

TACTICS FOR TOEIC

Unit 12

Listening Test Part 5 – Incomplete Sentences

Tactics for TOEIC – Incomplete Sentences

Reading Test
Part 5

Incomplete Sentences

Unit 12

FOCUS: Choosing gerunds and infinitives correctly.

Improving your knowledge of phrasal verbs.

Being familiar with the correct use of gerunds and infinitives and understanding phrasal verbs is helpful for many parts of the TOEIC test. This unit will make you more aware of how they are used, especially in Part 5.

1 Language building: Gerunds and infinitives

Gerunds are verbs in their base form + *ing*, e.g. *doing*. Infinitives are verbs in their base form + *to*, e.g. *to do*.

Verbs commonly followed by a gerund

All the verbs below can be followed by gerunds, but some do not fit into the sentences. Choose the verbs from each list that do NOT fit the sentence. The first one is done for you.

1. I cannot meeting him before.
 recall admit remember
2. He smoking after his doctor warned him of the dangers.
 contemplated gave up quit
3. Increased sales indicate that customers getting the larger discount.
 appreciate value avoid

Test Tip

Look at the verbs in gerund/infinitive questions.

In the answer choices include both gerunds and infinitives look at the verb in the question to help you decide which is correct.

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Test Tip

Learn to recognize gerunds and infinitives.

Familiarize yourself with common phrases that include gerunds and infinitives. As you take the test, say the phrases silently to yourself, and try to hear which ones sound wrong. Avoid these choices.

4. It starts at 5 A.M. but I getting up early.

5. The report reviewing the security systems in the new building.

can't help don't mind

am used to

recommends advises

risks

Follow up: Now write one sentences about yourself using a verb followed by a gerund and compare with a partner.

Verbs commonly followed by infinitives

All the verbs below can be followed by infinitives, but some do not fit the meaning of the sentences. Choose the verbs from each list that do NOT fit the sentence. The first one is done for you.

6. Although it was a reasonable offer, we them to increase it by 10%.

pretended persuaded forced

7. Did you to meet Mr. Yamamoto when you were in Tokyo?

intend expect hesitate

8. It was a successful sales meeting as they to purchase fifty units.

decided threatened deserved

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9. Because he had a lot of experiences, he to be promoted.

expected prepared deserved

10. Although he wasn't very fit, he still to complete a full marathon.

managed decided reserved

Follow up: Now write one sentence about yourself using a verb followed by an infinitive and compare with your partner.

Test Tip

Learn as many phrasal verb as possible.

Phrasal verbs are sometimes tested in the TOEIC test. Familiarize yourself with as many common phrasal verbs as possible.

2 Test Tactic: Familiarize yourself with phrasal verbs

The term *phrasal verb* refers to a verb + participle (i.e. adverb or preposition), which have a special meaning when used together.

A. Choose the correct phrasal verb on the right to match the meaning given.

- | | | |
|---------------------------------------|---------------------------------------|--|
| 1. to arrange (e.g. a meeting) | <input type="checkbox"/> set up | <input type="checkbox"/> call up |
| 2. to complete a blank area in a form | <input type="checkbox"/> fill out | <input type="checkbox"/> bring about |
| 3. to support (e.g. a colleague) | <input type="checkbox"/> fall through | <input type="checkbox"/> back up |
| 4. to review or check something | <input type="checkbox"/> go over | <input type="checkbox"/> take over |
| 5. to stop using something gradually | <input type="checkbox"/> buy out | <input type="checkbox"/> phase out |
| 6. to fail to stay on schedule | <input type="checkbox"/> fall behind | <input type="checkbox"/> back out (of) |
| 7. to investigate | <input type="checkbox"/> look into | <input type="checkbox"/> fill in for |
| 8. to continue | <input type="checkbox"/> shut off | <input type="checkbox"/> put off |
| 9. to delay or reschedule something | <input type="checkbox"/> shut off | <input type="checkbox"/> put off |
| 10. to consider carefully | <input type="checkbox"/> run out of | <input type="checkbox"/> think over |

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B. Choose the correct phrasal verb to complete the following sentences.

1. Despite working overtime every day for two weeks, he still with his work.

- (A) went through
- (B) backed up
- (C) fell behind

2. The customer called three times this morning toa meeting.

- (A) set up
- (B) call up
- (C) take over

3. It was decided tobuying the new equipment until next year.

- (A) put off
- (B) fill out
- (C) take over

4. The judge promised toany new evidences as soon as possible.

- (A) look out of
- (B) look into
- (C) look after

5. Visitors to the United States are required toan immigration questionnaire.

- (A) bring out
- (B) think over
- (C) fill out

6. The planned merger between the companies Because they couldn't agree on the price.

- (A) took over
- (B) fell through
- (C) backed out of

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Tactics Checklist

- ✓ Look at the verb in the question to help you decide whether a gerund or an infinitive is needed in the answer.
- ✓ Say phrases silently to yourself and try to hear if they sound wrong.
- ✓ Familiarize yourself with as many phrasal verbs as possible.

7. When color televisions became popular black and white sets were gradually..... .

- (A) phased out
- (B) bought out
- (C) set up

8. A temporary worker was hired to Mary while she was on vacation.

- (A) take over
- (B) fill in for
- (C) fall behind

3 Tactic Practice

Use the tactics you have practiced to answer the following questions.

1. Although I advised her to go by train, she decidedinstead.

- (A) drive
- (B) to drive
- (C) driving
- (D) drove

2. He was out when I called, but the receptionist kindly offereda message for me.

- (A) to take
- (B) taken
- (C) took
- (D) taking

3. It appears that our competitors are considering our takeover proposal.

- (A) to accept
- (B) accept
- (C) accepting
- (D) accepted

4. When buying a new car, it is advisable tothe best deal you can find.

- (A) go through
- (B) look for
- (C) get into
- (D) fill out

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5. We areon you to make a good impression at the conference next month.

- (A) taking
- (B) counting
- (C) putting
- (D) picking

6. After waiting for more than thirty minutes for my entrée to arrive, I asked to the manager.

- (A) speak
- (B) speaking
- (C) spoken
- (D) to speak

B Mini Test

Now practice what you have learnt at the actual test speed with questions 1-12.



Recommended Time: 6 minutes (or less)

Try using the 2-pass method to help you make the most of the time available. Try to spend no more than about 30 seconds on each item. If you don't know the answer, guess and move on.

1. The president's limousine should be here soon, as we are expecting himby 7 P.M.

- (A) arrival
- (B) to arrive
- (C) arrive
- (D) arriving

2. The feelingthe judges was that the submission had not been researched thoroughly enough.

- (A) along
- (B) among
- (C) after
- (D) around

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3. During the winter months many people enjoya variety of indoor sports.

- (A) play
- (B) to play
- (C) to be playing
- (D) playing

4. Although I was pleased when I bought the camera, I later regretted notfor a more advanced model.

- (A) waiting
- (B) wait
- (C) to wait
- (D) have waited

5. She was..... up by her grandparents from the age of seven.

- (A) brought
- (B) raised
- (C) taken
- (D) turned

6. Employees currentlyin overseas postings are eligible for an additional housing allowance.

- (A) work
- (B) worked
- (C) to work
- (D) working

7. The first applicant seemed to enjoyasked about his previous experience in the field.

- (A) to be
- (B) be
- (C) being
- (D) had been

8. Mr. Tanto see the presentation before he made the decision.

- (A) likes
- (B) would like
- (C) would have liked
- (D) had liked

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9. The general manager has been making a decision on this issue for several months.

- (A) putting out
- (B) putting off
- (C) filling out
- (D) filling in for

11.visitors to the region visit the unique Al Hasqua mosque.

- (A) Almost
- (B) Each
- (C) Every
- (D) Most

10. Most workplace errors Careless practices amongst employees.

- (A) stem from
- (B) leave out
- (C) start up
- (D) get into

12. Union leaders agreed to meet with management in order to talkan alternative proposal.

- (A) with
- (B) at
- (C) to
- (D) over

1	(A)	(B)	(C)	(D)	7	(A)	(B)	(C)	(D)
2	(A)	(B)	(C)	(D)	8	(A)	(B)	(C)	(D)
3	(A)	(B)	(C)	(D)	9	(A)	(B)	(C)	(D)
4	(A)	(B)	(C)	(D)	10	(A)	(B)	(C)	(D)
5	(A)	(B)	(C)	(D)	11	(A)	(B)	(C)	(D)
6	(A)	(B)	(C)	(D)	12	(A)	(B)	(C)	(D)

Tactics for TOEIC – Incomplete Sentences



Vocabulary Practice

- A. Most phrasal verbs are made from very simple and common words. The articles below can be completed using phrasal verbs that start with *take* or *look*. Choose the correct particle to complete the phrasal verbs below. (More than one answer may be possible.)

Advertisement

if you are looking (1)a relaxing vacation, then perhaps you should consider the Hotel du Rhone. Our highly-trained staff will take (2)all your needs. We guarantee that you'll have wonderful memories that you'll look (3)for years to come.

Company statement

As you know, we were in a three-way battle for ownership of Mediacom. We tried our best to take (4)this company, but unfortunately our attempt was (5)some very interesting partnerships in Asia and our initial discussions have been very promising.

Phrasal verbs with *take* and *look*

Verb	Meaning	Verb	Meaning
Take over	assume control of (<i>The smaller firm was taken over by its larger competitor.</i>)	Look after	care for, nurture (<i>My mother looked after me when I was sick.</i>)

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Verb	Meaning
take in	learn(<i>There is so much to take in when starting a new job.</i>)
take up	start a new activity (<i>I decided to take up golf after joining the company.</i>)
take care of	be responsible for (<i>I'll take care of the arrangements for tomorrow's meeting.</i>)
take off	remove (<i>He took off his jacket when he came home from work.</i>)
take out	dispose of (<i>Take out the garbage when you leave, would you?</i>)
take back	retract (<i>I'm sorry I called you a fool, I take it back.</i>)

Verb	Meaning
look for	search(<i>I've been looking for my car keys everywhere, but I can't seem to find them.</i>)
look up to	admire, respect (<i>I really look up to my father. He's achieved so much in his life.</i>)
look into	investigate (<i>I'll look into the best way of getting to the airport.</i>)
look back on	consider the past (<i>When he looked back on his life, he was glad he had done so many different things.</i>)
Look forward to	Anticipate eagerly (<i>I am really looking forward to the holidays this year.</i>)

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B. Now write four sentences about your life using phrasal verbs with *take* and *look*. Tell them to your partner in the next lesson. Heck a dictionary for other examples of phrasal verbs and note how they are used.

Quiz 12

1. Choose the correct words.

- I see the director immediately.
(A) demanded (B) demanded to (C) advised to
- They not spending more money on advertising last year.
(A) demanded to (B) regretted to (C) regretted
- The manager Ihim to leave the company.
(A) advised (B) resented (C) demanded for
- Everybody being at the meeting.
(A) resented to (B) resented (C) resented for
- Unfortunately ourapplicant can't come for an interview today.
(A) principal (B) advanced (C) careless
- Our company is planning aearly next year.
(A) take up (B) taken (C) take over

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7. The new model is morethan our last one.
(A) advanced (B) illegal (C) careless
8. The accounts department made somemistakes.
(A)careless (B) illegal (C) principal
9. The workers aren't interested in the proposal so the manager is going to discuss some ideas.
(A) prior (B) principal (C) alternative

2. Read the definitions and write true or false.

1. A **questionnaire** is an interview with somebody.
2. An **applicant** is a manager..
3. A **limousine** is a type of car.
4. Police need **evidence** to catch criminals.
5. People who do a **variety** of jots have more than one responsibility.
6. Your **rivals** usually het along with you.
7. You would normally eat an **entrée** at the end of a meal.
8. If you make a good **impression**, people like you.
9. If something happens **gradually**, it happens very quickly.

Next:

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**Reading Test
Part 6**

Text Completion

Unit 13