



ENGLISH LANGUAGE COORDINATING SECTION
School of Information Technology

Fundamental English 3

Lesson Handout 1

Name

Listening Section

A. Getting Started

Overview: The Four Parts of Listening Comprehension Section

- Part 1: Photographs
- Part 2: Question-Response
- Part 3: Conversation
- Part 4: Talks

B. Follow Through

Section 1: Listening Comprehension

Format

Part 1: Photographs

Directions: You will see a photograph. You will hear four statements about the photograph. Choose the statement that most closely matches the photograph and fill in the corresponding oval on your answer sheet. The statements will not be printed and will be spoken only once.

Question 1

- (A) They're waiting at the bus stop.
- (B) They're leaving the building.
- (C) They're selling tickets.
- (D) They're getting off the bus.

Question 2

- (A) He's carrying a suitcase.
- (B) He's wearing a new suit.
- (C) He's boarding the plane.
- (D) He's packing his bag.

Part 2: Question-Response

Directions: You will hear a question and three possible responses. Choose the response that most closely answer the question and fill in the corresponding oval on your answer sheet. The statements will not be printed and will be spoken only once.

There are three types of questions in Part 2.

- Question
- Tag question
- Statement

Question 1

How can I get to the airport from here?

- (A) Take a taxi. It's just a short ride.
- (B) No, I don't.
- (C) You can get on easily.

Question 2

You've tried Indian food before, haven't you?

- (A) Yes, I tried it.
- (B) Only once.
- (C) No. the food isn't Indian.

Question 3

It's hot in here.

- (A) He's looked there already.
- (B) I'm not here.
- (C) Open a window.

Part 3: Conversations

Directions: You will hear a short conversation between two people. You will see three questions on each conversation and four possible answers. Choose the best answer to each question and fill in the corresponding oval on your answer sheet. The conversation will not be printed and will be spoken only once.

- Man: We'll need your medical history so take this form and fill it out please.
- Woman: Will there be a long wait for my appointment?
- Man: No, the doctor is seeing patients on schedule.
- Woman: That's good news. The last time I was here, I waited almost an hour.
- Man: I'd say you won't have to be in the waiting room longer than a few minutes. Certainly not half an hour. Not even twenty minutes.

Question 1

Where are the speakers?

- (A) At a sidewalk café
- (B) In a history class
- (C) At an airport check-in counter
- (D) In a physician's office

Question 2

Who is likely talking?

- (A) A doctor and a nurse
- (B) A clerk and a shopper
- (C) A receptionist and a patient
- (D) A pilot and a passenger

Question 3

How long will the woman have to wait?

- (A) A little bit
- (B) Twenty minutes
- (C) Thirty minutes
- (D) Over an hour

Part 4: Talks

Directions: You will hear a short talk given by a single speaker. You will see three questions on each talk, each with four possible answers. Choose the best answer to each question and fill in the corresponding oval on your answer sheet. The talks will not be printed and will be spoken only once.

You will hear: In five minutes, for one hour only, women's coats and hats go on sale in our fifth-floor Better Fashions department. All merchandise is reduced by twenty-five to forty percent. Not all styles in all sizes, but an outstanding selection nonetheless. You should hurry to the fifth floor now. Last week, we sold out completely in a matter of minutes. We don't want any of you to be disappointed.

Question 1

When does the sale begin?

- (A) In five minutes
- (B) In one hour

- (C) At 2:45
- (D) Tomorrow

Question 2

What is going on sale?

- (A) Men's coats
- (B) Women's hats
- (C) Cosmetics
- (D) Old merchandise

Question 3

How long will the sale last?

- (A) Five minutes
- (B) Fifteen minutes
- (C) Sixty minutes
- (D) One week

Listening Comprehension Targets Parts 1-4

Skills Needed	Part 1	Part 2	Part 3	Part 4
Analyzing photographs	✓			
Analyzing answer choices	✓	✓	✓	✓
Analyzing question types		✓	✓	✓
Analyzing language functions		✓	✓	✓

C. Grammar Review

Parts of Speech

Nouns

A **noun** is a word used to name a person, animal, place, thing, and abstract idea.

Types of Nouns

You always write a **proper noun** with a capital letter, since the noun represents the name of a specific person, place, or thing.

A **common noun** is a noun referring to a person, place, or thing in a general sense.

A **concrete noun** is a noun which names anything (or anyone) that you can perceive through your physical senses: touch, sight, taste, hearing, or smell.

An **abstract noun** is a noun which names anything which you cannot perceive through your five physical senses, and is the opposite of a concrete noun, such as, *liberty, love or justice*.

A **countable noun** (or **count noun**) is a noun with both a singular and a plural form, and it names anything (or anyone) that you can *count*.

A **non-countable noun** (or **mass noun**) is a noun which does not have a plural form, and which refers to something that you could (or would) not usually count, such as, *oxygen, furniture or gravel*.

A **collective noun** is a noun naming a group of things, animals, or persons, such as, *flock, jury, committee or class*.

Exercise 1A

Circle all the nouns in the following sentences.

1. The announcer said that the bus for Minneapolis would leave in thirty minutes.
2. Dr. Cooper was in college with my father.
3. John wanted to change the ribbon on his typewriter, but the ribbon would not cooperate.
4. There was a scream of skidding tires and then a metallic thud, followed by the sound of splintered glass.
5. Bob and his brother crossed the continent in their old car last summer.
6. Bob drove through the desert at night and slept in the daytime.
7. Helen is president of the class, and her sister is secretary.
8. Brad wrote a paper about Willa Cather and her life in Pittsburgh.
9. Half of the people in the world can neither read nor write.
10. There is a fine exhibition of paintings by Thomas Hart Benton at the Cleveland Public Library.

Exercise 1B

Decide which of the following words are common nouns and which are proper nouns. Begin each proper noun with a capital letter.

1. german, science, language, english
2. lake, lake erie, mountain, mount everest
3. park, joshua national monument, gulf, cape cod
4. village, fairfield township, country, saint paul
5. labor, labor day, good Friday, birthday

6. secretary, governor brown, president johnson, mayor john lindsay
7. uncle, uncle harry, sister, father
8. brooklyn bridge, bridge, rittenhouse square, boston common
9. cathedral, saint, saint luke's church, church
10. college, harvard college, university, jefferson high school, indiana state university

Verb

A **verb** or compound verb asserts something about the subject of the sentence and express actions, events, or states of being. The verb or compound verb is the critical element of the predicate of a sentence.

Exercise 2A

Underline the verbs in the following sentences.

1. The band uniforms finally arrived just before Christmas.
2. The trainer stepped into the cage of the wounded lion.
3. The sophomore class has a very good attendance record.
4. Jack walked unsteadily to the stage and swallowed hard.
5. The author tells of his childhood in a Wyoming ranch.
6. Our team played over its head in the first half.
7. Once, a circus horse literally stuck his right hind foot into his mouth.
8. Helen enjoys responsibility.
9. The murderer appears in the second act.
10. All new cars have safety belts as standard equipment.

Helping Verbs

You construct a **compound verb** out of a helping verb and another verb. The most common helping verbs are: *have, had, were, is, are, been, will, would, could, should, may, might, do, and does.*

Exercise 2B

Underline the complete verb.

1. The lighthouse keeper had never seen such a storm.
2. When will the next moon probe be launched?
3. The truck driver was completely blinded by the sudden flash of oncoming lights.
4. Our people have always had enough to eat.
5. The new school will almost surely be ready by fall.
6. The new law had been poorly enforced.
7. Do you and your brother have enough blankets?
8. The Norwegian freighter had apparently run aground in the fog.
9. The park bench had been freshly painted.
10. The fog was now rapidly lifting from the field.

Pronoun

A **pronoun** can replace a noun or another pronoun. You use pronouns like "he," "which," "none," and "you" to make your sentences less cumbersome and less repetitive.

Exercise 3

Underline the pronouns and pronoun antecedents.

1. The doctor told the boys that they could use his boat.
2. Bob, your father wants you to call him.
3. Helen and Karen finished the test first; they found it easy.
4. The long run brought the crowd to its feet.
5. Jane has her own ideas, but her family does not agree with the..
6. On the third try, the Nautilus made her way under the North Pole.
7. The boys cooked their meal in the open.
8. Then Jim's power mower broke, the neighbors let him use theirs.
9. Betty has a driver's license, but she doesn't have it with her.
10. The police found the car, but they couldn't move it.

Adjective

An **adjective** modifies a noun or a pronoun by describing, identifying, or quantifying words. An adjective usually precedes the noun or the pronoun which it modifies.

Exercise 4

Underline the adjectives and identify the word it modifies.

1. The old house had been empty for several years.
2. The second team played during the last quarter.
3. The new coach seems pleasant and competent.
4. The old elephant was suffering from a bad toothache. The enormous jet cannot land at the regular airport.
5. A magnetic field surrounds the entire earth.
6. The new atomic submarines are spacious and comfortable.
7. The water in the lake tastes salty.
8. Many young Americans are making important scientific discoveries.
9. The two men in the other car seemed angry.
10. Most European students can speak the English language.

Adverb

An **adverb** can modify a verb, an adjective, another adverb, a phrase, or a clause. An adverb indicates manner, time, place, cause, or degree and answers questions such as "how," "when," "where," "how much".

Exercise 5

Underline the adverbs and identify the words they modify.

1. The bus almost always arrives late.
2. The class worked hard and successfully on the project.
3. The car usually starts on cold mornings.
4. The streets have become crowded recently.
5. The auditorium was soon filled.
6. The building was slowly deteriorating.
7. The doctor gave orders quietly and confidently.
8. Polio is sometimes rather difficult to diagnose.
9. Lately, the summers have been extremely hot.
10. There goes Mr. Garrison now.

Conjunction

You can use a **conjunction** to link words, phrases, and clauses. You use a **coordinating conjunction** (*and, but, or, nor, for, so, yet*) to join individual words, phrases, and independent clauses.

A **subordinating conjunction** introduces a dependent clause and indicates the nature of the relationship among the independent clause(s) and the dependent clause(s). The most common subordinating conjunctions are: *after, although, as, because, before, how, if, once, since, than, that, though, until, when, where, whether, and while*.

Correlative conjunctions always appear in pairs -- you use them to link equivalent sentence elements. The most common correlative conjunctions are: *both...and, either...or, neither...nor, not only...but also, so...as, and whether...or*.

Exercise 6

Underline the conjunctions (coordinating, correlative, subordinating) and conjunctive verbs.

1. Neither the speeches nor the music was very exciting.
2. Both the Japanese and the Italian delegates opposed the attack.
3. The search party worked quickly and carefully.
4. The policeman beckoned us forward, but we could not move.
5. Although the odds were against him, Washing drove forward.

6. We were not at home when the package arrived.
7. The dictionary is a valuable tool; however we must know how to use it.
8. The outfielders wear glasses so that the sun will not blind them.
9. We will go to Mexico and Peru.
10. The burglars went down the alley, into the basement, and up the stairs.

Preposition

A **preposition** links nouns, pronouns and phrases to other words in a sentence. Some common prepositions are: *at, under, over, of, to, in, out, beneath, beyond, for, among, after, before, within, down, up, during, without, with, outside, inside, beside, between, by, on, out, from, until, toward, throughout, across, above, about, around.*

Exercise 7

Find the prepositions and their objects.

1. The truck was stopped at the border and searched for arms.
2. During the centuries, the continents have been drifting apart.
3. Beth jumped to the stage and screamed at the astonished audience.
4. For many years, there have been bad feelings between the towns.
5. After the game, the crowd rushed for the goal posts.
6. According to the morning paper, there will be no school on Friday.
7. Everyone but John had seen the car approaching.
8. Beyond the city limits there is no rule against fireworks.
9. All but one of the trees died during the winter.
10. To whom is the announcement addressed?

D. Independent Practice

Mastery of the Parts of Speech

Identify each underlined word.

1. Bernice is again enjoying the doldrums.
2. Never peel the bark from a birch tree.
3. Fasten your seat belt for the take-off.
4. When is the next orbital flight?
5. An iceberg was once sighted as far south as Bermuda.
6. Nobody in the room could identify the wallet.
7. The class became hilarious while the teacher was out.
8. The admiral himself gave the order.
9. Everyone except Eve had a smile for Jack.
10. The governor underwent a successful operation.

11. Dad is using his power saw.
12. Hot water is a good reviver of cut flowers.
13. The duck coats its feathers with oil.
14. Each year the firemen stage a water duel.
15. The crew rowed hard at the finish.
16. The suspect was wearing a tan jacket.
17. The police suspect the man's chauffeur.
18. Outside the embassy, a crowd has gathered.
19. Leave your boats outside.
20. Before the telecast, we were all nervous.
21. Before you leave, let me have your address.
22. Few comic strips are really comical.
23. Few attended the meeting.
24. This isn't Leslie's handwriting.
25. This airplane luggage weighs only ten pounds.

Reading Section

A. Getting Started

Overview: The Three Parts of Reading Section

Part 5: Incomplete Sentences

Part 6: Text Completion

Part 7: Reading Comprehension

- Single passages
- Double passages

B. Follow Through

Section 2: Reading

Format

Part 5: Incomplete Sentences

Question 1

They have decided _____ business class.

- (A) fly
- (B) to fly
- (C) flying
- (D) flew

Question 2

Her inexperience was _____ from the types of mistakes she made.

- (A) apparition
- (B) applicable
- (C) application
- (D) apparent

Part 6: Text Completion

Directions: You will see short passages, each with three blanks. Under each blank are four answer options. Choose the word or phrase that best completes the sentence.

There are three types of questions most common in Part 6.

- Vocabulary questions
- Grammar questions
- Context questions

You will read this passage:

Dear Mr. Sanders,

I enjoyed _____ you at the conference last week. I am enclosing the

1. (A) met
(B) meet
(C) to meet
(D) meeting

brochures that you requested. I hope _____ are useful to you. If I can be of

2. (A) it
(B) they
(C) we
(D) its

further assistance, please let me _____.

3. (A) know
(B) understand
(C) realize
(D) learn

Sincerely,

Bertha Smith

Question 1
(Grammar)

1. (A) met
(B) meet
(C) to meet
(D) meeting

Question 2
(Context)

2. (A) it
(B) they
(C) we
(D) its

Question 3
(Vocabulary)

3. (A) know
(B) understand
(C) realize
(D) learn

Part 7: Reading Comprehension

Directions: You will see a variety of reading passages followed by several questions. Some will be single passages; each passage will have between two and five questions. There will also be four sets of double passages. Each set will have five questions. Each question has four answer choices. You will choose the

best answer to the question and fill in the corresponding oval on your answer sheet.

Question 1 and 2 refer to the following web page and e-mail.

National Business Delivery Courier: Package Tracking

Tracking Number: XD2M22390

To: Commercial Address

Signed for by: Not received

Weight: Under 5 pounds

Ship date: June 1, 2013

Courier service: Express overnight*

Delivery date: Not received

*Guaranteed delivery within 24 hours. Not applicable for international shipments. Current status: In transit/ Customs delay

Date/Time

Activity

June 1, 2013 10:17 A.M.

Picked up, 152 Hudson St. New York, NY, USA

June 1, 2013 11:00 A.M.

Depart on NBDC vehicle from New York

June 1, 2013 10:00 P.M.

Arrived at Toronto sorting facility

June 2, 2013 8:00 A.M.

Customs Processing

Estimated time of arrival: June 3 9:00 A.M.

Call 222-NBDC to request further information related to this delivery.

To: <customerservice@nbdc.com>

From: <candywright@canadamail.ca>

Subject: Delivery Status

On June 1, I sent a package from the U.S. to Canada. Your firm promises overnight delivery but the package sent on June 1 in the morning has still not arrived.

Our trade fair takes place tomorrow morning at 9:00 A.M. My colleagues are setting up our booth this afternoon, and they need the package that contains our brochures and pricing information.

Can you please investigate and get us our package on time (within 24-hours) as your advertisements promise?

Thank you.

Candy Wright

Question 1

Why does Wright require the brochures today?

- (A) Because the career fair has already started.
- (B) Her colleagues are leaving at 8:00 A.M. tomorrow.
- (C) She needs to fly to Toronto.
- (D) She wants to prepare for tomorrow's event.

Question 2

How might NBDC respond to the problem?

- (A) The package was sent to the wrong city.
- (B) International delivery is not guaranteed.
- (C) She shipped too late on June 1.
- (D) The Customs Office was closed

C. Grammar Review

Grammar and Vocabulary Terms

The Eight Parts of Speech

Studying the parts of speech and their functions will help you analyze a sentence.

Parts of Speech	Definition	Example
noun (n)	a person, animal, place, or thing	
pronoun (pron)	a word that replaces a noun	
adjective (adj)	a word that describes a noun	
verb (v)	a word that is a state of being or an action	
adverb (adv)	a word that describes a verb	
preposition (prep)	a word that shows a relationship between two things	
conjunction (conj)	a word that connects two phrases or clauses	
interjection (interj)	a word that represents some sort of exclamation.	

Analyze the parts of speech in these statements.

1. We usually have coffee in the morning, but we cannot find any clean cups.
2. Hey! Where are the cups?

The parts of a sentence can also be classified. A sentence is usually made up of an independent clause; a subject and verb that can stand on its own and make sense. An independent clause is also referred to as a **main clause**.

Find the main clause in the following statements.

1. We all have coffee in the morning.
2. I bring pastries, and we all have coffee in the morning.

A **clause** that cannot stand alone and is joined to a main clause is called a **subordinate clause** (or a *dependent clause*). A subordinate clause is preceded by a subordinate conjunction. A subordinate clause can come before or after the main clause.

Find the subordinate clause in the following statement.

Before we start working, we usually have coffee.

Subordinate clauses can also be referred to by their function:

Adverbial clause: a clause that contains an adverbial word that modifies a verb phrase.

Example: *Before we start working, we usually have coffee.*

Noun clause: a clause that usually begins with the word *that* and can be substituted completely by words like *it, this, or that*.

Example: *Everyone knows that we usually have coffee in the morning.*

Adjective clause: a clause that describes a noun.

Example: *We like coffee that is very strong.*

D. Practice

Part 1: Photographs

Directions: You will see a photograph. You will hear four statements about the photograph. Choose the statement that most closely matches the photograph.

- 1.
- 2.
- 3.
- 4.
- 5.

Part 2: Question-Response

Directions: You will hear a question and three possible responses. Choose the response that most closely answers the question.

- 6.
- 7.
- 8.
- 9.
- 10.

Part 3: Conversations

Directions: You will hear a conversation between two people. You will see three questions on each conversation and four answers. Choose the best answer to each question and fill in the corresponding oval on your answer sheet.

11. What time will they leave for the airport?

- (A) 2:00
- (B) 2:05
- (C) 3:00
- (D) 4:30

12. How will they get to the airport?

- (A) bus
- (B) car
- (C) taxi
- (D) subway

13. Where will the speakers meet?

- (A) The airport
- (B) The woman's office
- (C) The man's office
- (D) The subway station

14. Where does this conversation take place?

- (A) A store
- (B) An office
- (C) A post office
- (D) A bank

15. What is the man looking for?

- (A) Envelopes
- (B) Printers
- (C) Paper
- (D) Money

16. What does the woman offer to do?

- (A) Take something off the shelf
- (B) Suggest a new style
- (C) Place an order
- (D) Count the man's money

Part 4: Talks

Directions: You will hear a talk given by a single speaker. You will hear three questions on each talk, each with four possible answers. Choose the best answer to each question and fill in the corresponding oval on your answer sheet.

17. What will happen in 5 minutes?

- (A) Passengers will get on the train.
- (B) The train will leave for New York.
- (C) Tickets will go on sale.
- (D) The store will open.

18. What gate will the train leave from?

- (A) Gate 7
- (B) Gate 11
- (C) Gate 16
- (D) Gate 60

19. What should passengers do with their luggage?

- (A) Check it
- (B) Show it to the gate agent
- (C) Put it on the overhead rack
- (D) Leave it beside the track

20. What kind of business is Prescottt?

- (A) Accountants
- (B) Party-planning service
- (C) Bank
- (D) Credit card company

21. What should a caller press to speak to a customer service representative?

- (A) 3
- (B) 4
- (C) 5
- (D) 6

22. What can a caller do by pressing 0?

- (A) Open an account
- (B) Transfer funds
- (C) Place an order
- (D) Hear the menu again

Section 2: Reading

Part 5: Incomplete Sentences

Directions: You will see a sentence with a missing word. Four possible answers follow the sentence. Choose the best answer to the question and fill in the corresponding oval on your answer sheet.

23. The document that you requested _____ on your desk.
- (A) is
 - (B) am
 - (C) are
 - (D) were
24. The _____ businessperson always dresses appropriately.
- (A) success
 - (B) succeed
 - (C) successful
 - (D) succession
25. You will find all the pencils you need _____ that drawer.
- (A) through
 - (B) under
 - (C) on
 - (D) in
26. Several important pieces of information were _____ from the report.
- (A) omit
 - (B) omitted
 - (C) omitting
 - (D) omission
27. If the weather is bad, we _____ the trip.
- (A) will cancel
 - (B) have cancelled
 - (C) canceled
 - (D) are cancelling

Part 6: Text Completion

Directions: You will see a passage with three blanks. Under each blank are four answer options. Choose the word or phrase that best completes the statement.

Questions 28 -30 refer to the following newspaper article.

The Evergreen Department Store has been hit hard by the current recession. Sales have been _____ at a rapid rate. "Fewer and fewer customers are coming

28. (A) decreasing
(B) increasing
(C) maintaining
(D) advertising

into the store," says Violet Dupree, floor manager at Evergreen. Ms. Dupree explained that earnings during the past fiscal year were the worst the store had ever seen since it opened for business 25 years ago. She went on to say, "The worst part of it is that we have had to _____ a number of fine employees." Job

29. (A) train
(B) lay off
(C) take on
(D) interview

loss is becoming a more widespread problem as the recession deepens, and applications for unemployment _____ are on the rise. Evergreen is just one

30. (A) beneficiaries
(B) benefactors
(C) beneficial
(D) benefits

more in a long list of local business that have been falling victim to the current economic crisis.

Part 7: Reading Comprehension

Directions: You will see single and double reading passages followed by several questions. Each question has four answer choices. Choose the best answer to the question and fill in the corresponding oval on your answer sheet.

Park and Smith, a financial planning company based in Lakeview, has opened a branch office in downtown Salem in the building owned by the Salem Office Properties real estate company. Park and Smith is taking over office space formerly occupied by the law offices of James Robertson. The space had been vacant for a year and a half. The new Park and Smith office was open for business as of yesterday. Greta Park, president of Park and Smith, says that her company chose the Salem location because of a rising demand for financial planning services in the area. "Salem is a growing community," she explained, "and the town's citizens are becoming more affluent. It is just the type of community where services such as ours are needed." Park and Smith closed its branch offices in Johnstown and Freeburg at the end of last year. These communities are close enough to Lakeview to be served by the main office there, Ms. Park explained, but having an office in Salem will facilitate expanding services to the entire eastern part of the state. The Branch's opening comes just a few months after the opening of the PD Miller stock brokerage firm at the Salem Center office complex.

31. What kind of a business is Smith and Park?

- (A) Financial planning
- (B) Law office
- (C) Real estate
- (D) Stock brokerage

32. When did Park and Smith open its branch office in Salem?

- (A) Yesterday
- (B) A few months ago
- (C) At the end of last year
- (D) A year and a half ago

33. Why did Smith and Park open a branch office in Salem?

- (A) They closed their other branch offices.
- (B) It's close to the main office.
- (C) There is a need for their services there.
- (D) The rent is reasonable.

34. The word *facilitate* in line 24 is closest in meaning to

- (A) fund.
- (B) assist.
- (C) impede.
- (D) upgrade.

Mary's Lunch, Inc.

You work hard, and you deserve good food. Mary's Lunch, Inc. provides everything from snacks to four-course dinners for your conference, meeting, office party, or any other business occasions. We deliver to most downtown locations.

Menu choices can be viewed on our website: www.maryslunch.com. Our planning consultants can help you plan your next event and will explain our pricing system. Simply call 987-3722 or stop by our office during normal business hours.

35. What kind of business is advertised?

- (A) Kitchen supply
- (B) Grocery store
- (C) Catering
- (D) Restaurant

Reference: Barron's TOEIC 5th Edition by Dr. Lin Lougheed