

# **TACTICS FOR TOEIC**

## **Unit 20**

### **Reading Test Part 6 – Text Completion**

# Tactics for TOEIC – Text Completion

Reading Test  
Part 6

Text Completion

Unit 20

**FOCUS:** Using clues in the question to help you choose the correct verb form: future, present

This unit will help you become familiar with the way that future and perfect forms are used and how they may appear in the TOEIC test.

## Test Tip

The sentences gives clues to the correct future form

Look for future time markers like *next*, *tomorrow*, *upcoming*, etc., to indicate that a future form may be required.

## 1 Language building: Ways of talking about the future

A. Look at some common ways of talking about the future forms shown in the examples below.

**Will/be going to** - plus base form

Examples

*Are you going to work on Sunday?*

*They are going to buy the parts in Australia.*

*Do you think they will accept the offer?*

*They will not attend the presentation tomorrow.*

**Present continuous**

*am/is/are + verb + ing*

Examples

*I'm meeting the chairman at 3:00.*

*Mr. Bell is not coming to Paris next week.*

*Are they bringing the documents?*

# Tactics for TOEIC – Text Completion

B. Complete the sentences using the correct form of the verb.

1. Will they .....(send) us the agenda?
2. I am .....(discuss) the contract with them at the upcoming meeting.
3. I am going to .....(see) him at next May's sales meeting.
4. I promise that I will .....(send) the invoices to you by the end of the week.
5. He is not .....(take) the samples to the customer.
6. Why aren't they going to .....(meet) the schedule.

**Follow up:** Now write two sentences about yourself: one sentence using *will/going to* and one sentence using the present continuous. You could write about a job, studies, holidays, travel, or other plans. Compare your sentences with a partner.

## Test Tip

The sentence gives clues to the correct perfect form

Look for time markers like *how long, ever, since, etc.*, to indicate that a perfect form may be required.

## 2 Test Tactic: Use the clue to choose the correct word.

A. Look at the forms in the examples below.

### Perfect simple (present/past)

Examples

*Have you ever worked in Asia?*

*She hasn't seen the new outlines yet.*

*He had already solved the problems by the time I arrived.*

### Perfect continuous (present/past)

- *has/have/had been* + verb + *-ing*

Examples

*They have been discussing the plans for more than three hours.*

*He had not been paying the sales staff for several months prior to the closure.*

# Tactics for TOEIC – Text Completion

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**B.** Choose the correct form of the verb to complete the sentences.

1. How long have you .....by your present company?
  - (a) been employed
  - (b) being employed
  - (c) employed
  - (d) be employed
2. Bill has been .....in Belgium since 1994.
  - (a) worked
  - (b) works
  - (c) working
  - (d) work
3. The interviewer had already been .....for an hour when she arrived.
  - (a) wait
  - (b) waits
  - (c) waited
  - (d) waiting
4. We had not .....a chance to meet the new director before the conference.
  - (a) having
  - (b) have
  - (c) had
  - (d) been having

**Follow up:** Now write two sentences about yourself: one sentence using perfect simple and one sentence using the perfect continuous. Compare your sentences with a partner.

# Tactics for TOEIC – Text Completion

## 3 Test Tactic:

Use the tactics you have practiced to complete the following. For each answer underline the words that helped you and compare your answer with a partner.

**Questions 1 – 3** refer to the following letter.

### Tactics Checklist

- ✓ Watch for word clues of future forms.
- ✓ Watch for word clues of perfect forms
- ✓ Read the other sentences in the text to help you find out when the action happens.

Dear Mr. Blackburn,

I am writing about the position in the accounting department that we spoke about last month. As you know I .....to work for a year before returning to school.

1. (A) was planned  
(B) had been planning  
(C) will plan  
(D) had been planned

to finish the course.

Since we spoke, my situation has changed. I am now .....to start my course.

2. (A) intend  
(B) intended  
(C) have intended  
(D) intending

# Tactics for TOEIC – Text Completion

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this coming September, which means that unfortunately I will have to refuse your offer of job for the coming year.

I hope this will not cause you any inconvenience. I would like to take this opportunity to thank you for your support in the past two years. Without your help I would not .....able to gain such valuable experience in accounting.

3. (A) be  
(B) been  
(C) have been  
(D) being

Thank you again for your offer and all your help.

Sincerely,

*Brad Jenkins*

# Tactics for TOEIC – Text Completion

## **B** Mini Test

Now apply the *Test tactics* at the actual test speed with questions 1 – 12.



Recommended Time: 69minutes (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 – 45 seconds on each item. If you don't know the answer, guess and move on.

**Questions 1 – 3** refer to the following article.

### **Problems at Beeton Steel**

Beeton Steel Company announced today that they will be .....their Milltown plant at the end of this year.

1. (A) close  
(B) closed  
(C) have closed  
(D) closing

John Leighton, a spokesman for Beeton, reported that costs at the facility had been rising for some time and that attempts to increase profitability and reduce costs .....

2. (A) had failed  
(B) will fail  
(C) fails  
(D) could have failed

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Union officials have expressed concern for the workers employed at the facility. Up to 2,000 employees could lose their jobs .....the company changes its decision.

3. (A) after
- (B) when
- (C) unless
- (D) is



# Tactics for TOEIC – Text Completion

Questions 4 – 6 refer to the following letter.

## The classical music event of the season!

Fans of classical music are in for a rare treat in December. The famed Dusseldorf Chamber Orchestra .....a one-night performance of Handel's *Xerxes* at the Rondel Theatre.

4. (A) has given  
(B) gave  
(C) will be giving  
(D) gives

The DOC is touring North America from October until the New Year, and we are very lucky that they .....a stop in our city.

5. (A) make  
(B) to make  
(C) have made  
(D) will make

This likely to be the last tour for famed conductor Vasily Krampfstein, as he has announced his retirement, .....be sure not to miss this once-in-a-lifetime opportunity.

6. (A) but  
(B) however  
(C) as  
(D) so

# Tactics for TOEIC – Text Completion

Questions 7 – 9 refer to the following letter.

## Memorandum

**To:** Pollville PAWS subscriber  
**From:** Alice Dodds, PAWS President  
**Subject:** PAWS Fundraiser

The Pollville Animal Welfare Society would like to inform you about an annual fundraising dinner in Pollville next month. For over 25 years PAWS ....., protected, and provided a home for thousands

7. (A) ha been rescuing  
(B) rescues  
(C) will rescue  
(D) has rescued

of animals in distress in Pollville and surrounding Duxham country.

Through this event we are hoping to raise \$4500 to provide a new roof for .....new animal

8. (A) my  
(B) our  
(C) your  
(D) her

# Tactics for TOEIC – Text Completion

The dinner .....held in the Pollville Community Hall.

- 9. (A) will be
- (B) was
- (C) has been
- (D) had been

The tickets are \$25 and may be purchased in all local stores from next Monday.

Questions 10– 12 refer to the following letter.

## Memorandum

### 2:30 P.M. Workshop on Elementary Bookkeeping

Due to unforeseen circumstances the presenter of this workshop is unable to attend the conference today. Therefore please note that the workshop .....

- 10. (A) rescheduled
- (B) will reschedule
- (C) has been rescheduled
- (D) will have been rescheduled

Instead, it .....taking place on Wednesday morning at 10:45 in room G11.

- 11. (A) will be
- (B) has been
- (C) had
- (D) was

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This information will .....be posted on the notice boards in the foyer.

- 12.** (A) then  
(B) nevertheless  
(C) however  
(D) also

# Tactics for TOEIC – Text Completion



## Grammar Practice

Match each sentences beginning on the left with the most appropriate ending on the right.

The first one is done for you.

- |   |                                     |  |
|---|-------------------------------------|--|
| 1. The annual conferences has been ...                            | <input type="checkbox"/>            | ...ask for increased taxes on foreign livestock imports.         |
| 2. The famed musician announced that he is ...                    | <input type="checkbox"/>            | ...we hope it will be delivered by Monday.                       |
| 3. The agriculture board announced that they will...              | <input type="checkbox"/>            | ...will change the cargo invoices and send them to us next week. |
| 4. Although Kenji had read the word before, he had ....           | <input type="checkbox"/>            | ...going to leave all her money to worthy charities.             |
| 5. The shipment has been delayed but ...                          | <input type="checkbox"/>            | ...we will not be able to complete the project.                  |
| 6. I spoke to the shipping agent and he said he ...               | <input checked="" type="checkbox"/> | ...canceled this year due to lack of funding                     |
| 7. The account's report shows that unless we reduce expenses .... | <input type="checkbox"/>            | ...never heard it pronounced.                                    |
| 8. The wealthy businesswoman decided that she was ...             |                                     |  |

**Follow up:** Now make your three statements about your future to a partner.

Examples

*After this lesson I am going to have lunch.*

*Next summer I'll fly to Florida for a vacation.*

# Tactics for TOEIC – Talks

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## **D** Further study.

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### True or false

- A. Make three sentences about the most interesting things you have done.  
Two should be true, one should be false.

### Examples

*I have tried scuba diving.*

*I have ridden an elephant.*

*I have slept in the Sahara desert.*

- B. Now make three sentences (two true, one false) about things you plan to do in the future and play the same game.

# Tactics for TOEIC – Text Completion

## Quiz 20

### 1. Read the definition and write *true* or *false*.

1. A *chairperson* runs a meeting or a company.
2. *Outlines* are basic descriptions.
3. a *charity* is an organization which helps people or animals.
4. If you *raise* money you collect it.
5. If you *intend* to do something , you plan to do it.
6. A *facility* is a kind of university.
7. If you *reschedule* a meeting, you arrange it for a different time.
8. *Famed* means not very well-known.
9. When there is a *lack* of something there's a lot of it.
10. *Fundraising* means increasing the profits of a company.
11. An *opportunity* is chance to do something.
12. *Livestock* is farm animals.

# Tactics for TOEIC – Incomplete Sentences

## 2. Complete the sentences with the following words.

employed  
report

foreign  
rescued

invoice  
retirement

surrounding  
situation

refuse  
rare

1. I am looking forward to my .....when I will finally have time for myself.
2. Our .....has changed, so we aren't going ahead with the takeover.
3. We plan to expand into .....markets.
4. I've just e-mailed you my .....for last week's work.
5. The company .....twenty-five new people last year.
6. I .....to do overtime at the weekend. I've already made plans.
7. While the boss is away I have to .....that sales for this quarter are down.
8. It's .....that he's late.
9. Last week, the group .....three dogs from bad treatment.
10. I know the city an the .....area well.



**Next:**

# **Tactics for TOEIC**

**Reading Test  
Part 7**

**Reading Comprehension**

**Unit 21**