

# **TACTICS FOR TOEIC**

## **Unit 5**

### **Listening Test Part 3 – Talks**

# Tactics for TOEIC – Incomplete Sentences

Reading Test  
Part 5

Incomplete Sentences

Unit 5

**FOCUS:** Identifying the part of speech. Using your time wisely.

Parts of speech (nouns, verbs, etc.) are commonly tested feature. This unit will help you identify the part of speech you need quickly and efficiently.

## Test Tip

**First decide what part of speech is needed**

Recognizing the part of speech (noun, verb, adjective, etc.) that is needed to fill the blank can help you to choose the correct answer.

## 1 Language building: Know what you are looking for (main parts of speech)

**A.** Read the sentences 1-6 and note the part of speech of the word that is missing (noun, verb, adjective, or adverb). Compare your ideas with a partner and think of a word that would fit.

1. The guests were amazed by the ..... statues in the garden.
2. Ms. Watkins was ..... please with her retirement present.
3. While Jane was at college, she ..... to her sister every week.
4. The project team found it very difficult to hide their ..... over the rejection.
5. The report suggested there was an immediate need to improve cost .....
6. The delegates seemed to find the presentation very .....

# Tactics for TOEIC – Incomplete Sentences

## Test Tip

### First decide what part of speech is needed

Recognizing the part of speech (noun, verb, adjective, etc.) that is needed to fill the blank can help you to choose the correct answer.

B. The complete questions are shown below. Quickly skim the answers to find the part of speech you note above.

1. The guest were amazed by the ..... statues in the garden.  
(A) color  
(B) colorful  
(C) colors  
(D) colorfully
2. The rise in steel prices has resulted in a ..... increase in our production costs .  
(A) considerably  
(B) consideration  
(C) considerable  
(D) considers
3. While Jane was at college, she ..... to her sister every week.  
(A) writing  
(B) written  
(C) write  
(D) wrote
4. The project team find it very difficult to hide their ..... over the rejection.  
(A) disappoint  
(B) disappointing  
(C) disappointedly  
(D) disappointment

# Tactics for TOEIC – Incomplete Sentences

## Test Tip

**Find the answer choices of the correct type**

Once you know what you are looking for, skim the answer choices to find it. This can help you to eliminate wrong answers.

## Grammar Notes

Use suffixes (word-endings) to help identify the part of speech, e.g. –ed / –ing / –ful / –le / (adjective) –ly (adverb) –ment (noun)

5. I heard that the board gave our project proposal a very ..... review.
- (A) favor
  - (B) favorable
  - (C) favoring
  - (D) favorably

6. The delegates seemed to find the presentation very ..... .
- (A) interests
  - (B) interest
  - (C) interesting
  - (D) interestingly

## 2 Test Tactic: The 2-pass method

The 2-pass method is a way to help you use your time more effectively. Go through the questions twice. On the first pass, quickly answer the easy questions. On the second pass, go back and spend a bit more time on the more challenging questions. In total, spend no more than about 30 seconds on a question. The exercise below helps you practice the 2-pass method.

### First pass: Answer the easy questions – 1:00 minute (maximum 10 seconds per question)

1. Ms. Jennings suggest we ..... Our sales profits by simplifying our distribution system.
- (A) to increase
  - (B) increase
  - (C) increases
  - (D) increasing
2. To ..... An outside call, please dial “9”, then the number you wish to reach.
- (A) ring
  - (B) telephone
  - (C) reach
  - (D) place

# Tactics for TOEIC – Incomplete Sentences

## Test Tip

### Try to predict answers

On the first pass, try to think of possible answers before you look at the answer choices.

## Test Tip

### Don't waste time on questions you don't know

Spending more time on a Part 5 question probably won't help you find the answer. If you don't know the answer, guess and move on.

3. What time does the courier come ..... the office in the evenings?

- (A) with
- (B) on
- (C) by
- (D) for

4. If shipping cost is not fully covered, ..... for delivery will be the responsibility of the recipient.

- (A) pay
- (B) payment
- (C) paid
- (D) to pay

5. .... an emergency, press the red alarm button.

- (A) In case of
- (B) When
- (C) If
- (D) Due to

6. The director was very ..... in the quality of his accommodations.

- (A) disappointed
- (B) disappointment
- (C) disappointing
- (D) disappoints

## Second pass: Answer the challenging questions – maximum 20 seconds per question

Go back and answer the questions you didn't answer on the first pass. If you don't know the answer within 20 seconds, guess and move on. Answer as quickly as you possible, but don't leave any question unanswered.

# Tactics for TOEIC – Incomplete Sentences

## Tactics Checklist

- ✓ Determine the parts of speech that fits the blank.
- ✓ Look for answer choices with the correct part of speech.
- ✓ Think of words that might fit before you look at the answer choices.
- ✓ Use the 2-pass method to answer quickly. If you aren't sure, guess and move on.

## 3 Tactic Practice

**A.** Read sentences 1-4, decide the part of speech of the missing word, and think of a word that would fit. Compare your ideas with your partner.

1. It has long been ..... that small downturns in the US economy can have a global impact.
2. The sales clerk ..... charged me twice for the light bulbs I bought.
3. Due to disappointing sales, the money ..... for new computer was unavailable.
4. The city welfare fund collects donations to aid local ..... Including underprivileged citizens.

**B.** Choose the correct answer from sentences 1-4 on the sentences above.

- |             |                |                |                |
|-------------|----------------|----------------|----------------|
| 1. (A) know | 2. (A) mistake | 3. (A) require | 4. (A) needing |
| (B) known   | (B) mistook    | (B) requires   | (B) needful    |
| (C) knowing | (C) mistaken   | (C) requiring  | (C) need       |
| (D) knows   | (D) mistakenly | (D) required   | (D) needy      |

# Tactics for TOEIC – Incomplete Sentences

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## **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. Young adults who are ..... With their use of credit may find themselves in trouble sooner than they expect .  
(A) careless  
(B) uncaring  
(C) carelessly  
(D) uncared
2. The attorney was warned against trying to ..... the young witness.  
they expect .  
(A) influential  
(B) influence  
(C) influentially  
(D) influencing
3. Inexperienced investors are ..... to enter this market with caution.  
(A) advice  
(B) advisory  
(C) advised  
(D) advising
4. The journalist refused ..... the federal investigator the names of his sources.  
(A) tell  
(B) told  
(C) telling  
(D) to tell

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5. All the components for Hanson scooters are ..... right here in this state.  
(A) to manufacture  
(B) manufactures  
(C) manufacturing  
(D) manufactured
6. The ..... Is likely to have serious repercussions in future negotiations. they expect .  
(A) incident  
(B) incidence  
(C) incidentally  
(D) incidental
7. Doan Trang was selected to ..... the company at the annual conference.  
(A) represent  
(B) representing  
(C) representative  
(D) representational
8. Customers requesting a refund must be prepared to wait ..... 4-6 weeks for the request to be processed.  
(A) advice  
(B) advisory  
(C) advised  
(D) advising
9. The plot of the movie is too .....; its conflicts are either forces or simplistic.  
(A) predict  
(B) predictable  
(C) predicting  
(D) predictability
10. Adam Antoniotti is generally considered to be one of the most ..... Designers in the fashion industry today.  
(A) impression  
(B) impressively  
(C) impressive  
(D) impressing



# Tactics for TOEIC – Incomplete Sentences

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11. Mr. Yamada is ..... That the consultant recommendation will help the situation.

- (A) convince
- (B) convinced
- (C) conviction
- (D) convincing

12. To enter the information on the spreadsheet you will ..... a cell by clicking on it and then type your data.

- (A) select
- (B) selecting
- (C) to select
- (D) selection



## Vocabulary Practice

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A. Read sentences 1-10, and note the part of speech of the word that is missing. Use the abbreviation: noun (n), verb (v), adjective (adj), adverb (adv).

1. The owner of the largest factory in town was a very ..... (**adj**) member of the town council.
2. John's skill in quickly and ..... ( ) solving the problem saved his company thousands of dollars and avoided weeks of lost production.
3. The rich business man made thousands of dollars of ..... ( ) to help medical research each year.
4. The salesman made many promises to try to ..... ( ) the manager to purchase his company's product.
5. The inspector stared ..... ( ) at the components of the moving belt.

# Tactics for TOEIC – Incomplete Sentences

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6. An ..... (    ) person always sees the good side of any situation.
7. The fact that Mary graduated from a famous university was a ..... (    ) advantage when she started job hunting.
8. Regular exercise and a good diet can ..... (    ) your health and fitness.
9. We hired a motorcycle ..... (    ) to deliver the package by hand.
10. Can you ..... (    ) ways in which we can improve the work-life balance in our department?

**B.** Note the part of speech for each of the following words. If you aren't sure, confirm the meaning with a classmate or ask your teacher.

efficiently		intently		improve		suggest		courier	
influential		optimistic		donations		convince		significant	

**C.** Now put each word into the sentences above that it best fits.

# Tactics for TOEIC – Incomplete Sentences

## Quiz 5

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

accommodation

advantage

considered

credit

distribution

downturn

immediate

impact

recommendations

retirement

roughly

1. The latest project is ..... to be our most ambitious.
2. Our company has a(n) ..... fund that collects money from elderly people.
3. The use of ..... When making purchases is convenient but should be used carefully.
4. We hope there won't be a(n) ..... in the economy in the next few months.
5. The recent bad weather has had a(n) ..... on the profits of many travel companies.
6. The director wants more people to receive our goods, so is planning to improve our ..... service.
7. Mr. Green felt there was a(n) ..... need to start a new project.
8. This ..... Isn't in a convenient location for our employees.
9. Simon has made several ..... that the director has agreed with.
10. Speaking several languages is a(n) ..... when working in the travel industry.
11. The application form takes ..... one hour to complete.

# Tactics for TOEIC – Incomplete Sentences

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## 2. Read the definitions and write true or false.

1. **Retirement** is an amount of money used to help workers with health costs.
2. An **attorney** is a businessman.
3. **Underprivileged** families have very little money.
4. If you **aid** somebody, you give them help.
5. To **simplify** means to make something simpler.
6. If you want to **reach** somebody, you want to get in touch with them.
7. A **courier** is a type of transport.
8. A company that is **optimistic** is worried about its future.
9. An **emergency** is a dangerous or a very difficult situation.
10. **Considerable** means not very much.
11. If you **process** something, you didn't understand it.
12. If you **select** something, you choose it.

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## 2. Read the definitions and unscramble the words.

1. important, considerable (ficsigniant)
2. to propose something (guesst)
3. to make better (rompive)
4. affecting others (alifinluent)
5. with great concentration (tyinlent)
6. to persuade someone (nonvcie)
7. gift, often of money, to a charity (nodation)
8. well, without wasting time and resources (yinefficetl)

**Next:**

# **Tactics for TOEIC**

**Reading Test  
Part 6**

**Text Completion**

**Unit 5**