

TACTICS FOR TOEIC

Unit 19

Reading Test Part 5 – Incomplete Sentences

Tactics for TOEIC – Incomplete Sentences

Reading Test
Part 5

Incomplete Sentences

Unit 19

FOCUS: Improving your knowledge of suffixes and prefixes.

Knowledge of suffixes and prefixes can help you guess the meaning of unfamiliar words. This unit will familiarize you with some of the most common suffix and prefix forms .

Test Tip

Learning common suffixes can help you to identify nouns and verbs.

Questions that require you to select an appropriate noun or verb form are common in the TOEIC test. Learning to recognize noun and verb suffixes will help you to choose the right one.

1 Test Tactic: Noun and verb suffixes

A. The words below feature some of the most common suffixes used with nouns and verbs. For each word decide whether it is a noun or a verb.

| | | | | |
|-------------|--------------------------|---|--------------------------|---|
| cooperation | <input type="checkbox"/> | N | <input type="checkbox"/> | V |
| Security | <input type="checkbox"/> | N | <input type="checkbox"/> | V |
| Quickness | <input type="checkbox"/> | N | <input type="checkbox"/> | V |
| Assistance | <input type="checkbox"/> | N | <input type="checkbox"/> | V |
| Celebration | <input type="checkbox"/> | N | <input type="checkbox"/> | V |
| Widen | <input type="checkbox"/> | N | <input type="checkbox"/> | V |

| | | | | |
|-------------|--------------------------|---|--------------------------|---|
| simplify | <input type="checkbox"/> | N | <input type="checkbox"/> | V |
| criticize | <input type="checkbox"/> | N | <input type="checkbox"/> | V |
| activate | <input type="checkbox"/> | N | <input type="checkbox"/> | V |
| department | <input type="checkbox"/> | N | <input type="checkbox"/> | V |
| realize | <input type="checkbox"/> | N | <input type="checkbox"/> | V |
| partnership | <input type="checkbox"/> | N | <input type="checkbox"/> | V |

B. Now look at the list of suffixes and mark whether each is a noun or verb suffix.

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| | | | | | |
|-------------|-------------------------------|-------------------------------|------------|-------------------------------|-------------------------------|
| -tion/-sion | <input type="checkbox"/> noun | <input type="checkbox"/> verb | -ise/-ize | <input type="checkbox"/> noun | <input type="checkbox"/> verb |
| -en | <input type="checkbox"/> noun | <input type="checkbox"/> verb | -ity | <input type="checkbox"/> noun | <input type="checkbox"/> verb |
| -ness | <input type="checkbox"/> noun | <input type="checkbox"/> verb | -ate | <input type="checkbox"/> noun | <input type="checkbox"/> verb |
| -(i)fy | <input type="checkbox"/> noun | <input type="checkbox"/> verb | -ment | <input type="checkbox"/> noun | <input type="checkbox"/> verb |
| -ship | <input type="checkbox"/> noun | <input type="checkbox"/> verb | -ance/ence | <input type="checkbox"/> noun | <input type="checkbox"/> verb |

C. For each sentence below, first decide if it requires a noun or verb, then choose the best word of the correct type to fill in the blank.

| | | | | |
|---------------|------------|----------|----------------|-----------|
| investigation | identify | elevate | repetitiveness | criticize |
| document | internship | renovate | dependence | soften |

1. The stockholders have called for a(n)to find out where the money went.
2. Newspaper are starting tothe prime minister's actions.
3. Doing a(n)is a good way for students to get work experience.
4. Miller Manufacturing's.....on one supplier caused serious problems when that company went bankrupt.
5. A consultant was hired tothe company's main weaknesses and suggest solutions.
6. Bill realized he had forgotten to bring a keyto the meeting.
7. The company spent millions toits main office in order to impress its customers.
8. The sculptor intended tothe statue by placing it on a pedestal so that people could see it more easily.
9. Many people dislike theof working on a factory assembly line.
10. Cyclists often use special pads tothe seat for long-distance rides.

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Test Tip

Being able to guess the meaning of unknown words is important for all parts of the test

Learning common prefixes can help you guess the meaning of words you don't know.

2 Test Tactic: use prefixes to help decide the best answer.

A. Look at the list of some of the most common prefixes below. Match the prefix to the meaning on the right. The first one is done for you.

1. **dis-** discomfort (n), discontinue (v),
un- unable (adj), unfasten (v),
non- non-fiction (adj), non-political (adj)
im-/in-/ir-/il- inconvenient (adj), illegal (adj)

2. **co-** co-founder (n), cooperate (v)

3. **sub-** submarine (n), subsection (adj)

4. **inter-** interaction (n), international (adj)

5. **re-** re-organization (n), review (v/n)

6. **over-** overwork (v), overprices (adj)

7. **mis-** mislead (v), misunderstanding (n)

a badly or wrongly

b not

c between

d join or together

e again or back

f below, under

g too much

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B. Now use your understanding of prefixes to help you choose the best word to complete each sentence.

1. The company's bid was rejected because the quality of their work was
2. Jake Thomson and Phil Greenethe project, each looking after one tea.
3. There is a(n)in each room to allow all the staff to communicate easily, even between different floors.
4. A plumber was called tothe blockage from the pipe.
5. After I returned from the shop, I realized I hadfor my new radio.
6. The woman thought she had when he told her the price of the room.
7. He didn't pay his phone bill so they came tohis line.
8. The glass was so fragile that it broke even before we had a chance to
9. I often get veryif there is heavy traffic when I am in a hurry.
10. Since the gift had been bought on sale it was

| | |
|----------|----------------|
| a | misheard |
| b | disconnect |
| c | unwrap |
| d | impatient |
| e | co-supervise |
| f | overpaid |
| g | remove |
| h | non-refundable |
| i | intercom |
| j | sub-standard |

Tactics for TOEIC – Incomplete Sentences

Tactics Checklist

- ✓ Learning common prefixes can help you guess the meaning of words you don't know
- ✓ Learning common suffixes can help you to identify nouns and verbs

3 Tactic Practice

Use the tactics you have practiced to answer the following questions

1. The two presidents maintained a close despite their rival businesses.
(A) friendly
(B) friend
(C) friendship
(D) friends
2. Efforts were made totrain track width across Europe in the late twentieth century.
(A) standard
(B) standards
(C) standardization
(D) standardize
3. The program seems easy to use, but the interface needs to be
(A) simplified
(B) simply
(C) simplest
(D) simplification
4. The machine could become dangerous if it is
(A) circumscribed
(B) restrung
(C) dismantled
(D) mishandled
5. He transferred from the parent company to one smaller
(A) partnerships
(B) subsidiaries
(C) conglomerates
(D) multinationals
6. To resolve their differences, they employed anto deal with the two sides.
(A) investigation
(B) intermediary
(C) assistance
(D) advice

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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 addition of steel girders was designed tothe roof support beams.
(A) strong
(B) strongly
(C) strength
(D) strengthen
2. Disagreements over theof the design eventually led to a court case.
(A) own
(B) ownership
(C) owning
(D) owned
3. It is essential tofully on the operation of the machinery in order to avoid accidents.
(A) concentration
(B) concentrating
(C) concentrate
(D) concentrates
4. He was known in the business for hisattitude and astute business sense.
(A) positive
(B) internal
(C) preventive
(D) artificial

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5. The public'sto the advertising campaign was very encouraging.

- (A) reaction
- (B) suggestion
- (C) interjection
- (D) submission

6. Visitors to this part of the facilities must show proper

- (A) identify
- (B) identify
- (C) identification
- (D) identifying

7. Plans tothe highway from four to six lanes were blocked by the local government.

- (A) wide
- (B) width
- (C) widely
- (D) widen

8. The meeting will have to beto a later date.

- (A) arranged
- (B) rescheduled
- (C) planned
- (D) prepared

9. Your free six-monthto *Word Of The Day* includes online definitions and pronunciation clues.

- (A) prescription
- (B) subscription
- (C) designation
- (D) participation

10. Smart travelers research the prices of local hotels to ensure that they do not.....when traveling abroad.

- (A) pay
- (B) repay
- (C) underpay
- (D) overpay

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11. Gift giving considered standard amongst hosts, and guests should feel noto return the favor.

- (A) oblige
- (B) obliged
- (C) obliges
- (D) obligation

12. Taxis available for those earning less than the statutory minimum who have dependents.

- (A) refund
- (B) relief
- (C) identification
- (D) awareness



Vocabulary Practice

Use the following to complete the crossword puzzle. Two have been done for you.

devastate
impatient
criticize

interaction
~~mislead~~
obligation

overstocked
~~uncompromising~~
renovate

illiteracy
discontinue
intermediary

Across

1. Showing no willingness to reduce their demands or back down
3. Having too much of a product or item
6. An inability to read and write

Down

2. To cause somebody to have a false opinion or belief
4. To stop doing something

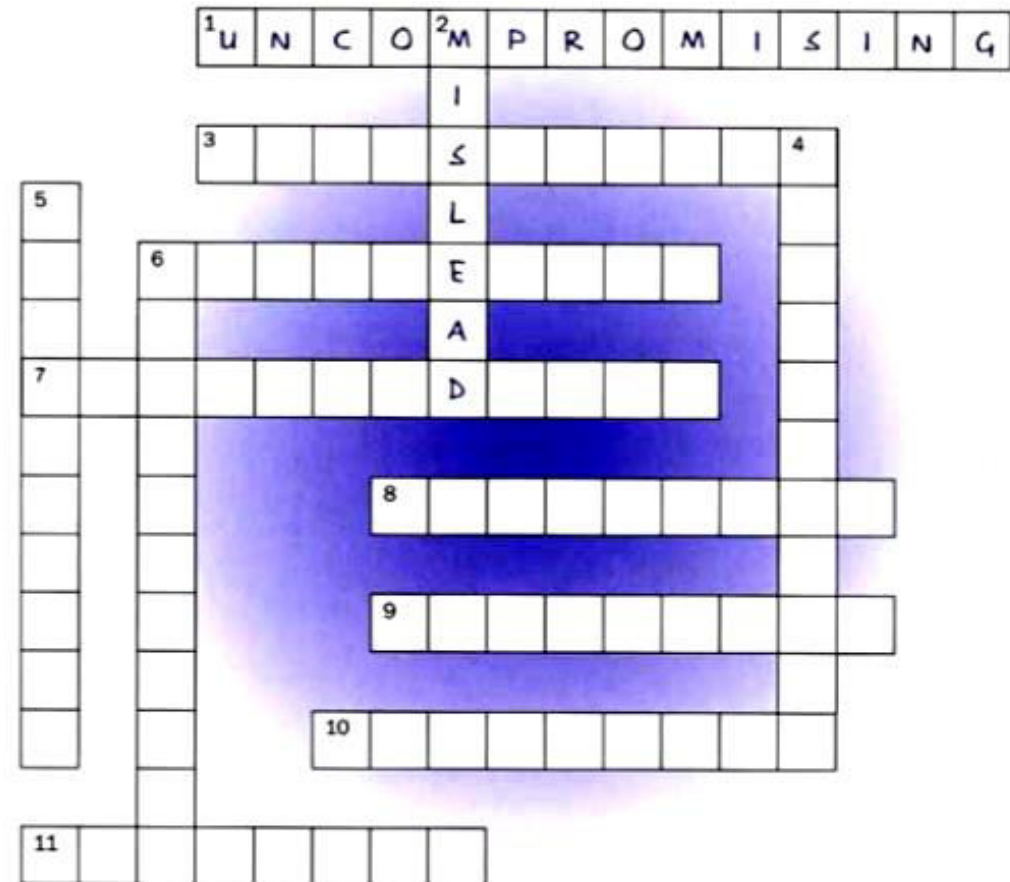
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Across

7. Somebody who carries messages to try to bring about agreement.
8. To seriously damage or destroy
9. Upset or annoyed at having to wait
10. To complain about something you think is wrong
11. To make something like new again

Down

5. Something that must be done because of legal or moral duty
6. Activity taking place between two or more people or things.



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Quiz 19

1. Match the words with the definitions.

Bankrupt
Intercom

criticize
internship

dependence
investigation

document
non-refundable

impatient
repetitiveness

1. Trying to find out the truth about something
2. Doing the same thing again and again
3. A two-way communication system that uses a microphone and a loudspeaker
4. A file of some kind
5. A person or a company that has terrible financial difficulties that can't improve
6. Easily annoyed or irritated
7. When you can't get your money back
8. A period of work done by a student that is supervised by professionals
9. Relying on somebody or something to help you
10. The opposite of *praise*

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2. Choose the correct word.

- I'm sorry, but we'veyou. Could you return the money?
(A) unwrapped (B) disconnect (D) overpaid
- We'vethe problem. It's bad management in the accounts department.
(A) criticized (B) identified (D) renovated
- It's a beautiful old building but it would cost a lot of money toit.
(A) devastate (B) resurface (D) renovate
- The fallen tree was quicklyfrom the road.
(A) removed (B) placed (D) disconnected
- I mustthese new hiking boots. They hurt my leg.
(A) soften (B) unwrap (D) mishear
- She wasto head of department.
(A) overpaid (B) identified (D) elevated
- The two managers are currentlythe takeover.
(A) disconnecting (B) co-supervising (D) mishearing
- I must haveJohn. I thought he said he was leaving the company, but he hasn't.
(A) co-supervised (B) misheard (D) criticized
- Theyour electricity because we forgot to pay the bill.
(A) identified (B) criticized (D) disconnected
- The director is going tohis leaving present. I wonder what they brought him.
(A) unwrap (B) disconnect (D) identified

Next:

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**Reading Test
Part 6**

Text Completion

Unit 20