



ENGLISH LANGUAGE COORDINATING SECTION
School of Information Technology

Fundamental English 3

Lesson Handout 3

Name

Listening Section

A. Topics

Analyzing Photographs

Targets

- Target 4: Actions
- Target 5: General locations
- Target 6: Specific locations

B. Getting Started

Target 4: Actions

Task 4.1

Identify the actions in the photo. Make some assumptions about what happened before, during and after the action to understand what is happening. Complete the table below.

Past	
Present	
Future	

Problem: You may not understand what is happening in the photo.

Solution: Use the context of the photo to help you make assumptions about what happened before, during and after the action.

The more assumptions you can make, the easier it will be for you to answer the questions.

Task 4.2

Part 1: Photographs

You will see a photograph on the screen.

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

- (A) The men are smoking pipes.
- (B) The earth is planted with crops.
- (C) The trench is being dug.
- (D) The workers are laying pipeline.

Target 5: General Locations

Task 5.1

Suggest some clues to the following locations below.

1. school - flag, classrooms, board, chairs, teachers, students
2. shopping center - _____
3. police station - _____
4. hotel lobby - _____
5. office - _____
6. fitness center - _____
7. hospital - _____
8. café - _____
9. park - _____
10. beach resort - _____

A photo is full of clues to help you identify the general location.

Problem: You may not understand where the action is taking place.

Solution: Use the context of the photo to help you make assumptions about the general location.

Task 5.2

Analyze the numbered context clues in the photo. Match the numbers with the words in the list below.

Context Clues

- | | |
|------------------------------|---------------------------|
| ___ Security checkpoint | ___ Security officers |
| ___ Departure information | ___ Man with mobile phone |
| ___ Gate sign | ___ Airline names |
| ___ People with baggage | ___ Names of destinations |
| ___ Porter with luggage cart | ___ Sign about X-ray |
| ___ Security personnel | ___ Uniformed personnel |

Task 5.3

Part 1: Photographs

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

- (A) Some shoppers want to buy new luggage.
- (B) Passengers are passing through airport security.
- (C) The police guard the bank.
- (D) The flight attendant seats the passengers.

Target 6: Specific Locations

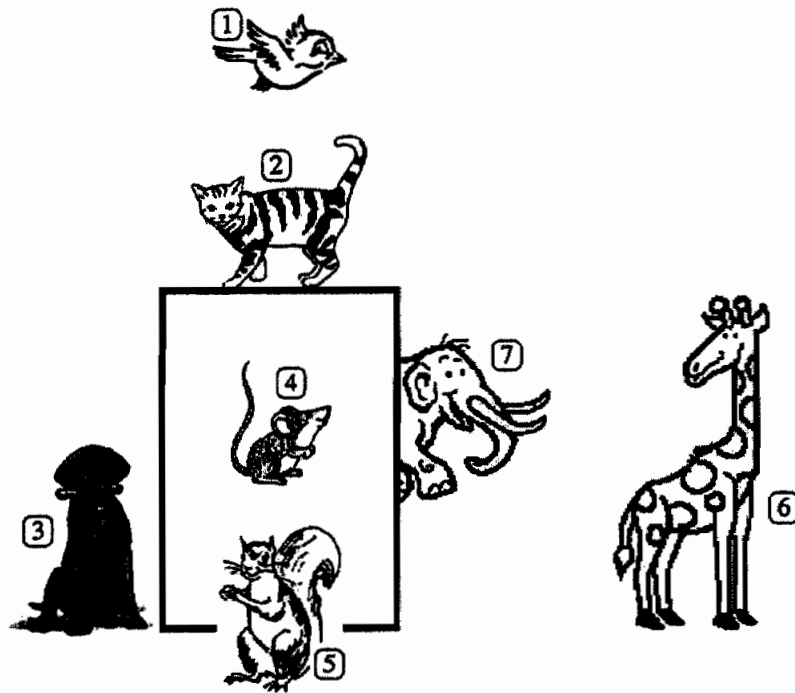
Identify the specific location of people and things in a photograph. When you look at a photograph, analyze the relationship of the people and things.

Problem: The wrong preposition may be used to identify a location.

Solution: Listen for the correct preposition.

Prepositions and Phrases of Location

above	beneath	far from	near	over
across	beside	in	next to	to the left of
around	between	in back of	on	to the right of
at	by	in front of	on top of	under
below	close to	inside	outside	underneath



Animal Location

1. The bird is **above** the box
2. The cat is **on** the box
3. The dog is **next to** the box
4. The mouse is **in** the box



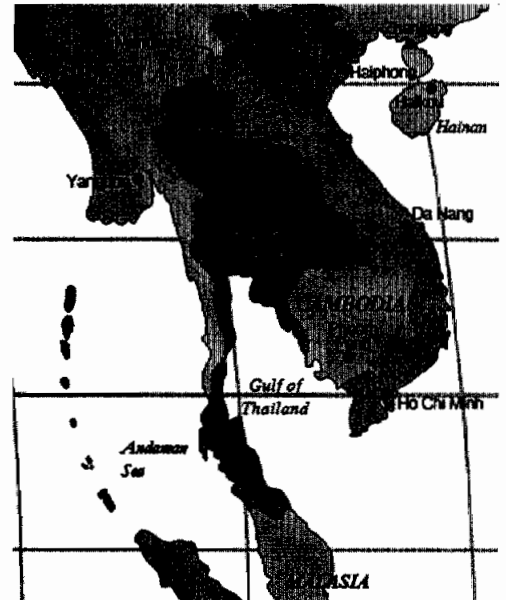
5. The squirrel is **in front of** the box
6. The giraffe is **near** the box
7. The elephant is **behind** the box
8. The fish is **under** the box

Task 6.1

Study the map of Southeast Asia, then complete each of the sentence by choosing the best answer from the box below. Question 1 has been done for you.

under next to between in above

1. Bangkok is in Thailand.
2. Laos is _____ Thailand.
3. Thailand is _____ Malaysia.
4. Thailand is _____ Southeast Asia.
5. Cambodia is _____ Thailand and Vietnam.
6. Bangkok is _____ the Gulf of Thailand.
7. Cambodia is _____ Laos.



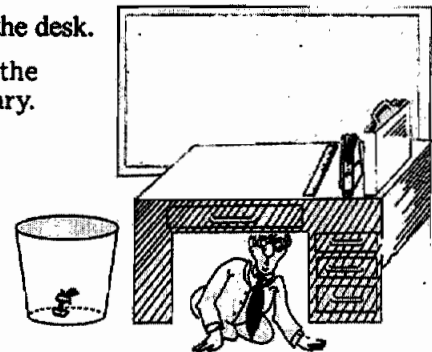
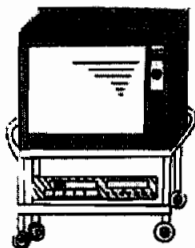
Task 6.2

First study the picture, then complete each sentence by matching it with the correct answer. Sentence 1 has been done for you: The teacher is under the desk. Remember to study page 1 if you get confused.

Look at the picture. Complete the sentences.

- c 1. The teacher is
- _____ 2. The briefcase, dictionary, and ruler are
- _____ 3. The bin is
- _____ 4. The DVD player
- _____ 5. The apple is
- _____ 6. The dictionary is on the desk. It's
- _____ 7. The whiteboard is
- _____ 8. The ruler is on the desk. It's

- a. on the desk.
- b. under the television.
- c. in the bin.
- d. between the ruler and the briefcase.
- e. under the desk.
- f. behind the desk.
- g. next to the desk.
- h. next to the dictionary.



Task 6.3

Study the picture. Complete each of the sentence by choosing the best answer from the box below. Question 1 has been done for you.

behind	next to	under
between	on	above

1. The *Q* is next to the *W*.
2. The *W* is _____ the *Q* and the *Z*.
3. The *O* is _____ the *W*.
4. The *E* is _____ the *W*.
5. A cabinet is _____ the doctor.



Task 6.4

Read each clue. The clues spell a word.

1. There are seven letters in this word.
2. The first letter is E.
3. The last letter is H.
4. The letter N is next to the letter E.
5. The letter S is next to the H.
6. The letter N is between the letter E and the letter G.
7. The letter S is between the letter H and the letter I.
8. The letter L is between the letter G and the letter I.

The word is _____

Task 6.5

Part 1: Photographs

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

- (A) The waiters are beside the table.
- (B) The man with glasses is next to the woman.
- (C) A bottle is under the table.
- (D) There are four people in front of the first table.

C. Follow Through

Lesson 3: Listening Comprehension

Part 1: Photographs

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

1. (A) The car is parked in the garage.
(B) The street is covered with snow.
(C) The man is driving slowly.
(D) The white flowers are in bloom.

2. (A) The janitor is fixing the lights.
(B) The author is writing a book.
(C) The professor is giving a lecture.
(D) The student is cleaning the blackboard.

3. (A) The ship is loaded with cargo.
(B) The passenger is standing on the deck.
(C) The boat is in the middle of the ocean.
(D) The captain is giving orders.

4. (A) She's drinking the liquid.
(B) She's removing her mask.
(C) She's washing her gloves.
(D) She's looking at a test tube.

5. (A) The computers are on the table.
(B) The curtains are closed.
(C) The man has a magazine.
(D) The woman is looking at the man.

D. Practice

Part 1: Photographs

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

1. (A) She's looking for a suit.
(B) She's picking apples from the tree.
(C) She's going to buy some fruit.
(D) She's cleaning pears to make a pie.

2. (A) The waiters are drinking from glasses.
(B) The two men are shaking hands.
(C) The workers are filling the documents.
(D) The women are climbing the stairs.

3. (A) They're waiting to enter the museum.
(B) They're taking pictures of the room.
(C) They're looking at paintings on the wall.
(D) They're sitting on a bench.

4. (A) The station is empty.
(B) The plane is ready to take off.
(C) The passengers are buying tickets.
(D) The train is underground.

5. (A) He's putting on his jacket.
(B) He's opening his briefcase.
(C) He's trying on the trousers.
(D) He's lying on the bed.

Reading Section

A. Topic

Targets

Target 5: Non-count Nouns and Plural Verbs Questions

Target 6: Differences in Meaning Between Count and Non-count Nouns

B. Getting Started

Target 5: Non-count Nouns and Plural Verbs Questions

Count nouns are nouns that can be counted. Count nouns can be either singular or plural, and they can use either singular or plural verbs.

Singular The *client* has his invitation.

Plural The *clients* have their invitations.

Non-count nouns are nouns that cannot be counted. Non-count nouns do not have plural forms and therefore cannot use plural verbs.

Singular *Quality* is our goal.

Plural *No plural*

Common Count and Non-count Nouns	
Whole (non-count)	Parts (count)
cash furniture	dimes, nickels, pennies, dollar bills chairs, tables, desks, lamps
Weather (non-count)	Weather (count)
(some) weather (some) rain (some) sunshine	one storm, two storms... one shower, two showers.... One ray of sunshine, two rays of sunshine....
Food (non-count)	Foods (count)
(some) fruit (some) coffee	one apple, two apples... one cup, two cups...
Abstract (non-count)	
(some) efficiency (some) progress	
	Irregular plural (count)
	one fish, two fish... one child, two children... one foot, two feet....

Non-count nouns use singular verbs.

Problem A non-count noun has a plural verb.

Solution Use a singular verb with the non-count noun, or add a countable quantity.

Examples

Incorrect: *Confidence* are reassuring to clients.

Correct: *Confidence* is reassuring to clients.

Explanation: *Confidence* is a non-count noun. It never has a plural form, and always uses a singular verb. Change the verb to *is*.

Incorrect: The new *furnitures* look good in the lobby.

Correct: The *furniture* looks good in the lobby.

Explanation: *Furniture* is a non-count noun. It never has a plural form, and always uses a singular verb. Change the verb to *looks*.

Non-count: The new *furniture* looks good in the lobby.

Count: The new pieces of *furniture* look good in the lobby.

Explanation: Use a countable quantity with a non-count noun. You cannot count *furniture*, but you can count *pieces* because *pieces* is plural, use a plural verb.

Task 5.1

Part 5: Incomplete Sentences

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

The employees collected several _____ to give to the poor.

- (A) clothes
- (B) some clothes
- (C) bags of clothes
- (D) bag of clothes

Part 6: Text Completion

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

SHOP FOR A GOOD CAUSE WEEKEND SALE

Don't miss the big holiday sale at Murray's Department Store. This weekend only, all living room _____ is on sale for 30% off the regular price. This

1. (A) paint
- (B) lighting
- (C) furniture
- (D) art

includes sofas, coffee tables, and entertainment stands. You can't beat a bargain like that.

Murray's is a proud member of the Food for Families community program. Last month ten boxes of food _____ collected thanks to kind shoppers like you.

2. (A) is
- (B) are
- (C) was
- (D) were

Buy a new _____ furniture and Murray's will donate five dollars worth of

3. (A) pieces
- (B) piece
- (C) piece of
- (D) a piece

food to this charity.

Target 6: Differences in Meaning Between Count and Non-count Nouns

Problem	Some nouns have different count and non-count meanings.
Solution	Pay attention to the meanings of the noun.

Examples

Incorrect:	Fish is swimming in the office pond.
Correct:	Ten fish are swimming in the office pond. (count)
Correct:	Fish makes a healthy dinner. (non-count)

Non-count	Fish makes a healthy dinner.
Count	Ten fish are swimming in the office pond.

Explanation: Ten fish is countable because it means ten individual living things. Fish for dinner is a non-count noun like food. Nouns, such as light or hair, change meanings depending on whether they are count or non-count nouns.

Examples

Incorrect:	There's not enough light to read.
Correct:	The street lights go on at dusk.
Incorrect:	The shop sells many different wool.
Correct:	The shop sells many different wools. (count)
Correct:	The shop sells many different kinds of wool. (non-count)

Non-count	The shop sells many different kinds of wool.
Count	The shop sells many different wools.

Explanation: The non-count noun wool can be a plural count noun when it refers to different varieties of wool. The non-count wool can be used with a countable quantity *kinds of*.

Task 6.1

Part 5: Incomplete Sentences

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

We need more _____ on this shelf.

- (A) room
- (B) rooms
- (C) places of room
- (D) places of rooms

SATURDAY SPECIAL

Restaurants in Review

Restaurant: White Cottage Restaurant

Rating: ***

The new White Cottage Restaurant was a unique dining experience. Unfortunately, it was not very clean. The napkins were dirty and there were spots on our water and wine glasses. However the food was delicious. We really enjoyed the fried chicken, and it was served promptly.

The _____ wasn't great. It was too dark and we couldn't see what we were

1. (A) music
(B) atmosphere
(C) meal
(D) service

eating. We had to ask the server to open the curtains and let some _____ into

2. (A) light
(B) lighting
(C) lights
(D) lighten

the room. Luckily, the _____ was tolerable. There was a local jazz band

3. (A) music
(B) songs
(C) singers
(D) musician

playing while we were dining.

C. Follow Through

Part 5: Incomplete Sentences

Directions: Choose the one word or phrase that best completes the sentence. (Note: There are only two answer options in this practice section, unlike the actual TOEIC, which has four.)

1. The movie theater has sign that reads, "Maximum capacity: 650 _____."
 - (A) peoples
 - (B) persons

2. Most Americans eat three different _____ for dinner: a protein, a starch, and a vegetable.
 - (A) foods
 - (B) food

3. Of all the so-called "white" kinds of meat, _____ the most popular.
 - (A) chicken is
 - (B) chickens are

4. The roads are dangerous for driving because a lot of _____ fell last night.
 - (A) snows
 - (B) snow

5. In order to do a good job on that report, we'll need a lot more _____.
 - (A) Informations
 - (B) Information

Part 6: Text Completion

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

To: georgemiller@jhonsonco.com
From: margmason@johnsonco.com
Subject: Dinner

George,

Don't forget we are going to Rita's house for dinner tonight. I want to give her something special, so I thought I would get her a basket of _____.

1. (A) gift
(B) fruit
(C) flowers
(D) cookies

that's a good idea? You know Rita better than I do. In fact, I've only met her a few times. She might prefer candy or something else.

I also want to bring something for the dinner. I plan to stop at Brown's Grocery on my way home from work. The _____ there are delicious. Strawberry pie is my

2. (A) food
(B) desserts
(C) beverages
(D) sandwiches

favorite, so I hope everyone likes that flavor. I'll get some ice cream, too. The wine costs very little there, so I might get some of that, too. Even if we don't drink any, Rita will have it for another time.

Should we offer Mary and Mike a ride? I'm sure we have enough _____ in the

3. (A) room
(B) rooms
(C) seat
(D) chair

car for them since Eric isn't coming. Let me know what you think. I can call both of them this afternoon on my coffee break.

See you tonight,
Margaret

D. 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 walls are in bad shape and will require _____ before we can begin painting them.
(A) preparation
(B) preparatory
(C) preparer
(D) prepare
2. If we _____ all night, we might have finished the report on time.
(A) worked
(B) had worked
(C) have worked
(D) would have worked
3. It is necessary to have at least one advanced degree in order to _____ in today's job market.
(A) compete
(B) competent
(C) competitive
(D) competition
4. Because so few people showed _____ for the meeting, we decided to postpone it to later date.
(A) through
(B) down
(C) off
(D) up
5. The office is right _____ the street from the subway station.
(A) next
(B) across
(C) under
(D) between
6. If you wish to speak with the director, you should _____ an appointment first.
(A) will make
(B) making

- (C) make
(D) made
7. The _____ of our products is well known throughout the world.
(A) quality
(B) quantity
(C) quantify
(D) qualify
8. All employees are expected _____ at the office on time every day.
(A) arrive
(B) arrived
(C) arriving
(D) to arrive
9. All expenses must be approved _____ the department head at the beginning of each month.
(A) by
(B) to
(C) for
(D) from
10. The meeting will take place tomorrow from 10:00 _____ 11:00.
(A) at
(B) to
(C) on
(D) in
11. We _____ finish this work soon because the deadline is approaching.
(A) have
(B) had to
(C) have to
(D) will have
12. This _____ is very important, so think it over carefully.
(A) decidedly
(B) decisive
(C) decision
(D) decide
13. _____ off the lights before you leave the office
(A) Turn
(B) Turned
(C) Turning
(D) Will turn

14. The new rug looks very nice _____ the table.
(A) bottom
(B) floor
(C) down
(D) under
15. The books that he recommended _____ not very interesting.
(A) was
(B) were
(C) is
(D) did
16. Mr. Kim is not a particularly interesting speaker, and several people fell asleep _____ his lecture.
(A) although
(B) while
(C) because
(D) during
17. Our business is rapidly _____ and we are hiring many new people.
(A) expand
(B) expands
(C) expanding
(D) has expanded
18. The building _____ during the heavy thunderstorm last night.
(A) damage
(B) damaged
(C) was damaged
(D) was damaging
19. People who have no _____ are seldom disappointed.
(A) expectations
(B) expectancy
(C) expects
(D) expect
20. Please don't ask for personal information about our employees, as we keep that information _____.
(A) consequential
(B) confidential
(C) conservative
(D) considerate

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 article.

STORE POLICY REGARDING RETURNED MERCHANDISE

Customer satisfaction is our top priority. If you are dissatisfied with your purchase for any reason, you may return it to the store for a full _____.

- 1. (A) refund
- (B) refusal
- (C) referral
- (D) restoration

No questions asked, providing the following conditions are met:

- The item is returned with its original packaging intact.
- The item is accompanied by the store receipt.
- The item is returned within 30 days of purchase.

Customers returning items after 30 days but within 90 days of purchase or without _____ original packaging will receive store credit. We are

- 2. (A) its
- (B) his
- (C) their
- (D) your

sorry but we cannot accept returns on items after 90 days of the purchase date or without a store receipt. Any questions about the return policy should _____ to the Management Office.

- 3. (A) direct
- (B) directs
- (C) directed
- (D) be directed

Questions 4-6 refer to the following advertisement.

Misty View Office Complex has several office spaces for rent. Misty View is _____

4. (A) convenient
(B) convenience
(C) conveniently
(D) conventionally

located near several bus lines and is just a short, five-block walk from the subway station. Your clients who drive will never have to worry about finding a place to park. Misty View has _____ visitor parking. Tenant parking is also available for an additional

5. (A) scarce
(B) ample
(C) covered
(D) underground

monthly fee. Rents start at \$2 per square foot, all utilities included. Six-month, one-year, and five-year leases are available. _____ this opportunity to locate your business in

6. (A) Miss
(B) Missing
(C) Don't miss
(D) Shouldn't miss

the city's prime office building. Call our leasing office today to make an appointment to visit Misty View and find out why it has become the city's most desirable business location.