



ENGLISH LANGUAGE COORDINATING SECTION  
School of Information Technology

# Fundamental English 3

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## Lesson Handout 2

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*Name*

## Listening Section

### A. Topics

Targets

Target 1: Assumptions

Target 2: People

Target 3: Things

### B. Getting Started

#### Target 1: Assumptions

Make assumptions when you listen to the answer choices. These assumptions will be based on what you can infer in the photograph. You will have to determine which of the four statements you hear is true or might be true. One statement (answer choice) will be true or will most likely be true. That choice will be the correct answer.

**Problem:** The answer choices may all seem true.

**Solution:** Listen carefully to the whole sentence and determine which one choice best matches the photo.

#### Task 1.1

Analyze the photograph on the screen. Determine which of the following statements are true or might be true about the photograph. Write T if the statement is *true* or M if it *might be true*.

**Remember,** statements must be completely true. Be careful about statements that are partly true, but not totally true.

- \_\_\_ 1. Wires run from the equipment.
- \_\_\_ 2. The people are wearing protective clothing.
- \_\_\_ 3. The people are lab technicians.
- \_\_\_ 4. This is a laboratory.
- \_\_\_ 5. The people are students with a teacher.
- \_\_\_ 6. There is equipment on the counter.
- \_\_\_ 7. The technicians are doing experiments.
- \_\_\_ 8. There are at least four people in the lab.
- \_\_\_ 9. There are bottles on the shelves.

### Task 1.2

Choose the statement that best describes what you see in the photo on the screen.

- (A) The pharmacist serves his customers.
- (B) The technicians are conducting experiments.
- (C) The laboratory animals are in a cage.
- (D) The shelves are empty.

### Target 2: People

Identify the people in a photograph. You may identify them by number, gender, location, description, activity, or occupation.

**Problem:** The people may be incorrectly identified.

**Solution:** Determine the by number, gender, location, description, activity, and occupation of the people as best as you can.

### Task 2.1

Describe what you see in the photo by answering these questions below.

1. How many people are there?
2. What genders are they?
3. Where are they?
4. Who do they look?
5. What are they doing?
6. What are they?

Write your answers in the table below.

Number	
Gender	
Location	
Description	
Activity	
Occupation	

### Task 2.2

Choose the statement that best describes what you see in the photo on the screen.

- (A) The men are wearing suits.
- (B) Both women are taller than the men.
- (C) The man in glass is pointing to a glass.

### Target 3: Things

Identify things in a photo. When you look at a photo, try to name everything you see.

**Problem:** You may not know the words needed to identify the things in the photo.

**Solution:** Use the context of the photo to help you identify the things.

### Task 3.1

You will see a photograph on the screen.

Find the following items in the photo. Cross out the items in the list that you can't find.

#### Words to Find

mother	woman	painting	table
father	computer	plant	door
son	tree	curtains	sweater
toys	door knob	daughter	television
baby	skirt	boy	video
recorder (VCR)	hair	pants	guitar
girl	piano	eyes	TV stand
man	sheet music	carpet	chair

### Task 3.2

Choose the statement that best describes what you see in the photo on the screen.

- (A) The children are playing on the floor.
- (B) The television is off.
- (C) The father is playing the piano.
- (D) The curtains are open.

### Task 4

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

### C. Follow Through

**Directions:** Analyze the following photographs on the screen. Do the following tasks as you analyze:

1. make at least 3 **assumptions** for each photo
2. identify the **people** by number, gender, location, description, activity, or occupation
3. identify the **things** that you can see in the photo

### D. Practice

#### Analyzing Photographs

##### 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. Look at the photo marked number 1 on the screen.
  - (A) She's examining a patient.
  - (B) She's holding a test tube.
  - (C) She's preparing dinner.
  - (D) She's watching a film.
2. Look at the photo marked number 2 on the screen.
  - (A) They're sitting around a table.
  - (B) They're washing their glasses.
  - (C) They're enjoying their meal.
  - (D) They're taking a nap.
3. Look at the photo marked number 3 on the screen.
  - (A) The men are shaking hands.
  - (B) The speaker is explaining the chart.
  - (C) The workers are enjoying a quick meal.
  - (D) The trainees are watching TV.
4. Look at the photo marked number 4 on the screen.
  - (A) He's working on a car.
  - (B) He's ordering a new card.

- (C) He's repairing his cart.
  - (D) He's driving to work.
5. Look at the photo marked number 5 on the screen.
- (A) They're eating some fruit.
  - (B) They're packing their bags.
  - (C) They're opening a box.
  - (D) They're loading a truck.
6. Look at the photo marked number 6 on the screen.
- (A) The flags fly from the roof.
  - (B) The court is in session.
  - (C) The ceiling is very low.
  - (D) The yard is full of tourists.
7. Look at the photo marked number 7 on the screen.
- (A) The trolley car is late.
  - (B) The street cart vendor sells fruit.
  - (C) The women are carrying dresses.
  - (D) The café is near the street.
8. Look at the photo marked number 8 on the screen.
- (A) There are two banks on the hill.
  - (B) The field has been plowed.
  - (C) The pipelines cross the field.
  - (D) Pale limestone covers the site.
9. Look at the photo marked number 9 on the screen.
- (A) He's trimming the plant.
  - (B) He's cleaning the floor.
  - (C) He's sweeping with a broom.
  - (D) He's putting away the vacuum.
10. Look at the photo marked number 10 on the screen.
- (A) A boat passes under the bridge.
  - (B) The waterways are impassable.
  - (C) The sailors went along the ridge.
  - (D) The card game is called bridge.

## Reading Section

### A. Topics

#### Targets

- Target 1: Prefixes
- Target 2: Suffixes
- Target 3: Word Families
- Target 4: Similar Words

### B. Getting Started

#### Target 1: Prefixes

A **prefix** is a syllable added to the beginning of the root of a word. The prefix can change the meaning of the root word.

Negative Prefixes		
Prefix	Word	Meaning
dis-	disloyal	
in-	incapable	
im-	impatient	
ir-	irregular	
mis-	misplace	
non-	nonresident	
un-	unable	

The most commonly used prefixes are negative prefixes. They all mean *not*.

<b>Other Common Prefixes</b>			
<b>Prefix</b>	<b>Meaning</b>	<b>Word</b>	<b>Actual Meaning</b>
<b>a-</b>	without	apolitical	without an interest
<b>ante-</b>	before	anteroom	waiting room
<b>anti-</b>	against	anti-war	pacifist
<b>bi-</b>	two, twice	bicoastal	on the East Coast and the West Coast of the United States
<b>bio-</b>	life	biography	an account of a person's life
<b>circum-</b>	around	circumscribe	to limit
<b>co-</b>	together	cochair	shared chairmanship
<b>contra-</b>	opposing	contradict	assert opposite information or opinion
<b>counter-</b>	opposing	counterattack	an attack designed to reply to another attack
<b>de-</b>	removal of something from	debug	get the mistakes out (usually a computer program)
<b>e-</b>	cause to be	emit	to give off
<b>en-</b>	cause to be	encourage	to give emotional support to
<b>em-</b>	from	empower	to give authority to
<b>ex-</b>	former	expedite	to speed up a process
<b>ex</b>	before	ex-president	no longer president
<b>fore-</b>	not	foremost	first in rank or knowledge
<b>in-</b>	in	invaluable	priceless; cannot have a monetary value placed on it
<b>in-</b>	not	inbound	headed toward a city, port, etc.
<b>im-</b>	in	impartial	unbiased. Fair
<b>im-</b>		impress	to affect or influence
<b>ir-</b>	not	irregular	without symmetry or pattern
<b>inter-</b>		interview	a meeting in which one person asks questions of another
<b>intra-</b>	between within	intramural	consisting of students from the same school
<b>macro-</b>	big	macroeconomy	general aspects of an economy
<b>mal-</b>	wrong	malfunction	failure to function correctly
<b>mega-</b>	big	megacorporation	a large company formed by acquisition of smaller ones
<b>micro-</b>	small	microeconomy	particular aspects of an economy
<b>mid-</b>	middle	midstream	halfway across the stream
<b>mis-</b>	wrong	misgivings	doubts or apprehension
<b>mono-</b>	one	monotonous	lacking variety
<b>multi-</b>	many	multimedia	use of several media in combination
<b>non-</b>	not	nonprofessional	not trained in a particular
<b>over-</b>	more than	overpass	



<b>para-</b>	beside	parameter	profession; an amateur
<b>poly-</b>	many	polyphasic	a bridge or elevated walkway
<b>post-</b>	after	postpone	within specified limits
<b>pre-</b>	before	prevent	doing several things at the same time
<b>pre-</b>	already	prearranged	time
<b>pre-</b>	preliminary	preschool	to defer or delay
<b>pro-</b>	supportive	pro-business	to keep from happening
<b>pseudo-</b>	false	pseudonym	arranged in advance
<b>re-</b>	again	recite	classes before elementary grades
<b>re-</b>	restore	replace	biased towards business
<b>re-</b>	backward	retract	pen name; alternative name used by a writer
<b>semi-</b>	half, part	semiannual	to quote a literary passage
<b>sub-</b>	under	subclass	put back
<b>super-</b>	over	supersede	withdraw
<b>sur-</b>	over	surpass	twice a year
<b>trans-</b>	across	transfer	a division of a class
<b>ultra-</b>	extremely	ultraclean	to replace in authority
<b>un-</b>	not	unfocused	to exceed
			to change from one person or place to another
			germ-free
			lacking direction or purpose

**Problem:** The prefix or root does not match the context.

**Solution:** Choose the appropriate prefix or root.

### Examples

**Incorrect:** Gina *refers* using a computer to a typewriter.

**Correct:** Gina *prefers* using a computer to a typewriter.

**Explanation:** Refer (back-to carry; to carry back) means to direct someone to someone or something. *I referred John to you because I thought you could help him.* Prefer (before-carry; to carry in front) means to choose someone or something more than something else. *Gina would rather use a computer than a typewriter.*

**Incorrect:** The audience left early because they were *immobile*.

**Correct:** The audience left early because they were *impatient*.

**Explanation:** The prefix im- means not. Immobile means not mobile. If the audience was immobile, they could not move and, therefore, could not leave early. They left early because they had exhausted their patience.

## Task 1

### Part 5: Incomplete Sentences

Choose the one word or phrase that best completes the sentence.

Even though he usually tells the truth, this story was \_\_\_\_\_.

- (A) unbelievable
- (B) unavailable
- (C) uncomfortable
- (D) unsuccessful

### Part 6: Text Completion

Read the letter and choose the one word or phrase that best completes each sentence.

Hi Martha,

It's that time of year when everything gets hectic around here. With my busy schedule there will be a number of odd jobs around the office that I will be \_\_\_\_\_ over to

1. (A) controlling  
(B) decreasing  
(C) handling  
(D) transferring

you.

Here are a few priorities for this week:

Our old printer is broken, and it's time to \_\_\_\_\_ it. It will be cheaper to buy a new

2. (A) replay  
(B) replace  
(C) display  
(D) displace

one than fix the old one. We need to do this soon. We have to print copies of the annual report in time for our yearly board meeting.

In addition, I need you to write up a welcome newsletter for the new board members. Include any \_\_\_\_\_ information about the company such as business hours,

3. (A) extraordinary  
(B) introductory  
(C) contrary  
(D) precautionary

Contact names, and numbers, and rules and regulations. Think of it as a mini version of our company manual.

*Bill*

## Target 2: Suffixes

A suffix is a letter, syllable, or group of syllables added to the end of the root of a word. The suffix can change the grammatical structure of the root word.

Suffix	Added to	Form	Meaning	Example
-ability	adj	n	state of the adjective	capability
-able	v	adj	describe effect	lovable
-age	n, v, adj	n	state	marriage
-al	n	adj	relationship	national
-al	v	n	action	burial
-ance	v	n	action	attendance
-ant	v	n	occupation	accountant
-ant	v	n	effect	pollutant
-arian	n	n	association	vegetarian
-ary	n, v	adj	describe characteristic	momentary
-ary	n	n	occupation	notary
-cy	adj, n	n	describe quality	consistency
-cy	n	n	occupation	consultancy
-ee	v	n	occupation	trainee
-en	n, adj	v	process	darken
-en	n	adj	describe characteristic	wooden
-ence	v	n	action	existence
-ence	adj	n	quality	confidence
-ent	v	adj, n	person, process	student
-er	v	n	person	walker
-er	v	n	thing	computer
-ery	v	n	action	robbery
-ery	adj, n	n	behavior	bravery
-ery	v, n	n	place	bakery
-ess	n	n	person	waitress
-ful	n	n	amount	handful
-ful	n	adj	characteristic	beautiful
-hood	n	n	state	childhood
-ian	n, adj	n	job	physician
-ibility	adj	n	state	feasibility
-ible	v	adj	characteristic	accessible
-ic	n	adj	characteristic	idiotic
-fy	(root)	v	process	amplify
-ion	v	n	state	decision
-ish	adj	adj	small characteristic	largish
-ish	n	adj	characteristic	childish
-ism	n, adj	adj	concepts	consumerism
-isy	n, adj	n	person	capitalist
-isy	n	n	field	scientist
-ity	adj	n	condition	equality

<b>-ize</b>	n	v	action	criticize
<b>-ize</b>	n, adj	v	process	colonize
<b>-less</b>	n	adj	without	flawless
<b>-less</b>	n, v	adj	cannot be measured	countless
<b>-let</b>	n	n	smaller example	booklet
<b>-ly</b>	adj	adv	manner	clearly
<b>-ly</b>	n, adj	adj	characteristic	costly
<b>-ly</b>	n	adj	frequency	monthly
<b>-ment</b>	v	n	result of process	assignment
<b>-ness</b>	adj	n	quality	illness
<b>-or</b>	v	n	person	editor
<b>-ous</b>	(root)	adj	quality	curious
<b>-some</b>	n, v	adj	characteristic	lonesome
<b>-ular</b>	n	adj	characteristic	angular
<b>-ure</b>	v	n	action	enclosure
<b>-y</b>	n	adj	characteristic	dirty

**Problem:** The suffix does not match the required part of speech or the meaning of the root does not match the context.

**Solution:** Choose the appropriate suffix and root.

### Examples

**Incorrect:** Check the schedule to see how *frequency* the trains run.

**Correct:** Check the schedule to see how *frequently* the trains run.

**Explanation:** Frequency is a noun formed by adding *-cy* to the adjective *frequent*. The sentence requires an adverb. Adding *-ly* to the adjective *frequent* gives us the adverb *frequently*.

**Incorrect:** The accountant was terminated because of her *effectiveness*.

**Correct:** The accountant was terminated because of her *carelessness*.

**Explanation:** An accountant would not be fired because she was too effective. *Effectiveness* does not match the context.

## Task 2

### Part 5: Incomplete Sentences

Choose the one word or phrase that best completes the sentence.

The \_\_\_\_\_ for the job filled out the wrong form.

- (A) defendant
- (B) applicant
- (C) occupant
- (D) assistant

### Part 6: Text Completion

Read the announcement and choose the one word or phrase that best completes each sentence.

#### March is Food Awareness Month

\_\_\_\_\_ research studies have shown that it is better for your health to eat

1. (A) Count
- (B) Countless
- (C) Countable
- (D) Undercount

less meat. The evidence is overwhelming. It is clear that vegetarians are healthier people than meat eaters. Doctors today suggest aiming for a \_\_\_\_\_ meal.

2. (A) larger
- (B) more colorful
- (C) strictly vegetarian
- (D) balanced

Parents have the added responsibility of making sure that their children eat healthy foods. In the past, dietitians recommended a balance of the major food groups. Today, we know that meat does not provide the same \_\_\_\_\_

3. (A) nourished
- (B) nourishment
- (C) nutritious
- (D) nutritional

as green, red, and yellow fruits and vegetables. However, some meat or other form of protein is still required.

### Target 3: Word Families

Word families are created by adding ending to a word. These ending will change the word into a noun, verb, adjective, or adverb.

Common Word Endings			
noun	verb	adjective	adverb
-ance	-en	-able	-ly
-ancy	-ify	-ible	-ward
-ence	-ize	-al	-wise
-ation		-ful	
-ian		-ish	
-ism		-ive	
-ist		-ous	
-ment			
-ness			
-ship			
-or			
-er			

Common Word Families				
noun		verb	adjective	adverb
thing	person			
application	applicant	apply	applicable	
competition	competitor	compete	competitive	competitively
criticism	critic	criticize	critical	critically
decision		decide	decisive	decisively
economy	economist	economize	economical	economically
finale	finalist	finalize	final	finally
interpretation	interpreter	interpret	interpretive	
maintenance	maintainer	maintain	maintainable	
management	manager	manage	managerial	
mechanism	mechanic	mechanize	mechanical	mechanically
nation	nationalist	nationalize	national	nationally
negotiation	negotiator	negotiate	negotiable	
politics	politician	politicize	political	politically
production	producer	negotiate	productive	productively
prosperity		prosper	prosperous	prosperously
repetition	repeater	repeat	repetitious	repetitively
simplification		simplify	simple	simply
theory	theoretician	theorize	theoretical	theoretically

**Problem:** The word may be the wrong part of speech.

**Solution:** Check the ending of the word to determine the part of speech.

### Examples

**Incorrect:** The manager read the report *careful*.

**Correct:** The manager read the report *carefully*.

**Explanation:** *Careful* is an adjective. Adverbs modify verbs. *How* did the manager read the report? Change the adjective *careful* to the adverb *carefully* to modify the verb *read*.

**Incorrect:** That process is not *economize* in the factory.

**Correct:** That process is not *economical* in the factory.

**Explanation:** *Economize* is a verb. The sentence requires an adjective to modify *process*. Change the verb *economize* to the adjective *economical* to modify *process*.

### Exercises

#### Part 5: Incomplete Sentence

Choose the one word or phrase that best completes the sentence.

The director of purchasing can \_\_\_\_\_ the best price.

- (A) negotiable
- (B) negotiate
- (C) negotiator
- (D) negotiation

### Part 6: Text Completion

Read the newspaper article and choose the one word or phrase that best completes each sentence.

Springfield News-Wednesday Edition	F1 – FINANCIAL NEWS
Workers at the Springfield Furniture Factory went on strike yesterday. All _____ at the factory has stopped. Employees promise that they will not	
1.	(A) produce (B) producer (C) production (D) productive
return to work until they _____ a new contract with the factory owners.	
2.	(A) negotiate (B) negotiator (C) negotiable (D) negotiation
The Springfield economy has been strong since last February when three new factories opened. Unemployment is at an all-time low. Due to an increase in job _____, workers can now demand higher pay.	
3.	(A) training (B) requirements (C) availability (D) loss

### C. Guided Practice

#### Review of Prefixes, Suffixes, Word Families, and Similar Words

#### Part 5: Incomplete Sentences

**Directions:** In sentences 1-5, decide which part of speech is necessary in the sentence. Then choose the one word or phrase that best completes the sentences. In sentences 6-10, choose the one words or phrase that best completes the sentence.



## Sentences 1-5

1. The manager should \_\_\_\_\_ the procedure to reduce errors.

- |               |                    |
|---------------|--------------------|
| (A) noun      | (E) simple         |
| (B) verb      | (F) simplify       |
| (C) adjective | (G) simplicity     |
| (D) adverb    | (H) simplification |

2. Arguing over the use of the copy machine is very \_\_\_\_\_.

- |               |               |
|---------------|---------------|
| (A) noun      | (E) fool      |
| (B) verb      | (F) fooled    |
| (C) adjective | (G) foolish   |
| (D) adverb    | (H) foolishly |

3. We could print newspaper ads to \_\_\_\_\_ our new restaurant.

- |               |                 |
|---------------|-----------------|
| (A) noun      | (E) publicity   |
| (B) verb      | (F) publicize   |
| (C) adjective | (G) public      |
| (D) adverb    | (H) publication |

4. The \_\_\_\_\_ will be announced on Friday.

- |               |                |
|---------------|----------------|
| (A) noun      | (E) decision   |
| (B) verb      | (F) decide     |
| (C) adjective | (G) decisive   |
| (D) adverb    | (H) decisively |

5. Our research facility is better \_\_\_\_\_ to manage this project.

- |               |                   |
|---------------|-------------------|
| (A) noun      | (E) qualify       |
| (B) verb      | (F) qualification |
| (C) adjective | (G) quality       |
| (D) adverb    | (H) qualified     |

## Sentences 6-10

6. The project was separated into \_\_\_\_\_ parts.  
(A) equal  
(B) same  
(C) match  
(D) likable
7. He was \_\_\_\_\_ pleased by the results of the team effort.  
(A) specialist  
(B) especially  
(C) specialty  
(D) special
8. Everyone left the building \_\_\_\_\_ the security guard.  
(A) except  
(B) excess  
(C) access  
(D) accept
9. Airline ticket prices \_\_\_\_\_ when the cost of fuel increases.  
(A) raise  
(B) grow  
(C) rise  
(D) elevate
10. Mr. Arnold can \_\_\_\_\_ a pen from Ms. Lee.  
(A) lend  
(B) give  
(C) offer  
(D) borrow

### Part 6: Text Completion

**Directions:** Read the e-mail and choose the one word or phrase that best completes each sentence.

**To:** [gloriacummings@bargainboy.com](mailto:gloriacummings@bargainboy.com)  
**From:** [hankrichards@bargainboy.com](mailto:hankrichards@bargainboy.com)  
**Subject:** Offices

Gloria,

I need a favor. My office is being painted, and I was hoping I could use your office this afternoon while you are at your client's reviewing their account. I need to \_\_\_\_\_ several people for the job opening in our department.

1. (A) review  
(B) preview  
(C) interview  
(D) overview

Sorry this is such a last-minute request. I just found out myself about the painters coming in.

I thought of you because I overheard you telling George that you would be out of the office for some meetings late this afternoon. There are four \_\_\_\_\_, and I

2. (A) applications  
(B) applicants  
(C) applicable  
(D) appliance

have appointments with all of them after lunch. I don't know if you were planning on coming back to the office after your \_\_\_\_\_.

3. (A) meetings  
(B) accounting class  
(C) luncheon  
(D) interview

If not, then you won't even notice that I'm here. Either way, it won't take long. I can easily finish before 3:30. Then you can have your office back.

Before you leave for the afternoon can you make sure to clear any confidential papers from your workspace? Thank you in advance.

Hank

## D. Independent Practice

### 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.

1. The document that you requested \_\_\_\_\_ on your desk.  
(A) is  
(B) am  
(C) are  
(D) were
2. The \_\_\_\_\_ businessperson always dresses appropriately.  
(A) success  
(B) succeed  
(C) successful  
(D) succession
3. You will find all the pencils you need \_\_\_\_\_ that drawer.  
(A) through  
(B) under  
(C) on  
(D) in
4. Several important pieces of information were \_\_\_\_\_ from the report.  
(A) omit  
(B) omitted  
(C) omitting  
(D) omission
5. If the weather is bad, we \_\_\_\_\_ the trip.  
(A) will cancel  
(B) have canceled  
(C) canceled  
(D) are cancelling
6. You can always count on Ms. Cho, as she one of our most \_\_\_\_\_ employees.
7. Mr. Jones finally \_\_\_\_\_ a promotion, and he was very happy to get it.  
(A) deceived  
(B) conceived  
(C) perceived  
(D) received
8. The office was in excellent condition when we moved in because the former \_\_\_\_\_ was very tidy.  
(A) occupy  
(B) occupied  
(C) occupant  
(D) occupancy
9. No one can go home \_\_\_\_\_ the work is finished.  
(A) if  
(B) until  
(C) since  
(D) because
10. Just walk \_\_\_\_\_ that door and you will see the copy machine on the other side.  
(A) under  
(B) around  
(C) between  
(D) through

11. There were several qualified candidates for the job, but we could \_\_\_\_\_ only one.  
(A) chose  
(B) chosen  
(C) choose  
(D) choice
12. In order to be \_\_\_\_\_ to the building, you must show proper identification.  
(A) admitted  
(B) emitted  
(C) remitted  
(D) submitted
13. There's a phone on the table \_\_\_\_\_ my desk.  
(A) inside  
(B) outside  
(C) beside  
(D) reside
14. It is a bit scary riding this elevator because it \_\_\_\_\_ at such a rapid rate.  
(A) decreases  
(B) descends  
(C) devalues  
(D) diminishes
15. \_\_\_\_\_ your time card whenever you enter the building.  
(A) Punch  
(B) Punches  
(C) Punched  
(D) Punching
16. When payday \_\_\_\_\_, all employees will receive their checks in the mail.  
(A) arrived  
(B) arrives  
(C) arriving  
(D) will arrive
17. Ms. Wilson was fired \_\_\_\_\_ she always arrived late and never finished her work on time.  
(A) unless  
(B) though  
(C) because  
(D) however
18. Our boss is very organized and tidy and \_\_\_\_\_ that we keep the office neat.  
(A) consists  
(B) persists  
(C) resists  
(D) insists
19. \_\_\_\_\_ Mr. Lee works very hard and always meets his deadlines, he still hasn't been given a promotion.  
(A) Since  
(B) Even  
(C) Despite  
(D) Although
20. He \_\_\_\_\_ an employee of this company ever since he first started working.  
(A) is  
(B) was  
(C) has been  
(D) will be

**Part 6: Text Completion**

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

**Questions 1-3 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

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

coming 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

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

of fine employees." Job loss is becoming a more widespread problem as the recession deepens, and applications for unemployment \_\_\_\_\_ are on

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

the rise. Evergreen is just one more in a long list of local businesses that have been falling victim to the current economic crisis.

**Questions 4-6 refer to the following letter.**

April 21, 20--

Martha Dinsmore  
Pet Supply Company  
3774 State Street  
Westmister, VA

Dear Ms. Dinsmore,

This is to serve as a letter of recommendation for Andrew Richardson, a former employee of my company, PT, Inc. Mr. Richardson \_\_\_\_\_ for my company

4. (A) works  
(B) worked  
(C) has worked  
(D) had worked

for three years, from June of 20-- until he left to continue his university studies two years ago. Mr. Richardson was a great asset to my company. He always fulfilled his responsibilities in a careful and thorough manner. He was also extremely \_\_\_\_\_. We

5. (A) punctual  
(B) prepared  
(C) reliable  
(D) organized

could always count on him to do what he promised to do. He was eager to pursue professional development opportunities and attended a number of training workshops while employed by PT. His upbeat personality was also a great addition to our workplace. I think everyone on the PT staff would agree that it was indeed a pleasure to work with \_\_\_\_\_.

6. (A) he  
(B) us  
(C) her  
(D) him

I highly recommend Mr. Richardson for the position he has applied for at your company. If you have any questions, please don't hesitate to contact me.

Sincerely,

Patricia Thompson  
President

Reference: Barron's TOEIC 5<sup>th</sup> Edition by Dr. Lin Lougheed