

TACTICS FOR TOEIC

Unit 6

Reading Test Part 6 – Text Completion

Tactics for TOEIC – Text Completion

Reading Test
Part 6

Text Completion

Unit 6

FOCUS: Using context to choose the correct verb form and meaning.

In the TOEIC test you will be asked to distinguish between different verbs as well as different forms of the same verb. This unit will help you to find clues in the questions and choose the correct answer choice.

Test Tip

Choose the correct verb form

Some questions provide four options that feature different tenses of the same verb. Look at the sentence (and the rest of the passage if necessary), then decide what tense is required, and then choose the correct option.

1 Language building: Present/past tense verb forms

Present tense verb form

Read the information above verb forms below. Then complete sentences 1-4 by using the correct present tense form of the verb.

Present simple

base form (*he/she/it + s*)
(Happens regularly or always true)

e. g

Our summer interns work very hard.
She works in the main office.

Present continuous

am/is/are + verb + ing
(Happening right now and not finished yet)

e. g

I am waiting to see the doctor.
He is waiting till her birthday to buy the present.

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1. They often (play) golf with their customers on Saturday.
2. I was just informed that the parts (still/sit) on the ship waiting to be unloaded.
3. The customer (sigh) his name on the insurance form as we speak.
4. Mary (work) as a cashier in the bank in Wilkins Street.

Present tense verb form

Read the information above verb forms below. Then complete sentences 5-8 by using the correct past tense form of the verb.

Past simple		Past continuous
An action or actions completed in the past		
(+) base form + <i>ed</i> or irregular past e.g. I <u>installed</u> the software. They <u>brought</u> the package yesterday.	(-) did not + base form e.g. The repair person <u>did not</u> fix the problem.	<i>was + were + base form + ing</i> (past action that continued for a period of time when another action interrupted it.) e.g. He <u>was driving</u> slowly. They <u>were working</u> in the office when the power went off.

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5. The workers (stand) around waiting for the manager to arrive for over an hour.
6. I (work) in the back when the customer arrive.
7. I (drop) Sally off at the bus stop more than an hour ago.
8. They (not/go) to the conference.

Follow up: With your partner, compare your answers to questions 1-8, and pick out the word(s) in the sentence that told you what the verb form should be.

Test Tip

Sometimes the sentence may not give enough information to choose the correct answer

In this case look at the rest of the text to find the correct option.

These questions can test both grammatical and vocabulary knowledge.

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

A. Read the text and decide if the missing verb should be in present or past form. Circle the words of the text that helped you identify the correct tense. then with a partner guess the words that could go each blank.

All first-year engineering students (1) the story of Herbert Mansfield when they enter university.

Before his invention of the steam converted in 1903, Hebert (2) as a design engineer for manufacturing company.

1. Present Past

2. Present Past

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He (3) in a small, tidy, very average house outside Billington.

3. Present Past

He (4) at the National Institute before receiving his degree in engineering.

4. Present Past

It wasn't until several years later that he (5) the invention that would change the world.

5. Present Past

Many of the most influential scientists still (6) it to be the greatest breakthrough of the century.

6. Present Past

Currently the city (7) a monument to this very important individual.

7. Present Past

A. Complete the text using the verbs in the box. Did you guess correctly?

made

believe

lived

studied

is building

worked

learn

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- C. Look at the sentences below. Look for clues in the sentences around each blank to help you decide which word is correct.
- In the winter the mountain trails are icy and dangerous. Travelers are encourage to move along the marked paths.
(A) rapidly (B) cheerfully (C) carefully (D) perilously
 - The reports weren't distributed the first part of the presentation. They were made available at the end.
(A) after (B) while (C) during (D) until
 - After several hours of discussion the deal was still not signed. The main problem was the Due to the budget, the purchase would need to be postponed.
(A) quality (B) price (C) size (D) weight
 - It wasn't the largest company. it was, , one of the most highly respected in the field.
(A) furthermore (B) therefore (C) additionally (D) however

Follow up: Compare your answers with your partner and explain which words gave you clues to the answers.

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3 Test Tactic:

Read the sentences for questions 1 – 3, decide which tense is needed and think of a word that would fit. Compare your ideas with a partner. Then quickly choose the correct answer.

Questions 1 – 3 refer to the following letter.

Tactics Checklist

- ✓ Choose the correct verb form.
- ✓ If there are no clues in the sentence, look to the rest of the text.

Re: Diesel generator – Order No. B90008

Dear Mr. Johnson,

I am writing to complain about the large diesel generator that we from you.

1. (A) receive
(B) received
(C) are receiving
(D) to receive

Upon unpacking the equipment, we found the width of the mounting brackets to be almost 8 inches longer than we had in our design specifications.

2. (A) noted
(B) informed
(C) talked
(D) spoken

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These will help to be replaced immediately as the generator must be installed by the end of the week.

Furthermore, the unit was sent without an instruction manual for the main control unit. Please send this out in the same shipment as the correct mounting bracket.

It is vital that we receive these parts by Tuesday. late delivery our own.

3. (A) affects
- (B) affected
- (C) will affect
- (D) has affected

Yours sincerely,

Thomas Hardings

Thomas Hardings

Director

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B Mini Test

Now apply the *Test tactics* 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 – 45 seconds on each item. If you don't know the answer, guess and move on.

Questions 1 – 3 refer to the following letter.

Mr. Robert Cheung
Sea Dragon Shipping
372 Clementi Ave 2#03-149A
SINGAPORE
120356

March 23

Dear Mr. Cheung

We have been by one of our clients, Mikra Electronics, Jakarta, of a

1. (A) written
(B) reported
(C) informed
(D) said

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possible shipping problem.

Specifically, the SS Liberty Star, due to arrive in Jakarta on March 22, to arrive as scheduled

2. (A) failed
- (B) fails
- (C) failing
- (D) fail

This vessel was carrying a consignment(B/L 8974) for our clients; we would like to know why the vessel has been and when it is expected to arrive.

3. (A) delayed
- (B) replaced
- (C) done
- (D) repaired

A prompt reply would be appreciated in this matter.

Yours sincerely,

Emerson Filho

Emerson Filho

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Questions 4 – 6 refer to the following letter.

Memorandum

To: Alvin Kurosawa, Vancouver Branch Manager

From: Melville Bromwich, Accounting Section

Alvin,

I am just to confirm that my colleague Tom Brooks and I will be in Vancouver at the end of

4. (A) write
(B) writing
(C) written
(D) to write

next week for the annual expenses audit. Could you please ask one of your employees to arrange our accommodation? We are planning to arrive on the 14th and on the 19th.

5. (A) left
(B) leaving
(C) had left
(D) leave

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With the changes in deadlines, we are likely to be extremely busy. So I don't think we will

6. (A) whereas
(B) therefore
(C) however
(D) moreover

be able to find time in a hockey game a you had previously suggested.

Thanks in advance for any assistance with the hotels. We are looking forward to seeing you next week.

Yours truly,

Mel

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Questions 7 – 9 refer to the following letter.

Mr. Niels Kirstein
Olaf and Bhor Furnishings
Kristianiagade 19
2100 Copenhagen
Denmark

Dear Mr. Kirstein,

Your delivery of 150 hardwood table and chair sets (order# DH4589) this morning, but

- 8. (A) each
- (B) all
- (C) some
- (D) any

unfortunately, when we opened them we discovered that there is one leg missing from table.

- 9. (A) to send
- (B) sending
- (C) send
- (D) have been

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Friday, August 16, at the latest.

I look forward to hearing from you in the next day or so.

Yours sincerely,

Alfred Axely

Alfred Axely

Purchasing Director

Questions 10– 11 refer to the following letter.

Dr. Barbara Nguyen

Family medical Group

2825 Quebec St., Ste.41

Denver, CO 80207

RE: Repair order #2089 – P29 micro video camera

Dear Ms Nguyen,

I am writing to you regarding the micro-video camera you with us repairs.

- 10.** (A) left
(B) were leaving
(C) leave
(D) will leave

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After thoroughly inspecting it, I must inform you that it will take approximately one week longer to repair than we originally thought. When we the inner working as part of the maintenance

- 11.** (A) cleaning
(B) were cleaning
(C) clean
(D) have cleaned

procedure, we found that the shutter was slightly bent and the lens stock, but the shutter

- 12.** (A) in
(B) for
(C) on
(D) at

will need to be ordered from the manufacturer in Germany.

I would appreciate if you could call me to confirm that you wish us to proceed with the repairs.

Yours sincerely,



Colin Bowie

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Grammar Practice

A. Read three short texts and put the verbs in the correct tense.

1. Business letter

Dear Mr. Jones,

I am writing in connection with the article you (1) (write) that appeared in this month's American Engineer. Our company (2)) (make) parts for the aerospace industry and we think that your invention meets our specifications, Would you be able to meet with one of our design engineers next month? Currently we (3)) on the project related to your research and we might be interested in listening to your design.

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2. Complaint letter

Last month your company (1)(put) in the new automatic doors on our warehouse. Since then we have twice had problems with the first case, they didn't (open) when the operator (3) (press) the button and we had to call in a machine to fix them. In the second case, the doors suddenly closed when a truck (4) (come) into the garage. This (5)..... (delay) the delivery of an important consignment of goods.

3. E-mail

Sally,

Have you been told that Jack Benson (1) now (work) on the Dorfin Project? As you know, he previously (2) (manage) our Texas outfit, but he (3) just (arrive) this morning from Dallas and (4) (need) accommodations near the office.

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Quiz 6

1. Choose the correct word.

- I'd like toabout the poor service I received last week.
(A) evaluate (B) complain (C) confirm
- Please would you That the parts will be available next Tuesday?
(A) install (B) complain (C) confirm
- We were pleased to receive a reply from the company.
(A) prompt (B) vital (C) tidy
- Ms. Lloyd is very She had changed the director's mind about many issues.
(A) influential (B) tidy (C) prompt
- They are going to decide about our premises next week.
(A) licensing (B) licensed (C) license
- A new air conditioning system is being today.
(A) reached (B) installed (C) carried
- Mr. Rawson's deck is usually very, but today it's covered in papers.
(A) prompt (B) vital (C) tidy
- It isthat the generators is repaired immediately.
(A) prompt (B) influential (C) vital
- When the goods arrived they were
(A) damaged (B) damages (C) damage

Tactics for TOEIC – Incomplete Sentences

2. Match the words with the definitions.

audit
foremen

consignment
invention

customer
monument

fail
specification

1. a formal examination of a company's accounts
2. if you don't succeed
3. a large amount of goods which are delivered to somebody else.
4. a description of something especially something technical
5. a person that buys something
6. a new creation or discovery
7. something which is built in memory of somebody.

Next:

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**Reading Test
Part 7**

Reading Comprehension

Unit 7