



ENGLISH LANGUAGE COORDINATING SECTION  
School of Information Technology

# Fundamental English 3

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## Lesson Handout 4

\_\_\_\_\_ *Name*

## Listening Section

### A. Topics

#### Analyzing Answer Choices

- Target 7: Similar Sounds
- Target 8: Related Words
- Target 9: Homonyms

### B. Follow Through

#### Target 7: Similar Sounds

Distinguish between words with similar sounds. When you hear the answer choices, pay attention to the meaning. There will be context clues that help you understand the meaning. Do not be confused by words with similar sounds.

**Problem:** The answer choices contain words with similar sounds.

**Solution:** Listen carefully to the meaning of the statement or question and determine which answer choice really answers the question.

#### Task 7.1 Different Vowel Sounds

You will hear a sentence using one of the following word pairs below. Circle the exact word that is being used in each sentence.

Example

You will hear: 1. *I like playing on the beach and swimming in the \_\_\_\_\_.*

son, sun

- |    |       |       |     |        |        |
|----|-------|-------|-----|--------|--------|
| 1. | bass  | base  | 7.  | deep   | dip    |
| 2. | boots | boats | 8.  | fall   | full   |
| 3. | bus   | boss  | 9.  | fun    | phone  |
| 4. | car   | core  | 10. | gun    | gone   |
| 5. | cart  | court | 11. | grass  | grease |
| 6. | drug  | drag  | 12. | letter | later  |

#### Task 7.2 Different Initial Consonant Sounds

You will hear a sentence using one of the following word pairs below. Circle the exact word that is being used in each sentence.

- |    |      |      |       |
|----|------|------|-------|
| 1. | back | pack | rack  |
| 2. | core | tore | sore  |
| 3. | race | case | place |

4. hair pair tear

### Task 7.3 Two or More Words That Sound Like One Word

You will hear a sentence using one of the following word pairs below. Circle the exact word that is being used in each sentence.

1. cab cap
2. little litter
3. nab nap
4. think thin

### Task 7.4 Two or More Words That Sound Like One Word

You will hear a sentence using one of the following word pairs below. Circle the exact word/s that is/are being used in each sentence.

1. mark it market
2. sent her center
3. letter let her
4. in tents intense

### Task 7.4 Two or More Words That Sound Like One Word

You will hear a sentence using one of the following word pairs below. Circle the exact word that is being used in each sentence.

1. nation imagination
2. mind remind
3. give forgive
4. intention unintentional

Different Vowel Sounds			
bass	car	deep	gun
base	core	dip	gone
boots	cart	fall	grass
boats	court	full	grease
bus	drug	fun	letter
boss	drag	phone	later
Different Initial Consonant Sounds			
back	core	race	hair
pack	tore	case	fair
rack	sore	place	tear
Different final Consonant Sounds			

cab	little	nab	think
cap	litter	nap	thin
<b>Two or More Words That Sound Like One Word</b>			
mark it	sent her	letter	in tents
market	center	let her	intense
<b>Words That Have Sounds That Are Part of a Longer Word</b>			
nation	mind	give	intention
imagination	remind	forgive	unintentional

**Exercise** (pp. 33-34)

### Part 1: Photographs

*You will see a photograph on the screen.*

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

### Part 2: Question-Response

Choose the best answer to the question.

- What does the woman enjoy?
  - Wearing her new boots
  - Talking on the phone
  - Selling a new house
  - Sailing her boat
- When does the man want to get together with the woman?
  - Today
  - In two days
  - On Sunday
  - On Tuesday
- How is the weather today?
  - Rainy
  - Sunny
  - Cold
  - Clear

### Part 4: Talks

Choose the best answer to the question.

- What does the woman want people to do?
  - Mark all answers

- (B) Change
- (C) Leave the store
- (D) Buy some plant seed

2. When does the woman want people to do this?

- (A) In fifteen minutes
- (B) In sixteen minutes
- (C) In fifty minutes
- (D) In sixty minutes

3. What will happen tomorrow?

- (A) The store will be open
- (B) Clothes will go on sale
- (C) There will be a holiday
- (D) Money will be collected

### Target 8: Related Words

When you hear the answer choices, pay attention to the meaning. Be careful of words from the same word family or words with associated meanings.

Sometimes these related words may not be written down or spoken. They may be suggested by the picture. For example, a photo of someone putting on snow ski may make you think of the related word *mountain*, even if a mountain is not in the picture.

**Problem:** The answer choices may contain words that are related to the context.

**Solution:** Listen and look for the choice that completely answers the question or exactly matches the picture.

### Examples

Airline				
ticket seatbelt	pilot flight attendant	reservation ticket counter	baggage claim crew	check-in turbulence
Plants				
bud root	seed leaf	stem blossom	flower blush	branch tree

Nature				
river stream	rural farm	mountain brook	country hill	field lake
Weather				
sunny cold freezing snow chilly	cool sleet warm humid humidity	rain rainstorm hot smoggy fog	drizzle mist cloudy thunder lightning	wind breeze blizzard tornado hurricane
Energy				
oil coal	electricity gas	solar power windmill	atomic energy oil well	hydroelectric power nuclear energy

**Exercise** (pp. 36-37)

### Part 1: Photographs

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

### Part 2: Question-Response

Choose the best response to the question.

### Part 3: Conversation

Choose the best answer to the question.

- Where are the speakers?
  - In a car
  - In a plane
  - At sea
  - On a bus
- What does the man want the woman to do?
  - Sit down
  - Stand up
  - Show her ticket
  - Get some air
- What is the woman worried about?
  - Not being able to breathe
  - Losing her seat
  - Falling down
  - Landing too fast

## Part 4: Talks

Choose the best answer to the question.

1. What does this announcement concern?  
(A) Sporting events  
(B) Auto repair garages  
(C) Garden center hours  
(D) The weekend weather
2. What should people do this weekend?  
(A) Use their umbrellas  
(B) Watch golf on TV  
(C) Buy flowers  
(D) Enjoy the outdoors
3. What will happen on Monday?  
(A) It will rain.  
(B) People will have a day off work.  
(C) Traffic lights will be repaired.  
(D) There will be a golf tournament.

### Target 9: Homonyms

You have to determine whether the answer choices contain a word that is a homonym.

**Homonyms** are words that are pronounced the same, but have different meanings and spellings.

**Problem:** A homonym may be used.

**Solution:** Listen and look for the meaning of the word in the context of the picture, sentence, or conversation.

### Examples

Homonyms				
week	for	male	seen	Sowing
weak	four	mail	scene	Sewing
wait	bear	sail	morning	Steak
weight	bare	sale	mourning	Stake
flour	steel	fare	threw	Bough
flower	steal	fair	through	Bow
plane	tale	rite	flew	Due
plain	tail	right	flu	Dew

too	Fee	light	pale	Sight
two	feet	lite	pail	site
to				

### Task 9.1

Complete the following by putting the listed words in the correct space.

ceiling, bored, cords, bread, board, break, sealing, born, bred, chord, brakes, borne

1. I am getting very \_\_\_\_\_ with this entire business.
2. Richard was a \_\_\_\_\_ teacher.
3. The \_\_\_\_\_ began locking.
4. \_\_\_\_\_ is a very common food made from flour.
5. The rooms were spacious with tall windows and high \_\_\_\_\_.
6. A \_\_\_\_\_ is a number of musical notes played at the same time.
7. Austin wants to put his recommendation before the \_\_\_\_\_ at a meeting tomorrow.
8. He had \_\_\_\_\_ his guilt for many years.
9. I thought a fifteen minutes \_\_\_\_\_ from his work would do him good.
10. I was born and \_\_\_\_\_ in the highlands.
11. \_\_\_\_\_ wax is a hard red substance that melts quickly.
12. We used so many light that we needed four extension \_\_\_\_\_.

### Task 9.2

Complete the following by putting the listed words in the correct space.

bear, allowed, bass, ate, birth, beet, aloud, bare, beat, eight, berth, base

1. Smoking will not be \_\_\_\_\_.
2. We \_\_\_\_\_ the food, and it was good.
3. Alice went outside the house wearing a thin robe, while her feet were \_\_\_\_\_.
4. She just gave \_\_\_\_\_ to a baby girl.
5. He could hear the \_\_\_\_\_ of his heart.
6. Spoon the mixture on the biscuit \_\_\_\_\_ and cook in a pre-heat oven.
7. When we were children, our father read \_\_\_\_\_ to us.
8. We are altogether \_\_\_\_\_ people.



9. As the plants grow and start to \_\_\_\_\_ fruit they will need a lot of water.
10. She gives showbiz parties a wide \_\_\_\_\_.
11. \_\_\_\_\_ is a crop with a thick round root.
12. A \_\_\_\_\_ musical instrument is the one that produces a deep sound.

### Task 9.3

Complete the following by putting the listed words in the correct space.

hours, fore, there, buy, four, by, our, too, their, to, side, sight

1. We will be traveling \_\_\_\_\_ car.
2. I faint at the \_\_\_\_\_ of blood.
3. Rena has \_\_\_\_\_ pencils.
4. We are expecting \_\_\_\_\_ first baby.
5. The book is \_\_\_\_\_ for people to read and make up their own mind.
6. There is ample car parking off \_\_\_\_\_.
7. He won't be \_\_\_\_\_ pleased to see you.
8. There had been no damage in the \_\_\_\_\_ part of the ship.
9. Jane and Louis have announced \_\_\_\_\_ engagement.
10. She went \_\_\_\_\_ the window and looked out.
11. He could not afford to \_\_\_\_\_ a house.
12. They waited for about two \_\_\_\_\_.

### Task 9.4

Complete the following by putting the listed words in the correct space.

floor, added, selected, collection, accept, flour, follow, except, imagination, beautiful, write, right

1. \_\_\_\_\_ is the main ingredient of bread.
2. All of my friends came early \_\_\_\_\_ you.
3. Walking done in a \_\_\_\_\_ way is a form of aerobic exercise.
4. Let us \_\_\_\_\_ them to find out where they are heading.
5. George \_\_\_\_\_ some of the books from the library.
6. The \_\_\_\_\_ is slippery so I fell down.
7. Use your \_\_\_\_\_ while drawing anything.
8. Please \_\_\_\_\_ my gift.

9. Sheila has a very \_\_\_\_\_ smile.
10. Vivian has a large \_\_\_\_\_ of books.
11. Teacher told to \_\_\_\_\_ an essay in your own words.
12. I have \_\_\_\_\_ one cup of water and salt to the rice.

### Task 9.5

Complete the following by putting the listed words in the correct space.

enough, answer, draw, weather, open, active, here, whether, close, question, lazy, hear

1. I do care \_\_\_\_\_ you are happy or sad.
2. I was very \_\_\_\_\_ student of my school.
3. This \_\_\_\_\_ is very complicated.
4. I know that you are trying to \_\_\_\_\_ my attention towards you.
5. Let us find the \_\_\_\_\_ of this riddle.
6. \_\_\_\_\_ your books on page number eight.
7. You are standing \_\_\_\_\_ and I was searching you all over the house.
8. I ate a heavy meal, so I am feeling little \_\_\_\_\_.
9. If you have finished your homework, why don't you \_\_\_\_\_ your books.
10. William had \_\_\_\_\_ to prepare for exams but still he failed.
11. You cannot \_\_\_\_\_ my voice.
12. The \_\_\_\_\_ is very hot outside.

### Task 9.6

Complete the following by putting the listed words in the correct space.

read, wait, sure, knight, plain, won, reed, weight, shore, night, plane, one

1. They walked down to the \_\_\_\_\_.
2. I am really lucky as I never put on \_\_\_\_\_.
3. Two officers in \_\_\_\_\_ clothes told me to get out of the car.
4. In chess, a \_\_\_\_\_ is a piece which is shaped like a horse's head.
5. India \_\_\_\_\_ the cricket World Cup in 1983.
6. He \_\_\_\_\_ through the pages slowly and carefully.
7. Be \_\_\_\_\_ you get your daily quota of calcium.
8. The fighting began in the late afternoon and continued all \_\_\_\_\_.

9. We will have to \_\_\_\_\_ a week or so after the exams to know the result.
10. Rey's mother was killed in a \_\_\_\_\_ crash.
11. The \_\_\_\_\_ vibrates when you blow through it and makes a sound.
12. Jack had two sons and \_\_\_\_\_ daughter.

### Task 9.7

Complete the following by putting the listed words in the correct space.

read, wait, sure, knight, plain, won, reed, weight, shore, night, plane, one

1. \_\_\_\_\_ hair has no curls or waves in it.
2. The top of the table is \_\_\_\_\_ grass.
3. Most of the kids have never seen the \_\_\_\_\_.
4. A \_\_\_\_\_ is a woman who works as a servant.
5. These animals were the \_\_\_\_\_ of hyenas.
6. \_\_\_\_\_ your wardrobe with your favorite aromas.
7. Stephen kept his arm round her \_\_\_\_\_.
8. Michael wants to \_\_\_\_\_ you in his office right away.
9. A \_\_\_\_\_ is a narrow strip of sea which joins two large areas of sea.
10. We all work and \_\_\_\_\_ for peace.
11. I think that it is a total \_\_\_\_\_ of money.
12. \_\_\_\_\_ is the past tense of sent.

## D. Practice

**Exercise** (p. 39)

### Part 1: Photographs

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

### Part 2: Question-Response

Choose the best response to the question.

### Part 3: Conversation

Choose the best answer to the question.

1. Why can't the man help?  
(A) The field is too wet to sow.  
(B) He's out of rhyme.

- (C) He's too busy.
- (D) There are only four buttons.

2. What is the matter with the woman's jacket?
  - (A) The whole sleeve is torn.
  - (B) It's too small.
  - (C) It has a hole.
  - (D) She doesn't know where it is.
3. When can the man help her?
  - (A) After he loses weight.
  - (B) After he gets home tomorrow.
  - (C) After he works out tonight.
  - (D) After he goes running.

#### **Part 4: Talks**

Choose the best answer to the question.

1. What is the man talking about?
  - (A) Whether to buy two storm windows
  - (B) The weather
  - (C) His son
  - (D) The reign of the king
2. What will happen tomorrow?
  - (A) The man will go into mourning.
  - (B) Bus fares will go up.
  - (C) Flour will go up.
  - (D) It might snow.
3. When will the speaker make the next announcement?
  - (A) 1:00
  - (B) 2:00
  - (C) 4:00
  - (D) 8:00

## Reading Section

### A. Topics

#### Analyzing Grammar

##### Targets

Target 5: Non-count Nouns and Plural Verbs Questions

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

### B. Follow Through

#### 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*

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#### COMMON COUNT AND NON-COUNT NOUNS

whole (non-count)	Parts (count)
cash	dimes, nickels, pennies, dollar bills
furniture	chairs, tables, desks, lamps
weather (non-count)	Weather (count)
(some) weather	one storm, two storms...
(some) rain	one shower, two showers...
(some) sunshine	one ray of sunshine, two rays of sunshine...
Food (non-count)	Foods (count)
(some) fruit	one apple, two apples...
(some) coffee	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...

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## Target 5: Non-count Nouns and Plural Verbs

Non-count nouns use singular verbs.

<b>Problem</b>	A non-count noun has a plural verb.
<b>Solution</b>	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, uses a plural verb.

### Exercises

#### 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 includes sofas, coffee

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

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. Buy a new

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

\_\_\_\_\_ furniture and Murray's will donate five dollars worth of food to this charity.

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

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

### Examples

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

<b>Non-count</b>	<i>Fish</i> makes a healthy dinner.
<b>Count</b>	Ten <i>fish</i> 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. For example:

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)

**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*.

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

**Count** The shop sells many different wools.

## Exercises

### 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

### Part 6: Text Completion

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



## 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. Guided Practice

### Review Of Count and Non-count Nouns

#### 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 a 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](mailto:georgemiller@jhonsonco.com)

**From:** [margmason@johnsonco.com](mailto: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 \_\_\_\_\_. Do you think

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. 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. Mr. Jones \_\_\_\_\_ investing in that company, but he finally decided against it.  
(A) considered  
(B) considerate  
(C) considerable  
(D) considerably
2. If we hadn't left the house so late, we \_\_\_\_\_ the plane.  
(A) wouldn't have missed  
(B) wouldn't miss  
(C) won't have missed  
(D) won't miss
3. These reports must be turned \_\_\_\_\_ before the end of the week.  
(A) off  
(B) on  
(C) up  
(D) in
4. Samantha worked very hard and put in a lot of overtime hours because she hoped for an \_\_\_\_\_ in her salary.  
(A) incursion  
(B) inquiry  
(C) increase  
(D) inquest
5. They brought extra chairs into the room \_\_\_\_\_ they expected a large number of people to attend the meeting.  
(A) although  
(B) since  
(C) however  
(D) nevertheless
6. We have been asked not to walk \_\_\_\_\_ the lobby today because it's being painted.  
(A) beside  
(B) between  
(C) around  
(D) through

7. By the time we got to the train station, the train \_\_\_\_\_.  
(A) had already left  
(B) had already been left  
(C) has already left  
(D) will have already left
8. Dr. Smith is a well-respected expert and has \_\_\_\_\_ experience in her field.  
(A) extend  
(B) extends  
(C) extensive  
(D) extension
9. \_\_\_\_\_ he graduated from the university, he got a job at a good company.  
(A) Following  
(B) Later  
(C) After  
(D) Next
10. If you don't want to get stuck in a traffic jam, you should avoid \_\_\_\_\_ during rush hour.  
(A) drive  
(B) driving  
(C) to drive  
(D) driven
11. Once you start using the new software, you will be able to do your work much more \_\_\_\_\_.  
(A) ease  
(B) easily  
(C) easier  
(D) easement
12. This report has to be completed \_\_\_\_\_ 5:00 today at the latest.  
(A) until  
(B) after  
(C) to  
(D) by
13. They made a very \_\_\_\_\_ offer, so we signed the contract.  
(A) attract  
(B) attracted  
(C) attraction  
(D) attractive

14. Currently they \_\_\_\_\_ lower prices than any of their competitors.  
(A) are offering  
(B) to offer  
(C) did offer  
(D) offered
15. The government will \_\_\_\_\_ new price controls on the industry next year.  
(A) impose  
(B) compose  
(C) repose  
(D) suppose
16. They will interview each candidate before they \_\_\_\_\_ who to hire.  
(A) decide  
(B) are deciding  
(C) will decide  
(D) decided
17. These rooms \_\_\_\_\_ before the conference next week.  
(A) paint  
(B) will paint  
(C) are going to paint  
(D) will be painted
18. The new chairs that he bought for the office \_\_\_\_\_ not very comfortable.  
(A) is  
(B) are  
(C) do  
(D) was
19. Everyone is expected to arrive at the meeting \_\_\_\_\_.  
(A) promptness  
(B) promote  
(C) promptly  
(D) prompt
20. We will have to come to an agreement \_\_\_\_\_ the end of this month.  
(A) during  
(B) before  
(C) when  
(D) until

### 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 passage.**

#### Your Paycheck

Checks \_\_\_\_\_ on a biweekly basis by department heads. Arrangements can

1.     (A)    distribute  
       (B)    distributed  
       (C)    are distributed  
       (D)    are distributing

be made with the Accounting Department to have checks mailed to the employee's home address instead, if desired. Each employee should review the check stub carefully. \_\_\_\_\_ contains a breakdown of all deductions, including state

2.     (A)    It  
       (B)    He  
       (C)    She  
       (D)    They

and local taxes, retirement fund contributions, and insurance payments. Any inaccuracies should be reported to the Accounting Department as soon as possible. Every effort will be made to correct any errors in a timely manner. The Human Resources Department conducts monthly workshops that explain in detail how each paycheck deduction is calculated. Anyone interested in \_\_\_\_\_ a workshop should

3.     (A)    assisting  
       (B)    attending  
       (C)    accessing  
       (D)    approving

contact the Human Resources Department.

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

To: All office staff  
From: Rita Johnson  
Re: Employee Appreciation Banquet  
Date: June 15, 20---

It's time to start planning for the \_\_\_\_\_ Employee Appreciation Banquet. I know you

4. (A) daily  
(B) monthly  
(C) annual  
(D) biannual

all look forward to this every spring. As you know, the winner of the Employee of the Year Award is chosen by the staff. Please get your nominations to me before the end of this month. The winner will be announced on the night of the banquet.

I have received your comments and complaints and have been looking into a new \_\_\_\_\_ for this year's banquet. We are hoping to hold it at the Hamilton Hotel.

5. (A) location  
(B) program  
(C) decoration  
(D) entertainment

The rooms there are large, and the hotel is conveniently accessible by public transportation.

I have also paid attention to your comments about the food and will work with the hotel chef to develop a menu that provides a variety of choices. Please let me know if you have any further \_\_\_\_\_ regarding this year's banquet.

6. (A) suggest  
(B) suggests  
(C) suggesting  
(D) suggestions

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

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