the use of paraphrasing.

Offering Season Tickets for this Year's Performances

If you are a theater lover thirsting for shows to keep you entertained throughout the year, then look no further than the Manchester Arts Center located in the Farthings suburb of London. Purchasing a season ticket ensures you admittance to any performance all year long, as well as guaranteeing priority seating in section B. As an added bonus, season ticket holders can bring one guest to every show for 50 percent off the normal ticket price.

Q: What is NOT mentioned as a benefit of season tickets?

- (A) Favorable seating options
(C) First choice on all seats
- (B) Entry to all shows
(D) Reduced rates for friends

The Earphone Depot was founded in 1957 by James Clayton who was a disc jockey for Louisville, Kentucky's WPPI. He designed his first earphones in 1950 and has since been selling brand earphones as well as his own creations. The company is now being managed by his son Jeff, the designer of the C7E.

Q: What is true about the Earphone Depot?

- (A) It was established in 1950.
(C) It operates in Louisville.
- (B) It is a subsidiary of WPPI.
(D) It is a family business.

HACKERS PRACTICE

Reading Practice

Read the following passages and choose the best answer to each question given.

01

You are invited to attend this weekend's seminar on Aligning Project Management with Corporate Strategy. The aim of the seminar is to give you an in-depth analysis of the process of business strategy formation from a project management perspective. Today, a manager must take into account the expectations and interests of all parties that have a stake in the project outcome. Several keynote speakers will present on a variety of issues related to these corporate challenges.

Topics of this seminar include:

- The Changing Face of Business
- Project Prioritization
- Implementation of Strategy
- Paradigm Shifts
- Management of Investors
- Effective Business Strategy

Q. What is NOT one of the subjects of the seminar?

- (A) How to balance investor needs
- (B) How to carry out strategies
- (C) How to market a project

02

Ultra Perm Hair Dryer

The brand new Ultra Perm Hair Dryer hit the stores yesterday for the first time. Its popularity is evident by record sales on only the first day. The dryer contains the following features:

- Five settings according to hair length
- Waterproof casing for bathroom use
- Temperature auto-control
- Soft-bristled brush option
- Flat plug for child safety

Q. What is NOT mentioned as one of the features of the new dryer?

- (A) Temperature setting options
- (B) Protection from water damage
- (C) A variety of modes depending on user

03

Internationally acclaimed track star David Fliers will endorse Cascade's new running shoe, TRAX. Cascade, which specializes in athletic footwear and sports training gear, introduced its product two months ago in response to consumer demand. TRAX, which was an immediate success, has nonetheless failed to bring in the revenue the company's president expected. The CEO of Cascade, Mr. Avery White, is hopeful that the star's image will boost sales and reignite the interest of young fans wanting to imitate the running legend. The advertisements will target consumers in their teens and early twenties, as these are the groups most frequently influenced by endorsements by famous faces.

Q. What is stated about Cascade's TRAX?

- (A) It was started by David Fliers.
- (B) It is aimed at consumers in their teens and early twenties.
- (C) Its sales have met the CEO's expectations.

Paraphrasing Practice

Choose a correct rephrased statement for each reading passage.

04

We are holding a job opportunities information session for university senior students and new graduates. This is a one-day session scheduled for May 25. Registration is not required, but attendees will be accepted on a first-come, first-served basis only.

- (A) Only university students may attend the session.
- (B) Limited seating is available for participants.

05

The Bergerson Industries Corporation will be relocating its factory to the east side of the city. Roger Bergerson, sole proprietor, said the transfer will facilitate delivery of materials to the warehouse.

- (A) Roger Bergerson is the owner of the company.
- (B) Roger Bergerson is the company spokesman.

06

Do you find dust balls under your dresser and bed even if you've already swept the floor? Our new Whoosh vacuum cleaners are so powerful that floors, carpets, and even curtains can become spotless in just a few minutes.

- (A) The Whoosh vacuum cleaner can make draperies clean.
- (B) There's no need to sweep the floor again after you've used Whoosh.

07

The governor's travel schedule tomorrow includes a stopover at Lincoln, Nebraska, where he intends to deliver a speech on his plans to run for a second term. The talk will be delivered at the Lincoln Chamber of Commerce.

- (A) The governor will talk about issues on commerce.
- (B) The governor will discuss his plans for re-election.

08 From 8:00 a.m. to 11:00 p.m., the prices of children's bicycles at the Mega Bike Shop will be marked down by as much as 20 to 25 percent!

- (A) The store is selling all bicycles at marked-down prices.
- (B) The store will hold a sale on select items.

09 The Carmichael Group, Inc. said that plans for the construction of a 450-million-dollar office building had been approved but that work on the building would not proceed until investors provide the initial outlay needed.

- (A) Construction will begin when financial backing is given.
- (B) The Carmichael Group will invest in the building when the plans are finalized.

10 The owner of the building was informed that renovations are needed to meet the accessibility requirements of workers with disabilities. One important change mentioned is the installation of suitable door handles on all building entrances.

- (A) Properly installed doors are needed at all building entrances.
- (B) Renovations will enable disabled workers to reach door handles.

11 Write to Home Remodeling Contractors for a home remodeling guide. Aside from home reconstruction ideas and plans, the guide includes a picture catalog for every room in your house. You can also get a free quote on any room you want to remodel.

- (A) The company gives a free estimate.
- (B) The guide is free for customers.

Answers: p. 557

HACKERS TEST

 Time limit: 2 minutes

Question 01 refers to the following notice.

Taxi Service Guidelines - A Reminder for all Travelers



The following are guidelines for passengers in taxi cabs:

Riders should be aware that cab drivers cannot refuse to provide taxi service based on the distance of the trip. Additionally, the meter must be turned on when the service begins. The taxi driver cannot charge you more than what is indicated on the meter. The only exception to this is a trip to or from the airport. There is a flat charge of \$21 for airport service. You will not be charged extra for additional passengers, but having more than four passengers in the vehicle is considered illegal. Hence, do not expect a cab driver to accept the fifth passenger. Credit cards are accepted by most cab drivers. Cab drivers are not allowed to play their own music or smoke in their cabs. Passengers are also prohibited from smoking. Tipping is appreciated. An appropriate tip for satisfactory service is 10 percent of the total fee. However, the amount of tip is left to the discretion of the customer. If you experience any problems, report the taxi number, license plate, and driver's name to the National Taxi Association.

Thank you for cooperation and patronage.

01 What is NOT stated as a taxi regulation?

- (A) People in the taxi can't smoke cigarettes.
- (B) Drivers are obligated to take riders regardless of distance.
- (C) All fees and charges must be paid in cash.
- (D) The maximum capacity is four people.



Questions 02-03 refer to the following advertisement and e-mail.

Office Space for Lease

A superior office space is available for lease on Hubbard Ave., centrally located in the downtown Denver area. The building is in the heart of the shopping and dining district of the city, as well as minutes away from the city's main expressway. For both residential and commercial purposes, this is an ideal location for a business.

- ✓ **24-hour manned security and elevator access**
- ✓ **Central heating and air already installed**
- ✓ **Coded security locks on all entrances**
- ✓ **1,932 sq. ft. of open space available immediately**
- ✓ **Built last year!**

The terms of the lease include a one-year renewable contract, utilities included in the rent, designated company parking, and a two-month cancellation notice agreement. Installation of dividing walls will be at the tenant's expense. All other interior work must be approved first by the building owner. The property is available for immediate rent, although a thorough background check will be performed by the landlord before a contract is signed. For more information, send an e-mail to frank@dtre.com.

To: Frank Wright, Downtown Real Estate

From: Harry Dixon, Maxx Finance

Dear Mr. Wright:

Thank you for showing us around the office space yesterday. I was impressed with the building and the facilities, especially the state-of-the-art security system. However, there are a few changes we would like to have made to the contract. To begin with, we would like to extend the term of the contract to two years, repaint the interior in our company's signature color of pale blue, and attach some signage to the wall in the reception area. Secondly, it's our understanding that the cost of installation of dividing walls is usually met by the building owner, so we would like this part of the contract to be changed too.

Sincerely,

Harry Dixon

02 What does the advertisement say about the property?

- (A) It will be ready to rent next month.
- (B) It's pre-equipped with temperature control.
- (C) It was renovated last year.
- (D) It is separated into cubicles.

03 What is NOT mentioned in Mr. Dixon's list of amendments?

- (A) The interior decoration
- (B) The security system
- (C) The terms for installing dividing walls
- (D) The length of the agreement

Answers: p. 558

Chapter 04

Inference Questions

A few questions in Part 7 are inference questions that require examinees to draw a conclusion about the information that is given because the answers to these questions are not directly stated in the passage.

Typical Questions and Useful Tips

Typical Questions

- Where would this information most likely be found?
- For whom is the announcement most likely intended?
- What does the article imply about the restaurant?
- What can be inferred about the workshop?
- What is suggested in the letter?

Useful Tips

The answers to inference questions are not directly stated in the reading passage. You, thus, have to interpret what the passage implies or draw a conclusion based on the information provided by looking at some hints or key points found in both the questions and the reading passage.

Ceramics Auction

On July 1, Macy's Antiques will be hosting a ceramics auction at the city hall. Examples of auction items include a variety of cups and plates from the Elizabethan period as well as bowls from ancient Greece. Also represented will be medieval vases and Byzantine wine glasses. Persons wishing to attend the event must register at Macy's Antiques before June 29. Buyer numbers will be handed out promptly at 4 p.m., one hour before the first item is to be auctioned.

Q: Who is the announcement for? A: Collectors of old china

A number of companies are now switching to rotating shift schedules in an attempt to allay the tediousness of repetitive tasks. However, some workers have reported experiencing additional stress with this type of schedule. Owners all admit that you cannot schedule in a single method that will satisfy the entire staff, but most agree that the day must be divided into multiple shifts.

Q: What does the article suggest about rotating shift schedules?
A: It does not always appeal to employees.

HACKERS PRACTICE

Reading Practice

Read the following passages and choose the best answer to each question given.

01

Dear Edward,

Thank you for the outline of yesterday's presentation. I'll get right on the completion of the architectural models. My team will most likely have them finished before the weekend. Be sure to make any final modification requests by this afternoon, as we will be working off of the original drafts sent last week. I will have a delivery person bring the replicas to your office by Monday morning at the latest. Have a good day.

Q. What will Edward most likely do?

- (A) Arrange for delivery service
- (B) Make copies of the original plans
- (C) Send off any last-minute changes to the plans

02

We at Fantasia Interior Design always enjoy doing business with our friends at Lakeshore Construction. Thank you for agreeing to display our brochures in your lobby. We have always displayed copies of your catalogs in our customers' lounge, which has produced a considerable amount of work for your company, and hope this opportunity will do the same for Fantasia Interior. We will continue to showcase your catalogs and refer our clients to your firm.

Q. What is suggested about two companies in the passage?

- (A) They have agreed to promote each other's business.
- (B) They both provide custom-designed home furnishings.
- (C) They are advertising their new products in catalogs.

03

Your dream of owning a family vacation home in the sunny Mediterranean is not as far away as you think. Properties in the regions of western Greece, southern Spain, and northern Italy are rapidly developing without the typical prices of luxury properties in more trendy areas. Two-, three- and four-bedroom villas, as well as renovated town homes, are available and displayed on our website. Let European Dreamscapes assist you in fulfilling your investment, retirement, and vacation needs.

Q. For whom is this brochure intended?

- (A) Middle-class families
- (B) Corporate property investors
- (C) Wealthy luxury travelers

Paraphrasing Practice

Choose a correct rephrased statement for each reading passage.

04

For those interested in becoming a Light Goods Vehicle (LGV) driver, we recommend Veritas Training, the only training company that provides free retest training should the driver fail the first test.

- (A) The training may be repeated once without charge.
- (B) Veritas recommends that an LGV driver sign up for training.

05

Henson Speakers provides the finest quality speakers available in the market. With zero tolerance for defects, Henson has made an enormous investment in a high-tech measurement system.

- (A) Henson invested a great deal of money to ensure a high-quality standard.
- (B) Henson has purchased a new system due to a lack of quality products.

06

Our cellular service plans are individually tailored to fit the financial situation of each of our customers. Aside from the basic plan, Cell-Com provides extra services to make your entire cellular package fit your wireless communication needs.

- (A) The basic plan is suitable for all communication needs.
- (B) Pricing options are available for all budgets.

07

Management has noted some opposition to the proposal for the company's reorganization. To address your concerns, we will be issuing a memorandum that will provide answers to your questions. We hope that this memo will lay your worries to rest.

- (A) A conference is being scheduled for management and employees.
- (B) There is an existing plan to restructure the company.

08 Doctors have been looking into alternative medicine as one way of speeding up a patient's recovery from an operation. In particular, herbs look very promising.

- (A) Herbs can promote faster healing from surgery.
- (B) Doctors use herbs during surgical operations.

09 We specialize in carpet, upholstery, drapery, wall, and floor cleaning. Our services feature exclusive patented cleaning methods. For those using our services for the first time, mention this advertisement and we will give you 10 percent off.

- (A) Patented cleaning methods are used if requested by the homeowner.
- (B) The caller can enjoy a discount if he refers to the advertisement.

10 The Kennedy Business Center is giving a free one-time seminar on business financing options on August 24. Pre-registration is required as seating is limited.

- (A) You need to sign up in advance to attend the seminar.
- (B) The seminar is limited to employees only.

11 This Sunday, down at the beachfront by the pavilion, the City Council will be hosting a community breakfast. The goal is to gather residents of the neighborhood for a morning outdoors, in support of reconstructing the pavilion's floor. Coffee and pastries, courtesy of Henry's Bakery, will be available from 8 a.m. to noon.

- (A) A bakery is hosting a fundraiser to build a pavilion.
- (B) A bakery will give out free food before noon.

Answers: p. 558

HACKERS TEST

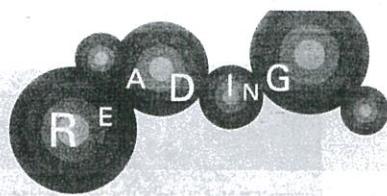
 Time limit: 2 minutes

Question 01 refers to the following article.

Ln recent airline industry news, two of the top companies have merged in an attempt to offer more direct services to popular international destinations. A representative from BlueSky was recently interviewed by members of the press, at which point he announced the company's decision to join forces with Atlantic Air. The decision comes after months of negotiation. The main cause of the merger is the increasing competition with some of the major U.S. airliners who are able to offer direct service flights for the most popular business routes.

Although both companies acknowledge the risk involved in merging the airlines, there is confidence that the new services will sway public opinion. Ashley Hampton, a member of BlueSky's executive board, reminded the press of the main reason for the switch. She stated, "If a customer calls one of our representatives needing a flight from Tokyo to Seattle, we can refer him/her to the Atlantic Air service line. It is a mutually beneficial relationship and we are excited about the possibilities."

- 01 What can be inferred about Atlantic Air?
- (A) It only offers discount flights.
 - (B) It recently purchased BlueSky.
 - (C) It has a flight from Seattle to Tokyo.
 - (D) It is known for providing excellent customer service.



Questions 02-03 refer to the following information and e-mail.

Comparison of Laptops

Brand	Display Quality	Provided Software	Battery Life	Weight/Size	Storage Space
Creativity	★★★	★★★★★	★★★★★	★★★★★	★★★
Riverpoint 440	★★★★★	★★★★★	★★★★★	★★★★★	★★★★★
Liquid Nitro	★★	★★	★★★★★	★★	★★★
Excel 910	★★★	★★★★★	★★★★★	★★★★★	★★★
Sensory	★★★★★	★★★★★	★★★	★★★★★	★★★★★

***** excellent. **** good. *** fair. ** poor. * terrible

Overall, Creativity and Riverpoint 440 met shoppers' expectations where display quality, software, battery life, weight/size, and storage space are concerned. Riverpoint edged out Creativity by 7 points. Excel 910 and Sensory did fairly well, but Excel's storage space was at issue with its largest capacity being only 20 gigabytes. Shoppers complained about Sensory's battery life, which appears to run out after only 2 hours of use.

To: John Dyson, PR Department, Liquid Nitro Inc.
From: Michael Boss, Executive Director, Liquid Nitro Inc.
Subject: 'Comparison of Laptops' information

Dear John,

I saw this information yesterday and am quite concerned about it, to say the least. At this point, I'm not sure whether we should really trust these findings since we can't be sure that the survey was conducted systematically. However, based on these results, we didn't compare favorably to most other main brands at all. I think this matter deserves closer investigation. Get in touch with Paul Minnow in marketing and put together a presentation comparing this article with our own market research findings, and then arrange a time for a seminar. Since we might have to look at upgrading our product, have Jennifer Lackey from technology development attend too.

Michael Boss

02 Where would the information most likely be found?

- (A) In a magazine of merchandise reviews
- (B) On the item's box
- (C) In a product brochure
- (D) In a newspaper advertisement

03 What does the e-mail suggest?

- (A) The brand's popularity has fallen due to the article.
- (B) The company needs a better marketing strategy.
- (C) The data reported in the article might not be accurate.
- (D) They have recently upgraded their laptops.

Answers: p. 558

Chapter 05

Synonym Questions

Synonym questions ask about the meaning of a word or a phrase in a reading passage. Most of the lexical items in reading passages consist of relatively common English words or phrases, but certainly there will be business-related vocabulary that you may not know.

Typical Question and Useful Tips

Typical Question

The word "run" in paragraph 1, line 5 is closest in meaning to

Useful Tips

1. For unknown lexical items, guess the meaning of the unfamiliar words in the passage based on the context. In other words, you may use the familiar words in a sentence to get an idea of what an unfamiliar word in the same sentence means.
2. You should make use of this book to learn and broaden your store of vocabulary so that you can reduce your difficulty in doing questions of this type.

Example

With frequent downsizing and budget cuts becoming commonplace in today's economy, many enterprises are uniting with others to prolong their life span and increase business opportunities. A merger combines both a competing organization and your own, producing a single company. This can comprise two parties who offer similar products and services, or two dissimilar ones who have a complementary relationship. As a result of a merger, a corporation can possibly dominate the industry in which they compete, thereby streamlining the marketplace and decreasing competition.

While attempts at these types of alliances are high in number, only a limited amount of organizations are actually able to manage the process successfully. While this option may sound enticing for the company at risk, it is impossible unless adequate funds are available. An amount at least as much as the other company's value must be offered in order for a merger to be considered.

The final decision is made by shareholder vote, so if you possess a large percentage of stock, then your vote has a large degree of leverage. Therefore, if it is possible to buy more than half of the company's stock, your proposal for a merger will most likely be authorized.

Q: The word "manage" in paragraph 2, line 2 is closest in meaning to

- (A) unite (B) regulate (C) withstand (D) handle

Content Words in TOEIC Reading

Verbs

01 accommodate
[əkəmədēit]

= **lodge**

This hotel can accommodate (= lodge) 150 guests.

02 assess
[əsēs]

= **evaluate**

The real estate agency will assess (= evaluate) the value of the property we are interested in buying.

03 assume
[əsū:m]

= **suppose**

The clients assume (= suppose) that rumors of the company's financial problems are exaggerated.

= **take on**

Most students assume (= take on) a large amount of debt during their time at university.

04 decline
[diklāin]

= **reject**

The credit card was declined (= rejected) because the customer had exceeded his monthly limit.

05 generate
[dʒēnərēit]

= **produce**

The new merger will allow the manufacturing company to generate (= produce) higher profits.

06 govern
[gāvərn]

= **control**

The department of motor vehicles governs (= controls) the issuance of drivers' licenses.

07 cover
[kāvər]

= **include**

The cost estimates cover (= include) all shipping, handling fees, and taxes.

= **discuss**

The CEO will cover (= discuss) plans for the new manufacturing plant at our next staff meeting.

= **pay for**

Sara brought only enough cash to cover (= pay for) her own accommodation expenses.

08 renew
[rinjū:]

= **extend, lengthen**

The law firm decided to renew (= extend, lengthen) their office lease for another two years.

09 submit
[səbmít]

= **file, send in**

Applicants for the marketing position must submit (= file, send in) their forms and résumés by June 27.

10 serve

[sə:rv]

= provide

The airline will serve (= provide) hot meals to all passengers on flights to Beijing.

= act, work

Mr. Brian Davis will serve (= act, work) as the temporary director until a replacement can be found.

11 stress

[stres]

= emphasize

Skyview's factory managers always stress (= emphasize) the importance of safety in the workplace.

= overburden

Mr. Arthur is stressed (= overburdened) by the planning of the annual investors' meeting.

12 treat

[tri:t]

= deal with

The workshop will show employees how to treat (= deal with) customers' complaints.

13 work

[wə:rk]

= operate

Rose had difficulty trying to get the recently purchased fax machine to work (= operate).

Nouns

14 atmosphere

[ætməsfɪər]

= environment

The hotel created an exotic atmosphere (= environment) by filling their lobby with plants and flowers.

15 consideration

[kənsɪdəréiʃən]

= attention

The director recommended several filming locations for the studio's consideration (= attention).

16 feasibility

[fi:zəbɪlɪtɪ]

= possibility, viability

The accountants will assess the feasibility (= possibility, viability) of marketing in China.

17 commission

[kəmіʃən]

= fee

All sales staff receive a 20 percent commission (= fee) for every sale they make.

= committee

A meeting for the Securities and Exchange Commission (= Committee) was announced for Monday.

18 item

[aɪtəm]

= goods, merchandise

Nyland Department Store carries a wide variety of household items (= goods, merchandise).

19 feature

[fɪ:tʃər]

= characteristic

One of the main features (= characteristics) of the new car is its low fuel consumption.

20 occupation

[əkju:péiʃən]

= job

The study showed that most people have at least three different occupations (= jobs) before they eventually retire.

21 operation

[əpəréiʃən]

= surgery

Ms. Kelly was in good condition after her heart operation (= surgery).

22 paycheck

[peɪtʃek]

= salary, wage

Greyson Enterprises offers monthly rather than weekly paychecks (= salaries, wages) to their employees.

23 proprietor

[prəpráiətər]

= owner

It is the responsibility of the building proprietor (= owner) to maintain and repair the elevators.

24 provision(s)

[prəvīʒən(z)]

= supplies

Mr. White suggested we place the order this week before we run out of provisions (= supplies).

= arrangements

CAN-Rail makes special seating provision (= arrangements) for senior citizens and passengers traveling with young children.

25 replacement

[ripléismənt]

= successor

The president wants to find a replacement (= successor) for the regional director as soon as possible.

26 stock

[stak]

= inventory

The supplier's stock (= inventory) of computer keyboards is nearly depleted.

= shares

The textile manufacturer decided to sell 30 percent of their company's stock (= shares).

27 term(s)

[tə:rm(z)]

= conditions

All staff are permitted two weeks of vacation according to the terms (= conditions) of their contracts.

= period

Payments must be made monthly during the two-year term (= period) of the credit card's validity.

Adjectives

28 certain

[sé:rtn]

= specific

Recycling centers will be made available to residents at certain (= specific) locations throughout the city.

29 effective

[iféktiv]

= efficient

Ms. Getty conducted a workshop that focused on more effective (= efficient) production methods.

= valid

The discount offered by the bookstore is effective (= valid) until the end of the month.

30 notable

[nóutəbl]

= important

Beatrice Zbornak is a notable (= important) figure in the civil rights movement.

31 prominent

[prámənənt]

= well-known

Professor McClanahan is a prominent (= well-known) expert in the field of alternate energy.

32 liable

[láiəbl]

= likely

Computers are more liable (= likely) to shut down when four or more applications are running at once.

= responsible

The court decided that the supplier was liable (= responsible) for the cost of damage to the shipment.

33 sharp

[ʃa:rp]

= rapid

Snowstorms and a sharp (= rapid) drop in temperatures are expected for this weekend.

34 unbiased

[ʌnbáɪəst]

= impartial

The firm hired an unbiased (= impartial) mediator to negotiate a solution to the labor dispute.

35 sophisticated

[səfɪstɪkèitid]

= complex

Branson Games Inc. has used highly sophisticated (= complex) software to develop its unique products.

= refined

Mr. Clayton is very intelligent and has a sophisticated (= refined) sense of humor.

36 unwavering

[ʌnweɪvərɪŋ]

= consistent

Betty has worked with us for twenty years and her sense of loyalty has been unwavering (= consistent).

Adverbs

37 approximately

[əpróksəmètli]

= around, about

The plane will arrive at Narita International Airport in approximately (= around, about) ten minutes.

38 consecutively

[kənsékjutivli]

= successively

Employees working for more than seven days consecutively (= successively) are eligible for a bonus.

39 exceptionally

[iksépʃənəli]

= especially

Lindstrom Jewelers is famous for making exceptionally (= especially) fine jewellery.

40 exclusively

[iksklú:sivli]

= solely

The Golden Idol Lounge is exclusively (= solely) for the use of first-class passengers.

41 inherently

[inhíərəntli]

= fundamentally

Venture businesses are inherently (= fundamentally) risky.

42 initially

[iníʃəli]

= originally

Achron Chemicals reported that profits for this quarter were much higher than initially (= originally) expected.

43 substantially

[səbstænʃəli]

= considerably

In order to cut costs, the company substantially (= considerably) reduced the staff benefits.

44 randomly

[rændəmli]

= irregularly

Safety inspections at the factory seemed to be conducted quite randomly (= irregularly).

HACKERS PRACTICE

Choose the word that is closest in meaning to the one printed in bold type.

- | | | |
|--|------------------|------------------|
| 01 Place your bag in the locker . | (A) Put | (B) Select |
| 02 maintain factory production | (A) keep up | (B) defend |
| 03 the company's target market | (A) store | (B) buyers |
| 04 Bring articles to the cashier. | (A) items | (B) stories |
| 05 out of stock | (A) inventory | (B) production |
| 06 the government's landmark decision | (A) important | (B) location |
| 07 a prominent expert in the field | (A) well-known | (B) large |
| 08 a positive financial forecast | (A) additional | (B) optimistic |
| 09 Financial experts supported the testimony. | (A) confirmed | (B) looked after |
| 10 ways to curtail consumption of fossil fuels | (A) reduce | (B) include |
| 11 gauge the weight of the box | (A) guess | (B) measure |
| 12 run a restaurant | (A) manage | (B) visit |
| 13 violate their company regulations | (A) infringe | (B) adjust |
| 14 pay the bill | (A) legislation | (B) invoice |
| 15 purchase a counterfeit product | (A) forgery | (B) quality |
| 16 a voucher for complimentary dessert | (A) coupon | (B) brochure |
| 17 feel apprehensive about the future | (A) confident | (B) fearful |
| 18 a highly contagious disease | (A) infectious | (B) incurable |
| 19 observe the rules | (A) follow | (B) establish |
| 20 quote a price for the construction | (A) state | (B) estimate |
| 21 Stress is known to raise the body temperature. | (A) elevate | (B) disturb |
| 22 His early remarks suggest a lack of interest. | (A) recommend | (B) imply |
| 23 He is involved in a very profitable business. | (A) high-risk | (B) lucrative |
| 24 launch a new perfume | (A) develop | (B) introduce |
| 25 a vacancy for a mailroom assistant | (A) opening | (B) career |
| 26 have a previous engagement | (A) reservation | (B) appointment |
| 27 maintain the company's reputation | (A) preserve | (B) assert |
| 28 complimentary copies of the new book | (A) praiseworthy | (B) free |
| 29 assess the financial damage | (A) risk | (B) loss |
| 30 Gas prices are falling . | (A) decreasing | (B) inflating |

- | | | |
|--|-------------------|-------------------|
| 31 Imports have markedly increased. | (A) distinctly | (B) primarily |
| 32 meet the board's requirements | (A) satisfy | (B) encounter |
| 33 operate a business | (A) work | (B) run |
| 34 his impending retirement | (A) approaching | (B) voluntary |
| 35 demonstrate how to use the fax machine | (A) explain | (B) protest |
| 36 Consumption of luxury goods dropped abruptly . | (A) significantly | (B) suddenly |
| 37 for the remainder of this month | (A) rest | (B) end |
| 38 The final meeting will occur next week. | (A) conclude | (B) happen |
| 39 The report implicates that a recession is coming. | (A) implies | (B) denies |
| 40 Our license expires next month. | (A) perishes | (B) finishes |
| 41 raise wholesale prices | (A) elevate | (B) gather |
| 42 honor Ms. Haught for what she has achieved | (A) respect | (B) approve |
| 43 face the competition | (A) defeat | (B) confront |
| 44 a thorough search for missing luggage | (A) complete | (B) random |
| 45 suspend his decision | (A) postpone | (B) defend |
| 46 accrue interest at 12 percent per annum | (A) pay | (B) accumulate |
| 47 women's apparel production | (A) garment | (B) jewelry |
| 48 affect the economic state | (A) influence | (B) pretend |
| 49 be anxious to begin the new project | (A) hesitant | (B) eager |
| 50 a drop in industrial output | (A) profit | (B) production |
| 51 relieve his heavy workload | (A) alleviate | (B) endure |
| 52 a supermarket patron | (A) supporter | (B) customer |
| 53 The task entails much stress. | (A) involves | (B) causes |
| 54 as a consequence of the decision | (A) result | (B) objective |
| 55 aggravate the downturn in economic activity | (A) intensify | (B) extend |
| 56 the provision in the contract | (A) clause | (B) supply |
| 57 outstanding natural beauty | (A) exceptional | (B) excessive |
| 58 a nice spot for a picnic | (A) destination | (B) place |
| 59 There was a lot of speculation about the new design. | (A) conjecture | (B) configuration |
| 60 surpass everyone's expectations | (A) exceed | (B) increase |

Answers: p. 558

HACKERS TEST

Time limit: 2 minutes

Questions 01-02 refer to the following notice.

Gym Membership

Those enrolling for a one-year membership at Florida Fitness Center are entitled to the following:

- Full use of all gym facilities including the pool, exercise equipment, shower and locker rooms
- Participation in all aerobics, swimming and weight training classes
- Use of the lounge and snack bar where we serve healthy snacks and drinks
- Two annual fitness tests provided by our in-house physical fitness expert
- Use of massage and spa facilities (extra charges apply)
- A free Florida Fitness T-shirt and gym bag

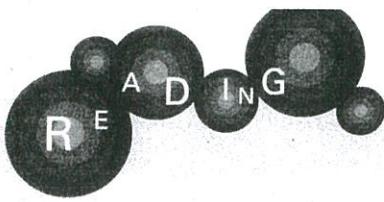
Our sports facility is conveniently located downtown on the corner of 9th Avenue and Redgrave Street. Free parking is available and the complex is open from 7a.m. to 10 p.m. every day of the week. Whether you are a first-time member or would like to renew your current membership, please feel free to stop by our offices during working hours.

01 The word "serve" in paragraph 1, line 6 is closest in meaning to

- (A) prepare
- (B) provide
- (C) take
- (D) cook

02 The word "renew" in paragraph 2, line 3 is closest in meaning to

- (A) extend
- (B) renovate
- (C) operate
- (D) modernize



Questions 03-04 refer to the following article and e-mail.

iD Launches New Wrist-Phone

Malaysian company iD Electronics based in Kuala Lumpur announced yesterday that it will be introducing its newest mobile phone, Goldbar D-3000, later this month. The D-3000 will not be a traditional mobile phone, but will be worn around the wrist, similar to a watch. It is the first phone of this type to receive a mass-market launch. A spokesperson from iD marketing said, "The design has been around for a while, but the cost has always been too high to produce. We have developed a wrist-phone that is easy to use and lightweight." iD also stressed that the new phone will be priced at a reasonable level that the general public can afford. The Goldbar D-3000 is expected to be an incredible breakthrough in mobile phone technology, and will be released on September 30.

From: Daniel Hendricks, Vice President of Sales, Soundbox Inc. <dhen@soundbox.org>
To: Ali Yasof <yasof@sd.com>
Date: Sept. 6
Re: Goldbar D-3000

Thank you for the information you sent me about iD Electronics' new Goldbar D-3000 mobile phone. As you know, Soundbox stores recently expanded their product range to include mobile phones. We've always offered our customers the very latest technology with our audio-visual products, and hope to do the same in our mobile phone department. We expect that your new wrist-phone will be a huge breakthrough in this area of the market.

I will be attending the Cellular Communication Technology Fair in Osaka, and assume your company will be exhibiting there. I would like to speak with you about the possibility of forming a sales partnership for your new product, and hope to arrange an appointment with you ahead of time. I know we will both be busy during the event, so please let me know what time and place would be most convenient for you.

- 03 In the article, the word "stressed" in line 6 is closest in meaning to
(A) proposed
(B) emphasized
(C) considered
(D) regarded
- 04 In the e-mail, the word "assume" in paragraph 2, line 1 is closest in meaning to
(A) continue
(B) require
(C) suppose
(D) follow

Answers: p. 558

Reading Passage 1: You have 20 minutes to read the following text.

Dear Sir or Madam,
I am writing to you today to complain about the service I received at your hotel last week. I am a frequent guest at your establishment and have never had cause to complain before. However, this time I was disappointed by the level of service provided.

The first issue I would like to raise is the lack of availability of room service. I had ordered room service twice during my stay, but both times the food arrived late and cold. This is unacceptable for a luxury hotel like yours. I expect prompt and efficient service, and I was let down on both occasions.

Another problem I experienced was the poor quality of the towels. I found them to be stained and discolored, which is unacceptable for a hotel that prides itself on cleanliness. I expect my towels to be clean and hygienic, and I was disappointed by the state of the ones provided.

Finally, I would like to mention the staff's attitude towards guests. I found the staff to be unfriendly and unhelpful, which is a major disappointment for me as a regular guest. I expect friendly and attentive service, and I was let down on both occasions.

I hope you will take my concerns seriously and make improvements to your service. I expect a prompt response to my letter, and I look forward to hearing from you soon. Thank you for your attention to this matter.

Section 2 Single Passages

- Chapter 06 – E-mails / Letters
- Chapter 07 – Advertisements
- Chapter 08 – Notices & Announcements
- Chapter 09 – Articles & Reports
- Chapter 10 – Memorandums
- Chapter 11 – Information
- Chapter 12 – Non-Prose Readings

Chapter 06

E-mails / Letters

In Part 7, reading passages may be in the form of e-mails or letters. You may usually find two to three e-mails/letters in Part 7 of each TOEIC test. These are business communications between companies or within a company. It is not so difficult to find out the correct answers if you are familiar with the format of e-mails/letters.

Typical Questions and Useful Tips

Typical Questions

- What is the purpose of this e-mail?
- What is Robert Payne being asked to do?
- What is enclosed with this letter?
- When did Ms. Dwyer first contact Mr. Frazier?

Useful Tips

You should familiarize yourself with the format of an e-mail or a business letter and common expressions in order to choose correct answers easily. Generally, the information about the sender and recipient is given at the top of the e-mail/letter. The purpose is mentioned in the introduction; the content and attachment are given in the body. Finally, a certain request may be included in the conclusion of the e-mail/letter.

Mark Spencer
Johnson Wholesale
967 Crescent Road
New York, NY 20132

November 23

Patrick Jameson
Production Manager
Jameson Sewing
Panchita, Columbia

Dear Mr. Jameson,

I am writing to inform you that the fabric sample we received from your factory was not satisfactory. The color was off from the original and the threads were too far apart. There is no possibility of our store purchasing fabric of this quality. I have enclosed a sheet of instructions about how to alter the sample to our liking. Please correct the mistakes and send another piece of fabric back to me for reconsideration.

Sincerely,

Mark Spencer

Mark Spencer
Purchasing Manager

- Sender / Letterhead
- Date
- Recipient
- Purpose
- Content & attachment
- Request
- Complimentary closing
- Signature
- Sender's name
- Name of the company / sender's title / position

Q: Who is Mark Spencer? A: A customer of a textile factory

Common Expressions and Vocabulary in Emails/Letters

Common Expressions in E-mails/Letters

① Purpose of the e-mail/letter

I am writing + to-infinitive

I am writing to inquire about a discrepancy between an order I made and the amount I was charged.

This letter is + to-infinitive

This letter is to confirm your registration for the upcoming conference on financial service providers.

② Attachment

We have enclosed ~

We have enclosed a copy of the quarterly report and a synopsis of upcoming projects for the coming fiscal year.

Enclosed you will find ~

Enclosed you will find information on the services you indicated interest in and contact numbers for each service.

③ Request

Please ~

Please send any comments or questions you have to Ms. Stevens at the following e-mail address.

I would be grateful if you could ~

I would be grateful if you could give me some information about the position you advertised in *The Financial Herald*.

Common Vocabulary in E-mails/Letters

① Business/Trade

bargain over prices

cargo [ká:rgou]

clause [kló:z]

commerce [kámə:rs]

commission [kémíʃən]

consignment [kénsáinmént]

contract [kántrækt]

courier [ké:riər]

customs [kástəmz]

delivery [dilf'veri]

embargo [imbá:rgou]

freight [freit]

invoice [ínvɔɪs]

multilateral [màlti'lætərl̩]

mutual funds

order [ó:rdər]

overcharge [òuvərtʃá:rdʒ]

postage [póustidʒ]

quota [kwóute]

quote [kwout]

shipment [šípmənt]

specification [spèsifikéiʃən]

subcontractor [sàbkántrækter]

tariff [tærif]

trade [treid]

transaction [trænsækʃən]

transit [träénsit]

vendor [véndər]

② Sales, Distribution

catalog [kætəlɒ:g]
charge [tʃɑ:rdʒ]
client [kláɪənt]
commodity [kəmədəti]
customer [kástəmər]
discount [dískaunt]
distribution [distrəbjú:sən]
goods [gudz]
inventory [ínvəntɔ:ri]

merchandise [mér:tʃəndæiz]
net price
outlet [óutlet]
purchase order
retailer [rít:eilər]
stock [stak]
supplier [səpláiər]
transport [trænspó:rt]
warehouse [wéəháus]

③ Banking, Finance

account [ækáunt]
bank statement
bounced check
cardholder [ká:rðhòuldər]
cash a check
checking account
collection notice
credit [krédit]
creditor [krédítər]
debit card
debt [det]
deduct [dídikt]
delinquent [dilíŋkwənt]
deposit [dipázit]
due date

endorse [indá:rs]
insurance [ínfúərəns]
insurance policy
interest [ínterist]
loan [loun]
mortgage [mó:rgidʒ]
outstanding balance
overdraw [òuvərd्रɔ:]
overdue [òuvərdjú:]
premium [prímíəm]
savings account
transaction record
utility bill
wire [waiər]

④ Accommodation

building [bíldɪŋ]
cozy [kóuzi]
demolition [déməlísən]
dweller [dwélər]
estimate [éstəmit]
evacuate [ivéikjuéit]
furnished [fó:rníst]
garage [gárá:dʒ]
inhabitant [inhébitənt]
landlord [láendlɔ:rd]
lease [li:s]
let [let]
occupant [ókjøpənt]

outskirts [áutskò:rts]
parlor [pá:rłər]
premises [prémisiz]
real estate
remote [rimóut]
rent [rent]
residence [rézidəns]
spacious [spéiʃəs]
storage room
tenant [téñənt]
tenure [téñjuər]
vacant [véikənt]
valuation [væljuéiʃən]

HACKERS PRACTICE

Reading Practice

Read the following passages and choose the best answer to each question given.

01

July 7

Samantha Chan
220 Lake Road
Wilkes-Barre, PA

Dear Ms. Chan,

Based on our initial interview, we are proceeding with the prefabrication of the ceiling. However, our representative will need to sit down with you to discuss the details of your renovations, in particular, the kitchen, bedrooms and bathroom. We can begin renovations next month and expect them to take a total of three months.

Q. When is the construction expected to start?

- (A) In July
- (B) In August
- (C) In November

02

Thank you for your interest in our travel club. As you requested, I am attaching a brochure and information sheets about our services. There is a lot of information in these materials regarding our travel services, packages, and guided tours. If you have any further questions, please don't hesitate to call or e-mail our office anytime. Our 24-hour telephone operators are readily available to assist you with any questions you may have.

Q. Why was the e-mail written?

- (A) To advertise a new club
- (B) To respond to an inquiry for information
- (C) To provide contact details for the agency

03

Your attendance at the Global Communications Conference is anticipated. Enclosed in this letter you will find a print-out schedule of the weekend's events. Changes to the itinerary will be posted on the bulletin board in the main hall on the first day of the conference. Please indicate on the form which events you plan to attend and send it back to our office by the end of the month.

Q. What is enclosed with this letter?

- (A) An itinerary of the conference activities
- (B) A statement of participation for the event
- (C) An invitation to the weekend's festivities

Answers: p. 558

HACKERS TEST

Time limit: 4 minutes

Questions 01-02 refer to the following letter.

Savory Cheeses
Suite 34, Glass Complex
Chicago, IL 73456

Dear Mr. Jones,

Let me begin by expressing our company's excitement at the upcoming opportunity to do business with your establishment. On behalf of Alpha Carriers, I extend a show of gratitude for entrusting us with your valuable goods. Considering that this is the first time we will do business together, we want to take special care to ensure a smooth and faultless transaction.

To begin, I'd like to review the shipping details. The dairy goods will be picked up on the morning of September 25 in a refrigerated cargo truck. The truck will drive the goods to Seattle, Washington by the afternoon of September 26 along the route agreed upon in the contract. Please refer to the copy of the contract attached to this letter. The trucker will sign the shipment over to the handlers at the Savory Cheeses branch store, and their people will unload the goods. Once the goods are unloaded, our trucker will take down the mileage and time of transaction, and the shipment will be complete.

If there are no problems with the above noted plans, we shall begin preparing for your shipment immediately. Any problems or questions regarding your goods can be directed to our customer service representatives on call 24 hours every day. They are authorized to track the status of any shipment as long as a confirmation number is provided.

Thank you again for using Alpha Carriers. We look forward to a future of great business with you!

James Walker

James Walker
Alpha Carriers

01 What is the purpose of the letter?

- (A) To describe products
- (B) To confirm shipping arrangements
- (C) To request reimbursement for a purchase
- (D) To ask about the status of a shipment

02 What is enclosed with this letter?

- (A) A receipt for payment of services
- (B) A list of goods being sent to the store
- (C) A duplicate of the agreement
- (D) A certificate of guarantee with a confirmation number



Questions 03-04 refer to the following e-mail.

To: Steve Corcoran
From: Mary Henry
Subject: Architectural consideration

It has come to my attention lately that a number of potential clients have asked what we offer in terms of paneling. Up until recently, I never considered this method of construction as a viable option, but customer demand is making me think otherwise. Our researchers have found that many urban buildings are now constructed using panels that attach like jigsaw puzzles. The benefits are that it is cheap, easy to put together, and has a very modern look. Customers seem to like this clean and sharp image in their offices and homes in comparison to the cement or sheetrock walls available before.

Because of the high consumer demand for this type of construction, I would like to know whether it is possible for our company to start offering it as an option. I feel this could be very beneficial for us, and it will be appreciated if you let me know what you think of the idea.

I will be sending some research files for your review within the next 24 hours. When it is convenient for you, let's schedule a time to discuss this proposal.

03 What is the purpose of the e-mail?

- (A) To conduct market research
- (B) To request instructions
- (C) To confirm a contract
- (D) To ask for an opinion

04 What is suggested in the e-mail?

- (A) The company is not currently using jigsaw-like panels.
- (B) Modern consumers prefer the more traditional walls.
- (C) Customers are hesitant about urban-style interiors.
- (D) The company has thoroughly researched paneling options.

Chapter 07

Advertisements

In Part 7, reading passages may be in the form of advertisements. These may be advertisements on products/services or job advertisements. All of them are most often found in every TOEIC Reading test.

Typical Questions and Useful Tips

Typical Questions

[Job advertisements]

- What position is being advertised?
- What is a requirement for the position?
- How should a person apply for the job?

[Product/service advertisements]

- What is being advertised?
- What is NOT a feature of the item?
- For whom is this advertisement intended?

Useful Tips

1. If it is a job advertisement, you must draw your attention to the position recruited, requirements, the application procedure, etc. You may find some key words in the advertisement such as **responsibilities, qualifications, requirements**, etc.
2. For an advertisement on a product/service, you should read all the details, e.g. the advertiser, reader, product/service. All of these details are often found in the first part of the advertisement; features of the product/service or forms of promotion are usually found in the later part of the advertisement.

Example

Linguistic Specialist

The *Boston Herald* is seeking a professional Japanese translator for a full-time, one-year position. He or she must edit and translate articles from English to Japanese. Responsibilities also include researching newspapers based in Japan and conducting surveys on interests of Japanese readers. The ideal applicant must have at least two years' experience in a similar position. The candidate should demonstrate leadership, self-motivation, and a keen sense of detail. Applicants must also possess the Certificate of Proficiency for the Japanese language. Salary will be determined by experience. If interested, please e-mail your application, including all certificates and licenses, to hrd@bostonherald.com.

- Heading
- Job title
- Responsibilities
- Requirements & benefits
- Method of application

Q: According to the advertisement, what does the job require?

A: Official proof of fluency in the foreign language

Common Expressions and Vocabulary in Job Advertisements

Common Expressions in Job Advertisements

① Job/Position

Name of the company + is seeking + job/job description

Cell-Tech is seeking an innovative and dynamic individual to facilitate business development at our new branch in Chicago.

② Responsibilities

Candidates will be responsible for ~

The successful candidate will be responsible for budget management, accounts reconciliation and inventory control.

③ Requirements

A candidate is required to have ~

The candidate is required to have five or more years' experience in a similar role.

④ Method of application

Interested persons should ~

Interested persons should mail or fax a cover letter, résumé, and references before the August 15 deadline.

Common Vocabulary in Job Advertisements

① Recruitment

application [æplɪkейʃən]

apply for

be fluent in

bilingual [baɪlínɡgwəl]

candidate [kændidɪt̬eɪt̬]

certificate [sərtifikət̬]

communication skills

competent [kámpit̬ənt̬]

cover letter

dependable [dipéndəbl̬]

diploma [diplóumə]

employ [implói]

employment [implóimənt̬]

experienced [ikspíəriənst̬]

hire [haiər]

in-house job posting

interview [intərvju:]

job vacancy (= job opening)

prerequisite [pri:rékwizit̬]

professional [profesfənəl]

proficient [prəfɪʃənt̬]

qualification [kwàləfəkейʃən]

recruit [rikrú:t̬]

reference letter (= letter of recommendation)

résumé [rézumèi]

skill [skil]

specialist [spéʃəlist]

trustworthy [trá:stwə:rði]

② Jobs

accountant [ək'uentānt]
analyst [ænəlist]
attorney [ətō:rni]
bookkeeper [bükki:pər]
cashier [kæʃiər]
chemist [kémist]
counselor [káunsələr]
engineer [ɛndʒiníər]

expert [ékspə:rt]
janitor [dʒænitər]
operator [ápərèitər]
physician [fiziʃən]
researcher [risé:rtʃər]
salesman [séilzmən]
secretary [sékrətəri]

③ Pay

allotment [əlátmənt]
allowance [əlauəns]
benefit [bénəfit]
bonus [bóunəs]
cut the number on payroll
incentive [inséntiv]
income [ínkʌm]

payment [péimənt]
payroll [péiròul]
pension [pénʃən]
reward [riwó:rd]
salary [saeləri]
wage [weidʒ]

④ Working Conditions

be on duty
be on leave
day shift
freelance [frí:læns]
internship [íntə:rniʃip]
maternity leave
newcomer [n/jú:kʌmər]

night shift
orientation [ɔ:riéntéiʃən]
part-time
probationary period
sick leave
temporary [témpərəri]

HACKERS PRACTICE

Reading Practice

Read the following passages and choose the best answer to each question given.

01

Carson's Law Office is currently seeking a receptionist with the following qualifications:

- ✓ Typing speed of over 80 wpm
- ✓ Excellent communication skills
- ✓ Mastery of word processing programs
- ✓ Knowledge of Excel a plus

If you feel that you meet these requirements, please stop by our office to set up an interview. Leave your résumé and letters of reference with the front desk.

Q. What is mentioned as a requirement for employment?

- (A) Master's degree in computer programming
- (B) Ability to communicate in a foreign language
- (C) Expertise in document processing software

02

Position: Market Analyst

Specific duties and responsibilities:

- Research market competitors
- Prepare portfolios and make presentations with which to demonstrate your findings
- Creatively design and plan suggestions for market share increase

Qualifications:

- Excellent research skills
- Knowledge of cosmetic products
- At least five years' experience
- Specialized training at university or college

Q. What is NOT mentioned as a responsibility of the job?

- (A) Instructing staff on market trends
- (B) Giving presentations of research results
- (C) Finding information about competing companies

03

Professional Tour Guides

Available for daily, weekly, or monthly excursions

For your security and convenience:

- All guides certified by the American National Tourist Association
- Tours available all year round
- Guides screened by National Security Department
- Refunds given if not satisfied with the trip

Q. What is being advertised?

- (A) A tour guide book
- (B) A hostel for backpackers
- (C) A travel escort service

Answers: p. 558

H A C K E R S T E S T

Time limit: 4 minutes

Questions 01-02 refer to the following advertisement.

Management Position Available for a Qualified Professional

The Pacific Pacesetters Training Corporation is accepting applications for a Customized Training Director. This is a full-time position. The Director will be responsible for the overseeing and sales of customized training programs for companies, colleges, public offices and organizations on a city-wide scale. He or she will build relationships with local officials, company heads, colleges and professional organizations for the purpose of cultivating and growing new markets. Local travel is required. Candidate must have a Master's degree and two years' experience in a similar position. Strong computer and instructional skills are required. Ability to speak and read in Spanish is a plus. The Pacific Pacesetters Training Corporation provides a competitive salary commensurate with the candidate's qualifications. Those wanting to apply for this job posting are asked to send a letter of interest to Administrative Services, Pacific Pacesetters Training Corporation, Route 67 West, Boston, MA 02101 or hrd@pptc.com.

- 01 According to the advertisement, what is one of the job requirements?
- (A) Communication abilities
 - (B) Experience in education
 - (C) Computer skills
 - (D) Fluency in Spanish
- 02 What are applicants interested in the position asked to do?
- (A) Fax a résumé
 - (B) Send a letter
 - (C) Fill in an application form
 - (D) Forward a mailing address

Questions 03-05 refer to the following advertisement.

STORE CLOSURE CLEARANCE!

Everything must go!

Don't miss out on Nerdstrom's store closure clearance! We are moving to a new location and all current stock is on sale! Find incredible discounts on brand name products. Don't miss out on these great savings!

- 60% off all swimwear!
- 70% off all women's summer clothing!
- 70% off all men's summer clothing!
- 50% off all seasonal footwear!
- 60% off all summer beach and sports equipment!
- 50% off everything in our sportswear department!

And don't forget, those using their Nerdstrom's charge card will receive an additional 10 percent off their total purchase and a free catalog of our fall and winter collections. This incredible savings event starts Saturday, March 12 until Tuesday, March 15. Our stock is limited, so don't waste any time and head down to Nerdstrom's this weekend! Our hours are 10 a.m. to 8 p.m. every day. Visit our website www.nerdstroms.com for more information.

03 Why have prices been reduced?

- (A) The store is going out of business.
- (B) The business is relocating.
- (C) The merchandise is damaged.
- (D) The building is being renovated.

04 What will customers who use a Nerdstrom's charge card receive?

- (A) A beach towel
- (B) A catalog
- (C) A gift certificate
- (D) A newspaper subscription

05 Where can customers find more information about the sale?

- (A) In a brochure
- (B) In a magazine
- (C) In a catalog
- (D) On the website

Chapter 08

Notices & Announcements

In Part 7, reading passages may be in the form of notices and announcements. Notices are used to announce some news or changes within a company. They usually include the sender, recipient, topic, and main content. Announcements are meant to inform the public. Typically, they involve the introduction of a new product or service, the statement of a government or business policy, the opening of a cultural attraction, etc. About two passages of these types are found in Part 7 of each TOEIC test.

Typical Questions and Useful Tips

Typical Questions

- What is the purpose of this notice?
- Where is this announcement found?
- What will happen on February 15?
- What is stated about the residents?

Useful Tips

1. Overview questions about these types of passages often ask about the purpose of the notice/announcement or the audience for it. The answers to these questions can easily be found in the first half of the reading passage. Information questions often ask about the time, place, prices, etc. which may be found in the middle, and contact detail may usually be seen at the end of the passage.
2. If you are familiar with the format of notices and announcements, you can save plenty of time while doing the test and find out the correct answers easily.

Notice

Approved by the Allegheny Police Department

The Allegheny Friendship Festival is expected to bring thousands of residents and visitors to the downtown area from January 23 to January 25. Please be informed that the following streets will be closed from 6 a.m. Friday, January 23 until 4 p.m. Sunday, January 25:

Main Street at 1st Street, 2nd Street, 3rd Street and Giss Parkway
Maiden Lane at 2nd Street, 3rd Street and Giss Parkway

Motorists are advised to take a detour through Penny Lane and to exercise caution when driving near the festival area. Please get in touch with John Shriver, festival administrator, if you have any questions.

Topic

Details & requests

Contact detail

Q: Who should motorists contact if they have any concerns?

A: John Shriver