

THIRD EDITION



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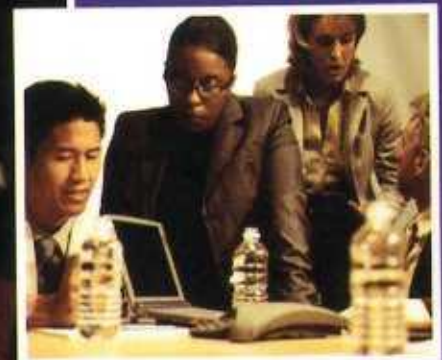
LONGMAN

Preparation Series for the

TOEIC[®] Test



Advanced Course



Lin Lougheed



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Longman Preparation Series for the TOEIC Test, Advanced Course, Third Edition

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INTRODUCTION

The **Introduction** section will help you

- understand the nature of the Listening Comprehension and Reading sections
- focus your attention on the patterns of English
- build and change strategies from one part of the Listening Comprehension and Reading sections to another
- budget your time

ANALYSIS OF THE TOEIC TEST

The TOEIC (Test of English for International Communication) is a multiple-choice test developed by the Educational Testing Service of Princeton, New Jersey, for nonnative speakers of English who use English in nonacademic situations, such as international business, trade, industry, and diplomacy. The TOEIC test measures your listening and reading comprehension by testing your understanding of basic English grammar. The vocabulary of the test attempts to be international and avoids the use of idioms or other culture-based phrases. It does, however, use English in many different contexts.

The TOEIC test consists of a Listening Comprehension section in four parts and a Reading section in three parts.

SECTION	QUESTIONS	TIME
LISTENING COMPREHENSION		45 minutes
Part I	20	
Part II	30	
Part III	30	
Part IV	20	
READING		1 hour 15 minutes
Part V	40	
Part VI	20	
Part VII	40	

The format of the practice tests in this book is identical to the TOEIC test and the style of the questions is similar.

STUDYING THE PATTERNS OF ENGLISH

To prepare for the TOEIC test, you must recognize the familiar, routine ways thoughts are organized into words, phrases, sentences, and paragraphs. Learning to recognize these organizational patterns will help you understand the meaning of the words and phrases more readily and more completely. This will help you score well on the TOEIC test.

The Listening Comprehension Practice exercises are designed in a format similar to the exercises of the TOEIC test. So while you are improving your general listening comprehension, you are also sharpening your test-taking listening abilities.

Each of the sections of the Listening Comprehension Practice exercises focuses on a particular way to help you understand what you have heard, even when you did not understand every word. By training yourself to pay attention to certain details, you will gain skill in general listening comprehension.

The Reading Practice exercises in the two Grammar Patterns sections focus on certain common grammatical problems which lead to errors. Your attention is drawn to grammar items which can be easily confused: the exercises help you to gain mastery over them. The Reading Comprehension section helps you become familiar with certain kinds of written business material. Each of these has its own peculiar style and comprehension problems. The Reading Practice exercises and Reading Comprehension section are also designed in a TOEIC format to give you further help in improving your TOEIC score.

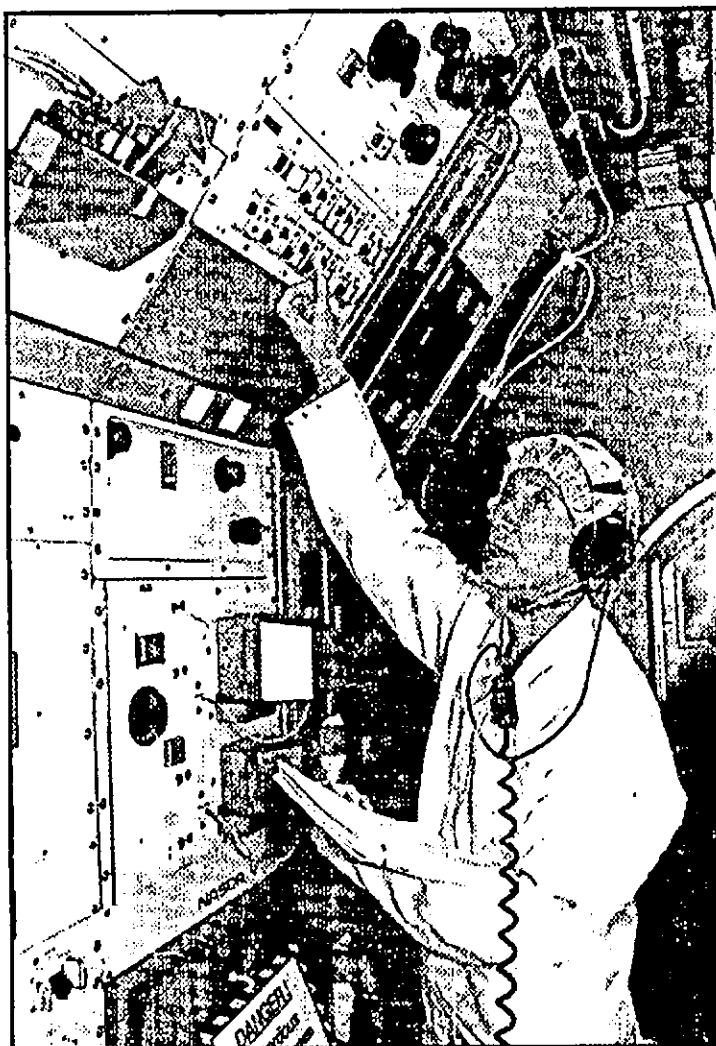
You will find everything you need in this book to focus your attention on your goals—to become more proficient in English and to get a higher score on the TOEIC test.

LISTENING COMPREHENSION SECTION

Part I: Picture

In this part of the test, you will be shown twenty pictures. You will hear four short statements about each picture. You must choose which statement best describes what you see in the picture. These statements will be spoken only once; they will not be repeated. These statements will not be written in your test book.

In your test book, you will see:



You will hear:

- (A) *The conductor is raising his baton.*
- (B) *The musician is recording his experiences.*
- (C) *The scientist is signaling for a cab.*
- (D) *The technician is reaching for the controls.*

On your answer sheet, you will see: (A) (B) (C) (D)

When you listen to the statements, it is important to listen carefully. The statements must match the context of the photograph. Let's analyze the answer choices. Pay attention to the common traps on the TOEIC. They could confuse you.

Answer choice (A): *The conductor is raising his baton.*

The person in the photograph could be an orchestra conductor or a train conductor even though the clothing is not appropriate to either profession. The person is raising something, but it is his hand, not a baton.

Common Trap: Do not be confused by one word which is right (*raise*) and miss the whole context of the picture.

Answer choice (B): *The musician is recording his experiences.*

The person in the photograph could be a musician; he is wearing headphones and there is a microphone attached to the headphones. However, the clothes are not the kind musicians might wear. Further, the context of the picture does not look like a recording studio.

Common Trap: Do not be confused by words that can be seen in the photo but are related to other contexts.

The word *experiences* has a similar sound to the word *experiments*. The person in the photo could be recording (making notes on) some scientific experiment, but that is not what the statement says. The statement tries to confuse you with similar sounding words.

Common Trap: Do not be confused by words that have similar sounds.

Answer choice (C): *The scientist is signaling for a cab.*

The person is wearing protective clothing and the surroundings seem like a scientific laboratory. We can assume that the person might be a scientist.

He is raising his hand, but he is not signaling anything—especially not a taxicab—in this context.

Common Trap: Do not be confused by statements that are partially true.

Answer choice (D): *The technician is reaching for the controls.*

Like a scientist performing experiments, technicians often must wear protective clothing. The instrument panel in front of the technician is covered with control switches. The technician is raising his hand to adjust the controls. Statement (D) most closely describes an aspect of the picture. Therefore, you should mark the oval (D) on your answer sheet.

Strategies

Look at the picture and tell yourself quickly what is represented. Make up a sentence that summarizes what you see. Then listen to the four statements. One of the statements will probably be close to the sentence you made up.

As you listen to the statements, do not be confused by these common traps:

- words that sound similar to words in the photo
- words that are in the photo but are used out of context
- words that are related to the photo but are not in the photo

Part II: Question-Response

In this part of the test, you will hear twenty questions and three possible answers for each question. You must listen carefully to determine which is the best answer. The questions and answers will be spoken only once; they will not be repeated.

In your test book, you will see:

Mark your answer on your answer sheet.

On your answer sheet, you will see:

(A) (B) (C)

You will hear:

What time will he arrive?

You will also hear:

- (A) *My mother will be late.*
- (B) *About ten o'clock.*
- (C) *My watch needs repairing.*

You must listen to every word in the question and three answer choices very carefully. Let's analyze the answer choices.

Answer choice (A): *My mother will be late.*

In this answer choice, the tense *will be* is correct and the time marker *late* is appropriate. However, *my mother* is not a good match for the masculine pronoun *he*. You must listen carefully to catch the difference between *she* and *he*. They are similar sounds.

Common Trap: Be careful of similar sounding words.

Answer choice (B): *About ten o'clock.*

Our question *What time will he arrive?* suggests that our answer will be a time marker (*yesterday, at five o'clock, soon, next year, etc.*). We must decide next if the tense is past, present, or future. In this instance, the question is in the future tense. What will happen in the future? Someone will *arrive*. Who will arrive? *He*. The answer choice contains everything you need to answer the question: one simple time marker. Answer choice (B) most closely answers the question. Therefore, you should mark the oval (B) on your answer sheet.

Answer choice (C): *My watch needs repairing.*

If you heard only the word *time* in the question, you may have assumed that the question was *What time is it?* Consequently, any choice with a time marker might work. The answer choice tries to get you to make a semantic association between *time* and *watch*.

Common Trap: Be careful of semantic associations.

Strategies

Look at the question and determine what kind of question it is. There are two types of questions: a *yes/no* question and a *wh* question. If the question begins with an auxiliary (*will, is, are, can, would, do, did, does*), the answer will probably be a *yes* or *no* statement. Answers may not always begin with *yes* or *no*; sometimes the *yes* or *no* is assumed.

YES/NO QUESTION	<i>Can you see the parade from here?</i>
ANSWER	<i>No, it goes down Third Avenue.</i>

But if the question begins with a *wh* word (*who, what, when, where, why, how*), the answer will provide information.

WH WORD	INFORMATION										
WHO	answer is a proper noun, personal noun, group name, or other references to people										
WHEN	answer is an adverb (<i>sooner or later</i>), adverb clause (<i>when I'm ready</i>), or preposition of time (<i>at 6:00</i>)										
WHY	answer is a reason (<i>because I like to</i>)										
WHERE	answer is a source or place (<i>from my mother, at home</i>)										
WHAT	answer depends on the words in the question; <i>what</i> requires you to pay attention to every word. <table><tr><td><i>What do you do?</i></td><td><i>I'm a dentist.</i></td></tr><tr><td><i>What time is it?</i></td><td><i>Lunchtime.</i></td></tr><tr><td><i>What's your name?</i></td><td><i>Mark.</i></td></tr><tr><td><i>What's your address?</i></td><td><i>755 Riverdale.</i></td></tr><tr><td><i>What's your excuse?</i></td><td><i>The bus was late.</i></td></tr></table>	<i>What do you do?</i>	<i>I'm a dentist.</i>	<i>What time is it?</i>	<i>Lunchtime.</i>	<i>What's your name?</i>	<i>Mark.</i>	<i>What's your address?</i>	<i>755 Riverdale.</i>	<i>What's your excuse?</i>	<i>The bus was late.</i>
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<i>What's your address?</i>	<i>755 Riverdale.</i>										
<i>What's your excuse?</i>	<i>The bus was late.</i>										
HOW	answer depends on the words in the question; <i>how</i> requires you to pay attention to every word. <table><tr><td><i>How did you get here?</i></td><td><i>By train.</i></td></tr><tr><td><i>How much does the computer cost?</i></td><td><i>One thousand dollars.</i></td></tr><tr><td><i>How many people attended?</i></td><td><i>About two hundred.</i></td></tr><tr><td><i>How long did the meeting last?</i></td><td><i>About three hours.</i></td></tr><tr><td><i>How often do you process the records?</i></td><td><i>Once a month.</i></td></tr></table>	<i>How did you get here?</i>	<i>By train.</i>	<i>How much does the computer cost?</i>	<i>One thousand dollars.</i>	<i>How many people attended?</i>	<i>About two hundred.</i>	<i>How long did the meeting last?</i>	<i>About three hours.</i>	<i>How often do you process the records?</i>	<i>Once a month.</i>
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<i>How often do you process the records?</i>	<i>Once a month.</i>										

An English sentence is like a puzzle. You must examine all the pieces to make sense of it.

Part III: Short Conversations

In this part of the test, you will hear thirty short conversations between two people. A question about each conversation and four answer choices are written in your test book.

You will hear:

Man: *Would you keep this for me until I get back?*

Woman: *I'm leaving in half an hour, so be fast.*

Man: *It's four o'clock now. I'll be back in 10 minutes.*

In your test book, you will see:

On your answer sheet, you will see:

What time will the woman leave?

(A) (B) (C) (D)

(A) 4:00.

(B) 4:10.

(C) 4:30.

(D) 10:00.

Let's analyze the answer choices.

Answer choice (A): 4:00.

The man says that it is 4:00 now, but that is not when the woman is leaving.

Common Trap: Pay attention to the context.

Answer choice (B): 4:10.

The man will return at 4:10, but the woman will leave at 4:30.

Common Trap: Pay attention to the context.

Answer choice (C): 4:30.

This particular conversation example requires not only that you listen for facts, but that you do a small calculation to arrive at the correct answer. The woman says she is leaving in half an hour and the man tells her it is 4 o'clock.

Consequently, the woman is leaving at 4:30. Answer choice (C) most closely answers the question. Therefore, you should mark the oval (C) on your answer sheet.

Answer choice (D): 10:00.

The number 10 refers to minutes, not the hour.

Common Trap: Be careful of semantic associations.

Strategies

The strategies for Part III are identical to those for Parts I and II. You must listen to the conversation carefully to answer the question.

The conversation could be on any topic. If you can predict the topic before you hear the conversation, it will help you understand the details of the conversation. Reading the question in the textbook before you hear the conversation will help you predict the topic.

In the question *What time will the woman leave?* the key words are *time, woman,* and *will leave.* When you listen to the conversation, you should listen for references to a *woman leaving in the future.* You should also listen for the numbers you see in the answer choices: 4 (*4 hours, 4 o'clock*); 30 (*4:30, half past 4, 30 minutes from now, in 30 minutes*); and 10 (*in 10 minutes, 10 past 4, 4:10, etc.*). By listening for the key words (*time, woman, will leave*) and some of the numbers (*4, 10*), you will be able to focus your listening.

The conversations in this book are written to make you think. You must learn how to hold small details in your memory for a short period. For the TOEIC test, you must hold these details for at least fifteen seconds. Practice stretching your memory while working on the exercises in the Listening Comprehension section in this textbook.

Part IV: Short Talks

In this part of the test, you will hear forty short talks: an announcement, a talk about a meeting, a weather report, etc. Questions about each talk and the four answer choices are written in the test book. There will be two to four questions about each talk.

You will hear:

All eastbound trains will be delayed until further notice because of flooding on the tracks west of the city. Commuters are urged not to use the trains this morning. Extra buses will be in service shortly.

In your test book, you will see:

What is the problem?

- (A) There are not enough buses.
- (B) Committees won't use public transportation.
- (C) The buses only run east.
- (D) The train tracks are covered with water.

On your answer sheet, you will see:

(A) (B) (C) (D)

Let's analyze the answer choices.

Answer choice (A): *There are not enough buses.*

The problem concerns trains, not buses. Buses are on the way to rescue stranded commuters.

Common Trap: Pay attention to the context.

Answer choice (B): *Committees won't use public transportation.*

Commuter trains are public transportation, but the talk does not mention *committees.*

Committee does sound similar to *commuters.*

Common Trap: Be careful of similar sounding words.

Answer choice (C): *The trains only run east.*

The trains probably run both east and west (*eastbound trains and tracks west of the city*), but whether they do or do not is not the problem.

Common Trap: Pay attention to the context.

Answer choice (D): *The train tracks are covered with water.*

Tracks that are covered with water are *flooded tracks*. Answer choice (D) most closely answers the question. Therefore, you should mark the oval (D) on your answer sheet.

Strategies

The strategies for listening to a short talk are very similar to the strategies for listening to a conversation. You must first focus your attention by reading the questions and the answer choices.

In the example on the preceding page, the question indicates there is a problem, and the answer choices suggest the problem is concerned with transportation (key words: *buses, public transportation, trains, east, tracks*). Other key words imply a potential problem (*not enough, won't use, only run east, covered with water*).

You should try to identify the problem that concerns transportation when you hear this short talk. There will be two or more questions about the talk, so you should use the two or three questions that follow in your test booklet to help you make predictions about the talk.

READING SECTION

Part V: Grammar Patterns: Incomplete Sentences

This part tests your ability to select a word or phrase that will best complete the sentence. There are forty incomplete sentences in this part. Your knowledge of vocabulary as well as your knowledge of grammar are measured. You must know the appropriate grammar rules and also be able to understand the context of the sentence in order to select the correct answer.

In your test book, you will see:

On your answer sheet, you will see:

The _____ dignitaries were shown the plant.

(A) (B) (C) (D)

- (A) visitors
- (B) visitation
- (C) visit
- (D) visiting

Let's analyze the answer choices.

Answer choice (A): *visitors*

Visitors is a plural noun. An adjective is needed between *the* and *dignitaries*.

Answer choice (B): *visitation*

Visitation is a noun.

Answer choice (C): *visit*

Visit could be a noun or a verb.

Answer choice (D): *visiting*

Visiting is the participle form of the verb *visit* and is used here as an adjective.

Answer choice (D) is the most appropriate word. Therefore, you should mark the oval (D) on your answer sheet.

Strategies

You can best prepare yourself for this part of the test by analyzing the *Incorrect* sentences in the grammar review sections. You should pay close attention to what might cause a potential error. Here are a few of the common traps:

- An adverb is placed incorrectly.
INCORRECT [We walk *every day* to school.]
CORRECT We walk to school *every day*.
- The wrong conjunction is used.
INCORRECT [He is smart *nor* handsome.]
CORRECT He is smart *and* handsome.

- An incorrect preposition is used.
INCORRECT [She lives *to* Main Street.]
CORRECT She lives *on* Main Street.

- The wrong transition word is used.
INCORRECT [He is smart; *however*, he is handsome.]
CORRECT He is smart; *moreover*, he is handsome.

- An incorrect form or tense follows a causative verb.
INCORRECT [We made *it to* happen.]
CORRECT We made *it* happen.

- An incorrect verb form may be used in an unreal condition in the present.
INCORRECT [If elephants *have* wings, they *fly*.]
CORRECT If elephants *had* wings, they *could* fly.

- The wrong tense is used.
INCORRECT [If he *is* not late, we *left* at five.]
CORRECT If he *is* not late, we *will* leave at five.

- An incorrect two-word verb is used (*turn in/on/off/down/up*).
INCORRECT [*Turn in* the volume.]
CORRECT *Turn down* the volume.

- The wrong member of a word family is used.
INCORRECT [I'll accept the *invite*.]
CORRECT I'll accept the *invitation*.

- A plural verb is used incorrectly when a noun clause functions as the subject of a sentence.
INCORRECT [What they told us *were* surprising.]
CORRECT What they told us *was* surprising.

Part VI: Grammar Patterns: Error Recognition

Both Part V and Part VI test your knowledge of grammar and your ability to interpret correctly the meaning of a sentence. The format of Part VI, however, is different.

In Part VI, you will be given one sentence with four words or phrases underlined. One of the words or phrases is incorrect. It should be corrected or rewritten to make the sentence conform to standard English usage. There are twenty questions in this part.

In your test book, you will see:

On your answer sheet, you will see:

All pilots must be members of the National Pilots
A

(A) (B) (C) (D)

Association and must pay his national dues before January 1.
B C D

Let's analyze the answer choices.

Answer choice (A): *be*

Be is the correct verb form following the auxiliary *must*.

Answer choice (B): *must pay*

Must pay is the correct verb form. It matches the verb *must be* in the first clause.

Answer choice (C): *his*

His is an incorrect singular pronoun. Pronouns must refer to an antecedent. In this sentence, the nouns that the pronoun refers to are *pilots* and *members*. Both of these nouns are plural. Therefore, the pronoun must be plural. *Their* is the correct pronoun. The correct sentence should read: *All pilots must be members of the National Pilots Association and must pay their national dues before January 1.*

The underlined word *his* does not agree in number with the antecedent *members*. Therefore, you should mark the oval (C) on your answer sheet.

Answer choice (D): *before*

Before is an appropriate preposition.

Strategies

Your preparation for this part will be similar to your preparation for Part V. Study the grammar review section and pay close attention to the following common traps:

- *The* may be omitted in the superlative degree.

INCORRECT [It is *biggest* I have ever seen.]

CORRECT It is *the biggest* I have ever seen.

- *Than* may be omitted in the comparative degree.

INCORRECT [She is taller *I*.]

CORRECT She is taller *than I*.

- A gerund may be used instead of an infinitive, or an infinitive may be used instead of a gerund.

INCORRECT [We decided *leaving* early.]

CORRECT We decided *to leave* early.

- The tense of a modal may be incorrect.

INCORRECT [Last year we *hoped* she *will* come.]

CORRECT Last year we *hoped* she *would* come.

- An article may be used incorrectly.

INCORRECT [I like *the* soccer.]

CORRECT I like *soccer*.

- The past participle may be used instead of the present participle, or the present participle may be used instead of the past participle.
INCORRECT [We have changed our *mailed* address.]
CORRECT We have changed our *mailing* address.

- Forms of pronouns may be used incorrectly.
INCORRECT [He gave it *to* Tom and *I*.]
CORRECT He gave it *to* Tom and *me*.

- Pronouns may not agree with their antecedents.
INCORRECT [The *company* gave *her* employees raises.]
CORRECT The *company* gave *its* employees raises.

- Pronouns may be incorrectly added.
INCORRECT [The *shipment* of parts *it* came today.]
CORRECT The *shipment* of parts came today.

- The subject and verb may not agree in number.
INCORRECT [The story behind the scenes *are* sad.]
CORRECT The story behind the scenes *is* sad.

- A participial phrase may be incorrectly placed.
INCORRECT [The clerk answered the *phone eating* a sandwich.]
CORRECT The *clerk eating* a sandwich answered the phone.

- Words may be incorrectly ordered.
INCORRECT [Can you tell me where *is it*?]
CORRECT Can you tell me where *it is*?

Part VII: Reading Comprehension

The last part of the TOEIC test includes reading selections on a variety of topics and in a variety of formats. You will read announcements, bulletins, advertisements, forms, tables, reports, letters, faxes, memos, e-mail, etc. Each reading selection will be followed by two or more questions about the passage. There are forty questions in this part.

In your test book, you will see:

Questions 1-2 refer to the following article.

The population of the United States is often described as being mobile. To prove the point, half of the citizens of the United States do not live in the cities where they were born. Every year since 1995, 20 percent of U.S. families changed their residences. Most moves are due to changing economic circumstances. The pioneer spirit still thrives in America and many entrepreneurs move to new "gold mines." Others do not move by choice but are transferred by the companies that employ them. This mobility is positive for both the economy and the individual.

1. Which of the following words best describes a U.S. citizen?

(A) (B) (C) (D)

- (A) Greedy
- (B) Undecided
- (C) Generous
- (D) Mobile

Let's analyze the answer choices.

Answer choice (A): *Greedy*

The references in the text to money (*economic circumstances, entrepreneurs, gold mines*) may make you think of *greedy*, but that is not stated or implied in the article.

Answer choice (B): *Undecided*

You may think that people who move from one place to another cannot make up their minds, but that is not stated or implied in the article.

Answer choice (C): *Generous*

The adjective *generous* is neither stated nor implied in the article.

Answer choice (D): *Mobile*

The adjective *mobile* is found in the first sentence of the article. Other clues are the phrases *changed their residences, moves, move to, move by choice, are transferred, and mobility*. Answer choice (D) most closely matches the description given in the paragraph. Therefore, you should mark the oval (D) on your answer sheet.

2. What percentage of the population live in their hometowns?

(A) (B) (C) (D)

- (A) 20 percent
- (B) 50 percent
- (C) 80 percent
- (D) 100 percent

Let's analyze the answer choices.

Answer choice (A): *20 percent*

Twenty percent of U.S. families change their residence every year, but they may have already moved from their hometowns.

Answer choice (B): *50 percent*

In the second sentence, it says that half (50 percent) of the U.S. population do not live where they were born. So 50 percent must have moved from their hometowns. Answer choice (B) most closely matches the information given in the paragraph. Therefore, you should mark the oval (B) on your answer sheet.

Answer choice (C): *80 percent*

Eighty percent is the percentage of people who do not change their residence every year.

Answer choice (D): *100 percent*

This detail is not stated or implied in the article.

Strategies

When you practice listening comprehension, you anticipate what you are going to hear by reading the questions and answer choices first. Similarly, when you practice reading, you should try to focus your attention on the topic. You should first read the questions and answer choices which follow the reading passage.

The questions in the example on the preceding page tell you that you are going to read something about U.S. citizens and the relationship to their hometowns. Try to guess an answer to the question *Which of the following words best describes a U.S. citizen?* even before you look at the choices. Then look quickly over the reading passage to see if you see either a word from the choices or a synonym in the passage. *Mobile* is very visible in the first sentence.

Read on. In the second sentence, you find the answer to the second question: *Half of the U.S. population.... Half* is another way of saying *50 percent*.

When answering the questions for the reading passages, you should look not only for a direct answer, but for synonyms, paraphrases, and implied answers as well. Also note that the order of the questions will match the order of presentation of information in the passage. Therefore, the answer to the first question will be found in the first part of the passage. The answer to the second question will be found after that, and so on.

TOEIC TEST DIRECTIONS

GENERAL DIRECTIONS: The following general directions are provided by the Educational Testing Service (ETS) and are reprinted here with permission. Read them and be sure you understand them.

This is a test of your ability to use the English language. The total time for the test is approximately two hours. It is divided into seven parts. Each part of the test begins with a set of specific directions. Be sure you understand what you are to do before you begin work on a part.

You will find that some of the questions are harder than others, but you should try to answer each question to the best of your ability. Your score will be based on the number of questions you answer correctly.

Do not mark your answers in this test book. **You must put all of your answers on the separate answer sheet** that you have been given. When putting your answer to a question on your answer sheet, be sure to fill in the answer space corresponding to the letter of your choice. Fill in the space so that the letter inside the oval cannot be seen, as shown in the example below.

Mr. Jones _____ to his accountant
yesterday.

- (A) talk
- (B) talking
- (C) talked
- (D) to talk

Sample Answer



The sentence should read, "Mr. Jones talked to his accountant yesterday." Therefore, you should choose answer (C). Notice how this has been done in the example given.

Mark only **one** answer for each question. If you change your mind about an answer after you have marked it on your answer sheet, completely erase your old answer and then mark your new answer. You must mark the answer sheet carefully so that the test-scoring machine can accurately record your test score.

SPECIFIC DIRECTIONS: Each part of the TOEIC test begins with specific directions for that part. In this book you will find them at the beginning of each study section and in the Practice Tests. Read them and be sure you understand them.

Note that the items in the study sections may differ slightly from those described in the actual TOEIC test directions, but the directions are provided so you will become familiar with them.

LISTENING COMPREHENSION

The Listening Comprehension section will help you

- increase your vocabulary
- analyze photographs and reject “tricky” answers that are “almost” correct
- sharpen your observation powers
- recognize the organizational patterns of spoken English
- predict topics of conversation
- isolate key words that will help you choose the best answer

LISTENING COMPREHENSION PRACTICE

OVERVIEW

When you listen to other people talk or are a part of a conversation yourself, you have clues that help you understand the subject of the conversation. These clues can be visual (for example, the locale) as well as audio (for example, street noises).

However, sometimes you do not have any visual clues. You must only listen (for example, on the telephone or on the radio). This makes it more difficult to understand. Consequently, it is important to be aware of common problems that interfere with your listening comprehension. Problems such as words that sound alike, incorrect prepositions, and words out of context will be examined in detail in this section.

LISTENING INSTRUCTIONS

You must have a cassette tape player or a compact disc player to do the listening comprehension exercises. Each exercise is identified on the audiotape or CD.

You will not need a watch for the listening exercises because they are timed. You should not stop the audio during the listening exercise. However, you may go back and repeat the exercises as many times as you wish.

PART I: PICTURE

On the TOEIC test, you will have to look at a picture and determine what the picture is about. You will need to build your vocabulary and improve your listening skills. Your listening skills can be greatly improved if you develop your observation abilities. What you see gives you cues about what you hear.

It is important to be aware of common TOEIC traps that interfere with your listening comprehension. These traps (tricky answer options) may cause you to misunderstand what you hear: words may sound alike, a preposition may be used incorrectly, and words may be used in a different context.

In the following exercises, you will learn to develop your observation skills and will learn to avoid the common traps that the TOEIC test uses to trick you.

COMMON TRAP: SIMILAR SOUNDS

Many words sound alike but mean different things. Be especially careful of words that change their meaning and pronunciation by changing just one letter or sound.

She is coming today.

She is coming *to play*.

He is coming today.

He *is going our way*.

He *was going to stay*.

SIMILAR SOUNDS

today / to play

she / he

is coming to play / is going our way

is going our way / was going to stay

COMMON TRAP: PREPOSITIONS

Prepositions are difficult in both written and spoken English. When you examine a picture, you should try to associate the nouns you see in the picture with an appropriate response of place (*on, at, under, near, by, beside, etc.*).

INCORRECT

[The customer is *beside* the ticket agent.]

[The sign is *on* the desk.]

[The airplane ticket is *in* the woman's bag.]

CORRECT

The ticket agent is *behind* the counter.

The woman is holding a ticket *in* her hand.

The customer is *in front of* the counter.



COMMON TRAP: WORDS OUT OF CONTEXT

Some words have different meanings, depending on how they are used. The word *park* may appear with *trees* and *flowers* or with *cars*. Make sure the word in the answer you choose has the appropriate meaning. You might hear one word in a statement or question but not understand that word in the situation given.

- The chair did not attend the meeting.
- The motion was tabled.
- She needs some writing paper.

The words in these statements may be interpreted (or misinterpreted) as follows:

- The *chair* did not attend the *meeting*.
chair *head of a committee, chairperson*
chair *a piece of furniture*

meeting *an organized conference*
meeting *a chance encounter*
- The *motion* was *tabled*.
motion *a policy recommendation*
motion *a movement*

to table *to postpone a decision*
a table *a piece of furniture*
- She needs some writing *paper*.
paper *something to write on*
paper *something to read, a newspaper*

EXERCISE 1: STEPS FOR ANALYZING PHOTOGRAPHS

The steps below will help you develop the skills you need to analyze photographs. In addition to the photographs in the book, you can use photographs from magazines and newspapers as well as photographs from your own personal collection. The more frequently you try to analyze photographs using these eight steps, the larger your vocabulary will be and the sharper your observation skills will become.

Step 1: Examine this photograph.



Step 2: Write down what you see in the photograph. Here are some examples. Can you think of others?

NOUNS					
<i>table</i>	<i>tie</i>	<i>pen</i>	<i>hair</i>	<i>nose</i>	
<i>cups</i>	<i>shirt</i>	<i>wall</i>	<i>mustache</i>	<i>mouth</i>	
<i>saucers</i>	<i>blouse</i>	<i>window</i>	<i>hand</i>	<i>clothing</i>	
<i>plant</i>	<i>jacket</i>	<i>drapes</i>	<i>head</i>	<i>stone</i>	
<i>pencil</i>	<i>eyeglasses</i>	<i>printout</i>	<i>arm</i>	<i>ring</i>	
<i>paper</i>	<i>watch</i>	<i>map</i>	<i>eye</i>	<i>chair</i>	

Step 3: Write down some action words that might be taking place in the photograph. Here are some examples. Can you think of others?

VERBS					
<i>talk</i>	<i>meet</i>	<i>stand</i>	<i>discuss</i>	<i>sit</i>	
<i>plan</i>	<i>review</i>	<i>examine</i>	<i>work</i>	<i>think</i>	
<i>point</i>	<i>drink</i>	<i>watch</i>	<i>hold</i>	<i>look</i>	

Step 4: Write down the location of the people or things. Here are some examples. Can you think of others?

LOCATIONS
<i>The chart is on the wall.</i>
<i>The men are between the two women.</i>
<i>The plant is in the corner.</i>
<i>The plant is in front of the window.</i>
<i>One man is standing by the table.</i>

Step 5: Write down some statements about the photograph that you know are true. Here are some examples. Can you think of others?

FACTS
<i>Three people are sitting down.</i>
<i>One man is standing up.</i>
<i>There are cups on the table.</i>
<i>There is a map on the wall.</i>
<i>There are two men and two women in the picture.</i>

Step 6: Write down some statements about the photograph that you think might be true. Here are some examples. Can you think of others?

INTERPRETATIONS
<i>They are having a meeting.</i>
<i>They are reviewing the computer printouts.</i>
<i>They are drinking coffee.</i>
<i>The man with the coffee cup is making a point.</i>

Step 7: Share your work on Steps 1 through 6 with others. Did they find the same words? Did they have different interpretations?

COMMON TRAP PRACTICE

SIMILAR SOUNDS

A word or phrase may sound like an object or action in the photo. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The cup is in the stable. *The cup is on the table.*
2. An ant is in front of the widow.
3. The man who is sanding has a pin in his pocket.
4. There are two men knitting.
5. Both men are carrying tiles.

PREPOSITIONS

A preposition or a prepositional phrase may be used incorrectly. Circle that preposition or prepositional phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The cups are on top of the papers.
2. They're working across from the table.
3. The papers are spread under the table.
4. The man in the white shirt is standing in front of the man sitting down.
5. A man is holding a coffee cup in his right hand.

WORDS OUT OF CONTEXT

A word or phrase may be used out of context. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The group is having a meeting outdoors.
2. The man is pouring coffee.
3. They're looking at the map on the wall.
4. They're planning to meet soon.
5. Everyone is wearing glasses.

Picture 1

Step 1: Examine this photograph.



Step 2: Write down what you see in the photograph.

NOUNS					

Step 3: Write down some action words that might be taking place in the photograph.

VERBS					

Step 4: Write down the location of the people or things.

LOCATIONS

Step 5: Write down some statements about the photograph that you know are true.

FACTS

Step 6: Write down some statements about the photograph that you think might be true.

INTERPRETATIONS

Step 7: Share your work with others. Did they find the same words? Did they have different interpretations?

COMMON TRAP PRACTICE

SIMILAR SOUNDS

A word or phrase may sound like an object or action in the photo. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. They're writing a check.
2. They're sanding the floor.
3. They're checking in for the fight.
4. He's wearing a tag.
5. The trailers are on time.

PREPOSITIONS

A preposition or a prepositional phrase may be used incorrectly. Circle that preposition or prepositional phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The ticket agents are in front of the counter.
2. A man is standing beside the counter.
3. The last woman in line has a large suitcase in her hands.
4. The direction signs are underfoot.
5. The two agents are working across from one another.

WORDS OUT OF CONTEXT

A word or phrase may be used out of context. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The bags are on the conveyor belt.
2. The passengers are boarding the plane.
3. They're weighing their bags.
4. The security officers are opening the suitcases.
5. The agents are taking a break.

Picture 2

Step 1: Examine this photograph.



Step 2: Write down what you see in the photograph.

NOUNS					

Step 3: Write down some action words that might be taking place in the photograph.

VERBS					

Step 4: Write down the location of the people or things.

LOCATIONS

Step 5: Write down some statements about the photograph that you know are true.

FACTS

Step 6: Write down some statements about the photograph that you think might be true.

INTERPRETATIONS

Step 7: Share your work with others. Did they find the same words? Did they have different interpretations?

COMMON TRAP PRACTICE

SIMILAR SOUNDS

A word or phrase may sound like an object or action in the photo. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The passengers are getting off the plane.
2. The tree is on the platform.
3. They're all carrying bats.
4. They're getting out of the rain.
5. The risers are on a flat form.

PREPOSITIONS

A preposition or a prepositional phrase may be used incorrectly. Circle that preposition or prepositional phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The three are walking behind the train.
2. The riders are getting on the train.
3. The passengers are walking under the platform.
4. The woman in the white coat is behind the others.
5. The woman in the black coat is far from the door.

WORDS OUT OF CONTEXT

A word or phrase may be used out of context. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The passengers are putting their bags on the train.
2. The riders are getting off their horses.
3. The travelers are starting their journey.
4. The rail users are buying their tickets.
5. The commuters are waiting for the train to arrive.

Picture 3

Step 1: Examine this photograph.



Step 2: Write down what you see in the photograph.

NOUNS					

Step 3: Write down some action words that might be taking place in the photograph.

VERBS					

Step 4: Write down the location of the people or things.

LOCATIONS

Step 5: Write down some statements about the photograph that you know are true.

FACTS

Step 6: Write down some statements about the photograph that you think might be true.

INTERPRETATIONS

Step 7: Share your work with others. Did they find the same words? Did they have different interpretations?

COMMON TRAP PRACTICE

SIMILAR SOUNDS

A word or phrase may sound like an object or action in the photo. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The woman is walking alone.
2. She's riding to work.
3. The dock or the deck is white.
4. She's loaning her patient some money.
5. She's trying to open her notebook.

PREPOSITIONS

A preposition or a prepositional phrase may be used incorrectly. Circle that preposition or prepositional phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. She's sitting beside her desk.
2. The sink is in front of her.
3. There are cabinets next to the doctor.
4. The waste can is on the cabinet.
5. Her stethoscope is in the desk.

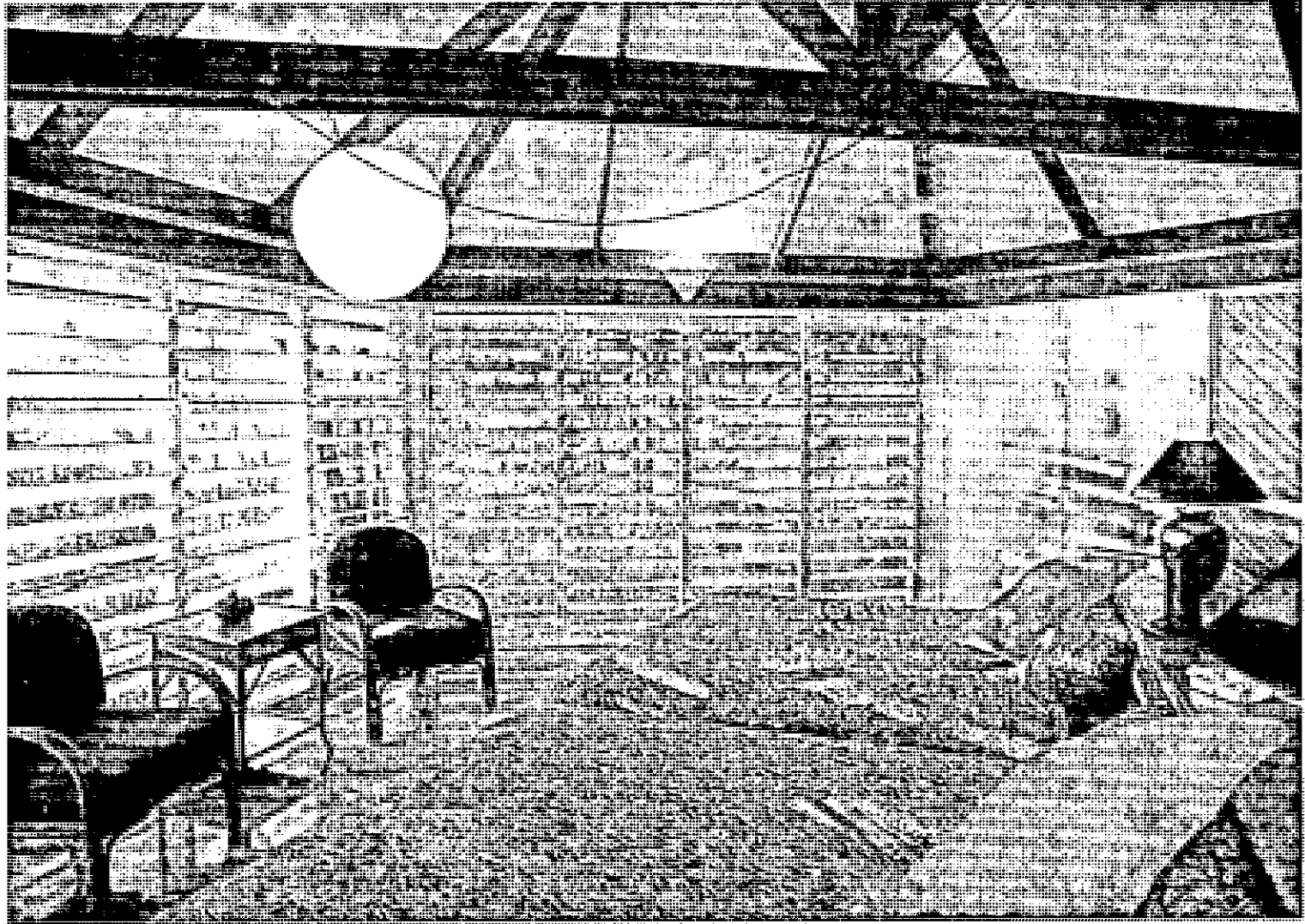
WORDS OUT OF CONTEXT

A word or phrase may be used out of context. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The doctor is seeing her patients.
2. The cabinet doors are open.
3. Water is running in the sink.
4. She's cleaning her glasses.
5. She's taking some medicine.

Picture 4

Step 1: Examine this photograph.



Step 2: Write down what you see in the photograph.

NOUNS					

Step 3: Write down some action words that might be taking place in the photograph.

VERBS					

Step 4: Write down the location of the people or things.

LOCATIONS

Step 5: Write down some statements about the photograph that you know are true.

FACTS

Step 6: Write down some statements about the photograph that you think might be true.

INTERPRETATIONS

Step 7: Share your work with others. Did they find the same words? Did they have different interpretations?

COMMON TRAP PRACTICE

SIMILAR SOUNDS

A word or phrase may sound like an object or action in the photo. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The chairs are in front of the widows.
2. The pills are on the bed.
3. The stable is in between the chairs.
4. The charts and table are by the window.
5. The guard is beyond the window.

PREPOSITIONS

A preposition or a prepositional phrase may be used incorrectly. Circle that preposition or prepositional phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The chairs are beside the beds.
2. The pillows are under the beds.
3. A table is in front of the chairs.
4. The beds are across from each other.
5. A lamp is below the bed.

WORDS OUT OF CONTEXT

A word or phrase may be used out of context. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The flower bed is very neat.
2. A lamp is on the table between the chairs.
3. The hotel room is very dark.
4. The housekeeping staff is cleaning the room.
5. The curtains cover the windows.

Picture 5

Step 1: Examine this photograph.



Step 2: Write down what you see in the photograph.

NOUNS					

Step 3: Write down some action words that might be taking place in the photograph.

VERBS					

Step 4: Write down the location of the people or things.

LOCATIONS

Step 5: Write down some statements about the photograph that you know are true.

FACTS

Step 6: Write down some statements about the photograph that you think might be true.

INTERPRETATIONS

Step 7: Share your work with others. Did they find the same words? Did they have different interpretations?

COMMON TRAP PRACTICE

SIMILAR SOUNDS

A word or phrase may sound like an object or action in the photo. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. He's picking up her tag.
2. He's spending over his limit.
3. She's standing in front of the store.
4. She's carrying a white suitcase.
5. He's packing the bag.

PREPOSITIONS

A preposition or a prepositional phrase may be used incorrectly. Circle that preposition or prepositional phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The suitcase is behind the woman.
2. They're standing inside the lobby of the hotel.
3. There's a revolving door in front of them.
4. The doorman is stepping away from the bag.
5. The woman is looking up at her suitcase.

WORDS OUT OF CONTEXT

A word or phrase may be used out of context. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. She's packing her suitcase.
2. The doorman is opening her bag.
3. He's checking her bag for her flight.
4. The bellman is putting her suitcase on the bed.
5. The guest is weighing her suitcase.

Picture 6

Step 1: Examine this photograph.



Step 2: Write down what you see in the photograph.

NOUNS					

Step 3: Write down some action words that might be taking place in the photograph.

VERBS					

Step 4: Write down the location of the people or things.

LOCATIONS

Step 5: Write down some statements about the photograph that you know are true.

FACTS

Step 6: Write down some statements about the photograph that you think might be true.

INTERPRETATIONS

Step 7: Share your work with others. Did they find the same words? Did they have different interpretations?

COMMON TRAP PRACTICE

SIMILAR SOUNDS

A word or phrase may sound like an object or action in the photo. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. A couple is at the table.
2. Three workers are eating meat.
3. The pitcher is very tall.
4. Both men are tied together.
5. The woman is carrying a scarf.

PREPOSITIONS

A preposition or a prepositional phrase may be used incorrectly. Circle that preposition or prepositional phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. They're sitting near a table.
2. The coffee cups are on the papers.
3. The notebooks are under the table.
4. A woman is to the left of the men.
5. The picture is away from the wall.

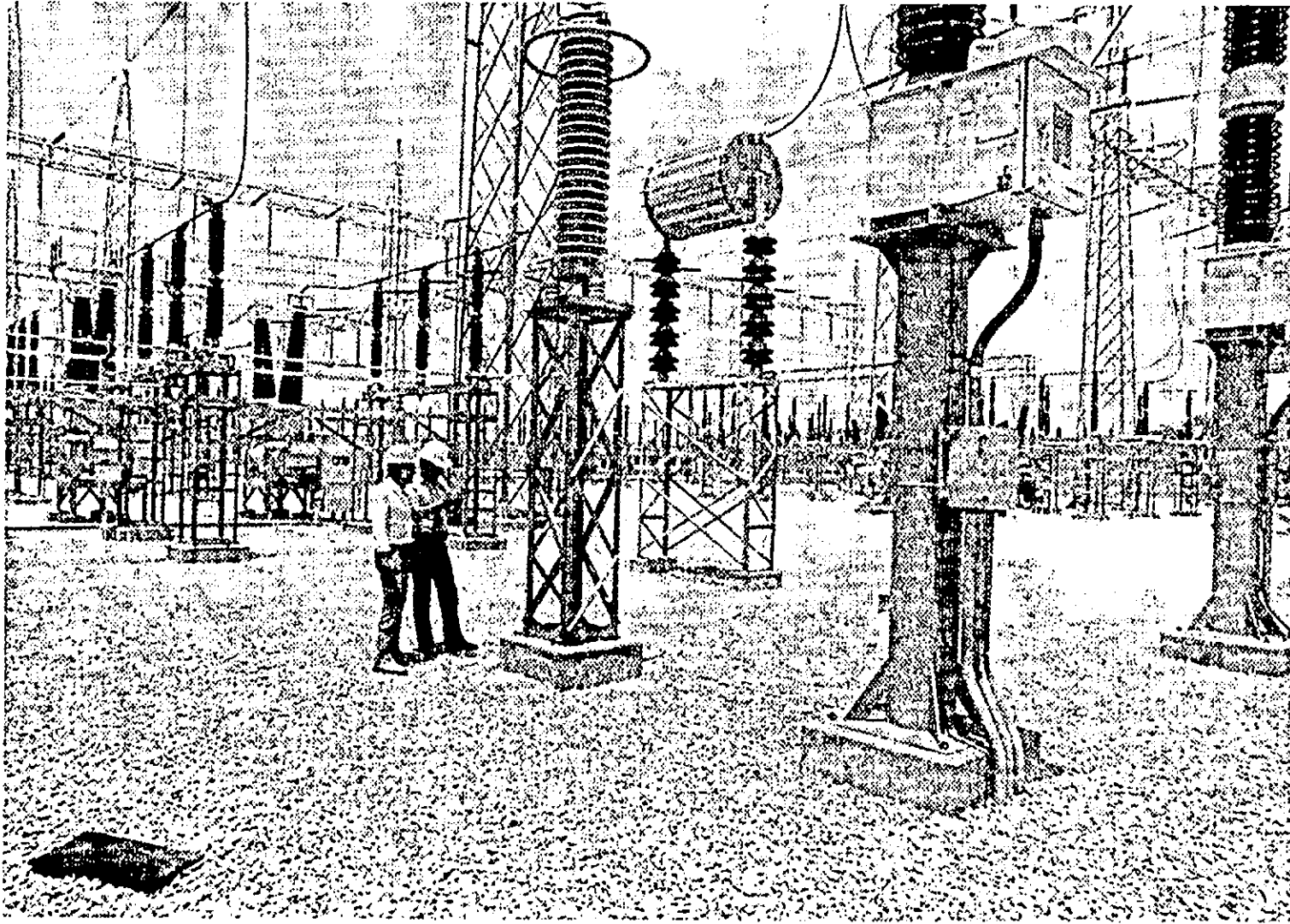
WORDS OUT OF CONTEXT

A word or phrase may be used out of context. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. They're meeting for lunch.
2. They're making coffee.
3. They're writing in their notebooks.
4. They're ordering more paper.
5. They're washing the coffee cups.

Picture 7

Step 1: Examine this photograph.



Step 2: Write down what you see in the photograph.

NOUNS					

Step 3: Write down some action words that might be taking place in the photograph.

VERBS					

Step 4: Write down the location of the people or things.

LOCATIONS

Step 5: Write down some statements about the photograph that you know are true.

FACTS

Step 6: Write down some statements about the photograph that you think might be true.

INTERPRETATIONS

Step 7: Share your work with others. Did they find the same words? Did they have different interpretations?

COMMON TRAP PRACTICE

SIMILAR SOUNDS

A word or phrase may sound like an object or action in the photo. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The men are holding an election.
2. They're looking at the electric fire.
3. The technicians are carrying hard bats.
4. The workers are looking into hiring.
5. A man has his hand in his socket.

PREPOSITIONS

A preposition or a prepositional phrase may be used incorrectly. Circle that preposition or prepositional phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. They're standing on a tower.
2. They're walking on the wire.
3. There's a tower between them.
4. The technicians are far from the electrical towers.
5. The workers are across from one another.

WORDS OUT OF CONTEXT

A word or phrase may be used out of context. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The electrical lamp is broken.
2. They're walking on a high wire.
3. The home is being rewired.
4. The equipment is unplugged.
5. The electric towers are being removed.

Picture 8

Step 1: Examine this photograph.



Step 2: Write down what you see in the photograph.

NOUNS					

Step 3: Write down some action words that might be taking place in the photograph.

VERBS					

Step 4: Write down the location of the people or things.

LOCATIONS

Step 5: Write down some statements about the photograph that you know are true.

FACTS

Step 6: Write down some statements about the photograph that you think might be true.

INTERPRETATIONS

Step 7: Share your work with others. Did they find the same words? Did they have different interpretations?

COMMON TRAP PRACTICE

SIMILAR SOUNDS

A word or phrase may sound like an object or action in the photo. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The chief is holding a can.
2. The kitten is very small.
3. The customer is looking at the book.
4. He's chewing his food.
5. The chef is looking at the dinner.

PREPOSITIONS

A preposition or a prepositional phrase may be used incorrectly. Circle that preposition or prepositional phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The food is above the sneeze-guard.
2. The heat lamps are under the food trays.
3. The diner is standing behind the food bar.
4. The chef is behind the stove.
5. The food is on top of the serving trays.

WORDS OUT OF CONTEXT

A word or phrase may be used out of context. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The chef is cutting the fruit.
2. The waiter is serving the customer.
3. The diner is choosing food from the menu.
4. The cook is eating an omelet.
5. The serving dishes are empty.

Picture 9

Step 1: Examine this photograph.



Step 2: Write down what you see in the photograph.

NOUNS					

Step 3: Write down some action words that might be taking place in the photograph.

VERBS					

Step 4: Write down the location of the people or things.

LOCATIONS

Step 5: Write down some statements about the photograph that you know are true.

FACTS

Step 6: Write down some statements about the photograph that you think might be true.

INTERPRETATIONS

Step 7: Share your work with others. Did they find the same words? Did they have different interpretations?

COMMON TRAP PRACTICE

SIMILAR SOUNDS

A word or phrase may sound like an object or action in the photo. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The women is taking the clerks to the hotel.
2. The woman on the left is folding a note.
3. The man is clapping his hands together.
4. The clerics are at the corner.
5. The quest is at the front desk.

PREPOSITIONS

A preposition or a prepositional phrase may be used incorrectly. Circle that preposition or prepositional phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The man and woman are on top of the counter.
2. Both clerks are holding their hands behind them.
3. The hotel guest is standing away from the desk.
4. The hotel workers are facing away from the guest.
5. All three are outside the hotel.

WORDS OUT OF CONTEXT

A word or phrase may be used out of context. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The front desk clerk is listening to the guest sing.
2. The female clerk is holding a nametag.
3. The file clerk is talking to her colleague.
4. The hotel housekeeper is helping a guest.
5. Everyone is wearing a dark jacket.

Picture 10

Step 1: Examine this photograph.



Step 2: Write down what you see in the photograph.

NOUNS					

Step 3: Write down some action words that might be taking place in the photograph.

VERBS					

Step 4: Write down the location of the people or things.

LOCATIONS

Step 5: Write down some statements about the photograph that you know are true.

FACTS

Step 6: Write down some statements about the photograph that you think might be true.

INTERPRETATIONS

Step 7: Share your work with others. Did they find the same words? Did they have different interpretations?

COMMON TRAP PRACTICE

SIMILAR SOUNDS

A word or phrase may sound like an object or action in the photo. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The café is indoors.
2. They're sitting around the stable.
3. There's a mouse at the end of the plaza.
4. The store under the balcony is open.
5. The costumes are on the chairs.

PREPOSITIONS

A preposition or a prepositional phrase may be used incorrectly. Circle that preposition or prepositional phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. They're sitting inside.
2. There's a backpack under the chair.
3. People are coming up the stairs.
4. Two men at the center table are looking up.
5. The waiter is standing in front of the customer.

WORDS OUT OF CONTEXT

A word or phrase may be used out of context. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The tables are being cleared for dinner.
2. The café is closed for the evening.
3. The town square is full of people.
4. The customers are waiting to be seated.
5. All of the tables are empty.

EXERCISE 2: SIMILAR SOUNDS



Directions: For this exercise you will use the pictures on pages 57-61. Locate the *Listening Comprehension, Part I, Exercise 2* section on the audio. When you have your pencil ready and picture number 1 in front of you, you may begin the audio. Mark your answers.

EXERCISE 3: PREPOSITIONS



Directions: For this exercise you will use the pictures on pages 57-61. Locate the *Listening Comprehension, Part I, Exercise 3* section on the audio. When you have your pencil ready and picture number 1 in front of you, you may begin the audio. Mark your answers.

EXERCISE 4: WORDS OUT OF CONTEXT



Directions: For this exercise you will use the pictures on pages 57-61. Locate the *Listening Comprehension, Part I, Exercise 4* section on the audio. When you have your pencil ready and picture number 1 in front of you, you may begin the audio. Mark your answers.

1.



1. Similar Sounds

(A) (B) (C) (D)

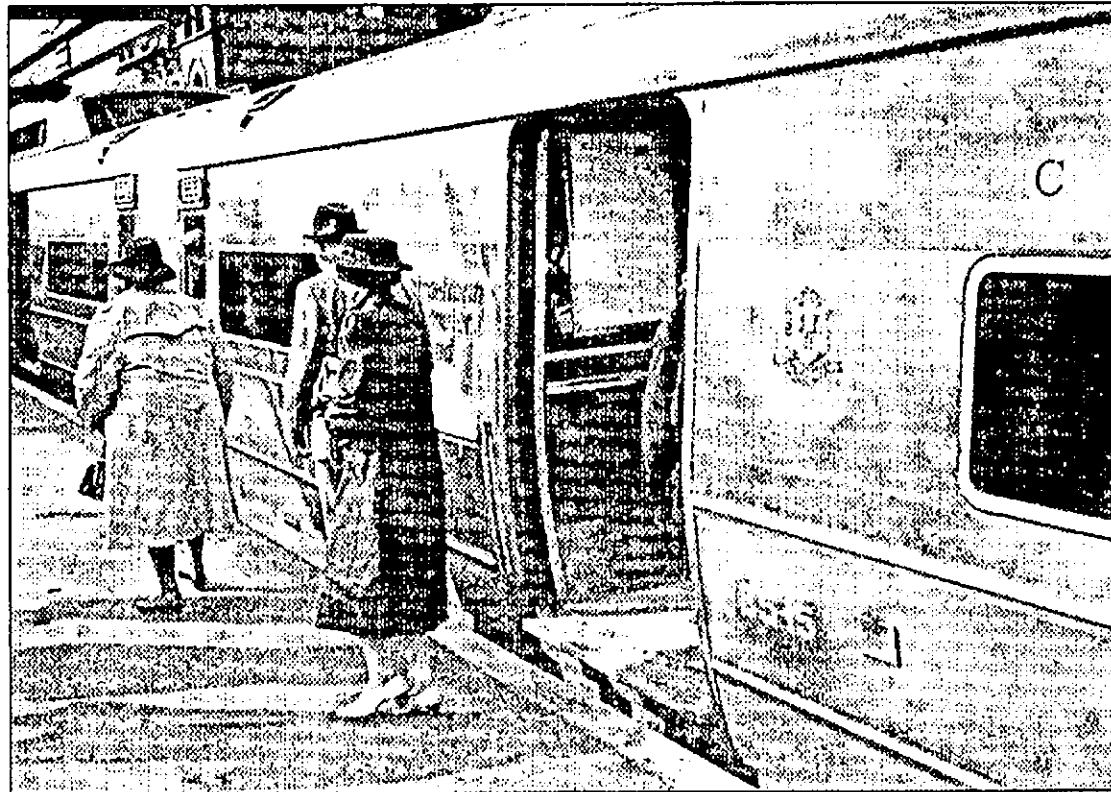
11. Prepositions

(A) (B) (C) (D)

21. Words out of Context

(A) (B) (C) (D)

2.



2. Similar Sounds

(A) (B) (C) (D)

12. Prepositions

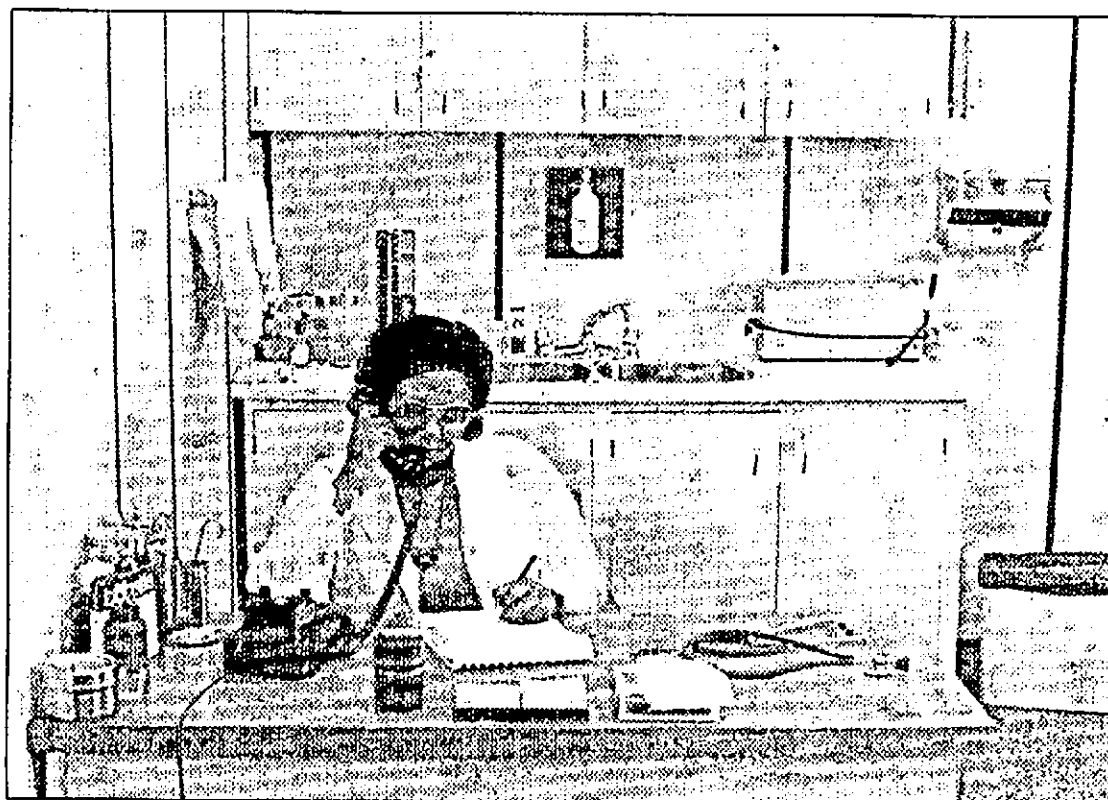
(A) (B) (C) (D)

22. Words out of Context

(A) (B) (C) (D)

GO ON TO THE NEXT PAGE

3.



3. Similar Sounds

(A) (B) (C) (D)

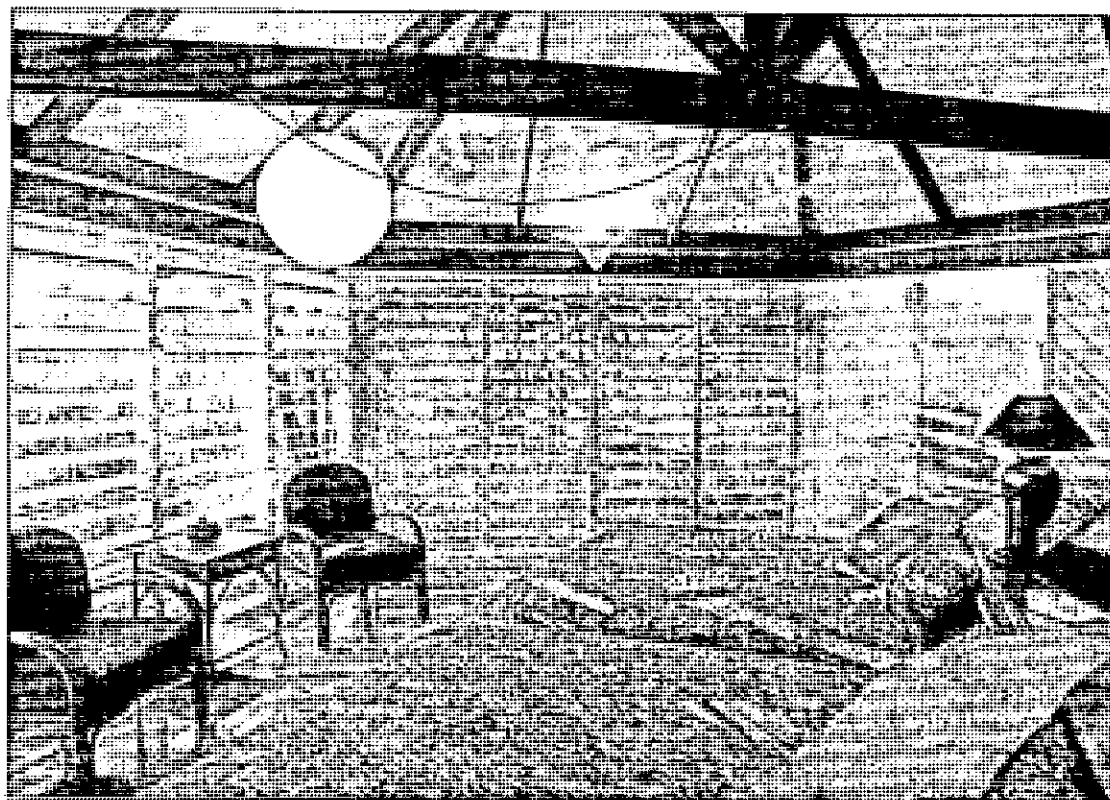
13. Prepositions

(A) (B) (C) (D)

23. Words out of Context

(A) (B) (C) (D)

4.



4. Similar Sounds

(A) (B) (C) (D)

14. Prepositions

(A) (B) (C) (D)

24. Words out of Context

(A) (B) (C) (D)

5.



5. Similar Sounds

(A) (B) (C) (D)

15. Prepositions

(A) (B) (C) (D)

25. Words out of Context

(A) (B) (C) (D)

6.



6. Similar Sounds

(A) (B) (C) (D)

16. Prepositions

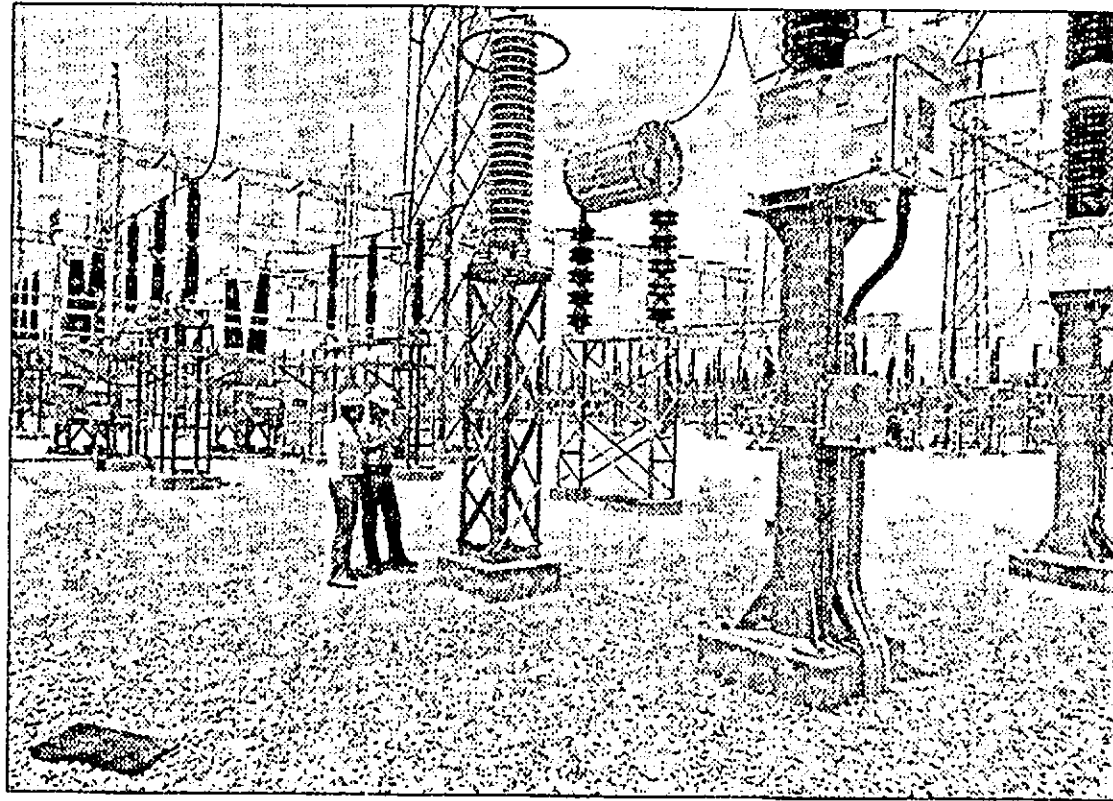
(A) (B) (C) (D)

26. Words out of Context

(A) (B) (C) (D)

GO ON TO THE NEXT PAGE 

7.



7. Similar Sounds

(A) (B) (C) (D)

17. Prepositions

(A) (B) (C) (D)

27. Words out of Context

(A) (B) (C) (D)

8.



8. Similar Sounds

(A) (B) (C) (D)

18. Prepositions

(A) (B) (C) (D)

28. Words out of Context

(A) (B) (C) (D)

9.



9. Similar Sounds

(A) (B) (C) (D)

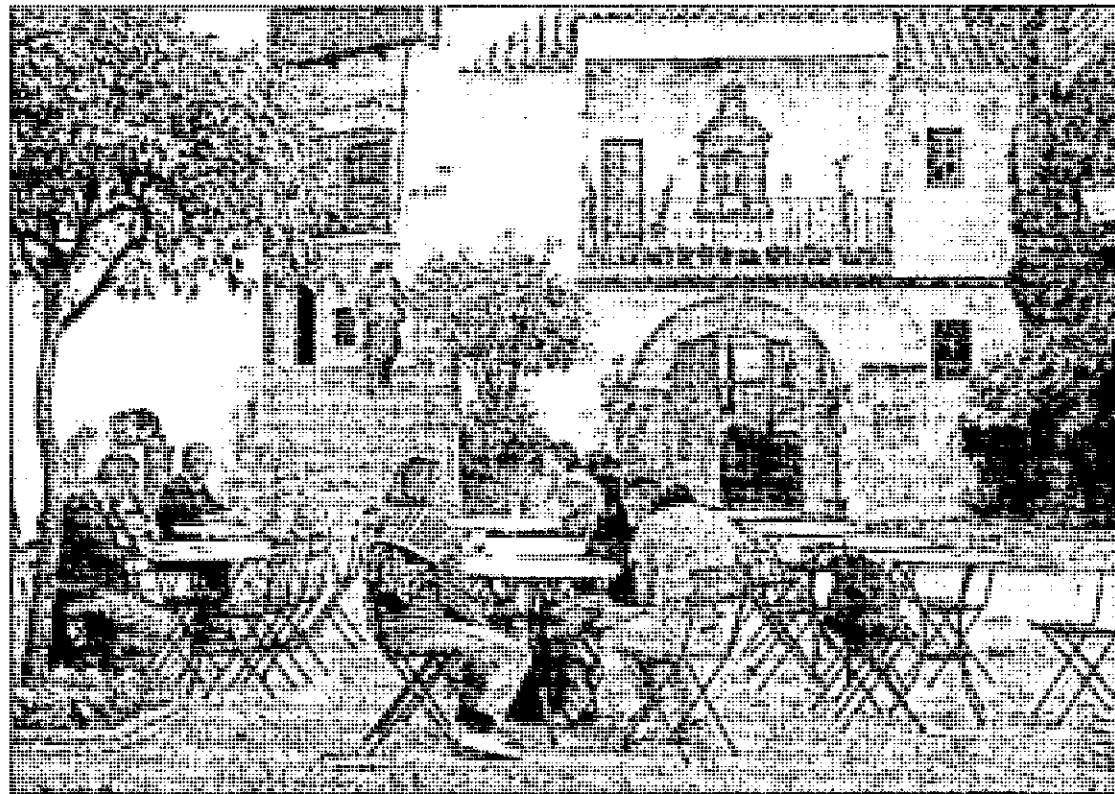
19. Prepositions

(A) (B) (C) (D)

29. Words out of Context

(A) (B) (C) (D)

10.



10. Similar Sounds

(A) (B) (C) (D)

20. Prepositions

(A) (B) (C) (D)

30. Words out of Context

(A) (B) (C) (D)

PART II: QUESTION-RESPONSE

On Part II of the TOEIC test, you will hear a question followed by three answer choices. The questions and answer choices will be spoken only once; they will not be repeated. You must hold the information in your head. Your listening skills will be greatly improved if you are able to anticipate the answer. The exercises in *Part I: Picture* made you aware of common traps in listening comprehension:

- confusion between similar sounds
- confusion among prepositions
- confusion about words out of context

You must pay attention to these common traps in Part II as well as in all the listening comprehension exercises.

In Parts II, III, and IV, there are other pattern clues you can use to help you understand an oral question. Questions that ask for information often begin with what are called *wh* words:

who what when where why how

In addition to the *wh* questions, there are *yes/no* questions. These questions begin with auxiliary words:

is are do does did will can may have has

This list includes just a few of the auxiliaries that are used to form questions in English. You will read more about auxiliaries in the Grammar Patterns section.

The exercises for Part II will prepare you to listen carefully to the question, anticipate the possible answers, and select the correct answer.

EXERCISE 1: WHO



Directions: Locate the *Listening Comprehension, Part II, Exercise 1* section on the audio. When you have your pencil ready, you may begin the audio.

1. Mark your answer: (A) (B) (C)
2. Mark your answer: (A) (B) (C)
3. Mark your answer: (A) (B) (C)
4. Mark your answer: (A) (B) (C)
5. Mark your answer: (A) (B) (C)
6. Mark your answer: (A) (B) (C)
7. Mark your answer: (A) (B) (C)
8. Mark your answer: (A) (B) (C)
9. Mark your answer: (A) (B) (C)
10. Mark your answer: (A) (B) (C)

EXERCISE 2: WHAT



Directions: Locate the *Listening Comprehension, Part II, Exercise 2* section on the audio. When you have your pencil ready, you may begin the audio.

1. Mark your answer: A B C
2. Mark your answer: A B C
3. Mark your answer: A B C
4. Mark your answer: A B C
5. Mark your answer: A B C
6. Mark your answer: A B C
7. Mark your answer: A B C
8. Mark your answer: A B C
9. Mark your answer: A B C
10. Mark your answer: A B C

EXERCISE 3: WHEN



Directions: Locate the *Listening Comprehension, Part II, Exercise 3* section on the audio. When you have your pencil ready, you may begin the audio.

1. Mark your answer: A B C
2. Mark your answer: A B C
3. Mark your answer: A B C
4. Mark your answer: A B C
5. Mark your answer: A B C
6. Mark your answer: A B C
7. Mark your answer: A B C
8. Mark your answer: A B C
9. Mark your answer: A B C
10. Mark your answer: A B C

EXERCISE 4: WHERE



Directions: Locate the *Listening Comprehension, Part II, Exercise 4* section on the audio. When you have your pencil ready, you may begin the audio.

1. Mark your answer: A B C
2. Mark your answer: A B C
3. Mark your answer: A B C
4. Mark your answer: A B C
5. Mark your answer: A B C
6. Mark your answer: A B C
7. Mark your answer: A B C
8. Mark your answer: A B C
9. Mark your answer: A B C
10. Mark your answer: A B C

EXERCISE 5: WHY



Directions: Locate the *Listening Comprehension, Part II, Exercise 5* section on the audio. When you have your pencil ready, you may begin the audio.

1. Mark your answer: A B C
2. Mark your answer: A B C
3. Mark your answer: A B C
4. Mark your answer: A B C
5. Mark your answer: A B C
6. Mark your answer: A B C
7. Mark your answer: A B C
8. Mark your answer: A B C
9. Mark your answer: A B C
10. Mark your answer: A B C

EXERCISE 6: HOW



Directions: Locate the *Listening Comprehension, Part II, Exercise 6* section on the audio. When you have your pencil ready, you may begin the audio.

1. Mark your answer: A B C
2. Mark your answer: A B C
3. Mark your answer: A B C
4. Mark your answer: A B C
5. Mark your answer: A B C
6. Mark your answer: A B C
7. Mark your answer: A B C
8. Mark your answer: A B C
9. Mark your answer: A B C
10. Mark your answer: A B C

EXERCISE 7: AUXILIARIES



Directions: Locate the *Listening Comprehension, Part II, Exercise 7* section on the audio. When you have your pencil ready, you may begin the audio.

1. Mark your answer: A B C
2. Mark your answer: A B C
3. Mark your answer: A B C
4. Mark your answer: A B C
5. Mark your answer: A B C
6. Mark your answer: A B C
7. Mark your answer: A B C
8. Mark your answer: A B C
9. Mark your answer: A B C
10. Mark your answer: A B C

PART III: SHORT CONVERSATIONS

On Part III of the TOEIC test, you will hear a number of short conversations that will not be repeated. The conversations will not be written. In your test book, for each conversation you will read one question followed by four answer choices.

Before each conversation begins, you should look quickly at the question and the answer choices to focus your listening. For example, if the question begins with *who*, you will want to listen for particulars about a person. If the question begins with *when*, you will want to listen for particulars about time.

It is important to learn how to recognize patterns in conversations as you did in *Part I: Picture* and *Part II: Question-Response*. The same common traps exist in this part:

- confusion between similar sounds
- confusion among prepositions
- confusion about words out of context

You must pay attention to these common traps in *Part III: Short Conversations*.

The exercises for Part III will prepare you to listen carefully to the question, anticipate the possible answers, and select the correct answer. Learn to listen for the patterns for the question words: *who*, *what*, *when*, *where*, *why*, and *how*.

EXERCISE 1: WHO



Directions: You will hear ten short conversations between two people. At the end of each conversation, you must answer the question below that corresponds to the conversation. When you are ready to begin, start the audio at the section *Listening Comprehension, Part III, Exercise 1*. At the end of the tenth conversation, turn off the audio.

1. Who are the speakers? (A) (B) (C) (D)
(A) Architects.
(B) Accountants.
(C) Dietitians.
(D) Tailors.

2. Who are the speakers talking about? (A) (B) (C) (D)
(A) A waiter.
(B) A chauffeur.
(C) A traffic officer.
(D) A repair person.

3. Who asked the question? (A) (B) (C) (D)
(A) The security guard.
(B) A reporter.
(C) A union leader.
(D) The mayor.
4. Who is answering the question? (A) (B) (C) (D)
(A) A banker.
(B) A mathematician.
(C) A personnel officer.
(D) A tax lawyer.
5. Who are the speakers talking about? (A) (B) (C) (D)
(A) A musician.
(B) A teacher.
(C) A gardener.
(D) An athlete.
6. Who is waiting? (A) (B) (C) (D)
(A) A taxi driver.
(B) A runner.
(C) A meter reader.
(D) A cashier.
7. Who is worried? (A) (B) (C) (D)
(A) A veterinarian.
(B) A pet owner.
(C) A furniture salesperson.
(D) A painter.
8. Who are the speakers talking about? (A) (B) (C) (D)
(A) An artist.
(B) A construction worker.
(C) A college professor.
(D) A loan officer.
9. Who are the speakers? (A) (B) (C) (D)
(A) Taxi drivers.
(B) Bus drivers.
(C) Commuters.
(D) Gamblers.
10. Who are the speakers talking about? (A) (B) (C) (D)
(A) An absent employee.
(B) A tardy employee.
(C) An ill employee.
(D) A model employee.

EXERCISE 2: WHAT



Directions: You will hear ten short conversations between two people. At the end of each conversation, you must answer the question below that corresponds to the conversation. When you are ready to begin, start the audio at the section *Listening Comprehension, Part III, Exercise 2*. At the end of the tenth conversation, turn off the audio.

1. What are the speakers doing? (A) (B) (C) (D)
 - (A) Setting a table.
 - (B) Making a drink.
 - (C) Serving dinner.
 - (D) Cooking.

2. What did the man do first? (A) (B) (C) (D)
 - (A) He filed yesterday's correspondence.
 - (B) He typed the McGinnis letter.
 - (C) He opened the morning mail.
 - (D) He made two copies.

3. What does Ben's father do now? (A) (B) (C) (D)
 - (A) He sells greeting cards.
 - (B) He manufactures paper products.
 - (C) He makes cheap artificial material.
 - (D) He delivers packages.

4. What are the speakers waiting for? (A) (B) (C) (D)
 - (A) A telephone call.
 - (B) A taxi.
 - (C) An airplane.
 - (D) A watch.

5. What did the speakers do? (A) (B) (C) (D)
 - (A) They bought a new car.
 - (B) They cleaned the car.
 - (C) They repainted the car.
 - (D) They got the car ready.

6. What will the speakers have to do if it keeps raining? (A) (B) (C) (D)
 - (A) Use the auditorium.
 - (B) Go indoors.
 - (C) Cancel the fair.
 - (D) Read a book.

7. What are the speakers looking at? (A) (B) (C) (D)
(A) A map.
(B) A picture.
(C) A blueprint.
(D) A river.
8. What's in the package? (A) (B) (C) (D)
(A) Clothes.
(B) Documents.
(C) Valuable items.
(D) Money.
9. What are the speakers doing? (A) (B) (C) (D)
(A) Building a closet.
(B) Doing their nails.
(C) Cleaning a closet.
(D) Looking at clothes.
10. What does the man want? (A) (B) (C) (D)
(A) A clean house.
(B) A better kitchen.
(C) New dishes.
(D) Dinner at a restaurant.

EXERCISE 3: WHEN



Directions: You will hear ten short conversations between two people. At the end of each conversation, you must answer the question below that corresponds to the conversation. When you are ready to begin, start the audio at the section *Listening Comprehension, Part III, Exercise 3*. At the end of the tenth conversation, turn off the audio.

1. When will the meeting be held? (A) (B) (C) (D)
(A) Tomorrow.
(B) Next week.
(C) This afternoon.
(D) This evening.
2. When will the man go on a trip? (A) (B) (C) (D)
(A) On the fourth.
(B) On the sixth.
(C) On the sixteenth.
(D) On the twenty-sixth.

3. When will the police let people pass? (A) (B) (C) (D)
(A) In an hour.
(B) At 6:30.
(C) In six minutes.
(D) At 6:00.
4. When will the woman return? (A) (B) (C) (D)
(A) Tuesday.
(B) Monday.
(C) Friday.
(D) May.
5. When does the last train leave? (A) (B) (C) (D)
(A) 8:13.
(B) 8:30.
(C) 9:00.
(D) 9:30.
6. When will the man come home? (A) (B) (C) (D)
(A) Friday.
(B) Saturday.
(C) By noon.
(D) Sunday.
7. When will the woman be back? (A) (B) (C) (D)
(A) In two weeks.
(B) Next week.
(C) Tomorrow.
(D) This afternoon.
8. When did the man get married? (A) (B) (C) (D)
(A) July 8, 1990.
(B) July 18, 1962.
(C) July 18, 1950.
(D) July 18, 1958.
9. When will the plant be operational? (A) (B) (C) (D)
(A) June.
(B) February.
(C) December.
(D) January.
10. When did Pretco start buying stock? (A) (B) (C) (D)
(A) March.
(B) October.
(C) January.
(D) July.

EXERCISE 4: WHERE



Directions: You will hear ten short conversations between two people. At the end of each conversation, you must answer the question below that corresponds to the conversation. When you are ready to begin, start the audio at the section *Listening Comprehension, Part III, Exercise 4*. At the end of the tenth conversation, turn off the audio.

1. Where are the speakers? (A) (B) (C) (D)
(A) In a park.
(B) At the zoo.
(C) In a store.
(D) In a loading zone.

2. Where are the speakers? (A) (B) (C) (D)
(A) In a plane.
(B) At a theater.
(C) In a club.
(D) In a hospital.

3. Where did the speakers originally buy their supplies? (A) (B) (C) (D)
(A) In New York.
(B) In Hong Kong.
(C) In Detroit.
(D) In Los Angeles.

4. Where are the speakers? (A) (B) (C) (D)
(A) At the cleaners.
(B) In a hotel.
(C) At a truck stop.
(D) In a coffee shop.

5. Where are the speakers? (A) (B) (C) (D)
(A) At a restaurant.
(B) At a hotel.
(C) At the office.
(D) At the airport.

6. Where is the clerk going? (A) (B) (C) (D)
(A) To find a new printer.
(B) To the storeroom.
(C) To get a new ink cartridge.
(D) To buy a new lock.

7. Where are the speakers? (A) (B) (C) (D)
 (A) At a meeting.
 (B) At a birthday party.
 (C) At the airport.
 (D) At the theater.
8. Where are the speakers? (A) (B) (C) (D)
 (A) In a plane.
 (B) On a roof.
 (C) In an elevator.
 (D) On a mountain.
9. Where are the speakers? (A) (B) (C) (D)
 (A) At a restaurant.
 (B) In a cab.
 (C) Downtown.
 (D) At a motel.
10. Where are the speakers? (A) (B) (C) (D)
 (A) At a restaurant.
 (B) At a train station.
 (C) In a watch repair shop.
 (D) In a car lot.

EXERCISE 5: WHY



Directions: You will hear ten short conversations between two people. At the end of each conversation, you must answer the question below that corresponds to the conversation. When you are ready to begin, start the audio at the section *Listening Comprehension, Part III, Exercise 5*. At the end of the tenth conversation, turn off the audio.

1. Why are the speakers upset? (A) (B) (C) (D)
 (A) New regulations are unnecessary.
 (B) One needs an operation.
 (C) They have to remodel the plant.
 (D) They don't like suspense.
2. Why does the person want to file a complaint? (A) (B) (C) (D)
 (A) The salesperson is uncooperative.
 (B) The product is defective.
 (C) The manager wouldn't issue a refund.
 (D) The product is old.

3. Why are food prices high? A B C D
(A) Rising oil prices.
(B) Lack of rain.
(C) Excessive food.
(D) The holiday season.
4. Why is the man buying twenty-four cakes? A B C D
(A) Twelve more people may come.
(B) They're on sale.
(C) They're little.
(D) Everyone gets two.
5. Why is the restaurant closed? A B C D
(A) It's too early.
(B) Today is a public holiday.
(C) There is a general strike.
(D) The chef is on vacation.
6. Why was the man late? A B C D
(A) His alarm clock was broken.
(B) He had to mail a letter.
(C) He needed to buy something.
(D) He overslept.
7. Why are the speakers being fired? A B C D
(A) They were too generous.
(B) They have other jobs.
(C) They mismanaged an account.
(D) They took bribes.
8. Why is the man happy? A B C D
(A) He's young.
(B) He got a better job.
(C) He inherited some money.
(D) He has a vivid imagination.
9. Why did the man go to the doctor's office? A B C D
(A) He wanted to reschedule his appointment.
(B) He had an emergency.
(C) He needed a yearly examination.
(D) He burned himself.
10. Why can't the man read? A B C D
(A) He isn't used to the library.
(B) People are leaving.
(C) The noise is too loud.
(D) He wants to listen to the radio.

EXERCISE 6: HOW



Directions: You will hear ten short conversations between two people. At the end of each conversation, you must answer the question below that corresponds to the conversation. When you are ready to begin, start the audio at the section *Listening Comprehension, Part III, Exercise 6*. At the end of the tenth conversation, turn off the audio.

1. How much will the woman budget for the new software? (A) (B) (C) (D)
(A) Fifty dollars.
(B) Six hundred dollars.
(C) Six hundred and fifty dollars.
(D) Nine hundred dollars.
2. How often are project reports issued? (A) (B) (C) (D)
(A) Once a week.
(B) Every two weeks.
(C) Once a month.
(D) Every three months.
3. How soon will the package arrive? (A) (B) (C) (D)
(A) Immediately.
(B) The same night.
(C) The next day.
(D) In two days.
4. How will the woman solve the problem? (A) (B) (C) (D)
(A) She'll ask directory assistance.
(B) She'll ask a colleague for the number.
(C) She'll look the number up.
(D) She'll look for the telephone directory.
5. How long does the man's commute take? (A) (B) (C) (D)
(A) About five minutes.
(B) About ten minutes.
(C) Close to an hour.
(D) More than an hour.
6. How many people are expected at the seminar? (A) (B) (C) (D)
(A) Twenty-five.
(B) Fifty.
(C) Seventy-five.
(D) One hundred.

7. How will the man get to the airport? (A) (B) (C) (D)
- (A) By subway.
(B) By shuttle.
(C) By bus.
(D) By taxi.
8. How should the man turn on his computer? (A) (B) (C) (D)
- (A) By pressing a button by the screen.
(B) By using a switch at the back.
(C) By pressing a key on the keyboard.
(D) By plugging it in to the wall.
9. How did the woman fix the copier? (A) (B) (C) (D)
- (A) She asked for help.
(B) She called a repairperson.
(C) She removed some crumpled paper.
(D) She restarted it.
10. How did the man break his leg? (A) (B) (C) (D)
- (A) He was in a car wreck.
(B) He slipped off the diving board at the pool.
(C) He fell on the tennis court.
(D) He had a skiing accident.

PART IV: SHORT TALKS

On Part IV of the TOEIC test, you will hear a number of short talks that will not be repeated. The talks will not be written. In your test book you will read two or more questions about the talk, each followed by four answer choices.

Before each talk begins, you should look quickly at the questions and the answer choices to focus your listening. Reading the questions first will help you make predictions about what the short talk is about. Some of the topics are business announcements, special announcements, recorded announcements, advertisements, news items, and weather reports, among others. You should use the same listening strategies as in the previous exercises and look for patterns associated with these words:

who what when where why how

Pay attention to these common traps:

- confusion between similar sounds
- confusion among prepositions
- confusion about words out of context

You must pay attention to these common traps in *Part IV: Short Talks*. The exercises for Part IV will prepare you to listen carefully to the question, anticipate the possible answers, and select the correct answer.

EXERCISE 1: BUSINESS ANNOUNCEMENTS



Directions: You will hear three business announcements. They will not be repeated. Below you will read two or more questions about each announcement. After you listen to the announcement, answer the questions. When you are ready to begin, start the audio at the section *Listening Comprehension, Part IV, Exercise 1*. At the end of the third talk, turn off the audio.

TALK 1 (Questions 1-4)

1. What does the company do? (A) (B) (C) (D)
 - (A) Designs personal computers.
 - (B) Sells computers.
 - (C) Consults on computer systems.
 - (D) Develops managers.

2. How many years of accounting experience are required? (A) (B) (C) (D)
 - (A) Three.
 - (B) Fifteen.
 - (C) Thirty.
 - (D) Thirty-five.

3. What level of computer proficiency is required? A B C D
- (A) None.
(B) Basic.
(C) Intermediate.
(D) Advanced.

4. What is the salary based on? A B C D
- (A) Experience.
(B) Education.
(C) Age.
(D) Management.

TALK 2 (Questions 5-7)

5. What type of personnel is Comsat looking for? A B C D
- (A) Chemical engineers.
(B) Computer designers.
(C) Electrical engineers.
(D) Communications personnel.

6. What is the minimum number of years of experience required? A B C D
- (A) Two.
(B) Three.
(C) Five.
(D) Six.

7. What must be included in the applicant's response? A B C D
- (A) Health history.
(B) Marital status.
(C) Income desired.
(D) A logic design.

TALK 3 (Questions 8-10)

8. Who would find this position attractive? A B C D
- (A) A recent college graduate.
(B) An experienced corporate executive.
(C) A public utility technician.
(D) A novelist.

9. How long does the training last? A B C D
- (A) Fourteen weeks.
(B) Two months.
(C) One year.
(D) Three years.

10. When should applicants call?

(A) (B) (C) (D)

- (A) This year.
- (B) Tomorrow.
- (C) Before five o'clock.
- (D) Within the next fourteen weeks.

EXERCISE 2: SPECIAL ANNOUNCEMENTS



Directions: You will hear three special announcements. They will not be repeated. Below you will read two or more questions about each announcement. After you listen to the announcement, answer the questions. When you are ready to begin, start the audio at the section *Listening Comprehension, Part IV, Exercise 2*. At the end of the third talk, turn off the audio.

TALK 1 (Questions 1-3)

1. Where is the speaker?

(A) (B) (C) (D)

- (A) On television.
- (B) At an office party.
- (C) At a wedding.
- (D) At a birthday party.

2. Why is the speaker pleased?

(A) (B) (C) (D)

- (A) He likes interrupting.
- (B) He likes to make people listen.
- (C) He believes the company is doing well.
- (D) He is going to a party.

3. To whom is the speaker talking?

(A) (B) (C) (D)

- (A) His employees.
- (B) His bosses.
- (C) His family.
- (D) His friends.

TALK 2 (Questions 4-7)

4. Where is the speaker?

(A) (B) (C) (D)

- (A) On a plane.
- (B) On a train.
- (C) On a bus.
- (D) On a boat.

5. What is the problem? (A) (B) (C) (D)
(A) There are no more drinks.
(B) The captain is late.
(C) There is a delay.
(D) They had to stop in Dallas.
6. Why should people stay in their seats? (A) (B) (C) (D)
(A) To avoid the traffic.
(B) To free the aisle.
(C) To meet the captain.
(D) To serve themselves.
7. Where are the speakers going? (A) (B) (C) (D)
(A) To London.
(B) To Dallas.
(C) To Barbados.
(D) To Dulles.

TALK 3 (Questions 8-10)

8. What happened to Millicent Prendergood? (A) (B) (C) (D)
(A) She was fired.
(B) She passed out.
(C) She retired.
(D) She took annual leave.
9. Which adjective describes Ms. Prendergood? (A) (B) (C) (D)
(A) Angry.
(B) Cheerful.
(C) Truthful.
(D) Officious.
10. What is Ms. Prendergood going to do next? (A) (B) (C) (D)
(A) Get another job.
(B) Move away.
(C) Take a trip.
(D) Go to the hospital.

EXERCISE 3: RECORDED ANNOUNCEMENTS



Directions: You will hear three recorded announcements. They will not be repeated. Below you will read two or more questions about each announcement. After you listen to the announcement, answer the questions. When you are ready to begin, start the audio at the section *Listening Comprehension, Part IV, Exercise 3*. At the end of the third talk, turn off the audio.

TALK 1 (Questions 1-3)

1. Where has the caller reached? (A) (B) (C) (D)
(A) An answering machine.
(B) A fax line.
(C) A telephone company.
(D) An office.

2. What can the caller do? (A) (B) (C) (D)
(A) Leave a message.
(B) Dial again.
(C) Return the call.
(D) Answer the call.

3. Where are the people who made the announcement? (A) (B) (C) (D)
(A) At home.
(B) At the office.
(C) Asleep.
(D) In the kitchen.

TALK 2 (Questions 4-7)

4. What institution recorded the message? (A) (B) (C) (D)
(A) A museum.
(B) A corporation.
(C) A theater.
(D) A church.

5. Which event was NOT mentioned? (A) (B) (C) (D)
(A) A painting class.
(B) A lecture on artists of the early 20th century.
(C) A foreign film series.
(D) A creative writing class.

6. What is the main purpose of the message? (A) (B) (C) (D)
(A) To establish an agenda.
(B) To describe the activities.
(C) To announce changes.
(D) To give the schedule.

7. How can the caller get more information? (A) (B) (C) (D)
- (A) By going to the meeting.
 - (B) By contacting another office.
 - (C) By making another call.
 - (D) By staying on the line.

TALK 3 (Questions 8-10)

8. Who does the caller wish to speak to? (A) (B) (C) (D)
- (A) A salesperson.
 - (B) A technician.
 - (C) An editor.
 - (D) A printer.
9. What kind of company is this? (A) (B) (C) (D)
- (A) A computer software company.
 - (B) A phone company.
 - (C) A package company.
 - (D) A printing company.
10. When will the new product be available? (A) (B) (C) (D)
- (A) Automatically with each call.
 - (B) When you place an order.
 - (C) In June.
 - (D) As soon as the hotline opens.

EXERCISE 4: ADVERTISEMENTS



Directions: You will hear three advertisements. They will not be repeated. Below you will read two or more questions about each advertisement. After you listen to the advertisement, answer the questions. When you are ready to begin, start the audio at the section *Listening Comprehension, Part IV, Exercise 4*. At the end of the third talk, turn off the audio.

TALK 1 (Questions 1-3)

1. What is the announcement about? (A) (B) (C) (D)
(A) A newspaper.
(B) A radio show.
(C) Television.
(D) A debate.

2. How often is it available? (A) (B) (C) (D)
(A) Hourly.
(B) Daily.
(C) Weekly.
(D) Monthly.

3. When was it voted number one? (A) (B) (C) (D)
(A) Every day.
(B) Last year.
(C) This month.
(D) Today.

TALK 2 (Questions 4-6)

4. What kind of sale is it? (A) (B) (C) (D)
(A) Going-out-of-business.
(B) End-of-year.
(C) Spring.
(D) Holiday.

5. What is for sale? (A) (B) (C) (D)
(A) Clocks.
(B) Homes.
(C) Clothes.
(D) Furniture.

6. How much of a reduction is there every half hour? (A) (B) (C) (D)
(A) 10 percent.
(B) 20 percent.
(C) 45 percent.
(D) 50 percent.

TALK 3 (Questions 7-10)

7. What does the message ask the listener for? (A) (B) (C) (D)
- (A) Time.
(B) Money.
(C) Food.
(D) Office space.
8. Where does Super Sunday take place? (A) (B) (C) (D)
- (A) In shelters.
(B) In poor areas.
(C) Across the country.
(D) In an unfamiliar place.
9. How many volunteers do they need? (A) (B) (C) (D)
- (A) One.
(B) A few.
(C) Hundreds.
(D) Thousands.
10. What time of year is it? (A) (B) (C) (D)
- (A) Spring.
(B) Summer.
(C) Winter.
(D) Fall.

EXERCISE 5: NEWS



Directions: You will hear three news items. They will not be repeated. Below you will read two or more questions about each item. After you listen to the item, answer the questions. When you are ready to begin, start the audio at the section *Listening Comprehension, Part IV, Exercise 5*. At the end of the third talk, turn off the audio.

TALK 1 (Questions 1-3)

1. What will be purchased with the money? (A) (B) (C) (D)
- (A) More grain.
(B) Replacement parts.
(C) Medicines.
(D) Food.

2. Where are the food and medicine now? (A) (B) (C) (D)
- (A) On the docks.
 (B) At the United Nations.
 (C) With concerned governments.
 (D) With the 10.8 million victims.
3. By what percentage will food distribution be reduced if additional money is not received? (A) (B) (C) (D)
- (A) 10 percent.
 (B) 20 percent.
 (C) 50 percent.
 (D) 80 percent.

TALK 2 (Questions 4-6)

4. According to the passage, what is the scarcity of consumer loans in Japan due to? (A) (B) (C) (D)
- (A) The low growth rate.
 (B) The lack of housing.
 (C) The value of the yen.
 (D) The high savings rate.
5. What would make protectionist pressures worse? (A) (B) (C) (D)
- (A) Low housing costs.
 (B) A scarcity of business loans.
 (C) A trade surplus.
 (D) Inexpensive investment funds.
6. What would increase the value of the yen? (A) (B) (C) (D)
- (A) A lower savings rate.
 (B) Higher trade tariffs abroad.
 (C) Fewer consumer loans.
 (D) High economic growth.

TALK 3 (Questions 7-10)

7. How much advance notice did the press have about the visit? (A) (B) (C) (D)
- (A) None.
 (B) Three days.
 (C) Six days.
 (D) Six months.
8. What concerns the embassies of the two countries? (A) (B) (C) (D)
- (A) Defense.
 (B) Commerce.
 (C) Education.
 (D) Space.

9. Which of the following best describes the relations between the two countries? (A) (B) (C) (D)
- (A) Deteriorating.
 (B) Improving.
 (C) Unchanging.
 (D) Demoralizing.
10. What was signed in January? (A) (B) (C) (D)
- (A) A cultural agreement.
 (B) A tourist exchange letter.
 (C) A trade pact.
 (D) A long-term lease.

EXERCISE 6: WEATHER



Directions: You will hear three items about the weather. They will not be repeated. Below you will read two or more questions about each item. After you listen to the item, answer the questions. When you are ready to begin, start the audio at the section *Listening Comprehension, Part IV, Exercise 6*. At the end of the third talk, turn off the audio.

TALK 1 (Questions 1-4)

1. What is the problem? (A) (B) (C) (D)
- (A) A high pollen count.
 (B) Excessive rainfall.
 (C) The flu virus.
 (D) A broken air conditioner.
2. When will the problem abate? (A) (B) (C) (D)
- (A) By today.
 (B) By tomorrow.
 (C) In two weeks.
 (D) In ten years.
3. What advice does the announcement give? (A) (B) (C) (D)
- (A) Breathe deeply.
 (B) Take frequent showers.
 (C) Stay outdoors.
 (D) Wear a mask outside.

4. What prolongs the problem? (A) (B) (C) (D)
- (A) Cold sufferers.
(B) Lack of rain.
(C) Air-conditioning.
(D) Time.

TALK 2 (Questions 5-7)

5. Which of the following best describes these winds during this season? (A) (B) (C) (D)
- (A) Predictable.
(B) Unusual.
(C) Ordinary.
(D) Common.
6. What will the winds do during the next thirty-six hours? (A) (B) (C) (D)
- (A) Subside.
(B) Increase.
(C) Escalate.
(D) Stay the same.
7. What advice is given concerning large boats? (A) (B) (C) (D)
- (A) They should maintain radio contact.
(B) They should remain in the harbor.
(C) They should move to another island.
(D) They should lower their sails.

TALK 3 (Questions 8-10)

8. What type of weather did the Pacific Northwest have? (A) (B) (C) (D)
- (A) Rain.
(B) Snow.
(C) Hail.
(D) Fair skies.
9. What type of weather was in the central region? (A) (B) (C) (D)
- (A) Rain.
(B) Winds.
(C) Snow.
(D) Fair skies.
10. What weather conditions might the southern Pacific coast be experiencing? (A) (B) (C) (D)
- (A) Flood.
(B) Cloudburst.
(C) Drizzle.
(D) Drought.

LISTENING COMPREHENSION REVIEW

LISTENING COMPREHENSION

In this section of the test, you will have the chance to show how well you understand spoken English. There are four parts to this section, with special directions for each part.

PART I



Directions: For each question, you will see a picture in your test book and you will hear four short statements. The statements will be spoken just one time. They will not be printed in your test book, so you must listen carefully to understand what the speaker says.

When you hear the four statements, look at the picture in your test book and choose the statement that best describes what you see in the picture. Then, on your answer sheet, find the number of the question and mark your answer. Look at the sample below.



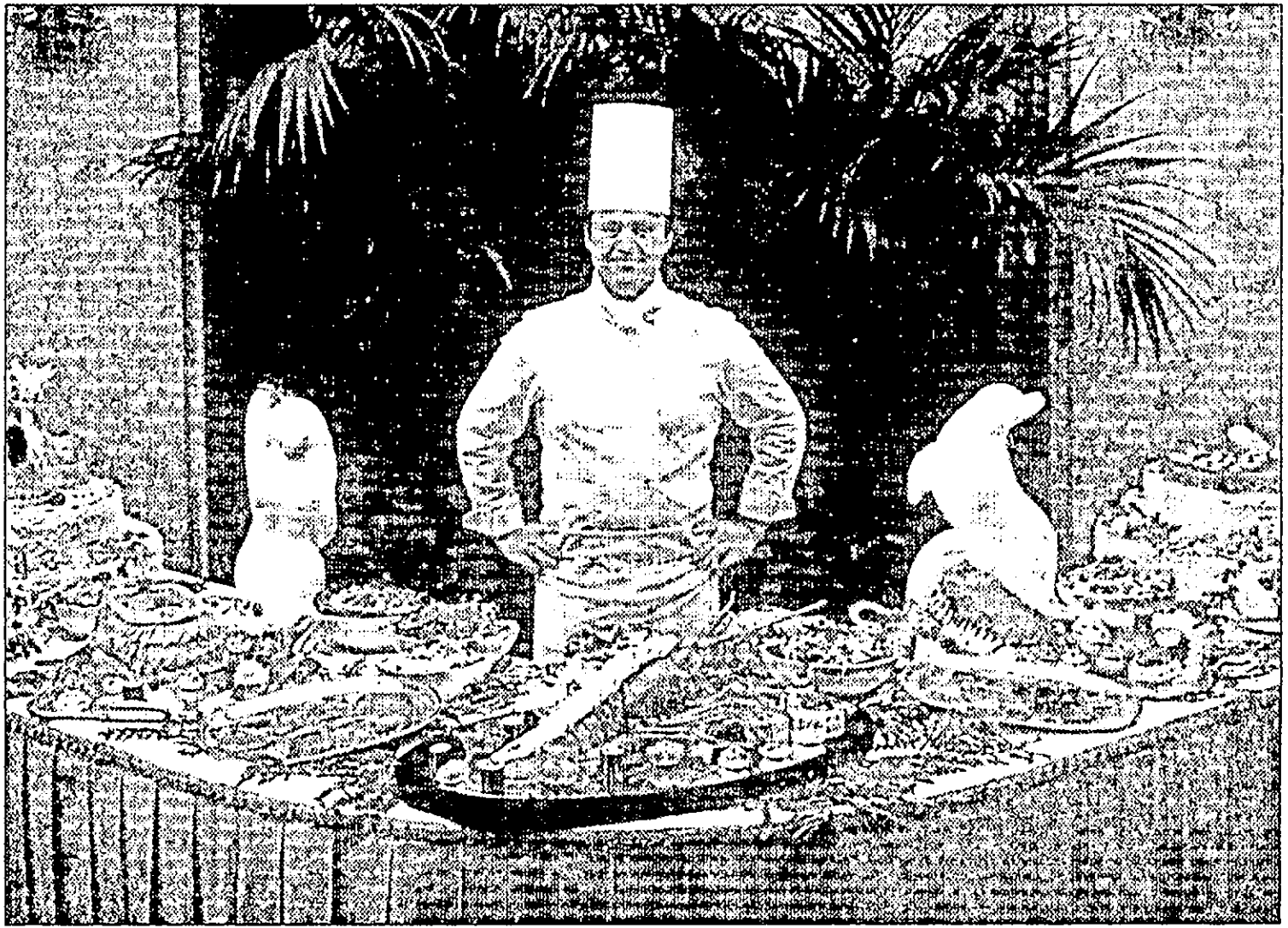
Sample Answer

Now listen to the four statements.

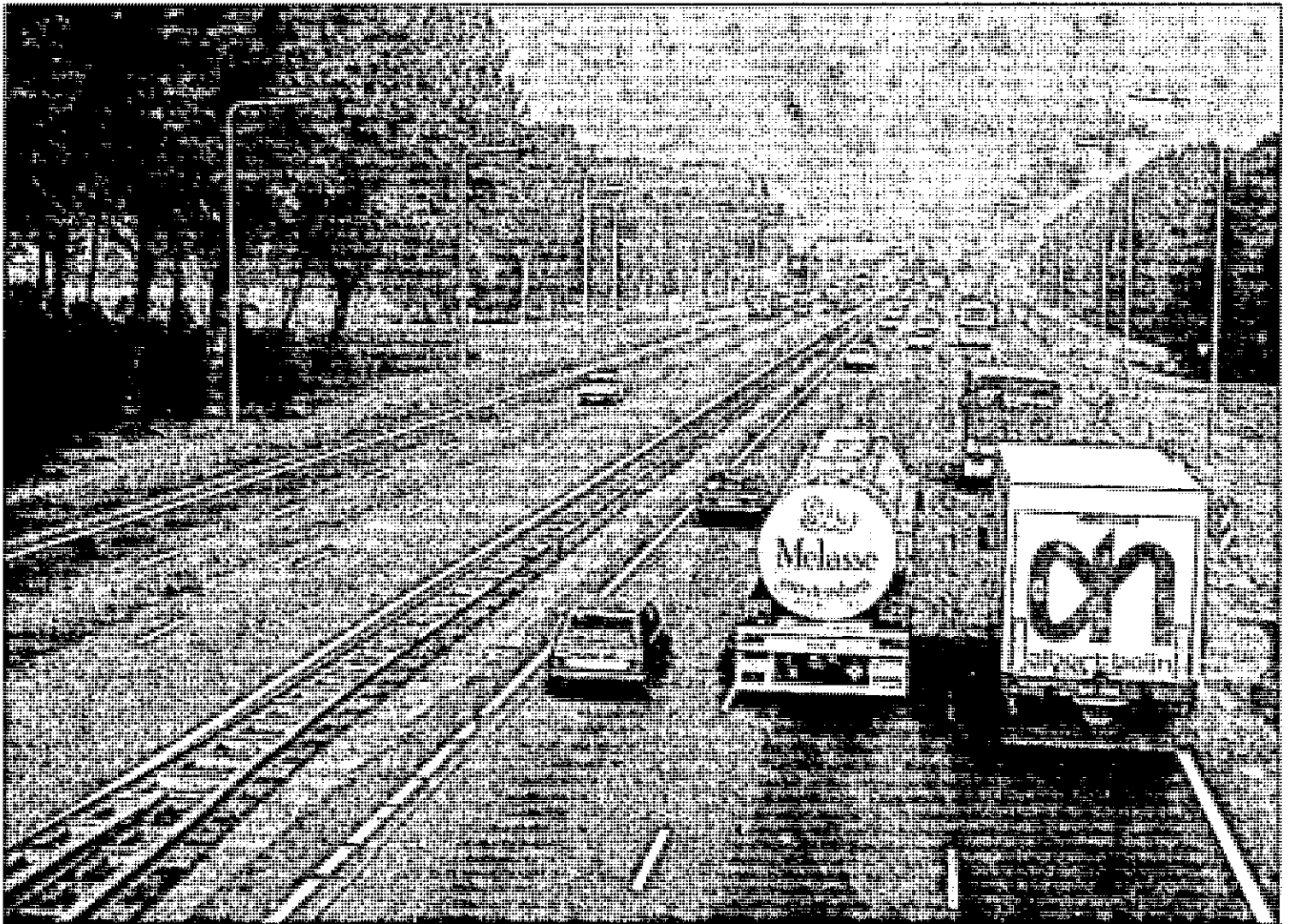
(A) (B) (C) (D)

Statement (B), "They're having a meeting," best describes what you see in the picture. Therefore, you should choose answer (B).

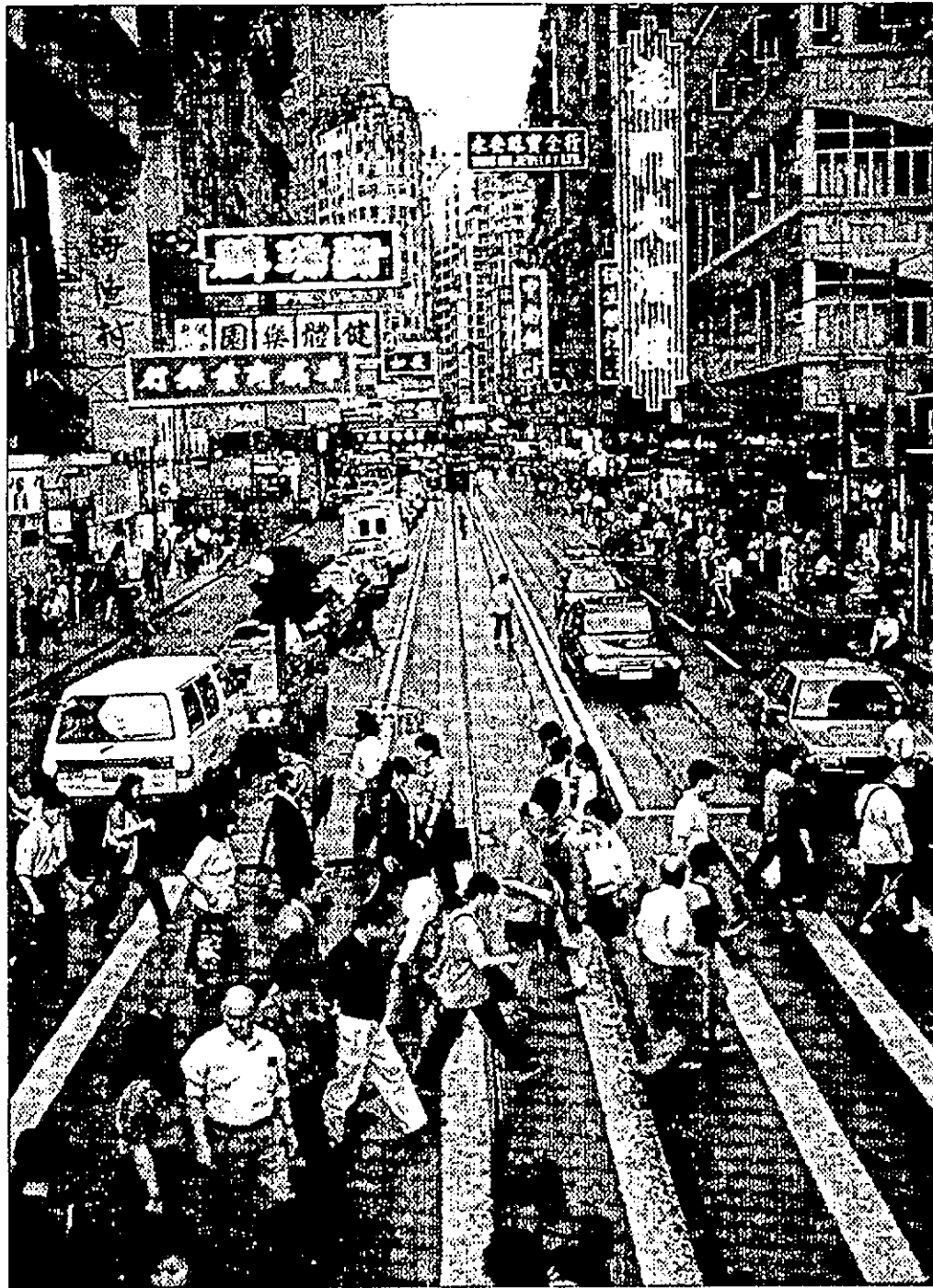
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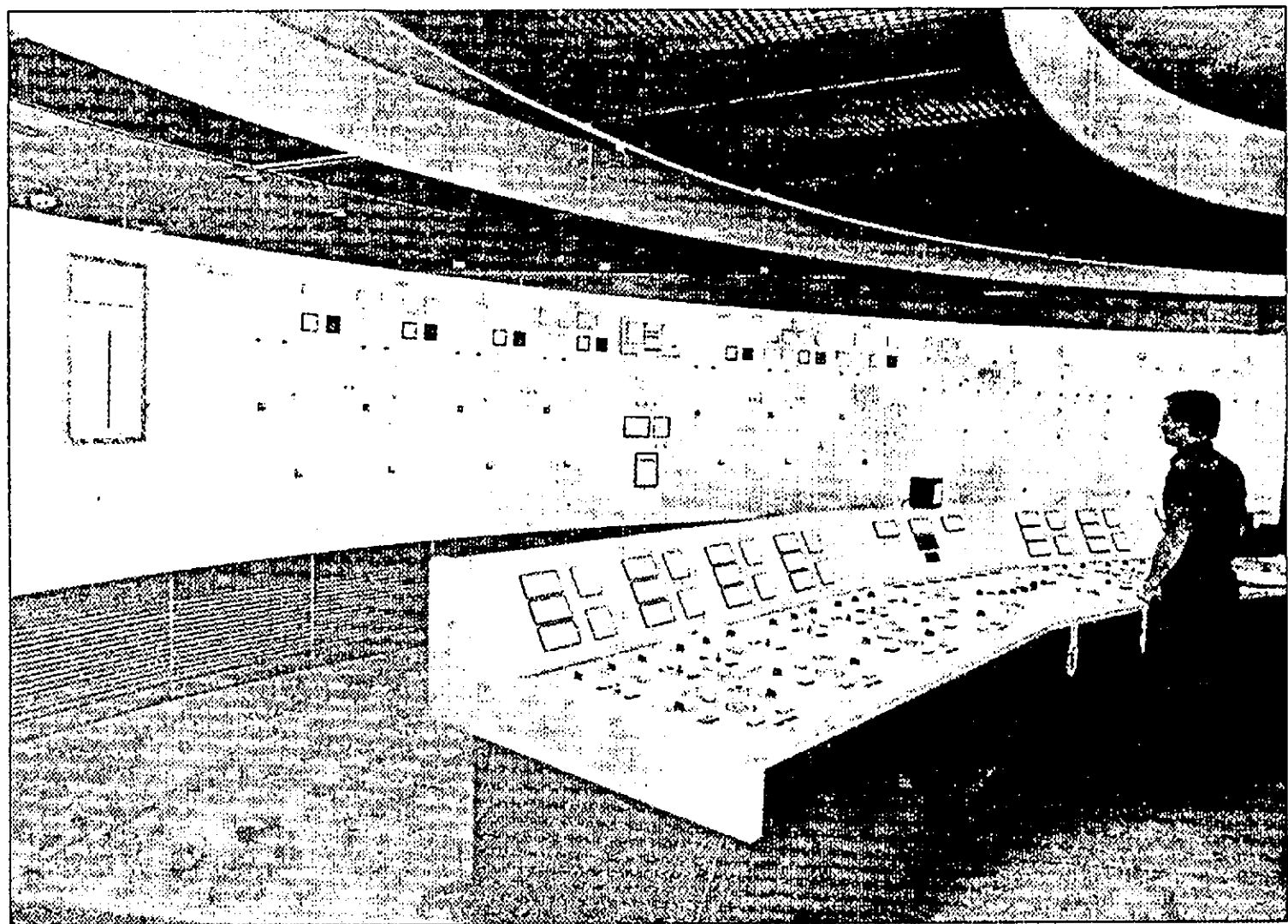
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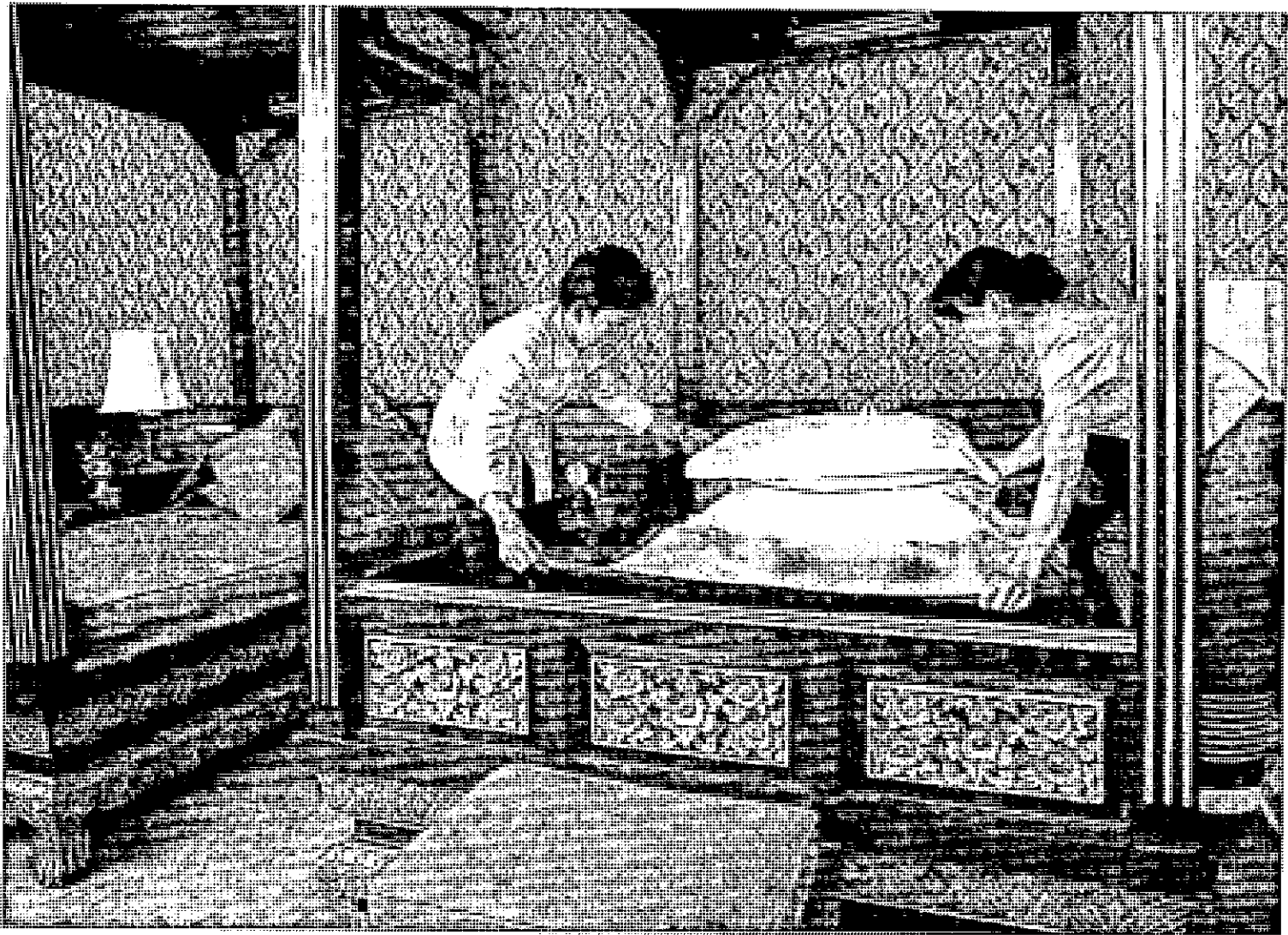


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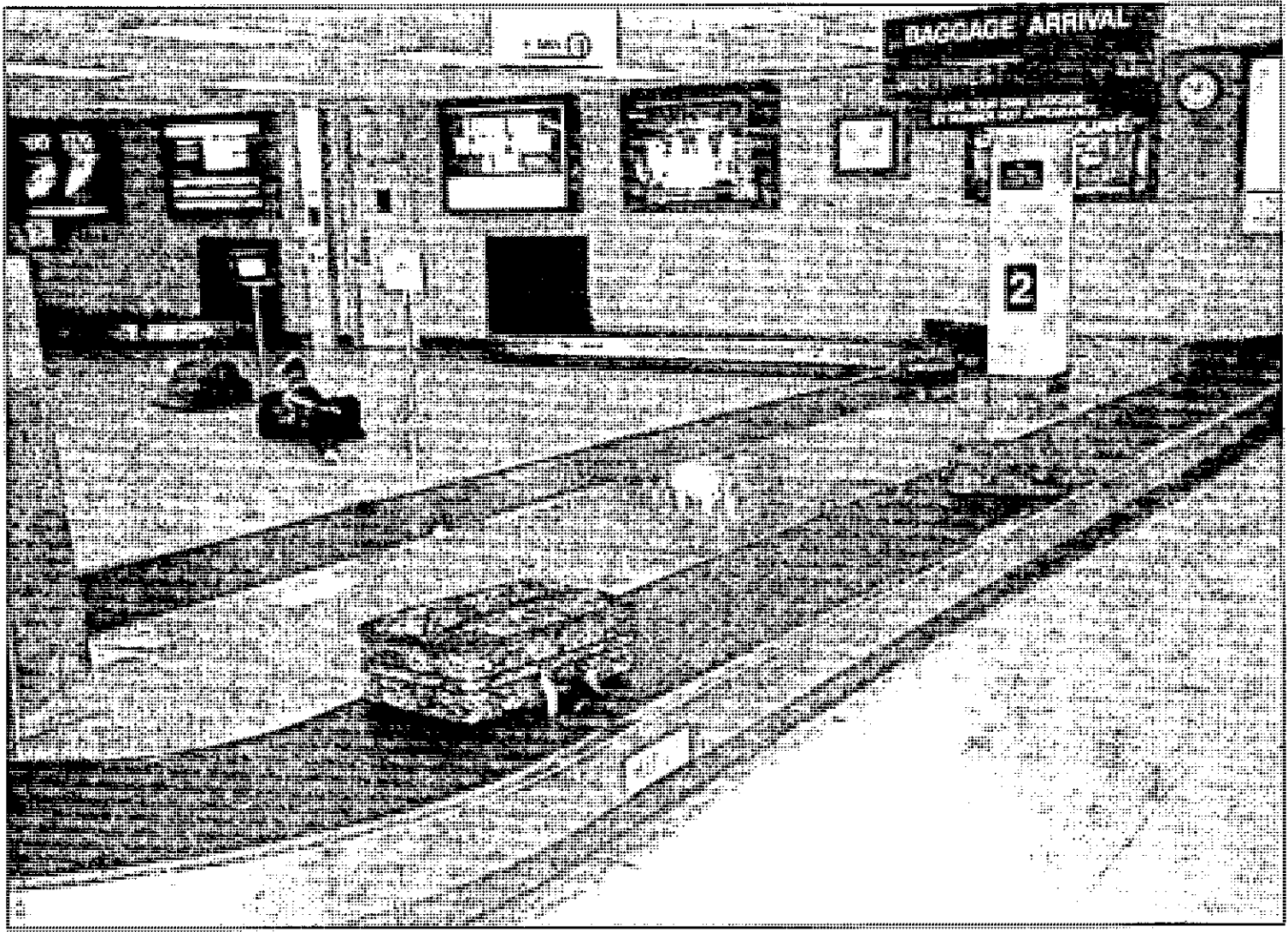
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6.



7.



8.



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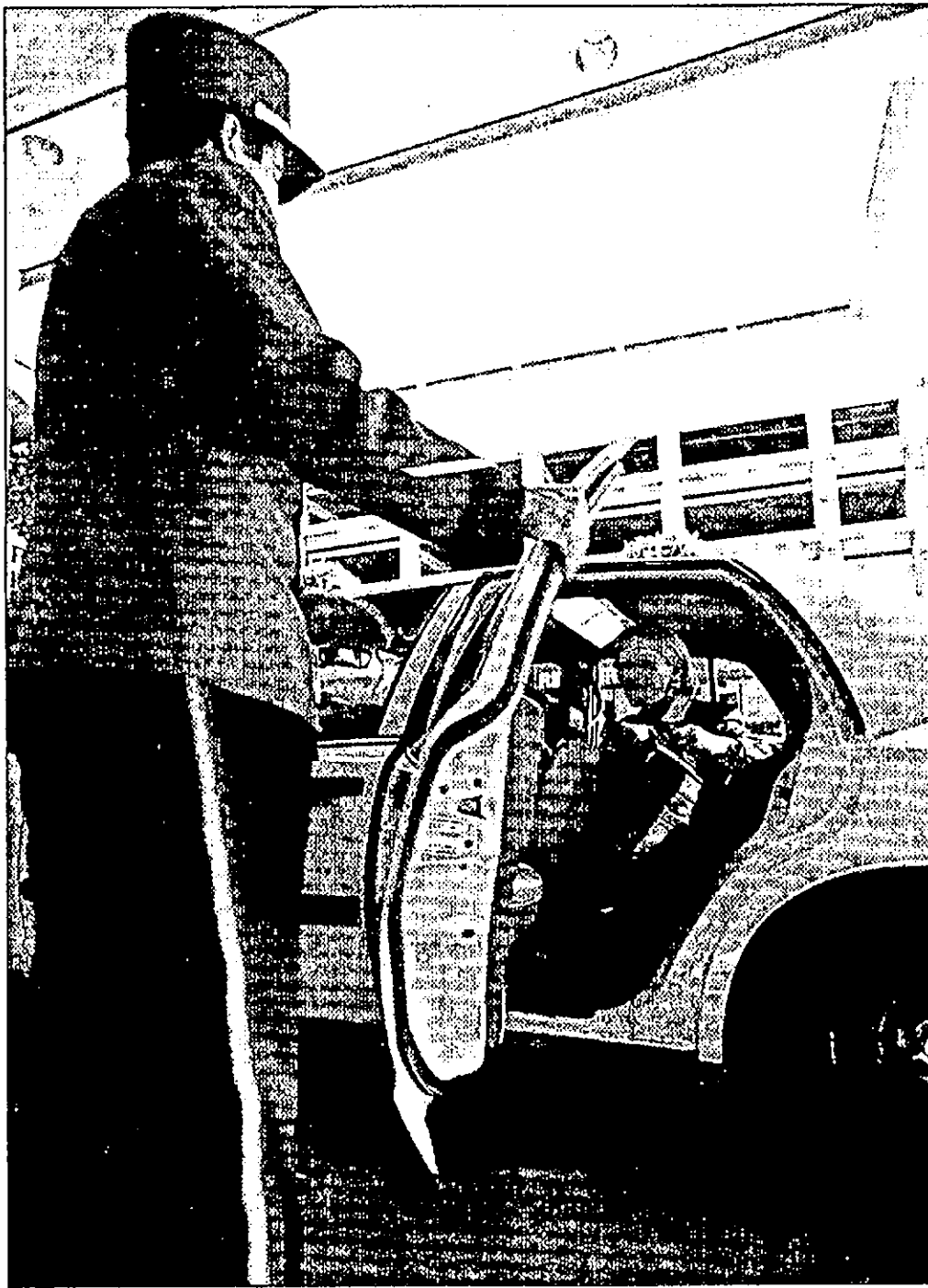
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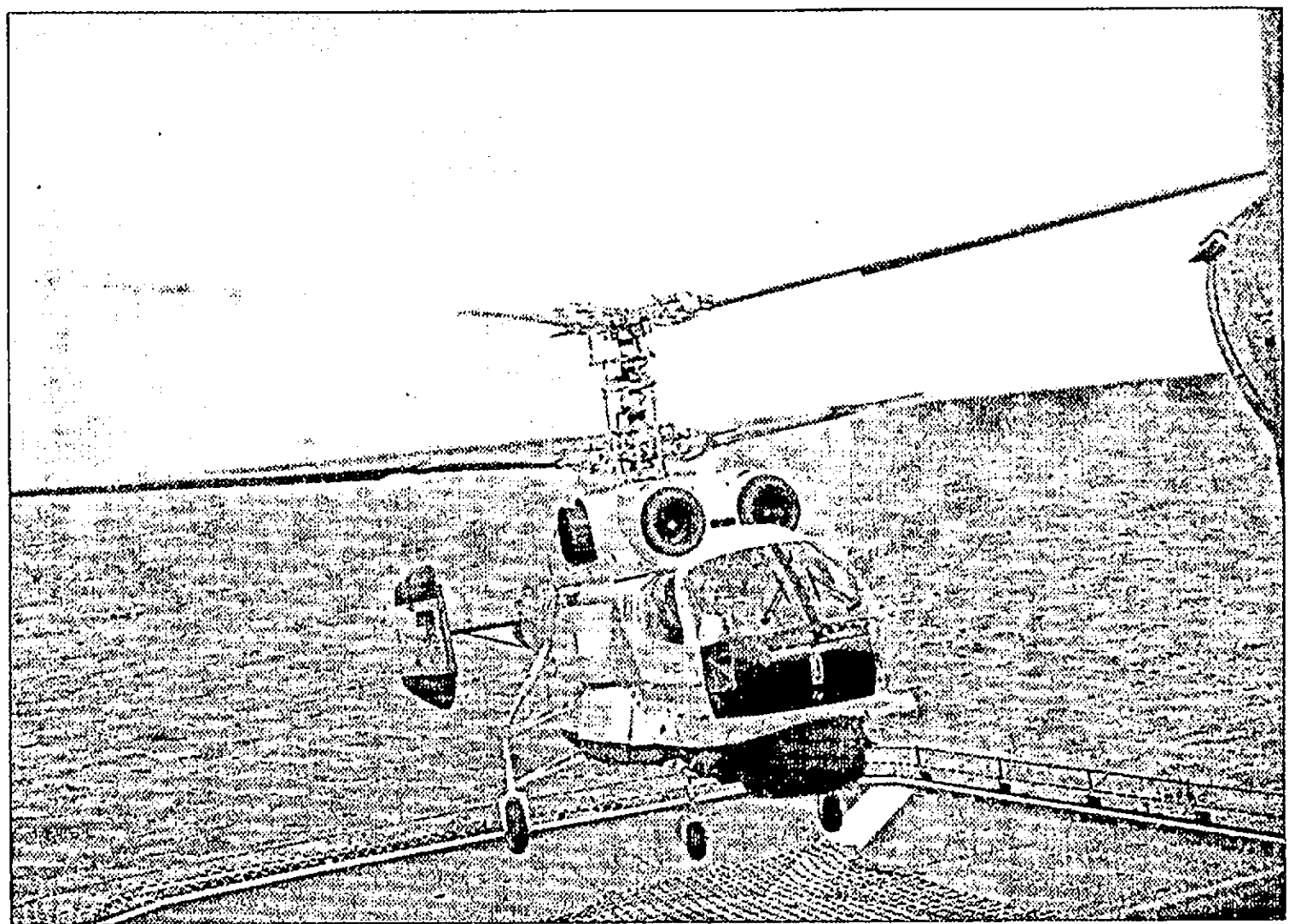
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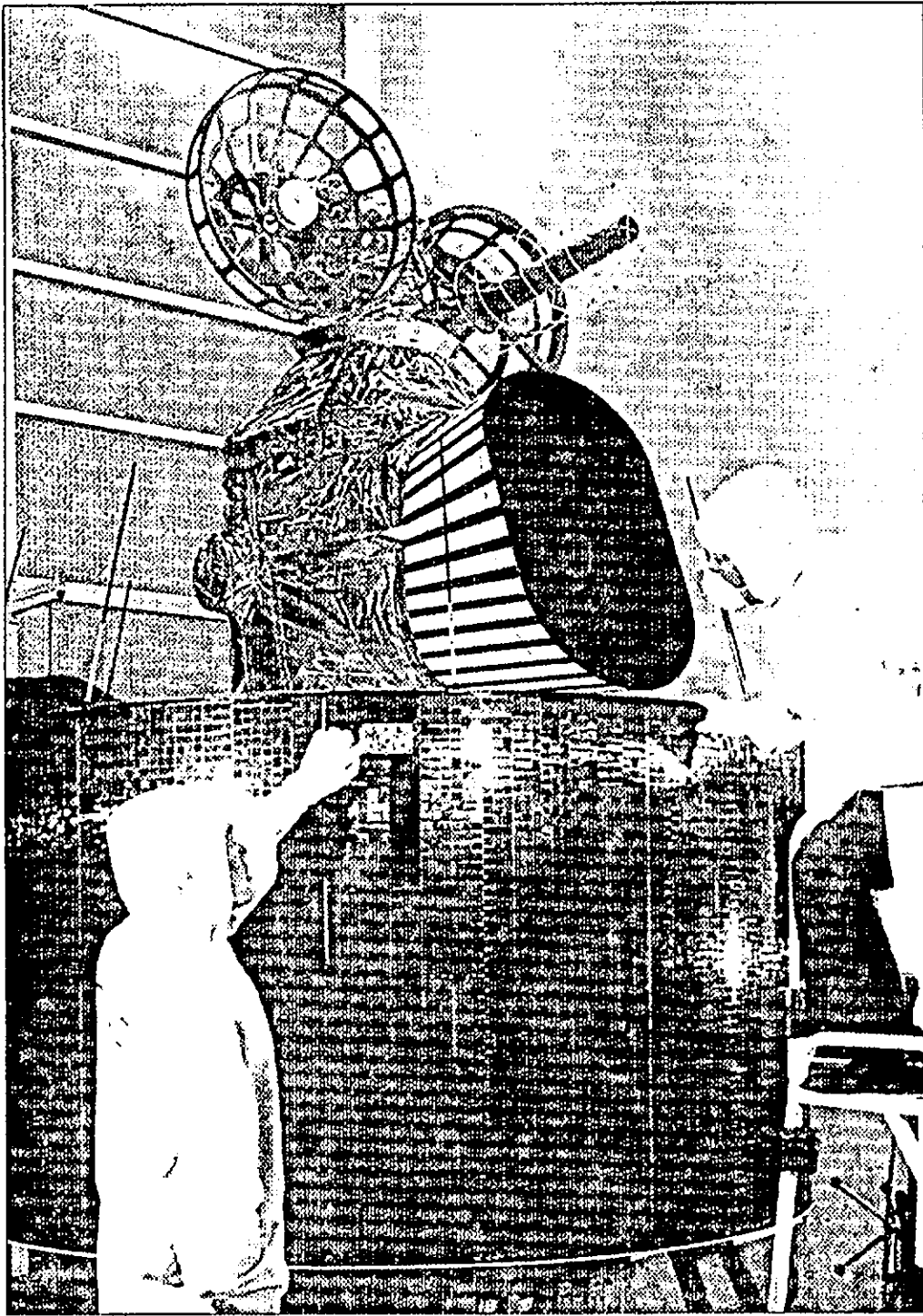


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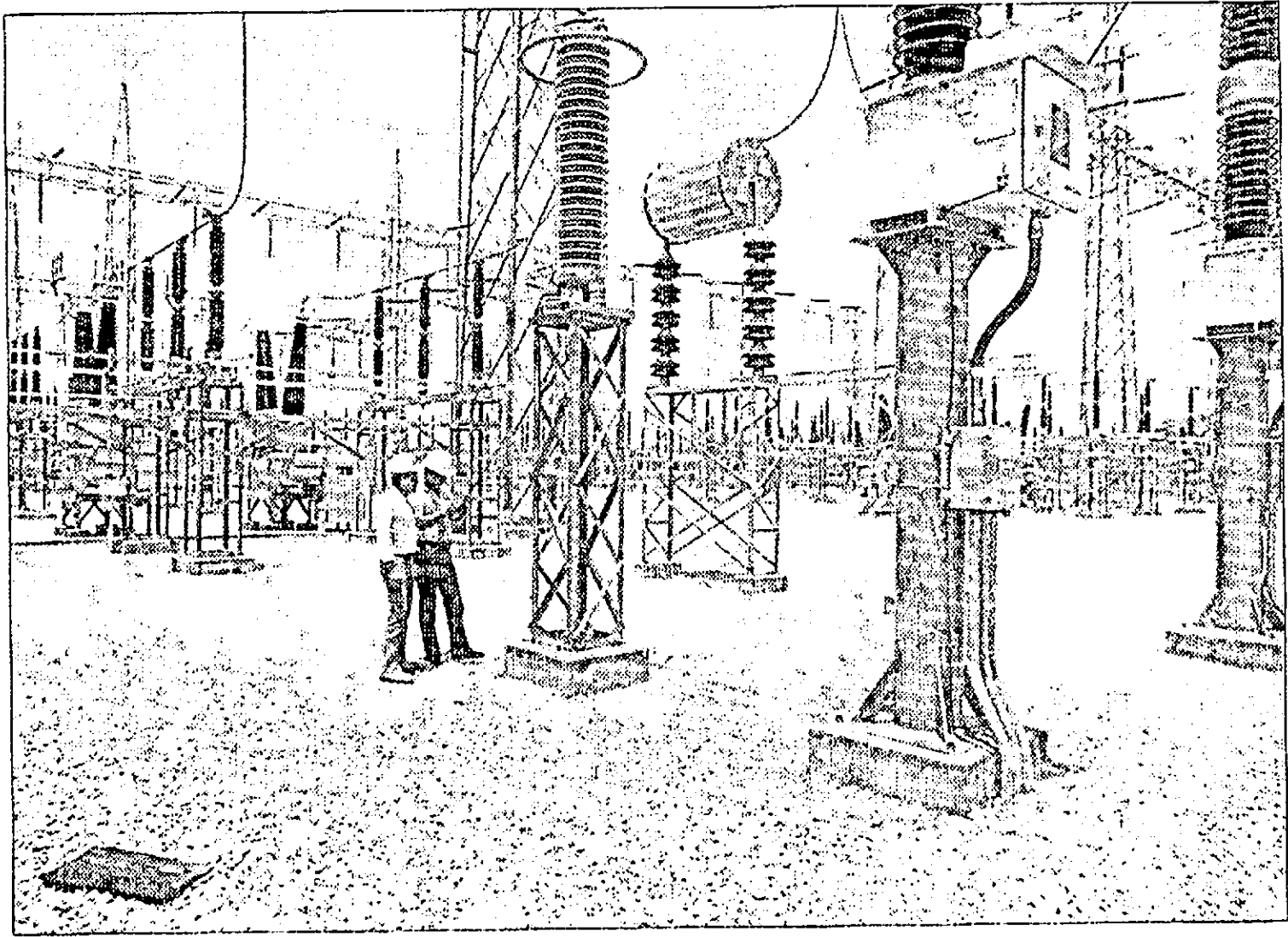
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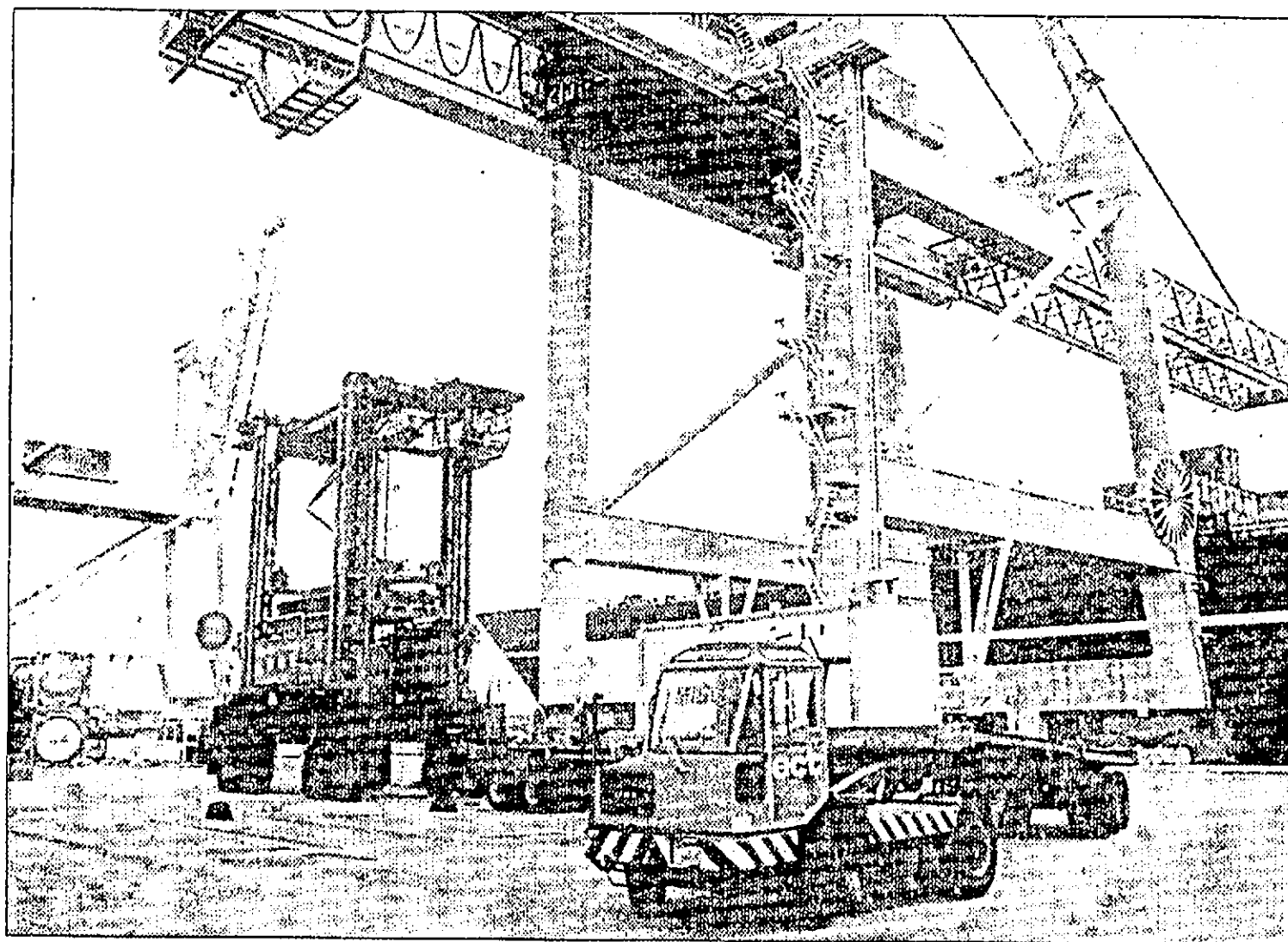


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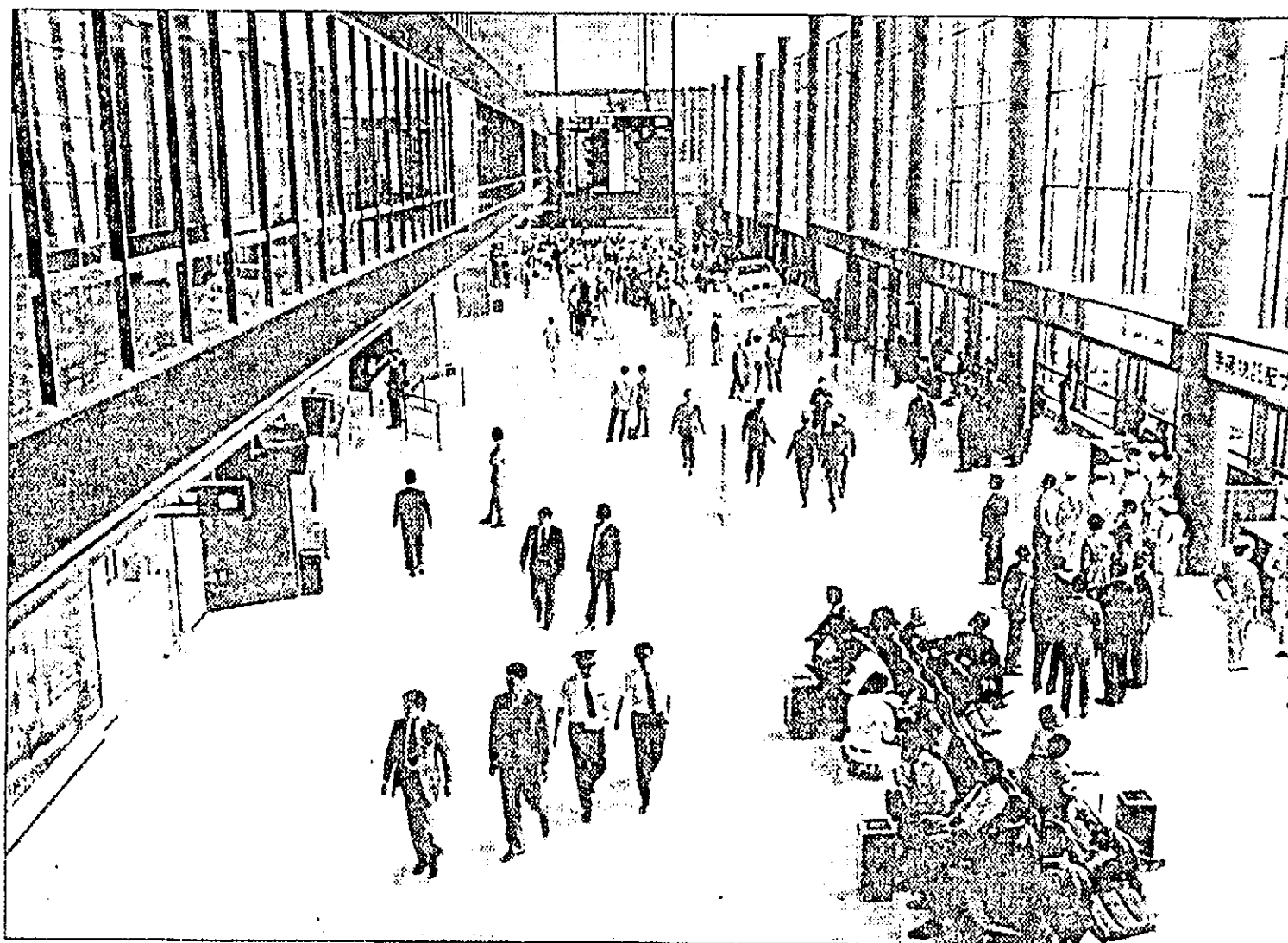


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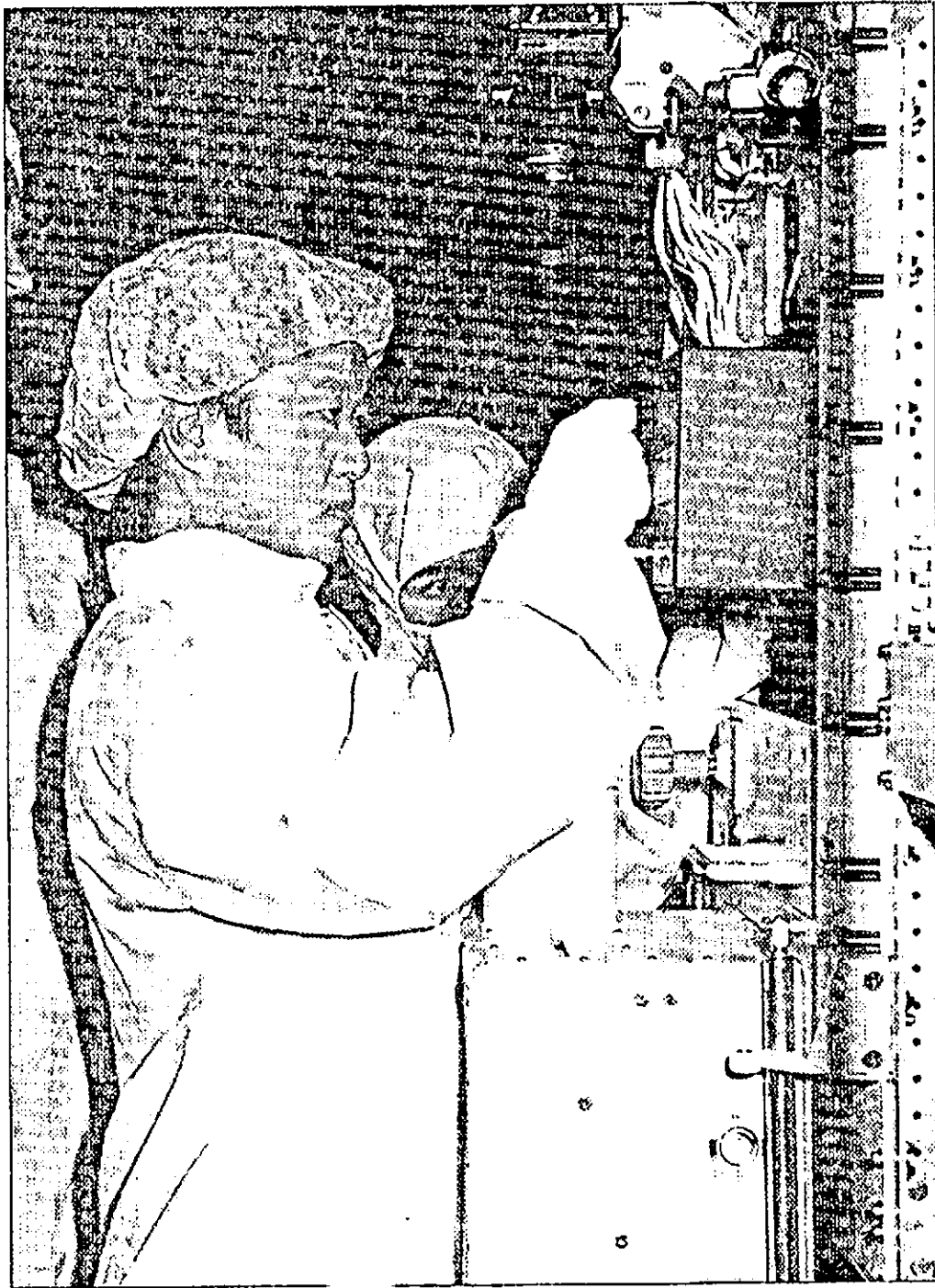
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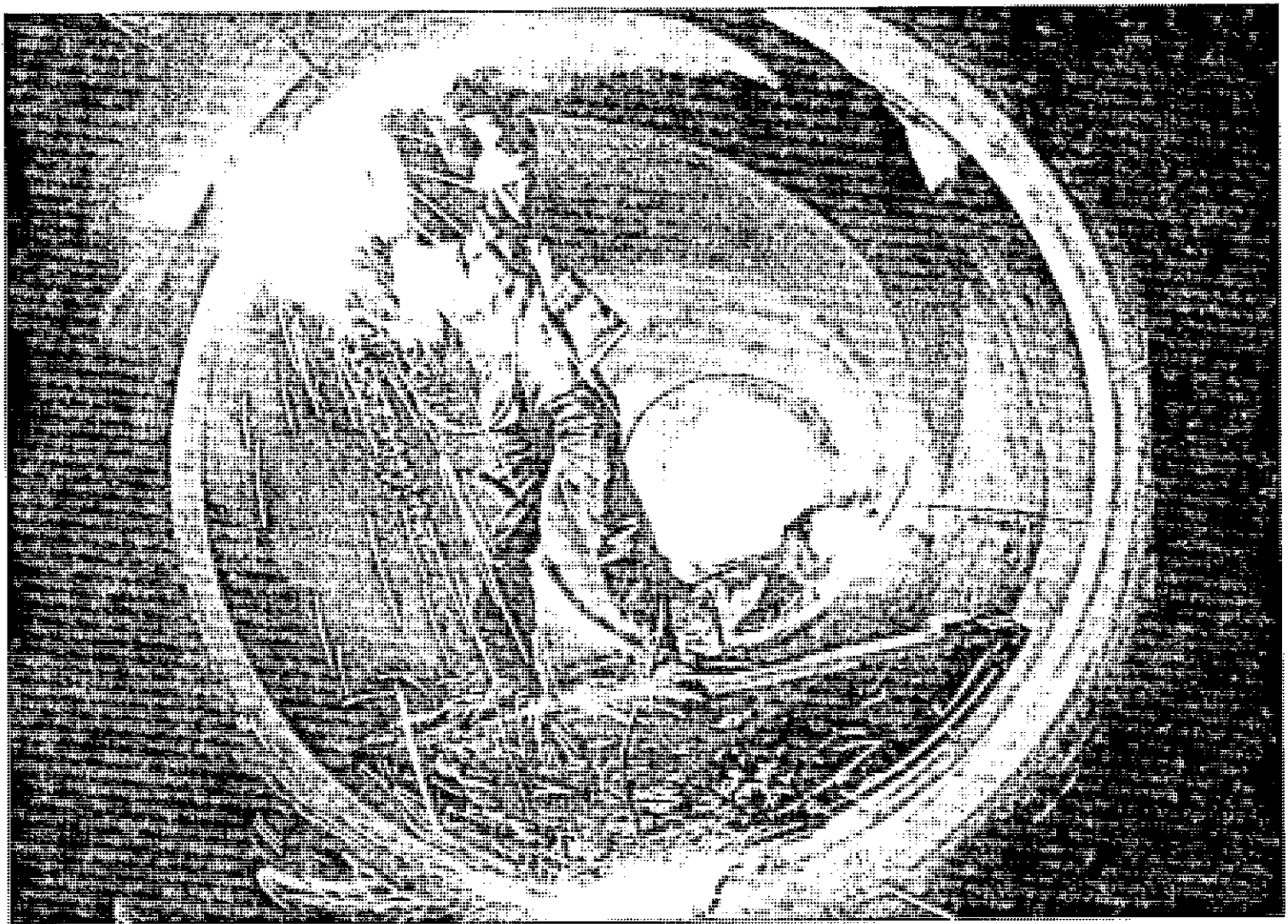
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19.



20.



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PART II



Directions: In this part of the test, you will hear a question spoken in English, followed by three responses, also spoken in English. The question and the responses will be spoken just one time. They will not be printed in your test book, so you must listen carefully to understand what the speakers say. You are to choose the best response to each question.

Now listen to a sample question.

You will hear:

You will also hear:

Sample Answer



The best response to the question "How are you?" is choice (A), "I am fine, thank you." Therefore, you should choose answer (A).

21. Mark your answer on your answer sheet.
22. Mark your answer on your answer sheet.
23. Mark your answer on your answer sheet.
24. Mark your answer on your answer sheet.
25. Mark your answer on your answer sheet.
26. Mark your answer on your answer sheet.
27. Mark your answer on your answer sheet.
28. Mark your answer on your answer sheet.
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36. Mark your answer on your answer sheet.
37. Mark your answer on your answer sheet.
38. Mark your answer on your answer sheet.
39. Mark your answer on your answer sheet.
40. Mark your answer on your answer sheet.

41. Mark your answer on your answer sheet.

42. Mark your answer on your answer sheet.

43. Mark your answer on your answer sheet.

44. Mark your answer on your answer sheet.

45. Mark your answer on your answer sheet.

46. Mark your answer on your answer sheet.

47. Mark your answer on your answer sheet.

48. Mark your answer on your answer sheet.

49. Mark your answer on your answer sheet.

50. Mark your answer on your answer sheet.

GO ON TO THE NEXT PAGE 

PART III

Directions: In this part of the test, you will hear several short conversations between two people. The conversations will not be printed in your test book. You will hear the conversations only once, so you must listen carefully to understand what the speakers say.

In your test book, you will read a question about each conversation. The question will be followed by four answers. You are to choose the best answer to each question and mark it on your answer sheet.

51. Why wasn't the letter finished?
(A) The office was closed.
(B) The computer broke down.
(C) The printer was in use.
(D) The secretary was ill.
52. When is the man's appointment with his doctor?
(A) Monday.
(B) Tuesday.
(C) In two days.
(D) Next week.
53. Where is the most convenient place for the desk?
(A) By the closet.
(B) Near the window.
(C) On the other side of the room.
(D) Out in the hallway.
54. What seems to be the problem?
(A) Not all the goods were delivered.
(B) The customer paid too little.
(C) The customer didn't get a receipt.
(D) The items were not good.
55. Who suggested the policy change?
(A) The bookkeeper.
(B) The cashier.
(C) The order clerk.
(D) The customers.
56. Why does the man like the tie?
(A) It really suits him.
(B) It fits him well.
(C) It matches his suit.
(D) It doesn't cost too much.
57. When is the best time for the speakers to meet?
(A) Before lunch.
(B) Early tomorrow.
(C) After lunch.
(D) Sometime today.
58. What is the woman's advice?
(A) Work harder.
(B) Keep busy.
(C) Relax a little.
(D) Keep running.
59. Who will have a half-week vacation?
(A) Full-time employees.
(B) The employer.
(C) Part-time employees.
(D) Every worker.
60. Why can't the woman's daughter participate in some sports?
(A) She injured her knee.
(B) She doesn't like soccer.
(C) She has no team spirit.
(D) Her spirit was broken.
61. When did the man's car break down?
(A) On the way to the conference.
(B) The day his son borrowed the car.
(C) When he drove his son to school.
(D) A month ago at the mall.
62. Why is the man worried?
(A) The post office closed two weeks ago.
(B) He's too weak to post a letter.
(C) Some cash he mailed may have been stolen.
(D) He's expecting money by mail.

63. Why won't the CEO understand?
(A) They didn't get theater tickets for her.
(B) They've had this problem before.
(C) Their dinner was awful.
(D) They embarrassed her.
64. When is this conversation taking place?
(A) In the morning.
(B) In the afternoon.
(C) On a freezing day.
(D) During a rainstorm.
65. Where was the man when he heard about the canceled flight?
(A) On the plane to Lisbon.
(B) At the airport.
(C) At a meeting.
(D) In his office.
66. What did the woman say?
(A) The printing company should work more carefully.
(B) The printing company is too loud.
(C) The phones aren't working very well.
(D) The person didn't speak clearly.
67. Why do the contractors need an extension?
(A) The contract was invalid.
(B) They misunderstood the contract terms.
(C) They expected to be finished in one week.
(D) Something unexpected happened.
68. Where would the woman like to meet next?
(A) At the hotel.
(B) In the station.
(C) Closer to the hotel.
(D) At the airport.
69. Who doesn't have to work at the information desk?
(A) Secretaries.
(B) Company officers.
(C) Office staff.
(D) The support staff.
70. When will the woman go on her next trip?
(A) In a month.
(B) In a week.
(C) In two weeks.
(D) In three weeks.
71. What must the man always do when he leaves the office?
(A) Secure all doors.
(B) Set the burglar alarm.
(C) Close the office.
(D) Lock the safe.
72. Where should the man go?
(A) To a shoe repair shop.
(B) To a luggage store.
(C) To a side door.
(D) To a watch repair shop.
73. Who's falling behind?
(A) The administrative assistant.
(B) The boss.
(C) The delegations.
(D) The publishers.
74. Where is the order now?
(A) In the warehouse.
(B) At the factory.
(C) In a store.
(D) On the ship.
75. What is the owner's commission?
(A) Less than 5 percent.
(B) 5 percent.
(C) More than 5 percent.
(D) 10 percent.
76. Where can the woman be reached tomorrow afternoon?
(A) On her car telephone.
(B) At home.
(C) At the sales office.
(D) At the factory.
77. When doesn't the shopkeeper smile?
(A) When his shop is crowded.
(B) When business is good.
(C) When he doesn't have many customers.
(D) When he's very busy.

GO ON TO THE NEXT PAGE 

78. What does the man think might be difficult to understand?

- (A) His handwriting.
- (B) His partner.
- (C) His instructions.
- (D) The way the mind works.

79. Who is the man going to hire?

- (A) A new secretary.
- (B) An administrative aide.
- (C) A regional supervisor.
- (D) A part-time assistant.

80. What caused the noise?

- (A) A building collapse.
- (B) A terrible accident.
- (C) Ambulance and fire engine sirens.
- (D) Excavation blasting.

PART IV



Directions: In this part of the test, you will hear several short talks. Each will be spoken just one time. They will not be printed in your test book, so you must listen carefully to understand and remember what is said.

In your test book, you will read two or more questions about each short talk. The questions will be followed by four answers. You are to choose the best answer to each question and mark it on your answer sheet.

81. What are the lenses used for?
(A) Making contact.
(B) Improving vision.
(C) Taking pictures.
(D) Purifying oxygen.
82. How much do these lenses cost?
(A) \$2
(B) \$20
(C) \$100
(D) \$200
83. What does the item activate?
(A) Car ignitions.
(B) Home furnaces.
(C) Automatic ovens.
(D) Coolers.
84. How long does the transmitter stay on?
(A) 1/4 hour.
(B) 1 hour.
(C) 15 hours.
(D) 20 hours.
85. Where can you buy the transmitter?
(A) At Fahrenheit's.
(B) From Aaron's.
(C) From Harrods.
(D) At Farenham's.
86. What does Universal make?
(A) Boys' pants.
(B) Factory parts.
(C) Men's suits.
(D) French boots.
87. Where is the old factory?
(A) In Lawrenceville.
(B) In Hong Kong.
(C) In Lewistown.
(D) In Paris, France.
88. Where is this announcement being made?
(A) On a cruise ship.
(B) At a swimming pool.
(C) On a dance floor.
(D) At a weather station.
89. How long will the planned activities last?
(A) Three hours.
(B) Thirteen hours.
(C) Three days.
(D) Thirty days.
90. What influenced the arrangement of the activities?
(A) The number of people.
(B) The weather.
(C) The size of the pool.
(D) The distance from the island.
91. What is the problem?
(A) All operators are busy.
(B) The phones are out of order.
(C) The record company is closed.
(D) The doctors are in conference.
92. What is offered to the listener?
(A) Recorded music.
(B) A new phone.
(C) An engagement ring.
(D) Cosmetic surgery.
93. Who made this recording?
(A) The phone company.
(B) A recording group.
(C) A medical office.
(D) The electric company.

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94. Who will receive the donation?
(A) The City Garden Club.
(B) The radio station.
(C) Children without parents.
(D) The Elephant House.
95. Who is sponsoring this announcement?
(A) Station XYZ.
(B) The Orphans' Fund.
(C) The Public Service Association.
(D) City Garden Club.
96. Where is the tour taking place?
(A) At a recording studio.
(B) At an army post.
(C) In a prison.
(D) In a museum.
97. What has been recorded?
(A) Future activities.
(B) Details of the exhibits.
(C) Names of the guards.
(D) Courtroom dramas.
98. Where are the guards standing?
(A) Under a poster.
(B) Next to one another.
(C) At the entrance.
(D) Along the way.
99. Why has a travel alert been posted?
(A) Heavy commuter traffic.
(B) Freezing rain.
(C) Holiday travel.
(D) An air controllers strike.
100. How can people get more information?
(A) By going to work.
(B) By watching TV.
(C) By reading the travel alert.
(D) By phoning the weather service.

READING

The Reading section will help you

- review and focus your knowledge of grammar
- use context to select correct answers
- recognize incorrect responses
- interpret the meanings of sentences
- recognize direct and implied answers to questions on reading passages

READING PRACTICE

OVERVIEW

To improve your score on the Reading section of the TOEIC test, you must (1) understand basic English grammar patterns and (2) recognize the thematic patterns of English. **Grammar patterns** determine *where* words are used; **thematic patterns** determine *what* words are used.

The first section, Grammar Patterns, will help you reacquaint yourself with grammar patterns that often cause problems. This section parallels the organization of the TOEIC test. The Grammar Patterns Exercises will be either Incomplete Sentences or Error Recognition. This section is not meant to be a grammar course. It is meant to be an outline of grammar you have studied previously.

The second section, Reading Comprehension, will provide you with practice in associating grammar patterns and words with particular themes. A memorandum, for example, has a different organization from a report or an announcement. By recognizing the form, you will better understand the function (purpose).

PART V:

GRAMMAR PATTERNS:

INCOMPLETE SENTENCES

ADVERBS OF FREQUENCY

Adverbs of frequency can be divided into two groups:

- (1) those with the idea of **definite frequency**, such as *every day, annually, twice a week, etc.*
- (2) those with the idea of **indefinite frequency**, such as *always, rarely, never, etc.*

PATTERNS TO REMEMBER

- Definite frequency adverbs usually go at the beginning or end of the sentence or clause.
 - INCORRECT** [The manager checks *every day* the production levels.]
 - CORRECT** The manager checks the production levels *every day*.
- Indefinite frequency adverbs come after the verb *be*.
 - INCORRECT** [He usually *is* very friendly.]
 - CORRECT** He *is* usually very friendly.
- Indefinite frequency adverbs precede all other verbs, or, if the verb is preceded by an auxiliary, they go after the first auxiliary.
 - INCORRECT** [This flight leaves *always* on time.]
 - CORRECT** This flight *always* leaves on time.
 - INCORRECT** [I would have *never* said that to her.]
 - CORRECT** I would *never* have said that to her.
- Beware of the subtle differences in the meanings of the various adverbs.
 - INCORRECT** [There is *yet* time to correct that error.]
 - CORRECT** There is *still* time to correct that error.
- Certain indefinite frequency adverbs can go at the beginning or end of a sentence or clause. These include: *frequently, generally, occasionally, often, sometimes, and usually*.
 - INCORRECT** [*Always* I eat lunch in the office.]
 - CORRECT** *Usually* I eat lunch in the office.

Select the one answer that is appropriate in the context.

1. Ms. Buta is _____ an accountant. (A) (B) (C) (D)
(A) ever (C) yet
(B) already (D) often
2. Mr. Thomas _____ in his calculations. (A) (B) (C) (D)
(A) seldom has erred (C) has seldom erred
(B) has erred seldomly (D) has seldomly erred
3. Production levels have _____ been this high before. (A) (B) (C) (D)
(A) still (C) yet
(B) never (D) every month
4. If they _____ on an agenda, we must
postpone the meeting. (A) (B) (C) (D)
(A) have yet agreed (C) already are agreeing
(B) still have not agreed (D) occasionally agree
5. Research and development funds are being
reduced _____ because of budget cutbacks. (A) (B) (C) (D)
(A) every year (C) still
(B) never (D) always
6. _____ the right to limit quantities on all items. (A) (B) (C) (D)
(A) Daily reserve (C) Always reserve
(B) Reserve often (D) Reserve generally
7. While earning her degree, Ms. Duthuit _____. (A) (B) (C) (D)
(A) worked every summer (C) every summer worked
(B) every summer (D) was every summer
was working working
8. She _____ her training course. (A) (B) (C) (D)
(A) hasn't completed yet (C) hasn't never completed
(B) hasn't completed ever (D) hasn't yet completed
9. Do not _____ without consulting us. (A) (B) (C) (D)
(A) invest never (C) ever invest
(B) still invest (D) already invest
10. _____ he prefers to communicate by e-mail. (A) (B) (C) (D)
(A) Usually (C) Never
(B) Yet (D) Ever

CONJUNCTIONS

A **conjunction** is used to link words, phrases, or clauses. Two types of conjunctions are **coordinate conjunctions** (*and, or, nor, but, etc.*) and **subordinate conjunctions** (*although, since, because, when, before, etc.*).

PATTERNS TO REMEMBER

- Coordinate conjunctions may link similar ideas (*and, not only...but also*), opposite or contradictory ideas (*but*), or choices (*either...or, neither...nor*). Pay attention to the meaning of the conjunction.

INCORRECT [It is efficient *or* maintenance-free.]

CORRECT It is efficient *and* maintenance-free.

INCORRECT [We can take *either* a morning flight *but* an early afternoon flight.]

CORRECT We can take *either* a morning flight *or* an early afternoon flight.

- Subordinate conjunctions show different kinds of relationships between two clauses. They may show cause and effect (*because, so, as, since*), time (*when, while, after, before, until, as soon as*), condition (*if, unless*), or a contradiction (*even though, although*). Again, pay attention to the meaning of the subordinate conjunction.

INCORRECT [The machine shut off *even though* the power went off.]

CORRECT The machine shut off *when* the power went off.

INCORRECT [I couldn't call them *until* I don't know their phone number.]

CORRECT I couldn't call them *because* I don't know their phone number.

➤ Select the one answer that is appropriate in the context.

- _____ she possesses such business acumen, she was able to regain control of the company. (A) (B) (C) (D)
(A) Despite (C) Because
(B) Even though (D) For
- For a more effective ad campaign, we need both a new product _____ a new director. (A) (B) (C) (D)
(A) or (C) and
(B) either (D) so

3. Our department did not reach its monthly quota _____ we worked a lot of overtime. (A) (B) (C) (D)
 (A) because of (C) despite
 (B) even though (D) but
4. The new employee is not only ambitious _____ hardworking. (A) (B) (C) (D)
 (A) or (C) and also
 (B) neither (D) but also
5. _____ he arrives, our representatives will present the new plan to the public. (A) (B) (C) (D)
 (A) When (C) So
 (B) While (D) Since
6. The mail will be sorted _____ it arrives at our division. (A) (B) (C) (D)
 (A) before (C) or
 (B) until (D) though
7. Mr. Fagan notified security _____ he noticed something suspicious. (A) (B) (C) (D)
 (A) so (C) although
 (B) when (D) because of
8. The plane cannot leave the gate _____ all passengers are seated. (A) (B) (C) (D)
 (A) if (C) unless
 (B) when (D) but
9. _____ she opened the meeting, the project director amended the agenda. (A) (B) (C) (D)
 (A) But (C) And
 (B) If (D) Before
10. _____ the research uncovered some problems, the committee members decided to table the proposal temporarily. (A) (B) (C) (D)
 (A) Since (C) In spite of
 (B) Even though (D) Whatever

PREPOSITIONS

Prepositions link their objects to the other structures within the sentence. They are used to show *placement, time, direction, cause, and location*. They can be used alone or in two- or three-word combinations. Unfortunately, prepositions are often used idiomatically and often ignore rules. Therefore, their use must be memorized. There are, however, a few rules that will help you.

PATTERNS TO REMEMBER

- *At* is used for a specific time.
INCORRECT [We will convene *to* 10 A.M.]
CORRECT We will convene *at* 10 A.M.
- *On* is used for a specific day.
INCORRECT [The deadline is *at* Friday.]
CORRECT The deadline is *on* Friday.
- *In* is used for a specific city.
INCORRECT [She was born *at* San Francisco.]
CORRECT She was born *in* San Francisco.
- *On* is used for a specific date.
INCORRECT [The contract was signed *in* September 5th.]
CORRECT The contract was signed *on* September 5th.

➤ Select the one answer that is appropriate in the context.

1. _____ all the applicants, Ms. Stern has the most experience. (A) (B) (C) (D)
(A) From (C) Of
(B) By (D) To
2. Inspection will be _____ Monday at 9 A.M. (A) (B) (C) (D)
(A) at (C) to
(B) for (D) on
3. All housekeepers report _____ the hotel manager. (A) (B) (C) (D)
(A) for (C) in
(B) at (D) to
4. We regret that the plant will be closed _____ noon tomorrow. (A) (B) (C) (D)
(A) with (C) by
(B) in (D) from

5. _____ terms of quality and service, our company surpasses the competition. (A) (B) (C) (D)
(A) In (C) From
(B) By (D) With
6. Debtors are expected to remain _____ heavy economic pressure. (A) (B) (C) (D)
(A) below (C) beneath
(B) from (D) under
7. The sales meeting will be held _____ Tokyo in May. (A) (B) (C) (D)
(A) to (C) at
(B) in (D) on
8. The shipment is due to arrive _____ a week. (A) (B) (C) (D)
(A) within (C) until
(B) for (D) on
9. The supplies cannot be ordered _____ next Thursday. (A) (B) (C) (D)
(A) from (C) at
(B) to (D) until
10. They plan to reduce spending _____ one million dollars. (A) (B) (C) (D)
(A) at (C) with
(B) by (D) of

TRANSITION WORDS

Transition words are used to join two (or more) independent clauses or sentences. When connecting two clauses, they may be preceded by a semicolon. Note: *Only* and *else* are usually preceded by a comma, not a semicolon. Common transition words are:

<i>accordingly</i>	<i>furthermore</i>	<i>nevertheless</i>
<i>besides</i>	<i>however</i>	<i>for example</i>
<i>consequently</i>	<i>moreover</i>	<i>meanwhile</i>
<i>then</i>	<i>as a result</i>	<i>on the whole</i>
<i>hence</i>	<i>to this end</i>	<i>for this purpose</i>

It is very important to choose the correct transition word in order not to confuse the intended meaning.

PATTERNS TO REMEMBER

- *Therefore, thus, so, accordingly, hence, and consequently* are used to show a cause-and-effect relationship between two clauses.

INCORRECT [She produces the most; *nevertheless*, she will be promoted.]

CORRECT She produces the most; *consequently*, she will be promoted.

- *However* and *nevertheless* are used to show something that contradicts a main clause.

INCORRECT [He would have been a good representative; *so* he does not speak their language.]

CORRECT He would have been a good representative; *however*, he does not speak their language.

- *Also, in addition, moreover, and furthermore* are used to show that something is added to the idea of a main clause.

INCORRECT [There will be a memo on the subject; *however*, there will be an announcement.]

CORRECT There will be a memo on the subject; *in addition*, there will be an announcement.

➡ Select the one answer that is appropriate in the context.

1. Cable TV revolutionized communications; _____, the very existence of that service is now threatened by satellites.

(A) (B) (C) (D)

- (A) consequently (C) for example
(B) moreover (D) nevertheless

2. Hospitals are competing for a shrinking market share; _____, they are attempting to discover the most cost-effective and highest quality care. (A) (B) (C) (D)
- (A) therefore (C) also
(B) besides (D) furthermore
3. These ads can bring in revenue; _____, they can keep our costs down. (A) (B) (C) (D)
- (A) for example (C) moreover
(B) on the whole (D) however
4. The firm intends to move its plant; _____, it will keep sales, marketing, and distribution here. (A) (B) (C) (D)
- (A) to this end (C) consequently
(B) nevertheless (D) furthermore
5. The contract only runs for one year; _____, there are options to renew for two more years. (A) (B) (C) (D)
- (A) meanwhile (C) however
(B) besides (D) moreover
6. Our sales have increased recently; _____, we are optimistic about future growth. (A) (B) (C) (D)
- (A) however (C) nevertheless
(B) thus (D) also
7. Since its inception, the bank has lent twenty-eight billion dollars; _____, its membership has grown to include sixteen regional countries. (A) (B) (C) (D)
- (A) thus (C) in addition
(B) on the whole (D) nevertheless
8. We are on the whole a local company; _____, we can offer services beyond our area. (A) (B) (C) (D)
- (A) nevertheless (C) accordingly
(B) meanwhile (D) hence
9. She had the most hands-on experience; _____, she was hired. (A) (B) (C) (D)
- (A) nevertheless (C) however
(B) furthermore (D) therefore
10. Our banking clients want flexibility; _____, we provide ATMs (automated teller machines) for twenty-four-hour use. (A) (B) (C) (D)
- (A) moreover (C) consequently
(B) however (D) furthermore

VERBS: CAUSATIVE

Causative verbs show that someone or something made a certain action happen. The most common causative verbs are *get*, *make*, and *have*. Verbs like *order*, *cause*, *force*, and *want* can also be causative verbs. They are all followed by noun clauses.

PATTERNS TO REMEMBER

- If the direct object of the causative verbs *make*, *have*, and *let* performed, performs, or will perform the action, the simple (base) form of a verb is used.

INCORRECT [He *had* the secretary *signed* for the package.]
CORRECT He *had* the secretary *sign* for the package.

- If the direct object of other causative verbs (such as *get*, *want*, *order*, *cause*, etc.) performed, performs, or will perform the action, *to* plus the simple (base) form of a verb is used.

INCORRECT [He ordered everyone *leave* the room.]
CORRECT He ordered everyone *to leave* the room.

- If the direct object of the causative verb received, receives, or will receive the action, the past participle form of a verb is used.

INCORRECT [We will want the invoices *will be returned* at once.]
CORRECT We will want the invoices *returned* at once.

➤ Select the one answer that is appropriate in the context.

- In the future, the company will not let its employees _____ overtime. (A) (B) (C) (D)
(A) to work (C) worked
(B) be working (D) work
- The sudden recession made the partnership _____. (A) (B) (C) (D)
(A) fail (C) failed
(B) to fail (D) to be failed
- The firm wants its product _____ safely. (A) (B) (C) (D)
(A) package (C) packaged
(B) be packaged (D) packaging
- All employees were able to get their paychecks _____. (A) (B) (C) (D)
(A) deposits (C) depositing
(B) deposited (D) be deposited

5. The severe weather conditions forced the airlines _____ all flights. (A) (B) (C) (D)
- (A) canceling (C) cancel
(B) to cancel (D) canceled
6. They said they had the equipment _____ yesterday. (A) (B) (C) (D)
- (A) shipped (C) was shipped
(B) ship (D) was being shipped
7. She had Ms. Brunelli _____ the new clerk around yesterday. (A) (B) (C) (D)
- (A) show (C) showing
(B) showed (D) was showed
8. The increase in layoffs has caused everyone _____ less secure. (A) (B) (C) (D)
- (A) feels (C) was felt
(B) felt (D) to feel
9. What business will make its employees _____ on that holiday? (A) (B) (C) (D)
- (A) will be working (C) be working
(B) worked (D) work
10. A smart consumer gets his or her phone order _____ in writing. (A) (B) (C) (D)
- (A) confirming (C) confirmed
(B) confirms (D) confirm

VERBS: CONDITIONAL

Conditional sentences contain two distinct parts: *the if-clause (condition)* and *result*. In both of these parts, the verb forms change according to the time of the action(s). This structure is used for real and unreal (contrary-to-fact) statements in the present or past tenses.

PATTERNS TO REMEMBER

- For a real condition in the future, the verb in the *if-clause* is usually in the simple present tense, while the verb in the result clause is in the future or imperative form.
 - INCORRECT** [If taxes *will go up*, we *will need* to borrow money.]
 - CORRECT** If taxes *go up*, we *will need* to borrow money.
- Sometimes the verb in the *if-clause* can have the modal auxiliary *will*. This is because the original meaning of *will* was "want." To say that a person wants or doesn't want to do something, you can use *will + verb* instead of the simple present tense in this clause.
 - CORRECT** If they *don't compromise*, we *should cancel* the negotiations.
 - OPTION** If they *won't compromise*, we *should cancel* the negotiations.
- For a real condition in the past, the verb in the *if-clause* is in the past, as is the verb in the result clause.
 - INCORRECT** [If they *were waiting* for a counter offer, they *would be* wise.]
 - CORRECT** If they *were waiting* for a counter offer, they *were* wise.
- For an unreal condition in the present, the verb in the *if-clause* is in the past form, while the verb in the result clause is *would* or *could* plus the simple (base) form.
 - INCORRECT** [If elephants *have* wings, they *fly*.]
 - CORRECT** If elephants *had* wings, they *could fly*.
- For an unreal condition in the past, the verb in the *if-clause* is in the past perfect tense, while the verb in the result clause is *would have* or *could have* plus the past participle of the verb.
 - INCORRECT** [His choice *would have been* excellent if he *listened* to our advice.]
 - CORRECT** His choice *would have been* excellent if he *had listened* to our advice.
- For an unreal condition in the present, the verb *be* in the *if-clause* is usually *were*, but it can also be *was*. Most English speakers prefer to use *were*.
 - PREFERRED** She *would raise* salaries if she *were* the manager.
 - OPTION** She *would raise* salaries if she *was* the manager.

Select the one answer that is appropriate in the context.

1. If you ignore overhead, you _____ your expenses. (A) (B) (C) (D)
(A) underestimating (C) would underestimate
(B) will underestimate (D) have underestimated
2. If the yield _____ up from 9.8 percent, it would have been the highest average yield since 1992. (A) (B) (C) (D)
(A) would go (C) will go
(B) has gone (D) had gone
3. They will import 750,000 more automobiles a year if quotas _____ lifted. (A) (B) (C) (D)
(A) are (C) will be
(B) be (D) have been
4. If the government _____ an import fee, prices will increase. (A) (B) (C) (D)
(A) will impose (C) has imposed
(B) imposes (D) is imposing
5. Their monetary unit _____ stronger if they did something about their deficit. (A) (B) (C) (D)
(A) will be (C) can be
(B) would be (D) should be
6. If there had been fringe benefits, I _____ the position. (A) (B) (C) (D)
(A) could consider (C) would have considered
(B) considering (D) will be considering
7. If the wage parity agreement _____ approved, there might have been a strike. (A) (B) (C) (D)
(A) was not (C) had not been
(B) is not (D) will not be
8. The boss will offer him a promotion if he _____ to be more tactful. (A) (B) (C) (D)
(A) will learn (C) should learn
(B) had learned (D) were learning
9. This purchase _____ a poor decision if it had been made for investment purposes only. (A) (B) (C) (D)
(A) would have been (C) may be
(B) would be (D) was
10. If he had taken Flight 307, he _____ on time. (A) (B) (C) (D)
(A) arrives (C) would have arrived
(B) was arriving (D) arrived

VERBS: TENSE

The various verb tenses are formed from the four principal parts of each verb:

PRESENT	PAST	PAST PARTICIPLE	PRESENT PARTICIPLE
<i>walk</i>	<i>walked</i>	<i>walked</i>	<i>walking</i>
<i>do</i>	<i>did</i>	<i>done</i>	<i>doing</i>
<i>speak</i>	<i>spoke</i>	<i>spoken</i>	<i>speaking</i>
<i>come</i>	<i>came</i>	<i>come</i>	<i>coming</i>

To choose the appropriate tense, it is important to look for certain clues in the sentence. These clues can be adverbs (time markers), other verbs in the sentence, or the verbs themselves, which may, by their very nature, be limited to certain tenses.

PATTERNS TO REMEMBER

- Certain time markers (*now, tomorrow, since, etc.*) indicate the tense of a verb.

INCORRECT [I *deal* with his firm *since* 1988.]

CORRECT I *have dealt* with his firm *since* 1988.
- The verb in the main clause of a sentence determines the appropriate tense in the dependent clause.

INCORRECT [He *signed* the release before he *will read* it.]

CORRECT He *signed* the release before he *read* it.
- Stative verbs (*seem, become, know, understand, be, etc.*) cannot be used in the continuous.

INCORRECT [If I'm *understanding* what you mean, I have to agree.]

CORRECT If I *understand* what you mean, I have to agree.

➔ Select the one answer that is appropriate in the context.

1. The express train often _____ on time. (A) (B) (C) (D)

(A) is arriving (C) has been arriving

(B) arrives (D) arrive
2. When the shipment _____, he will dispatch it to the proper department. (A) (B) (C) (D)

(A) will come in (C) comes in

(B) is coming in (D) is going to come in

3. Go ahead with the proposal, as long as everyone _____ its goal. (A) (B) (C) (D)
 (A) is understanding (C) will understand
 (B) understand (D) understands
4. Before the researcher analyzed the results, the company _____ to take on the client. (A) (B) (C) (D)
 (A) has agreed (C) agrees
 (B) agreed (D) was agreed
5. She _____ five years ago today. (A) (B) (C) (D)
 (A) is being promoted (C) was promoted
 (B) promoted (D) has been promoted
6. The latest franchise _____ in one week. (A) (B) (C) (D)
 (A) would open (C) will open
 (B) had opened (D) has opened
7. The board reported that it _____ a good decision to find a new director. (A) (B) (C) (D)
 (A) was (C) is
 (B) be (D) were
8. The survey indicates profits are up; business _____. (A) (B) (C) (D)
 (A) is being good (C) good
 (B) were good (D) has been good
9. At this moment, I _____ my ears! (A) (B) (C) (D)
 (A) cannot believe (C) am not believing
 (B) could not believe (D) cannot be believing
10. By this time next year, merchandising _____ greatly improved. (A) (B) (C) (D)
 (A) has been (C) is
 (B) is going to be (D) is being

VERBS: TWO-WORD

Two-word verbs are made up of words which are understandable by themselves, but have a different meaning when combined. For example, *turn* means *to rotate*, and *down* means *from a higher to a lower position*. Together they mean *to reject* (as to turn down a proposal) or *to lower* (as to turn down the volume). Since the combinations are not always predictable, it is necessary to become familiar with and recognize these two-word verbs. A few of the many two-word verbs are illustrated below.

Select the one answer that is appropriate in the context.

1. If you cannot _____ on the phone, try sending an e-mail or a fax. (A) (B) (C) (D)
(A) get to (C) come by
(B) get through (D) get by
2. During tough negotiations, neither side wants to _____. (A) (B) (C) (D)
(A) give in (C) take hold
(B) get by (D) come on
3. It is mandatory to _____ all potential hazards before marketing your product. (A) (B) (C) (D)
(A) look to (C) look from
(B) look away (D) look into
4. If you _____ an error in reviewing the proposal, please bring it to my attention. (A) (B) (C) (D)
(A) come on (C) come across
(B) look to (D) get in
5. It is understood that his closest adviser will _____ as president. (A) (B) (C) (D)
(A) take up (C) get by
(B) take over (D) come about
6. We need to send a representative we can _____. (A) (B) (C) (D)
(A) stand for (C) count on
(B) catch on (D) find out
7. _____ and check out the competition. (A) (B) (C) (D)
(A) Look out (C) Look for
(B) Look around (D) Look through

8. If they will not meet us halfway, we should not _____ them. (A) (B) (C) (D)
- (A) stand up (C) keep to
(B) deal with (D) run into
9. Since the members are unable to meet now, we have _____ the meeting until tomorrow. (A) (B) (C) (D)
- (A) taken off (C) put on
(B) taken from (D) put off
10. It is regrettable that two items were _____ of the invoice and need to be added immediately. (A) (B) (C) (D)
- (A) left out (C) found out
(B) stood out (D) cut up

WORD FAMILIES

There are base (or root) words in English from which other words are made. These related words are called **word families**. Words can be related in noun, verb, adjective, and adverb forms. They are often identified by their suffixes (endings).

PATTERNS TO REMEMBER

- Noun suffixes include: *-ance, -ancy, -ence, -ency, -ation, -dom, -ism, -ment, -ness, -ship, -or, -ion*.
INCORRECT [We have profited from his *employing*.]
CORRECT We have profited from his *employment*.
- Adjective suffixes include: *-able, -ible, -al, -ful, -ish, -ive*.
INCORRECT [His business is *unsuccessfully*.]
CORRECT His business is *unsuccessful*.
- Adverb suffixes include: *-ly, -word, -wise*.
INCORRECT [The presentation was given *profession*.]
CORRECT The presentation was given *professionally*.
- Verb suffixes include: *-en, -ify, -ize*.
INCORRECT [This client will *strength* our credibility.]
CORRECT This client will *strengthen* our credibility.

➤ Select the one answer that is appropriate in the context.

1. She exercised a _____ influence on the firm. (A) (B) (C) (D)
(A) dominance (C) dominant
(B) dominate (D) dominantly
2. The recommendation was _____ to the success of the project. (A) (B) (C) (D)
(A) criticism (C) critic
(B) critique (D) critical
3. Fortunately, his response _____ the board. (A) (B) (C) (D)
(A) satisfaction (C) satisfied
(B) satisfactory (D) satisfactorily
4. Their _____ was rewarded. (A) (B) (C) (D)
(A) persistence (C) persist
(B) persistently (D) persistent
5. The _____ system will be explained. (A) (B) (C) (D)
(A) operatic (C) operating
(B) operation (D) operator

6. Computers are run _____. (A) (B) (C) (D)
(A) electric (C) electrical
(B) electronically (D) electron
7. She _____ in systems analysis. (A) (B) (C) (D)
(A) specialist (C) specials
(B) specialization (D) specializes
8. The last _____ has made a bid. (A) (B) (C) (D)
(A) contractor (C) contraction
(B) contractive (D) contract
9. The _____ person for the job of supervisor is the assistant manager. (A) (B) (C) (D)
(A) designation (C) designated
(B) designator (D) designative
10. It is risky to _____ for huge profits. (A) (B) (C) (D)
(A) speculators (C) speculate
(B) speculative (D) speculation

PART VI:

GRAMMAR PATTERNS:

ERROR RECOGNITION

ADJECTIVE COMPARISONS AND SUPERLATIVES

Adjectives can be used to compare two things (**comparative**) or more than two things (**superlative**). The comparisons can be formed by adding endings to the base word (*prettier, the prettiest*) or by placing *more* or *most* before the base (*more intelligent, the most intelligent*).

PATTERNS TO REMEMBER

- The comparative degree uses *than*.
INCORRECT [They seem more experienced *then* they are.]
CORRECT They seem more experienced *than* they are.
- *The* precedes the adjective in the superlative degree.
INCORRECT [*Biggest* demand is from the Midwest.]
CORRECT *The biggest* demand is from the Midwest.
- When comparing *three or more* things, use the superlative.
INCORRECT [This is the *more obvious* problem we face.]
CORRECT This is the *most obvious* problem we face.
- When comparing two things equally, use *as + adjective + as*.
INCORRECT [They are not *ambitious as* they could be.]
CORRECT They are not *as ambitious as* they could be.
- There are five irregular forms to be memorized.

<i>good</i>	<i>better</i>	<i>the best</i>
<i>bad</i>	<i>worse</i>	<i>the worst</i>
<i>far</i>	<i>farther, further</i>	<i>the farthest, furthest</i>
<i>little</i>	<i>less</i>	<i>the least</i>
<i>many, much</i>	<i>more</i>	<i>the most</i>

INCORRECT [This is *the worse* indicator we have seen yet.]
CORRECT This is *the worst* indicator we have seen yet.

In the sentences below, identify the one underlined word or phrase that is incorrect.

1. Since most senior executive is unavailable, make an (A) (B) (C) (D)
A
appointment as soon as possible with the highest-
B C D
ranking manager.
2. Now the most considerate worker, he was considered (A) (B) (C) (D)
A
rudest a little more than two years ago.
B C D
3. They are efficient as the other researchers, but a (A) (B) (C) (D)
A
careful analysis indicates they could produce
B
more than the others and get better results.
C D
4. Of these packages, the smallest one, which was sent from (A) (B) (C) (D)
A
the farthest city, arrived soonest and with the least damage.
B C D
5. Of all the systems available, the more useful one is also (A) (B) (C) (D)
A B
the least expensive and the easiest
C D
to learn.
6. His efforts, which he claims are his best, would be (A) (B) (C) (D)
A
less than satisfactory even to the least demanding person
B C
than myself.
D
7. The most sensible employer will consider integrity (A) (B) (C) (D)
A
a most desirable quality than initiative when promoting
B C
a good employee.
D

8. The coldest weather of the decade slowed the shipment,
A B
even to the closest destinations, of the finer produce available.
C D

(A) (B) (C) (D)

9. The most recent investments recommended by the
A
most competent brokers are safe as the best blue-chip stock.
B C D

(A) (B) (C) (D)

10. The most sophisticated computers should challenge
A
the sharpest minds to develop the more efficient
B C
and most clever programs possible.
D

(A) (B) (C) (D)

GERUNDS AND INFINITIVES

Gerunds (verb + *-ing*) and **infinitives** (*to* + verb) are verb forms that can be used as nouns. They may be used in any position in a sentence where a noun may be used. When used as direct objects, the decision whether to use a gerund or an infinitive depends on the main verb. These verb patterns must be memorized; lists may be found in most grammar reference books.

PATTERNS TO REMEMBER

Certain verbs take gerunds (*admit, consider, enjoy, stop, etc.*).

INCORRECT [He *regretted to retire* so early.]

CORRECT He *regretted retiring* so early.

Certain verbs take infinitives (*afford, ask, decide, expect, etc.*).

INCORRECT [We *expect arriving* late.]

CORRECT We *expect to arrive* late.

In the sentences below, identify the one underlined word or phrase that is incorrect.

1. After I had advised her to make her plans and invest,
A B
she delayed buying and considered to quit the market altogether.
C D
2. The receptionist suggested coming back or telephoning
A B
later, but the job applicant resented to be turned away
C
and persuaded her to let him wait.
D
3. It is imperative to know how to use research and
A B
writing proposals in order to receive grants.
C D
4. Transportation officials have recommended to raise fares
A
and yet have resisted doing so since the public has threatened
B C
to boycott the system.
D

5. He had not forgotten to return the client's call, but he Ⓐ Ⓑ Ⓒ Ⓓ
 avoided to do so, because he knew he would begin
to argue with and shout at the client.
A
B
C D
6. The woman, who was scheduled to speak in Buffalo, Ⓐ Ⓑ Ⓒ Ⓓ
 asked her secretary renting a car for her to pick up
 downtown and drop off at the airport.
A
B C
D
7. We are considering granting membership to foreign Ⓐ Ⓑ Ⓒ Ⓓ
 firms and allowing them to challenge our markets,
expanding their products, and to compete openly with us.
A
B
C D
8. The dissatisfied client demanded seeing the supervisor Ⓐ Ⓑ Ⓒ Ⓓ
 and continued to complain loudly, until the clerk,
thinking quickly, was able to locate the missing goods.
A
B
C D
9. The dispatcher, having finished to fill out the forms, Ⓐ Ⓑ Ⓒ Ⓓ
 meant to sign them, but forgot to do so and was
 ordered to retrieve them.
A
B C
D
10. Anticipating a recession, the marketing director wanted Ⓐ Ⓑ Ⓒ Ⓓ
to develop new products and making new marketing plans
 for existing products before leaving the market completely.
A
B C
D

MODALS

Modals are auxiliaries (helping words) that signal the tense of the verb and add to its meaning.

<i>can</i>	<i>could</i>	<i>could have</i>
<i>may</i>	<i>might</i>	<i>might have</i>
<i>will</i>	<i>would</i>	<i>would have</i>
<i>shall</i>	<i>should</i>	<i>should have</i>
<i>must</i>	<i>had to</i>	<i>has/have had to</i>
		<i>must have</i>
<i>has/have to</i>	<i>had to</i>	<i>have/have had to</i>

PATTERNS TO REMEMBER

- A main verb in the present tense means a present modal in the subordinate clause.
 - INCORRECT** [The final decision *is* that he *could* go ahead with his project.]
 - CORRECT** The final decision *is* that he *can* go ahead with his project.
- A main verb in the past tense means a past modal in the subordinate clause.
 - INCORRECT** [Last month he *thought* he *will* retire.]
 - CORRECT** Last month he *thought* he *would* retire.
- Perfect modals are used when the action of a verb in the subordinate clause is supposed to have occurred already.
 - INCORRECT** [I thought he *should be* promoted last month.]
 - CORRECT** I thought he *should have been* promoted last month.
 - INCORRECT** [They agree that we *might make* a mistake yesterday.]
 - CORRECT** They agree that we *might have made* a mistake yesterday.
- *Must*, with its two meanings, has two forms for the past. When *must* means “necessity,” the past is *had to*; when it means a logical conclusion, the past is *must have*.
 - INCORRECT** [She *must have used* her vacation days, or she would have lost them.]
 - CORRECT** She *had to use* her vacation days, or she would have lost them.
 - INCORRECT** [Here’s Brad’s report. He *had to forget* to take it.]
 - CORRECT** Here’s Brad’s report. He *must have forgotten* to take it.

▶ In the sentences below, identify the one underlined word or phrase that is incorrect.

- It was decided that he deserved credit for the efforts he (A) (B) (C) (D)
A B
has to make to create new marketing opportunities.
C D

2. They asked if the products we exported must have been
A B C
 tested next year and if we were worried
D
 about future problems.
3. The recommended plan might cost more, so you may want
A B
 a cost analysis, but I can assure you that last year
C
it will have cost even more.
D
4. Annual reports used to indicate only financial operating
A B
 facts, but now they had to cover all areas of a firm's
C
 operations which can be made public.
D
5. Before he made his vacation plans, he asked his boss
A B
 about the amount of unused leave he
C
could have taken next month.
D
6. It will be discovered that the reservation
A
should not have been made; consequently, it
B
was decided that the agent would be reprimanded.
C D
7. A cover letter did not have to accompany a resume;
A B
 however, those who consider themselves experts
 in job placement would advise sending both.
C D

(A) (B) (C) (D)

(A) (B) (C) (D)

(A) (B) (C) (D)

(A) (B) (C) (D)

(A) (B) (C) (D)

(A) (B) (C) (D)

8. She informed the board that profits would be up soon
A B (A) (B) (C) (D)
and they should now give a bonus to the clerks
C
who should received one earlier.
D
9. Because we could follow a pattern, trends may be spotted
A B C (A) (B) (C) (D)
more easily, and plans for the future can be made
D
more accurately.
10. Because she had to plan her schedule, Ms. Duvall
A (A) (B) (C) (D)
asked when the copier can be fixed, since she
B C
would not be available after lunch to supervise the repair.
D

NOUNS AND ARTICLES: COUNT AND NONCOUNT

Articles

The is the **definite article**. *A* and *an* are **indefinite articles**. *A* is used before words beginning with consonant sounds (*a report*) while *an* is used before vowel sounds (*an investment*). The sound of /y/ as in the word *union* is considered a consonant sound.

Count and Noncount Nouns

Count nouns form their plurals by adding *-s* or *-es* (*taxes, points, leaders*). **Noncount** nouns are considered units and have self-contained plural forms. Examples of noncount nouns follow:

MASS	ABSTRACT	GENERAL SUBJECT MATTER	ACTIVITIES
<i>coffee</i>	<i>honesty</i>	<i>engineering</i>	<i>baseball</i>
<i>air</i>	<i>fatigue</i>	<i>English</i>	<i>dancing</i>
<i>oxygen</i>	<i>justice</i>	<i>cooking</i>	<i>chess</i>

PATTERNS TO REMEMBER

- Singular count nouns take *a/an* if you refer generally to a single item.
INCORRECT [Employees' lounge is being added to each plant.]
CORRECT An employees' lounge is being added to each plant.
- Plural count nouns and noncount nouns take no article if you refer to something general.
INCORRECT [We maintain *the* accurate records in this company.]
CORRECT We maintain accurate records in this company.
- Singular and plural noncount nouns take *the* if you refer to a specific item.
INCORRECT [Oil I prefer to cook with is olive oil.]
CORRECT The oil I prefer to cook with is olive oil.

➔ In the sentences below, identify the one underlined word or phrase that is incorrect.

1. Technological advancements and the demand for

(A) (B) (C) (D)

A

new services have created competition in

B

the next frontier: the space.

C

D

2. Please deliver an equipment to (A) (B) (C) (D)
A
the cafeteria, which is located down
B
the hall opposite the elevator.
C D
3. After receiving a hospital bill, the patient questioned (A) (B) (C) (D)
A
an error in the charges and received
B C
the reimbursement from the hospital.
D
4. The company has been losing the money because (A) (B) (C) (D)
A B
the plants are outdated and the workers are overworked.
C D
5. The taxes to the government must be paid before (A) (B) (C) (D)
A B
the deadline; otherwise there is a penalty.
C D
6. The cash, which was bonus for being number one, totaled (A) (B) (C) (D)
A B C
more than the previous bonuses put together.
D
7. Former vice president, Ms. Alford, had surveyed the field (A) (B) (C) (D)
A B
and found opportunities in the competition's markets.
C D
8. The engineers believe that the vehicle was not defective (A) (B) (C) (D)
A B
and that accident was the result of the driver's error.
C D

9. Construction has begun on first of five structures
A B C
scheduled to open in the spring.
D

(A) (B) (C) (D)

10. City home buyers may be entitled to the refunds if
A B
their agents made errors on the contracts.
C D

(A) (B) (C) (D)

PARTICIPLES

On the TOEIC test, you must select the appropriate participle and place it correctly.

VERB	<i>to speak</i>	
PAST PARTICIPLE	<i>spoken</i>	The language <i>spoken by</i> most people . . . A <i>spoken</i> language . . .
PRESENT PARTICIPLE	<i>speaking</i>	The woman, <i>speaking</i> loudly, . . .

PATTERNS TO REMEMBER

- The participial phrase does not require a form of the verb *be*.
INCORRECT [The worker *was causing* the most problems was fired.]
CORRECT The worker *causing* the most problems was fired.
- The participial phrase must directly precede or follow the noun it is modifying.
INCORRECT [The cat scared the child *attacking the mouse*.]
CORRECT The cat *attacking the mouse* scared the child.
- The past participle represents a reduced passive form. This means the person or thing it describes has received, not done, an action.
INCORRECT [The meeting *scheduling* for this morning has been canceled.]
CORRECT The meeting *scheduled* for this morning has been canceled.

➤ In the sentences below, identify the one underlined word or phrase that is incorrect.

1. Agreeing to sell most of its assets and eventually is phasing out the business, the firm will be merging with a newly formed corporation. (A) (B) (C) (D)
A B C D
2. The supervisor decided his depressed employees, bored by their routine, needed stimulated incentives and instigated their proposed benefit program. (A) (B) (C) (D)
A B C D
3. Some frustrating artists, organizing to form an association, found themselves facing disinterested artists. (A) (B) (C) (D)
A B C D

4. The plans announced for the proposing plant were met
A B
with enthusiasm by the unemployed public hoping
C D
for job opportunities.
5. Overheating badly, the motorist realized his engine
A B
could suffer serious damage if he didn't pull off the road and stop.
C D
6. Coming from private industry into public education
A
and brought with her a business-minded way of
B
doing things, the new superintendent of schools realizes
C
what a challenging job she has.
D
7. Dismayed by the hotel inexplicably canceling our
A B
reservations, we found ourselves were frantically calling
C
all over town to reserve other rooms.
D
8. Employees previously dissatisfied are now feeling much better
A B
with Human Resources offered new benefits and
C
improving their jobs.
D

VERBAL ADJECTIVES

PATTERNS TO REMEMBER

- The present participle, or *-ing* form, can be an adjective which describes the person or thing that created or is creating a feeling or reaction.

INCORRECT [The company's *amazed* progress has captured everyone's attention.]

CORRECT The company's *amazing* progress has captured everyone's attention.

- The present participle can be an adjective which describes the use or purpose of a person or thing. It can also describe the activity that the person or thing is involved in.

INCORRECT [We need more *filed* cabinets in this office.]

CORRECT We need more *filing* cabinets in this office.

INCORRECT [*Fed* sharks can be extremely dangerous.]

CORRECT *Feeding* sharks can be extremely dangerous.

- The past participle can be an adjective which describes the person or thing that received or is receiving the feeling or reaction.

INCORRECT [The *amazing* stockholders rushed to buy more shares in the company.]

CORRECT The *amazed* stockholders rushed to buy more shares in the company.

➤ In the sentences below, identify the one underlined word or phrase that is incorrect.

1. The corporation is restructuring the marketing division to reach the sophisticated consumer interesting in luxury goods. (A) (B) (C) (D)
A B
C D
2. The satisfying patrons, returning for the third time to the restaurant, were surprised to find a newly hired chef. (A) (B) (C) (D)
A B
C D
3. The stranded tourists, left without valid tickets, tried repeatedly to contact the disorganizing tour guide. (A) (B) (C) (D)
A B
C D

4. The attorney advising a leading manufacturer of Ⓐ Ⓑ Ⓒ Ⓓ
cleaning products wanted limiting liability protection.
A B
C D
5. The finished report, filling with tentative findings and Ⓐ Ⓑ Ⓒ Ⓓ
A B
proposed changes, had no statistics in the appendix.
C D
6. The advertising magnate, accusing of siphoning money, had Ⓐ Ⓑ Ⓒ Ⓓ
A B
concealed the stolen funds in hidden accounts.
C D
7. Comparing with last year, reported earnings Ⓐ Ⓑ Ⓒ Ⓓ
A B
in the fourth quarter increased 48 percent despite
C
repeated rumors to the contrary.
D
8. Mr. Jacobs, suffered from jet lag, made a decision which Ⓐ Ⓑ Ⓒ Ⓓ
A B
was considered unfortunate by all concerned.
C D
9. Paula Halpern is an outstanding example of how Ⓐ Ⓑ Ⓒ Ⓓ
A
a disadvantaging person who is goal-oriented can achieve
B C
striking accomplishments in the business world.
D
10. Our company's leading role in eliminating roaming charges Ⓐ Ⓑ Ⓒ Ⓓ
A B
for our wireless phone customers has caused a soared rise
C
in the number of people signing up for our
D
cell phone services.

PRONOUNS


Pronouns can take the place of nouns or noun phrases. There are four forms of pronouns.

SUBJECT PRONOUNS	<i>I, you, she, etc.</i>
OBJECT PRONOUNS	<i>me, you, her, etc.</i>
POSSESSIVE PRONOUNS	<i>mine, yours, hers, etc.</i>
REFLEXIVE PRONOUNS	<i>myself, yourself, herself, etc.</i>

On the TOEIC test, it is important to remember to use the appropriate pronoun (form) in the correct place (position) or the appropriate possessive adjective + a noun phrase.

PATTERNS TO REMEMBER

- Pronouns cannot follow their antecedents directly.
INCORRECT [Shipping rates to Panama *they* fluctuate frequently.]
CORRECT Shipping rates to Panama fluctuate frequently.
- Pronouns agree with their antecedents in number, gender, and grammatical function.
INCORRECT [That was our *shipment*, so we will pay for *them*.]
CORRECT That was our *shipment*, so we will pay for *it*.
- A possessive pronoun takes the place of a possessive adjective + noun or noun phrase. Don't confuse it with a possessive adjective (*my, your, her, etc.*), which must precede a noun or noun phrase.
INCORRECT [That's your book; this is *my*.]
CORRECT That's your book; this is *mine*.

 In the sentences below, identify the one underlined word or phrase that is incorrect.

1. Although the company prides itself on its uniqueness, (A) (B) (C) (D)
A B
they want to open a second store there.
C D
2. The manager herself was unable to make her own deadline (A) (B) (C) (D)
A B
on the project, so she asked for ours assistance with it.
C D

3. Although he recalled making her hotel reservation for her, they were not available on her arrival.
A B C D
4. The menu it was left with us so we could choose our dessert.
A B C D
5. His staff will hold it's meetings in our conference room until his offices have been repainted.
A B C D
6. Because they're tariffs are so changeable, our agents are researching other ways we could ship our cargo.
A B C D
7. Their profits they soared in the first quarter due to their new branch, which by itself surpassed all branches combined.
A B C D
8. Because our flight was filled to capacity, we were unable to get the seats we had requested and which had been reserved for ours.
A B C D
9. If your client demands to see our warranty, show it to him and let him read, sign, and return them to us.
A B C D
10. Your buying stock in my company is risky, but my appreciate your doing it.
A B C D

SUBJECT-VERB AGREEMENT

The subject and verb of a sentence or clause must agree in **number** (singular, plural) and **person** (first, second, third).

PATTERNS TO REMEMBER

- Collective nouns that refer to units are considered singular in number.
INCORRECT [The entire *group are* researching a new plan.]
CORRECT The entire *group is* researching a new plan.
- Collective nouns that refer to singular separate elements are considered plural in number.
INCORRECT [Only a few people *has* replied to the survey.]
CORRECT Only a few people *have* replied to the survey.
- Some nouns end in *s* but are considered singular in number.
INCORRECT [The financial *news are* found in the business section.]
CORRECT The financial *news is* found in the business section.
- Sometimes the subject and verb of a sentence are separated by a phrase that may make the agreement difficult.
INCORRECT [The *effect* of computers on careers and goals *have* been phenomenal.]
CORRECT The *effect* of computers on careers and goals *has* been phenomenal.

➤ In the sentences below, identify the one underlined word or phrase that is incorrect.

1. The committee that was organized to review new policies (A) (B) (C) (D)
A B
have already met twice this month and passed two resolutions.
C D
2. County police who was asked to investigate were able to (A) (B) (C) (D)
A B
apprehend the suspects immediately.
C D
3. Those having problems with mathematics, which are an (A) (B) (C) (D)
A B
exact science, have to train themselves to be analytical.
C D

4. Intense competition from established firms and recently formed ones are strengthening the general industry in our area.
A B
C D
5. The company that offers incentives and additional benefits to its employees are more successful than ones that do not.
A
B C D
6. Our advertising is targeted toward youth, who is easily persuaded to spend money.
A B
C D
7. The window will be covered with new curtains, which has been selected by an interior decorator at great cost.
A B
C D
8. According to research, the reason some companies succeed while others fail have been identified.
A B
C D
9. The quality control department is waiting anxiously for the arrival of the new equipment which were ordered three weeks ago.
A B
C D
10. Economics are considered one of the most important subjects that business majors take in graduate school.
A B
C D

WORD ORDER

The basic word order in English is **subject + verb + object**. If the order of words in a sentence is changed, the intended meaning of a sentence may also be changed.

PATTERNS TO REMEMBER

- Adjectives usually precede nouns.
 - INCORRECT [Expenses medical will increase next year.]
 - CORRECT Medical expenses will increase next year.
- Adverbs precede the adjectives they modify.
 - INCORRECT [We are proud of our useful extremely product.]
 - CORRECT We are proud of our extremely useful product.
- The subject precedes the verb in dependent clauses.
 - INCORRECT [The manager asked when had the shipment arrived.]
 - CORRECT The manager asked when the shipment had arrived.
- When *if* is eliminated from some conditional sentences, a word inversion occurs that resembles the word order for a yes/no question.
 - WITH IF If you should call now, you will reach him.
 - WITHOUT IF Should you call now, you will reach him.
 - WITH IF If you had called then, you would have reached him.
 - WITHOUT IF Had you called then, you would have reached him.

➔ In the sentences below, identify the one underlined word or phrase that is incorrect.

1. Mr. Jacobs, the investor clever, has said that he will acquire
A B
a financially troubled food company that is based abroad.
C D
2. The important question is how the new rates will give
A B
customers regular more options for their basic service.
C D
3. They decided on a previously unproven strategy, which they
A B
realized was risky very but worth a try.
C D

4. The competitors should counter, we should
A
be fully prepared to remain in this heated race
B C
and to advise our lawyers of our firm decision.
D
5. The manager was immediately called to find out where
A
had been placed the packages and to explain to
B C
the irate customers the problem.
D
6. Surprisingly, it was discovered that the best service was found
A B
in countries where is the labor supply both abundant and cheap.
C D
7. The manufacturer has test marketed
A
a treated specially product which could have an
B C
important effect on future products.
D
8. One of the most deterrents effective against crime
A
being investigated by a government agency is the increase
B C
of police officers on the street.
D
9. The prospective employee asked when would he be eligible
A B
for promotion and if his benefits would cover dental costs.
C D
10. We had realized the error earlier, immediate restitution could
A B
have been taken, and the chaos that unfortunately followed
C
would have been avoided.
D

NOUN CLAUSES

Noun clauses function as the subject or the object of a sentence. They begin with *wh*-words such as *what, how, when, who, where, why*; with *if* or *whether*; or with *that*.

PATTERNS TO REMEMBER

- Noun clauses have the same word order as a statement, not a question, even when they begin with *wh*- words.
 - INCORRECT [I don't know *why isn't he* here today.]
 - CORRECT I don't know *why he isn't* here today.
- Since noun clauses do not have question word order, they do not use the auxiliary verbs *do, does, or did*.
 - INCORRECT [I'm not sure *where did they go*.]
 - CORRECT I'm not sure *where they went*.
- When a noun clause functions as the subject of a sentence, it takes a singular verb.
 - INCORRECT [What they told us *were* surprising.]
 - CORRECT What they told us *was* surprising.
- *That* can be eliminated at the beginning of a noun clause that functions as the object of the sentence, but it cannot be eliminated when the noun clause functions as the subject of the sentence.
 - INCORRECT He said *that* he felt sick.
 - CORRECT He said he felt sick.
 - INCORRECT [She is the best person for the job is obvious.]
 - CORRECT *That* she is the best person for the job is obvious.

➔ In the sentences below, identify the one underlined word or phrase that is incorrect.

1. Economists assure us that the current recession is only (A) (B) (C) (D)
 A
 temporary and that we should remain optimistic, although
 B C
 how soon will the situation change is still an uncertainty.
 D
2. The service representative said that she didn't know how long (A) (B) (C) (D)
 A
the repairs would take and asked that we wanted
 B C D
 a temporary replacement free of charge.
3. Whether or not a person is right for the job depend not only (A) (B) (C) (D)
 A B
 on how much experience he has, but also on the
 C
 special skills and talents that he brings to the job.
 D

4. That we need to increase our sales are clear; what is not so
 A B C D
 clear is how we can best go about it.
 D
5. The office assistant doesn't know where did Mrs. Park go,
 A
 but he says he is sure she will return before 3:30,
 B
 so we can speak with her later this afternoon.
 C D
6. These are among the most popular products on the market is
 A B C D
 a well-known fact, and we believe that they will continue
 D
 to be popular for some years to come.
7. I'm not sure what time does his flight arrive, but if you know
 A B
which airline he is travelling on, you can call the airport
 C
 to find out when the flight is expected.
 D
8. New employees usually want to know how many vacation
 A
 days they are entitled to and does the company provides
 B C D
 health care coverage.
9. Potential users will be asked whether or not they need this
 A B
 product, how much would they be willing to pay for it,
 C
 and which of the packaging designs they prefer.
 D
10. That the restaurant has been closed by health department
 A
 officials come as no surprise, although how long it will
 B C
 remain closed or whether it will ever reopen cannot be
 D
 predicted at this time.

PART VII:

READING COMPREHENSION

ADVERTISEMENTS

The questions below are based on the following advertisements. You are to choose the one best answer to each question. Answer all the questions based on what is either stated directly or implied in the advertisements.

Questions 1-3 refer to the following advertisement.

DOWNTOWN DELUXE

The recently completed Menlo Industrial Park is open for inspection. Prospective tenants may make appointments to discuss their space requirements with our sales representatives. The Park can accommodate corporations with hundreds of employees as easily as it can operations with only two employees. All services and security are state of the art. Each rental unit comes with a complete shower room and private gymnasium. Employee health means corporate health.

1. What is this an advertisement for? (A) (B) (C) (D)
 - (A) A luxury apartment
 - (B) A boutique
 - (C) A restaurant
 - (D) Office space

2. How are the facilities generally described? (A) (B) (C) (D)
 - (A) Artistic
 - (B) Easy to operate
 - (C) Very up-to-date
 - (D) Reasonable

3. What does each unit include? (A) (B) (C) (D)
 - (A) Many long tables
 - (B) Wood on the walls
 - (C) A shower
 - (D) Modern lighting

Questions 4-7 refer to the following advertisement.

ON SALE
Supertech Cordless Telephone System

Reduced price \$150	YOU SAVE
Original price \$190	\$40

- 10 channels for clear transmission
- Battery backup to maintain service during power outages
- Built-in answering machine with remote message retrieval
- Time/day marker for incoming messages
- Wall mounts included

4. What will happen to this telephone if the electrical power is interrupted? (A) (B) (C) (D)
- (A) It will have to be repaired.
(B) It will automatically switch to a clear channel.
(C) It will be operated by a battery.
(D) It will not work during the interruption.
5. How will the purchaser know when a message was recorded? (A) (B) (C) (D)
- (A) The answering machine records the time and day.
(B) Callers must give the date and time of the message.
(C) The system includes a stamp for printed messages.
(D) The telephone provides a date-retrieval mode.
6. What should the purchaser do if there is static on a channel? (A) (B) (C) (D)
- (A) Switch channels.
(B) Lower the volume control.
(C) Activate the battery pack.
(D) Retrieve a message.
7. What is the sale price? (A) (B) (C) (D)
- (A) \$40
(B) \$50
(C) \$150
(D) \$190

Questions 8-10 refer to the following advertisement.

Director of Design and Construction

Seeking experienced individual to manage all phases of design and construction for private college in rural setting. Immediate assignment to permanent location managing long-range expansion and upgrading program for facilities on 1,300-acre campus and as owner's rep for 1,000,000-sq.ft. athletic facility. Competitive salary, comprehensive benefits, relocation expenses paid. Please send resume and salary requirements to J.W. Bostic, Human Resources.

8. Where is the college located? (A) (B) (C) (D)
- (A) In the country
(B) In a small town
(C) In the suburbs
(D) In a big city
9. How long does the college intend to pursue its development program? (A) (B) (C) (D)
- (A) This year
(B) For two years
(C) Throughout the summer
(D) For many years to come
10. Which of the following will the job NOT provide? (A) (B) (C) (D)
- (A) Health insurance
(B) Moving costs
(C) Furnished housing
(D) High remuneration

Questions 11-14 refer to the following advertisement.

**WHAT'S WORSE THAN NEEDING LEGAL HELP?
NOT BEING ABLE TO AFFORD IT.**

You can afford to protect your rights with a
PRE-PAID LEGAL MEMBERSHIP
NOW A Small Business Association BENEFIT!



- Toll-free consultations
- Letters and phone calls
- Contract and documents review
- Help if you're sued
- Tax audit services



All this and MORE for the special SBA low Group Rate of
ONLY \$62.95 per month!

For more information and to enroll, e-mail or call:
1-800-555-7340
YOU CAN'T AFFORD NOT TO!

11. Who would be interested in this advertisement? (A) (B) (C) (D)
- (A) Heads of families
(B) Firms with more than 100 employees
(C) Attorneys
(D) Firms with under 25 employees
12. Why does the ad claim that the rate is low? (A) (B) (C) (D)
- (A) It is a special deal for this month only.
(B) It is for a group of people.
(C) It is less expensive to pay by the month.
(D) It costs less to pay ahead of time.
13. How can you get this legal insurance? (A) (B) (C) (D)
- (A) By contacting the SBA
(B) By sending in the first month's premium right away
(C) By submitting a contract
(D) By sending in one year's premiums
14. Which service can help you if a customer is injured on your premises? (A) (B) (C) (D)
- (A) Letters and phone calls
(B) Tax audit services
(C) Toll-free consultations
(D) Help if you're sued

Questions 15-17 refer to the following advertisement.

Spanish Cove Apartments
on Florida's Gold Coast

- ◆ 1- and 2-bedroom apartments
- ◆ gated entry with 24-hour attendant
- ◆ 2 waterfront clubhouses
- ◆ fully equipped 2-story fitness center
- ◆ basketball court with A/C racquetball courts
- ◆ marina
- ◆ 11 floor plans to choose from
- ◆ newly remodeled apartments include:
 - Berber carpet
 - wood or tiled kitchen & bath
 - upgraded cabinets and fixtures

Come see our new look!

Call for pricing and specials: **459-555-5050**

9820 Spanish Cove Boulevard
Jensen Strand, FL 33559



15. What is the probable history of this apartment complex? (A) (B) (C) (D)
- (A) It has been renovated.
(B) It has been expanded.
(C) It has been sold to new owners.
(D) It has been recently opened.
16. How big is the Spanish Cove apartment complex? (A) (B) (C) (D)
- (A) It is two stories high.
(B) It has 11 floors.
(C) It consists of two buildings.
(D) The ad doesn't tell us.
17. How many major changes have been made to the apartments? (A) (B) (C) (D)
- (A) Two
(B) Three
(C) Four
(D) Five

BULLETINS

The questions below are based on the following bulletins. You are to choose the one best answer to each question. Answer all the questions based on what is either stated directly or implied in the bulletins.

Questions 1-3 refer to the following bulletin.

ATTENTION

This is to notify all employees who previously have not enrolled in a health plan of their opportunity to enroll at this time. In addition, employees who are members of a plan may make changes if they wish to.

The employer contributes a major portion of the cost of this insurance and offers you excellent health protection at a reasonable cost. If you are not enrolled in a plan, it is suggested you give serious consideration to these benefits. There will be no other opportunity to enroll until next year at this time.

1. Who probably wrote this notice?
(A) Employees
(B) Health care providers
(C) Insurance agents
(D) The human resources department
2. Which of the following describes employees who would probably ignore this notification?
(A) Those not covered by a health plan
(B) Those dissatisfied with their health plan
(C) Those covered by a spouse's health plan
(D) Those ready to change their insurance
3. Why is participation recommended?
(A) The employer pays little, but the security is excellent.
(B) There will be no further opportunity to enroll for a year.
(C) Changes may be made in the following year.
(D) The employer pays the entire cost of the insurance.

Questions 4-6 refer to the following bulletin.

If a problem arises regarding property or services purchased with your credit card, you may have the right not to pay the balance due. You must return the items and allow the merchant the opportunity to correct the problem. There are two limitations on this right:

- The purchase must be made in your home state or within 130 miles of your current mailing address.
- The price of the purchase has to exceed fifty dollars.

4. What rights does this passage refer to? (A) (B) (C) (D)
- (A) Limitations on purchases
(B) Payment of credit card purchases
(C) Returned items
(D) Merchants' pricing
5. Which of the following is necessary for the purchaser to exercise this right? (A) (B) (C) (D)
- (A) The merchant has corrected the purchase.
(B) The balance of the bill has been paid.
(C) The purchase was made in a different state.
(D) The item costs more than fifty dollars.
6. In which situation is this passage relevant? (A) (B) (C) (D)
- (A) There is a dispute on a credit card billing.
(B) The problem concerns purchases made with cash.
(C) The merchant corrected the problem.
(D) Partial payment was made.


Questions 7-8 refer to the following bulletin.

Maintaining the balance between services and tax rates, as well as economic growth and community needs, is an ongoing challenge and one of our most important tasks. Our challenge is to provide cost-effective services without sacrificing assistance to people in need. We must encourage economic development without sacrificing our neighborhoods.

It is citizen participation that makes this community special. We appreciate your contributions and look forward to continuing to serve the community's interest.

7. Who would probably NOT write this notice? (A) (B) (C) (D)
- (A) A community businessperson
(B) A potential investor
(C) A member of a citizens group
(D) A local politician
8. What is the tone of this bulletin? (A) (B) (C) (D)
- (A) Discouraging
(B) Aggressive
(C) Matter-of-fact
(D) Encouraging

Questions 9-12 refer to the following bulletin.



ADOPT A DOG!

A great opportunity for our employees to adopt a loyal friend of the company! Five of our guard dogs are scheduled to retire from active service at our warehouses at the end of June.

GIVE ONE OF OUR RETIREES A GOOD HOME!

- 2 German shepherd females
- 1 Doberman male
- 2 Rottweiler females

well trained, very loyal, obedient

3-month trial in your home
If returned, no questions asked
Not recommended for homes with young children

CALL TRACY FOR MORE DETAILS
403-555-8563 x 21

9. How many breeds are up for adoption? (A) (B) (C) (D)
- (A) One
(B) Two
(C) Three
(D) Four
10. Why does the company have dogs? (A) (B) (C) (D)
- (A) To protect warehouse property
(B) To protect employees' homes
(C) To protect company offices
(D) To supply guard dogs for other companies
11. Who might be interested in adopting one of these dogs? (A) (B) (C) (D)
- (A) An employee who is allergic to animals
(B) An employee with an infant
(C) An employee who lives in a small apartment
(D) An employee who wants security
12. Why might the company be giving these dogs away? (A) (B) (C) (D)
- (A) They may be too aggressive.
(B) Their contracts may be up.
(C) They may be too friendly.
(D) They may be getting too old for this work.

Questions 13-15 refer to the following bulletin.

ON-LINE AUCTION!!! 

ALL THE FURNITURE IN OUR 8TH STREET OFFICES
GOING . . . GOING . . . GONE!

GO TO OUR COMPANY WEBSITE,
CLICK ON "AUCTION,"
VIEW ALL OUR OFFERINGS, AND PUT IN A BID!

 **GREAT SELECTIONS!** 
GREAT DEALS!
SAVE A BUNDLE!

DEADLINE TO PLACE ALL BIDS FRIDAY, MARCH 15, 7:00 P.M.
All furniture sold as is. All sales final.
No refunds.
Winning bidders will be notified by e-mail.

13. Where might you find this bulletin? (A) (B) (C) (D)
- (A) In the newspaper
(B) In the employee lounge
(C) On the website
(D) On TV
14. How can potential bidders see the items for sale? (A) (B) (C) (D)
- (A) They should visit the 8th Street offices.
(B) The items are posted on the company's website.
(C) They can request a list by e-mail.
(D) The items are listed on the back of the bulletin.
15. What is the policy on items in imperfect condition? (A) (B) (C) (D)
- (A) The bidder can return them and get his or her money back.
(B) The company can repair them.
(C) You cannot view them before bidding.
(D) The bidder must take the item in its current condition.

FORMS AND TABLES

The questions below are based on the following forms and tables. You are to choose the one best answer to each question. Answer all the questions based on what is either stated directly or implied in the forms or tables.

Questions 1-3 refer to the following table.

REASON	RESPONDENTS	
	NUMBER	PERCENT
1. Government or legal restrictions	14	32.6
2. Insufficient foreign demand for products	8	18.8
3. Lack of market information	16	37.2
4. Trademark and/or copyright obstacles	2	4.7
5. Products not adapted to foreign consumers	3	7.0
6. Excessive geographic distance	20	46.5
7. Other	13	
Total respondents	43*	—

* Multiple answers given by some

1. What type of firm did the respondents to this survey represent? (A) (B) (C) (D)

(A) Those that had several franchises abroad
 (B) Those that refused to ever expand abroad
 (C) Those that were presently expanding in other countries
 (D) Those that were established in only one country
2. What reason is stated most often? (A) (B) (C) (D)

(A) Lack of proximity
 (B) Not enough research
 (C) Laws forbidding products
 (D) Too much trouble
3. How many participants responded to the survey? (A) (B) (C) (D)

(A) 20
 (B) 40
 (C) 43
 (D) 76

Questions 4-6 refer to the following form.

Sydney Daily News
Classified Advertising Order Form

RATES: \$2 for every word each day. Minimum charge \$30 for 15 words or fewer.
Monthly run: 30% discount.

NAME _____ DATE _____

ADDRESS _____

PHONE _____

NUMBER OF DAYS AD WILL RUN _____

DATE(S) OF PUBLICATION _____

CHECK ENCLOSED FOR _____

PLEASE PRINT MESSAGE BELOW

DEADLINE: 2 P.M. day of publication

No refund on canceled ads

4. How much would a message containing 10 words cost? A B C D
- (A) \$2 every day it is run
(B) \$20 daily
(C) \$150 from Monday to Friday
(D) \$600 monthly
5. When should the advertiser submit the form? A B C D
- (A) The day before publication
(B) Prior to 2:00 in the afternoon
(C) After the deadline
(D) Within 24 hours of publication
6. When would editions of the *Sydney Daily News* most probably come out? A B C D
- (A) In the late afternoon
(B) Early in the morning
(C) Around noon
(D) Weekly

Questions 7-9 refer to the following form.

RETAIL INSTALLMENT CONTRACT AND SECURITY AGREEMENT

The Undersigned (herein called Purchaser) purchases from Stein Brothers, Inc. (seller) and grants to Dot Parker a security interest in, subject to the terms and conditions hereof, the following described property.

QUANTITY	DESCRIPTION	AMOUNT
1	Clothes Dryer	\$325.00
	Trade-In Allowance	
	Subtotal	325.00
	Sales Tax	16.25
	TOTAL	\$341.25

INSURANCE AGREEMENT

The purchase of insurance coverage is voluntary and not required for credit. \$ _____ is available at a cost of \$ _____ for the term of credit.

I desire insurance coverage.

Signed: _____ Date: _____

I do not desire insurance coverage.

Signed: Dot Parker Date: June 18, 20-

7. What can be determined by reading this form? (A) (B) (C) (D)
- (A) Insurance is guaranteed.
(B) There was no credit for a trade-in.
(C) Insurance coverage is mandatory.
(D) The buyer must pay interest on the item.
8. What is true about the purchaser named on this form? (A) (B) (C) (D)
- (A) She has not decided on insurance coverage yet.
(B) She has a family business.
(C) She owns an appliance store.
(D) She needed a washing machine.
9. How much will it cost to insure this appliance? (A) (B) (C) (D)
- (A) \$325
(B) \$16.25
(C) \$341.25
(D) It isn't stated.

Questions 10-12 refer to the following table.

WorldWide Airlines
Discount airfares for week of
March 15



✧

Los Angeles	— New York	\$ 205
Los Angeles	— Melbourne	\$ 575
Los Angeles	— Buenos Aires	\$ 475
San Francisco	— Tokyo	\$ 610
San Francisco	— Seoul	\$ 650

✧

All fares quoted are *one way, economy class*.
Round-trip fares are double the one-way fare.
Prices guaranteed until midnight March 21st.

Call WorldWide Airlines for information on business
and first-class fares.

10. Who would be interested in the information on this table? (A) (B) (C) (D)
- (A) People who prefer luxury accommodations
(B) People who travel to Europe
(C) People who like to save money
(D) People who are planning a trip between Los Angeles and San Francisco
11. How much would a round-trip ticket between Los Angeles and Melbourne cost? (A) (B) (C) (D)
- (A) \$475
(B) \$575
(C) \$950
(D) \$1150
12. What should someone who wants a first-class ticket to Seoul do? (A) (B) (C) (D)
- (A) Pay \$650 for a one-way ticket
(B) Travel with a different airline
(C) Purchase a ticket before March 22nd
(D) Call the airline for more information

Questions 13-15 refer to the following form.

Now you can share *Bibliophile: The Journal for Book Lovers* with a friend. Just fill out the form below and send it in with a check for \$24 for a one-year subscription (10 issues) or \$45 for two years (20 issues). We'll do the rest.

Send to:
Name Isabella Kang
Address 83 West State Street
City Park View, IA 16924
Country USA

From:
Name Howard Zimmer
Address 1080 Eastern Avenue
City Brownsville, MA 01910
Country USA

Yes, I want a gift card enclosed with the first issue.

Foreign addresses add \$12 or its equivalent for postage. Most currencies accepted.

13. What is the purpose of this form? (A) (B) (C) (D)
- (A) To order books
(B) To request a gift catalog
(C) To order a gift subscription to a magazine
(D) To request extra copies of a journal
14. Who is Howard Zimmer? (A) (B) (C) (D)
- (A) A friend of Isabella Kang
(B) A magazine publisher
(C) An employee of *Bibliophile*
(D) A bookseller
15. What should residents of foreign countries do? (A) (B) (C) (D)
- (A) Send in their money in dollars only
(B) Pay extra for the cost of mailing
(C) Order the current issue only
(D) Request information in their native language

LABELS

The questions below are based on the following labels. You are to choose the one best answer to each question. Answer all the questions based on what is either stated directly or implied in the labels.

Questions 1-3 refer to the following label.

**Warranted 40,000 Miles
Full Warranty**

During the one-year warranty period, if the size and load-range rating of the tire are equal to or greater than that which the manufacturer specified, we will replace the tire free of charge or refund the cost if either of the following occurs: (1) failure relating to material or workmanship of the tire on normal road hazards; (2) tread wearout (2/32 in. or less remaining). Warranty must be presented to verify mileage.

1. What does the passage guarantee the performance of? (A) (B) (C) (D)
(A) The car
(B) The wheels
(C) The engine
(D) The tires

2. What does the manufacturer guarantee? (A) (B) (C) (D)
(A) Full rebate on materials or workmanship
(B) Replacement or full refund
(C) Either the cost or a new product
(D) Size and load range

3. According to the warranty, what must the purchaser do? (A) (B) (C) (D)
(A) Document mileage
(B) Prove initial cost
(C) Verify workmanship defects
(D) Confirm load-range rating

Questions 4-6 refer to the following label.

Full six-month warranty. For six months from date of purchase, Kenwich Center will fix defects in material or workmanship, without charge, that arise in the operation of the calculator. However, this does not apply in cases of battery leakage or unusual use of this product. To obtain service under this warranty, the calculator, with receipt indicating date of purchase, is to be returned to the dealer, or it can be returned directly to Kenwich Center, in the postage-paid envelope, with proof of date of purchase.

4. According to the passage, which of the following is true about Kenwich Center? (A) (B) (C) (D)
- (A) It is an electronics service center.
(B) It stores batteries.
(C) It services unusual products.
(D) It purchases calculators.
5. Under which of the following circumstances is this warranty NOT valid? (A) (B) (C) (D)
- (A) If action is taken within the first six months of purchase
(B) If the batteries leaked and caused the calculator to malfunction
(C) If the calculator is mailed directly to Kenwich Center
(D) If the calculator is returned to the dealer
6. For Kenwich Center to honor its warranty, what must the purchaser do? (A) (B) (C) (D)
- (A) Return the product personally
(B) Verify the cause of malfunction
(C) Show documentation of the purchase
(D) Pay the return postage

Questions 7-8 refer to the following label.

Hold unit 6 to 8 inches from skin or clothing during application. Moisten surface slightly using a slow sweeping motion. There is no need to saturate. Apply around cuffs of pants and shirts where bites could occur.

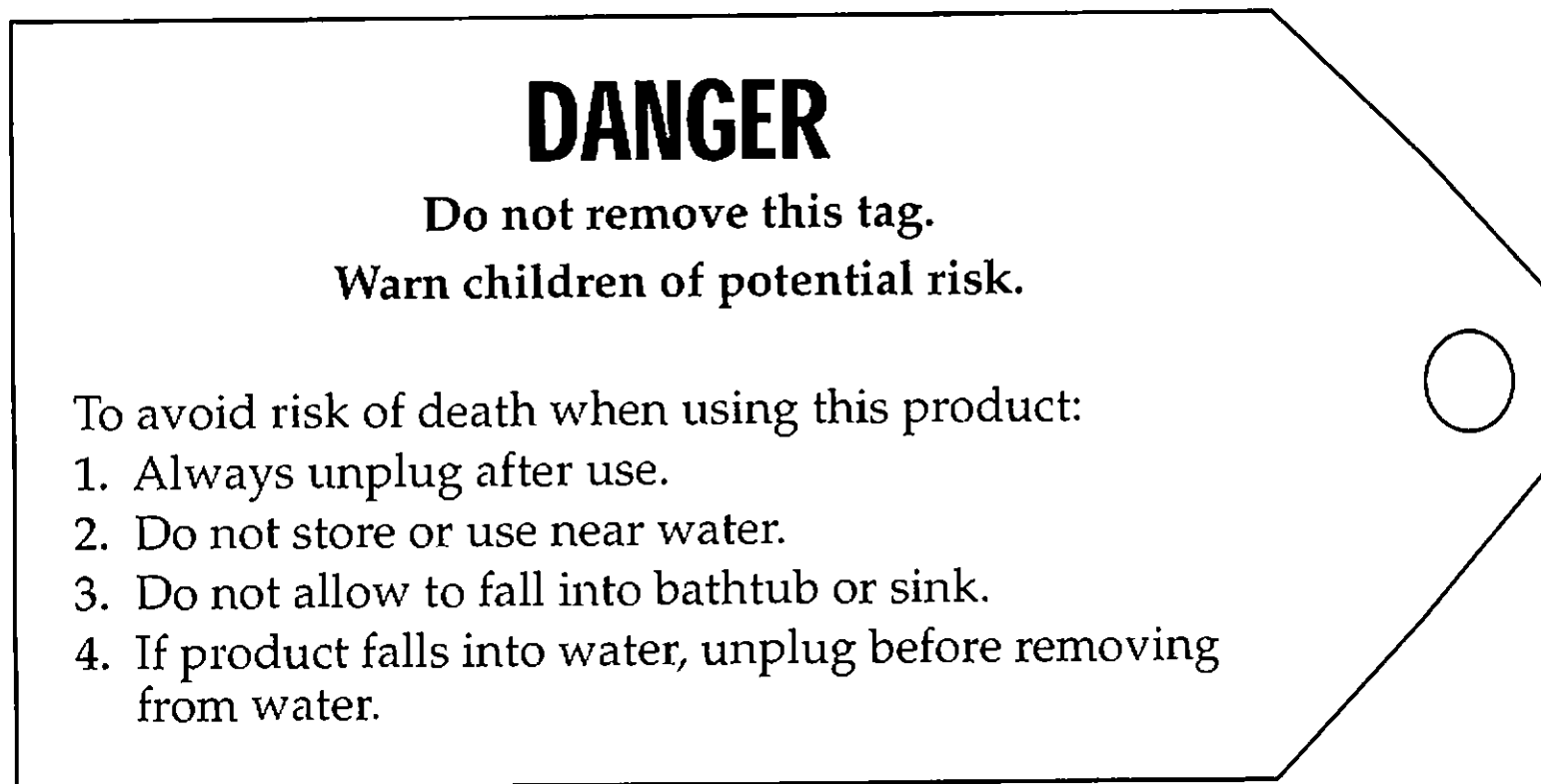
TO APPLY TO FACE

First spray into palm of hand and spread on face and neck, except near eyes and mouth.

**Do not use near sparks, flame, or fire.
Do not expose treated areas until liquid has evaporated.**

7. What do the instructions probably refer to? (A) (B) (C) (D)
- (A) Shaving cream
(B) Insect spray
(C) Spray starch
(D) Face lotion
8. Which of the following best describes the substance? (A) (B) (C) (D)
- (A) It is medicinal.
(B) It comes in powdered form.
(C) It is applied manually.
(D) It is inflammable when wet.

Questions 9-12 refer to the following label.



9. Where would this label be found? A B C D
- (A) On a poisonous substance
(B) On a bottled product
(C) On an electrical appliance
(D) On a bath product
10. Which one of the following should someone NOT do when using this product? A B C D
- (A) Have children nearby
(B) Return it to the store
(C) Plug it in
(D) Take a bath
11. What does the label say about children? A B C D
- (A) They should have the dangers explained to them.
(B) They should not be allowed to touch the product.
(C) They must be supervised while using the product.
(D) They might fall down while using the product.
12. Why should the label NOT be removed? A B C D
- (A) Removing the label might damage the product.
(B) It contains an important warning.
(C) It might get wet.
(D) Removing the label will cancel the store warranty.

Questions 13-15 refer to the following label.

WORK SOLUTIONS, INC.
your place for office supplies

Contents:

- 15 3.5/89mm computer diskettes
- 1.44 MB capacity
guaranteed 100% error-free
- 15 labels

to reorder and to see our complete line of products,
visit our website


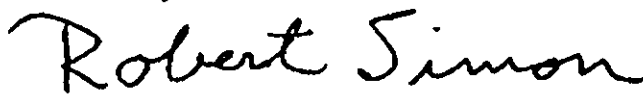
for technical assistance, call 800-555-2121

13. What kind of business is Work Solutions, Inc.?
(A) A computer manufacturer
(B) An office supply store
(C) A CD producer
(D) A business consultant
14. What is inside the box?
(A) 144 CDs
(B) 89 diskettes
(C) 15 labels
(D) 1 bottle of error correction fluid
15. What should someone do to get help using the product?
(A) Visit the website
(B) Return to the store
(C) Call 800-555-2121
(D) Look inside the box for instructions

LETTERS, E-MAIL, FAXES, AND MEMOS

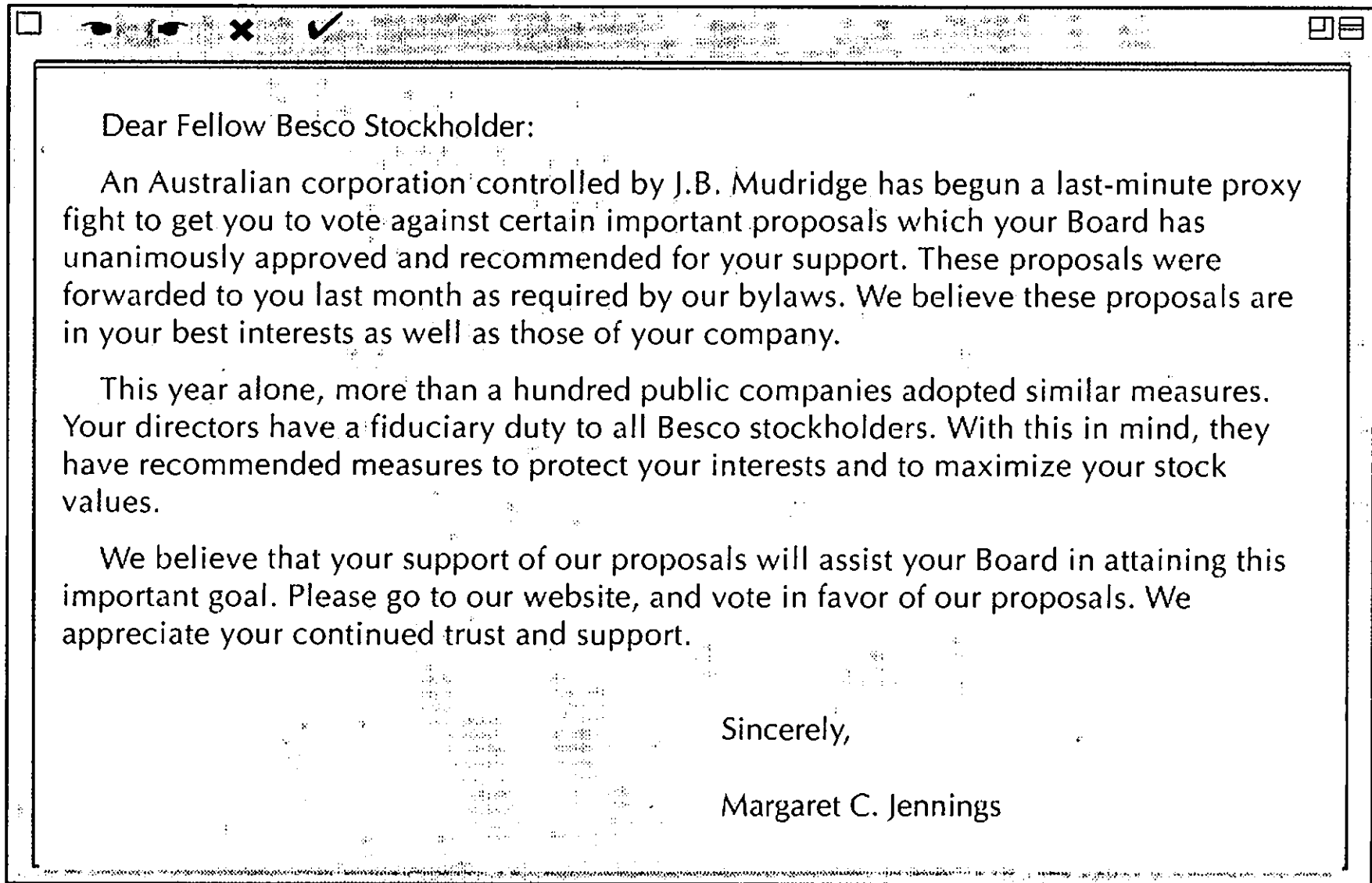
The questions below are based on the following letters, memos, and e-mail. You are to choose the one best answer to each question. Answer all the questions based on what is either stated directly or implied in the letters or memos.

Questions 1-3 refer to the following letter.

	December 27, 20—
Sari Industries 42 Park Road Colombo 5, Sri Lanka	
Sirs:	
At the recent International Import Fair in Singapore we noticed your collection of handmade textiles. Your representative (unfortunately, I do not have his card) was unable to give us some idea of when you expect to have the design ready for export.	
Our designers will be in Colombo on the 15th of next month to choose materials for our summer line, to be exhibited February 12 of next year. We will need to have sufficient quantities available by this May.	
We were impressed with the quality of the material and look forward to establishing a relationship with your company.	
Sincerely,  Robert Simon	

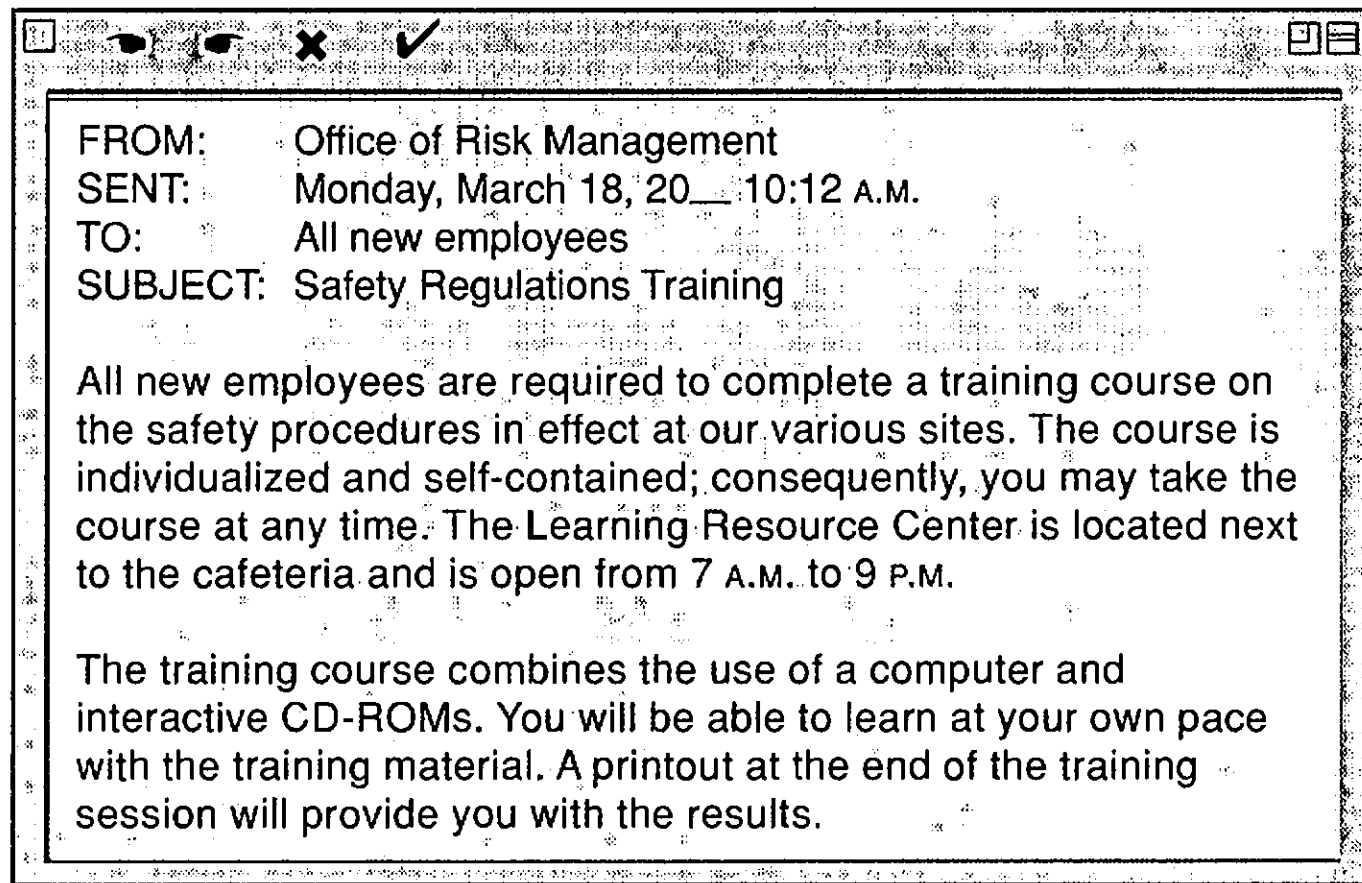
1. What does Mr. Simon want to purchase? (A) (B) (C) (D)
(A) Clothes
(B) Cloth
(C) Computer software
(D) Textbooks
2. In what month are the designers coming to Colombo? (A) (B) (C) (D)
(A) December
(B) January
(C) February
(D) May
3. Why is Mr. Simon eager to have the goods? (A) (B) (C) (D)
(A) They are ready and he is in a hurry.
(B) He appreciates quality.
(C) The price is right.
(D) They come in large quantities.

Questions 4-7 refer to the following e-mail message.



4. Mudridge wants to get the votes of which of the following people? (A) (B) (C) (D)
- (A) Those who cannot be at the meeting
(B) The Board of Directors
(C) Those stockholders in the proximity of Australia
(D) The Australian electorate
5. What kind of duty does Bescro have to the stockholder? (A) (B) (C) (D)
- (A) Relating to trust
(B) Judicial
(C) Pecuniary
(D) Unique
6. What makes the Board apprehensive? (A) (B) (C) (D)
- (A) Mudridge resigning
(B) Takeover by a public company
(C) Losing control
(D) Their unanimous decision
7. What does Bescro share with the other public companies? (A) (B) (C) (D)
- (A) Australian support
(B) Company bylaws
(C) Similar measures
(D) Stock options

Questions 8-10 refer to the following e-mail message.



8. Who would probably need to read this e-mail message? (A) (B) (C) (D)
- (A) Job applicants
(B) Recently hired employees
(C) Retired employees
(D) The training officer
9. What does the course cover? (A) (B) (C) (D)
- (A) Employee health
(B) Corporate safety procedures
(C) Computer maintenance
(D) CD-ROM technology
10. Where are the CD-ROMs located? (A) (B) (C) (D)
- (A) In the cafeteria
(B) In the laboratory
(C) Next to the cafeteria
(D) With the responsible officer

Questions 11-13 refer to the following memorandum.

**BINELL
INTEROFFICE MEMO**

TO: Managers
FROM: J. Wilcox
SUBJECT: Parking Spaces

It has come to our attention that unauthorized persons are parking their cars in spaces reserved for senior corporate officers, visitors to Binell, and medical personnel. We can only assume that these violators are not employees of the company, but are people with business in the other surrounding offices.

As of next Monday, January 8, we will have all illegally parked cars towed at the owner's expense.

We encourage you to make our intentions known to your staff.

11. What is Mr. Wilcox concerned about? A B C D
- (A) The president of Binell may not have a parking space.
(B) Visitors to Binell take all the spaces.
(C) Doctors don't use their reserved spaces.
(D) People take their business elsewhere.
12. Who will pay the towing fee? A B C D
- (A) Mr. Wilcox
(B) The owner of the car
(C) The managers
(D) The corporation
13. Who is NOT entitled to a reserved parking spot? A B C D
- (A) Visitors
(B) Clerks
(C) Nurses
(D) The Chairperson of the Board

Questions 14-16 refer to the following letter.



CENTER BANK
85 Main Street
Springdale, IL 42130



August 1, 20—

Amanda Fritz
178 Summer Street
Springdale, IL 42130

Dear Ms. Fritz:

This is to inform you that your certificate of deposit, account number 92-734-123, will mature on August 14th. The current value of your account is \$10,191.63, with an interest rate of 2.5% until maturity.

Unless you instruct us otherwise, we will automatically renew your certificate of deposit for another year at the then prevailing interest rate. The interest rate has not yet been determined, but you may call our customer service office on August 14th to learn the interest rate for your account.

If you decide not to renew your certificate of deposit, you will have ten calendar days following the maturity date to withdraw your funds without penalty.

Thank you for being a Center Bank customer.

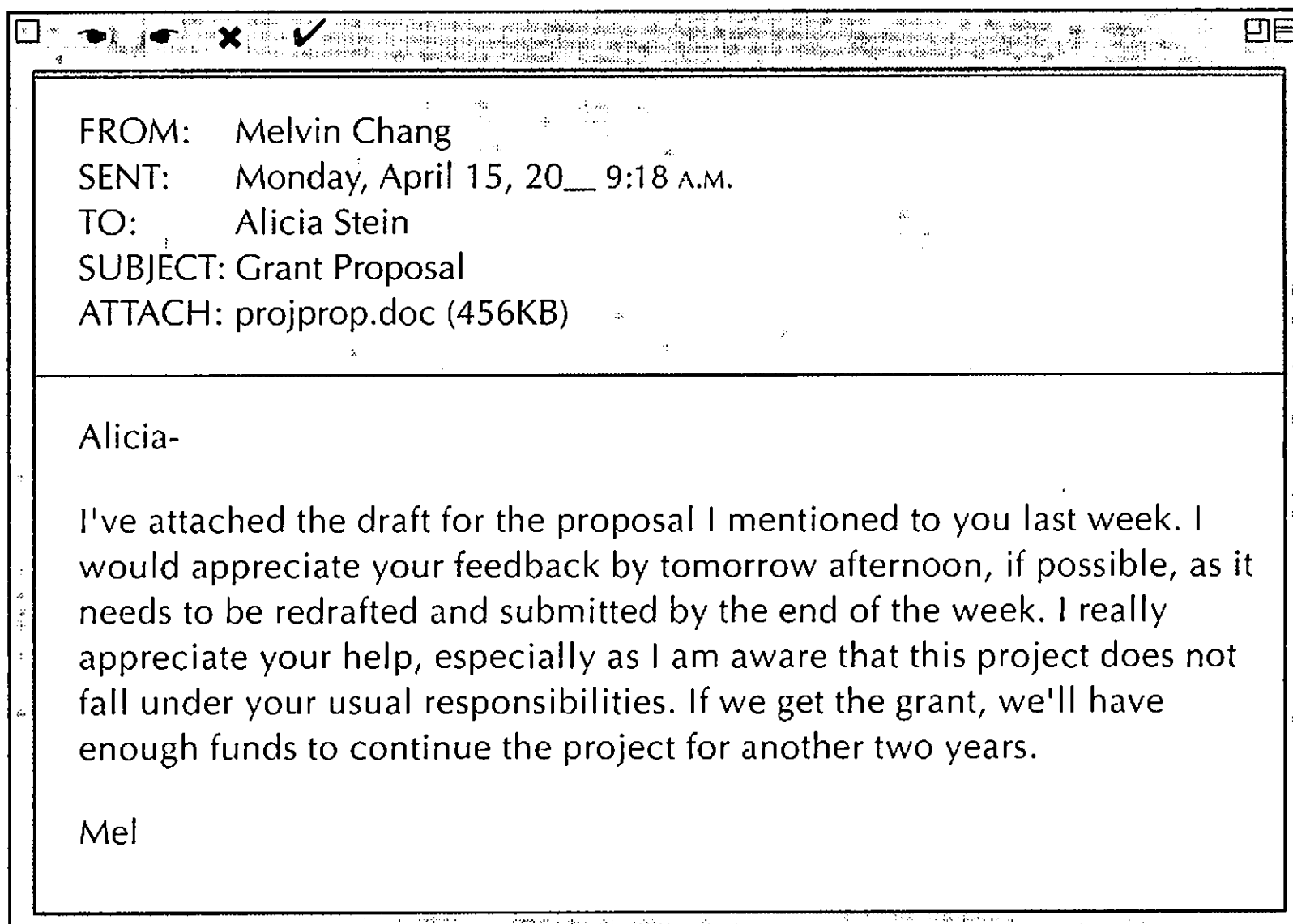
Sincerely,

Ivana Kovacs

Ivana Kovacs
Account Advisor

14. What is the purpose of this letter? (A) (B) (C) (D)
- (A) To report the current value of the certificate of deposit
(B) To notify that the term of the investment is about to expire
(C) To advise depositing more money
(D) To ask for an interest payment
15. What should the customer do if she wants to renew her certificate of deposit? (A) (B) (C) (D)
- (A) Nothing
(B) Send instructions
(C) Open a new account
(D) Wait until the interest rates go up
16. What happens if the customer decides to close the account after August 24th? (A) (B) (C) (D)
- (A) She will have to accept a low interest rate.
(B) She will have to wait another year.
(C) She will lose some additional interest.
(D) She will have to call the bank president.

Questions 17-18 refer to the following e-mail message.



17. What is the purpose of this e-mail message?

(A) (B) (C) (D)

- (A) To ask for an opinion
- (B) To solicit money
- (C) To request that a document be rewritten
- (D) To offer a job

18. What is most likely Ms. Stein's relationship to Mr. Chang?

(A) (B) (C) (D)

- (A) She is his boss.
- (B) She is his client.
- (C) She is his co-worker.
- (D) She is his accountant.

MISCELLANEOUS READING PASSAGES

The questions below pertain to announcements, definitions, introductions, and reports. You are to choose the one best answer to each question. Answer all the questions based on what is either stated directly or implied in the passages.

Questions 1-3 refer to the following announcement.

The Artist Committee for *The Press Fund Show* would like to express our appreciation to you and to all of your colleagues who presented pieces for consideration. While we regret that your pieces cannot be included in the exhibition, we want you to know how much we appreciate your participation in this unique event. We were encouraged by both the size of the response and the quality of the works presented. We were determined to include as many artists as possible, but the logistics of mounting any exhibition of this kind made it inevitable that we cannot include all the pieces we have liked.

1. Who is the announcement addressed to? (A) (B) (C) (D)
 - (A) College students
 - (B) Artists
 - (C) A committee
 - (D) Art lovers

2. How does the Artist Committee characterize the proposed show? (A) (B) (C) (D)
 - (A) Beautiful
 - (B) Difficult
 - (C) One-of-a-kind
 - (D) Festive

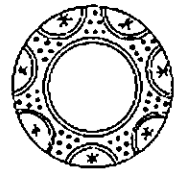
3. What was encouraging to the Artist Committee? (A) (B) (C) (D)
 - (A) The number of people who submitted pieces
 - (B) The exhibition space
 - (C) The variety of the entries
 - (D) All the colleagues

Questions 4-5 refer to the following definition.

“Eligible dependent” refers to your spouse and each unmarried child, including a stepchild or a legally adopted child who is dependent upon you for support and maintenance, but excluding any such person who is insured as an employee.

4. Which one of the following is NOT covered by the term “eligible dependent”?
- (A) A stepchild
(B) Another employee
(C) An unmarried child
(D) An adopted child
5. Who is included for coverage in this definition?
- (A) A young child who lives at home
(B) A grown child who has a job and lives alone
(C) A wife who is also an insured employee
(D) A husband who is also an insured employee

Questions 6-8 refer to the following catalogue introduction.



Each object in this catalogue is fully described as to appearance and condition. Highlights in this sale include two fine Roman pieces from the collection of Benjamin Harley, noted author and professor of art at Savoy College. The gallery is also offering pieces with early museum collection provenances. Closing date of the sale is January 10. All objects will be on exhibit at the gallery from December 20 through January 10.

6. Who publishes the catalogue?
- (A) A museum
(B) A department store
(C) A gallery
(D) A college
7. Who is Benjamin Harley?
- (A) An art student
(B) A museum director
(C) A reporter
(D) An art historian
8. How long will the objects be shown?
- (A) For one week
(B) For ten days
(C) For three weeks
(D) For one month

Questions 9-11 refer to the following report.

Crestview City's efforts to develop its tourist trade have been enormously successful. The number of tourists in the city has shown a steady increase from two thousand visitors five years ago to ten thousand visitors this year. Some of this success is of course attributed to the natural beauty of the area, with its breathtaking mountain vistas, thriving local artists' community, and excellent fishing in the pristine local lakes. But without the publicity effort undertaken by the newly elected City Council, these attributes would remain largely unknown. The citizens of Crestview have shown their commitment to the tourist industry by voting for tax incentives which enabled the building of the new, 100-room mountain lodge, which provides luxury accommodations for visitors as well as employment for local residents. There is every sign that Crestview has established itself and will continue to be a popular tourist destination.

9. What has Crestview City encouraged over the past few years? (A) (B) (C) (D)
- (A) Tax incentives for industry
 - (B) Travel by its citizens
 - (C) Participation in local government
 - (D) Development of tourism
10. What are visitors NOT likely to do in Crestview City? (A) (B) (C) (D)
- (A) Shop for art
 - (B) Fish
 - (C) Go to the theater
 - (D) Hike in the mountains
11. Who is responsible for distributing publicity about the area? (A) (B) (C) (D)
- (A) Crestview's citizens
 - (B) The City Council
 - (C) Area tourists
 - (D) Hotel owners

Questions 12-13 refer to the following report.

At its annual stockholders' meeting last week, Smith & Co. reported that its yearly earnings had tripled from a year ago, to \$99 million. The earnings increase was attributed in large part to the increase in sales resulting from the rise in popularity of designer fashions for children. Sales predictions for the coming year project that the earnings will double during the first two quarters.

12. What kind of a business is Smith & Co.? (A) (B) (C) (D)
- (A) A stock brokerage
(B) A toy manufacturer
(C) A bank
(D) A clothing retailer
13. What were Smith & Co.'s earnings a year ago? (A) (B) (C) (D)
- (A) \$99 million
(B) \$33 million
(C) \$49.5 million
(D) \$198 million

Questions 14-16 refer to the following passage.

Welcome to the R&H Real Estate Fund. You can be sure your money is well-invested with us. R&H acquires prime commercial properties which are leased to companies in the restaurant and lodging industries. All properties purchased by R&H are fully rented at the time of acquisition. Tenants are required to pay all operating costs including taxes, insurance, and maintenance. Our goals for our investors are to:

- make regular cash distributions
- increase cash distributions regularly through rent raises built into the leases
- acquire properties which will appreciate in value, and to distribute profits from their eventual sale.

14. Who is this passage written for? (A) (B) (C) (D)
- (A) Investors
(B) Tenants
(C) Property owners
(D) Restaurant managers
15. What kind of business does R&H rent property to? (A) (B) (C) (D)
- (A) Banks
(B) Property management companies
(C) Hotels
(D) Investment firms
16. What is a goal of R&H? (A) (B) (C) (D)
- (A) To keep rents stable
(B) To make money by selling properties
(C) To cover maintenance costs
(D) To buy properties that investors can enjoy

READING REVIEW

You will find the Answer Sheet for Reading Review on page 281. Detach it from the book and use it to record your answers.

YOU WILL HAVE ONE HOUR AND FIFTEEN MINUTES TO COMPLETE PARTS V, VI, AND VII OF THE TEST.

READING

In this section of the test, you will have the chance to show how well you understand written English. There are three parts to this section, with special directions for each part.

PART V

Directions: Questions 101–140 are incomplete sentences. Four words or phrases, marked (A), (B), (C), (D), are given beneath each sentence. You are to choose the **one** word or phrase that best completes the sentence. Then, on your answer sheet, find the number of the question and mark your answer.

Example

Because the equipment is very delicate,
it must be handled with _____.

- (A) caring
- (B) careful
- (C) care
- (D) carefully

Sample Answer

(A) (B) ● (D)

The sentence should read, "Because the equipment is very delicate, it must be handled with care." Therefore, you should choose answer (C).

Now begin work on the questions.

101. _____ the computer seemed like a good investment, they decided against it.

- (A) Because
- (B) Although
- (C) However
- (D) But

102. He'll make his connecting flight if there _____ long lines at customs.

- (A) aren't
- (B) will be
- (C) won't be
- (D) haven't

103. They claim they _____.

- (A) never been late
- (B) have never been late
- (C) have been late never
- (D) have been never late

104. The final proposal _____ the day after tomorrow.

- (A) is going to prepare
- (B) is prepared
- (C) is preparing
- (D) will be prepared

105. The cook insisted that he _____ the soup.

- (A) tasting
- (B) to taste
- (C) tastes
- (D) taste

106. The exchange rate would have been better if they _____ to a reputable bank.

- (A) had gone
- (B) went
- (C) have gone
- (D) are going

107. When the transaction _____, the seller was astonished since he had felt that the buyer was satisfied.
- (A) fell through
 - (B) got off
 - (C) turned in
 - (D) gave up
108. The accountant had her _____ past records.
- (A) to file
 - (B) is filing
 - (C) file
 - (D) filed
109. We hope to benefit _____ the change of management.
- (A) from
 - (B) onto
 - (C) at
 - (D) to
110. The buses are crowded and dirty; _____, they are never on time.
- (A) for example
 - (B) instead
 - (C) in addition
 - (D) nevertheless
111. The information we publish comes directly _____ our correspondents worldwide.
- (A) by
 - (B) with
 - (C) from
 - (D) at
112. Her resume and recommendations prove that she is a _____ in her field.
- (A) profession
 - (B) professorial
 - (C) professional
 - (D) profess
113. The incentives were offered, _____ no one showed interest.
- (A) but
 - (B) and
 - (C) so
 - (D) as well as
114. My attitude has changed _____ I got a job I like.
- (A) while
 - (B) if
 - (C) when
 - (D) since
115. With its recent return _____ economic health, the railroad industry is growing slowly.
- (A) from
 - (B) to
 - (C) for
 - (D) at
116. First, determine which software program will solve your problems; _____, buy a compatible computer.
- (A) besides
 - (B) next
 - (C) on the other hand
 - (D) therefore
117. The corporation wanted its franchise _____.
- (A) to liquidate
 - (B) will liquidate
 - (C) liquidate
 - (D) liquidated
118. Consult a tax professional if you _____ you are entitled to this deduction.
- (A) thought
 - (B) think
 - (C) had thought
 - (D) had been thinking
119. Until recently, the colors of high-tech products _____ metallic gray on black.
- (A) is
 - (B) will be
 - (C) have been
 - (D) was being

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120. Since its inception, the purpose of our organization _____ to encourage civic responsibility.
- (A) always are
(B) always
(C) has always been
(D) can always
121. This review _____ consideration the opinions of both groups.
- (A) takes on
(B) takes into
(C) takes off
(D) takes to
122. The information is given orally; _____, it is printed in the booklets.
- (A) in addition
(B) therefore
(C) consequently
(D) thus
123. A strong cash flow is a _____ necessity.
- (A) finance
(B) financier
(C) financed
(D) financial
124. _____ losses tend to occur unpredictably, loans are reviewed every six months.
- (A) Although
(B) Since
(C) However
(D) Whether
125. The quality of our earnings continues to be both strong _____ conservative.
- (A) nor
(B) yet
(C) and
(D) so
126. Their boss will not let them _____ overtime.
- (A) to work
(B) work
(C) working
(D) will work
127. Even though she had a good job, she _____ when she got married.
- (A) gave it to
(B) gave it out
(C) gave it away
(D) gave it up
128. If Mr. Lu _____ assistance, I'll let you know.
- (A) will need
(B) need
(C) needs
(D) needed
129. The effective tax rate for the previous year _____ 42 percent.
- (A) was
(B) has been
(C) is
(D) will be
130. A higher average _____ rate accounted for about one-third of the financing costs.
- (A) interesting
(B) interest
(C) interested
(D) interestingly
131. The pension plans cover only domestic employees; _____, international employees must make other arrangements.
- (A) moreover
(B) even though
(C) in addition
(D) consequently
132. They missed their connecting flight _____ Saturday.
- (A) during
(B) by
(C) in
(D) on
133. Construction of a new plant began _____ 2003.
- (A) on
(B) in
(C) at
(D) from

134. The secretary will get the forms _____ tomorrow.
- (A) signed
 - (B) to be signed
 - (C) sign
 - (D) signing
135. The proposal can _____ be faxed.
- (A) tomorrow
 - (B) recently
 - (C) always
 - (D) namely
136. They are optimistic that negotiations will be settled _____.
- (A) recently
 - (B) within the hour
 - (C) never
 - (D) seldom
137. If the product had been adapted to local tastes and preferences, sales _____ dramatically.
- (A) will increase
 - (B) do increase
 - (C) might increase
 - (D) would have increased
138. Her department brought in the most profits; _____, she was promoted before the other managers.
- (A) therefore
 - (B) nevertheless
 - (C) namely
 - (D) in addition
139. We were presented with severe challenges, _____ we managed to record improved results.
- (A) besides
 - (B) next
 - (C) unfortunately
 - (D) yet
140. Activities abroad contributed to more than half of both total sales and _____ costs.
- (A) operator
 - (B) operation
 - (C) operating
 - (D) operated

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PART VI

Directions: In Questions 141–160, each sentence has four words or phrases underlined. The four underlined parts of the sentence are marked (A), (B), (C), (D). You are to identify the **one** underlined word or phrase that should be corrected or rewritten. Then, on your answer sheet, find the number of the question and mark your answer.

Example

All employee are required to wear their identification badges while at work.
A B C D

Sample Answer

(B) (C) (D)

The underlined word “employee” is not correct in this sentence. This sentence should read, “All employees are required to wear their identification badges while at work.” Therefore, you should choose answer (A).

Now begin work on the questions.

141. Hotel planners they said that the decision not to raise room rates could increase occupancy rates.
A B C D

142. Negotiators for the airlines are discussing if can they select routing, foreign destinations, and seating capacity.
A B C D

143. The strong advances on the stock market was credited to the accumulation of encouraging economic news.
A B C D

144. The index of leading economic indicators, which are intended to forecast economic activity about six months into the future, dropped 5 percent last month.
A B C D

145. Of all the obstacles we have encountered, this is certainly the big one.
A B C D

146. A suit challenged the licensing and distributing system was dismissed by
 A B C D
 a district judge.
147. Before I act on that proposal, I will need looking into additional possibilities.
 A B C D
148. The supervisors had planned discussing the project this afternoon; however,
 A B
 something came up and the meeting was scheduled for another time.
 C D
149. The new procedure was carefully explained in daily e-mail that
 A B
was received by all employees yesterday morning.
 C D
150. The services which are offered by the company and its subsidiary
 A B
is described on the following page.
 C D
151. They had no idea that they will act on the deal immediately.
 A B C D
152. These are the facts which qualify me for the position advertising in the
 A B C
most recent journal.
 D
153. Our products are formulated to meet the needs of local markets; however, it
 A B C D
 are based on common characteristics.
154. We have observed how are the customers treated by the clerks.
 A B C D
155. In the future the investors did contact the vice president of corporate affairs
 A B C
to ask specific questions.
 D
156. An assessment should be made to identify the more compatible computer
 A B C
to match our system.
 D

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157. The enclosing letter outlines in detail the problems the client suffered.
A B C D
158. The determination and ambition are qualities which impress the board when
they are shown in job interviews.
A B C D
159. Worldwide operated income for the current year was more than 13 percent
below the income for the previous year.
A B C D
160. In order to file a formal complaint, the passenger demanded speaking
to the airline representative.
A B C D

PART VII

Directions: Questions 161–200 are based on a selection of reading materials, such as notices, letters, forms, newspaper and magazine articles, and advertisements. You are to choose the **one** best answer, (A), (B), (C), or (D), to each question. Then, on your answer sheet, find the number of the question and mark your answer. Answer all questions following a passage on the basis of what is **stated** or **implied** in that selection.

Read the following example.

The Museum of Technology is a “hands-on” museum, designed for people to experience science at work. Visitors are encouraged to use, test, and handle the objects on display. Special demonstrations are scheduled for the first and second Wednesdays of each month at 13:30. Open Tuesday–Friday 12:00–16:30, Saturday 10:00–17:30, and Sunday 11:00–16:30.

When during the month can visitors see special demonstrations?

Sample Answer

(A) ● (C) (D)

- (A) Every weekend
- (B) The first two Wednesdays
- (C) One afternoon a week
- (D) Every other Wednesday

The passage says that the demonstrations are scheduled for the first and second Wednesdays of the month. Therefore, you should choose answer (B).

Now begin work on the questions.

Questions 161-162 refer to the following report.

In 2002 there was a rapid rise in consumer spending. Consumption increased by 16 percent, but disposable income went up by only 13 percent, so the savings rate fell. The standard of living improved: outlay for food decreased, while more money was spent on furniture, health, education, and recreation. The most important evidence of a new standard of living was the sudden increase in expenditures for transport, especially in private automobiles.

161. What was the result of the disproportionate increase in spending?

- (A) People saved less.
- (B) The standard of living dropped.
- (C) People postponed purchases.
- (D) People bought used furniture.

162. What is outstanding proof of the emergence of a new lifestyle in 2002?

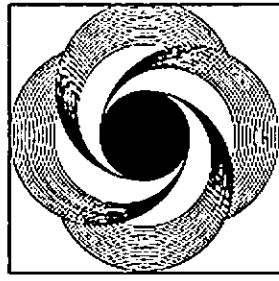
- (A) People were healthier.
- (B) People saved more money.
- (C) People bought more cars.
- (D) People spent more for food.

Questions 163-165 refer to the following job announcement.

This is a challenging career opportunity for the individual interested in designing marketing strategies for new lab products. Activities include planning, pricing, packaging, and promotion. B.A./B.S. degree (M.B.A. preferred) and five years' marketing and sales experience. We offer an excellent benefits package including medical/dental/life insurance, retirement, and educational reimbursement for M.B.A. degrees. This is a good opportunity for a long-term relationship with an established firm. To apply, send resume and salary history to Novella Kraus, Manager, Human Resources Dept.

163. What kind of applicant would be most attracted to this job?
- (A) Retired marketing managers who want to work part-time
 - (B) Those with B.S. degrees who are studying for a Master's in Business Administration
 - (C) Those with M.B.A.'s looking for temporary positions
 - (D) Recent M.B.A. graduates with no experience
164. What information is NOT provided in this ad?
- (A) Minimum years' experience
 - (B) Salary range
 - (C) Job requirements
 - (D) Necessary educational background
165. Which of the following does the benefits package NOT include?
- (A) Retirement
 - (B) Education
 - (C) Insurance
 - (D) Stock purchase

Questions 166-167 refer to the following letter.



June 20, 20__

Ms. Patricia Mendoza
The Logan Company
1843 Palm Spring Road
Miami, FL 08162

Dear Ms. Mendoza:

Enclosed is a duplicate copy of the report on Logan's media ad policy, which you requested in your letter of May 16.

As you read the report, you will see that all the facts point directly to one decision. This is one of those rare instances where all data lead to the same conclusion.

In reviewing the report, you may have questions regarding the cost analysis. It is true that the recommended plan will cost more initially. But keep in mind that the long-term outlook is very positive. If you would like more information on the cost question, let me know, and I'll send it immediately.

I am grateful for this assignment and look forward to working with you again in the future.

Sincerely,

A handwritten signature in cursive script that reads "Eugene Garfinkel". The signature is fluid and elegant, with a prominent initial "E" and a long, sweeping tail on the "l".

Eugene Garfinkel
Director of Research

166. Which of the following describes how Mr. Garfinkel feels about the results of his report?

- (A) Inconclusive
- (B) Clear-cut
- (C) Doubtful
- (D) Insufficient

167. What disadvantage does Mr. Garfinkel refer to?

- (A) An unsuccessful beginning
- (B) The overall cost
- (C) Additional problems
- (D) The expenses at the outset

GO ON TO THE NEXT PAGE 

Questions 168-170 refer to the following table.

LOCATION OF FRANCHISES, CURRENT AND PLANNED		
LOCATION	CURRENT	PLANNED*
U.S.A.	894	461
Canada	481	428
Italy	88	194
Japan	663	574
Korea	61	31
West Germany	177	141
TOTAL	2364	1829

*Next three years

168. How many franchises are currently operating in Japan?

- (A) 481
- (B) 493
- (C) 663
- (D) 894

170. Which country will have more new franchises than existing franchises?

- (A) Italy
- (B) Korea
- (C) Canada
- (D) Japan

169. Where will the fewest franchises open in the next three years?

- (A) In Canada
- (B) In the U.S.A.
- (C) In West Germany
- (D) In Korea

Questions 171-173 refer to the following report.

A recent study conducted by the East-West Center has shown the attrition rate for Ph.D. candidates at 24 colleges to be 31 percent—a much lower rate than was previously thought. Reasons for dropping out are varied: lack of motivation, uncompleted research, financial pressure, and inability to pass qualifying exams. However, an interesting sidelight of the study revealed that dropouts earn higher salaries than those who completed their Ph.D.'s. Of the latter, 90 percent are employed in the academic world, and the figures suggest that university and college salaries lag behind those in nonacademic fields.

171. What is one reason cited for discontinuing Ph.D. work?
- (A) Low salaries
 - (B) Too great a course load
 - (C) Absence of interest
 - (D) Lack of adequate texts
172. What does the study suggest?
- (A) Ninety percent of Ph.D. candidates lack motivation.
 - (B) Earnings are higher in nonacademic professions.
 - (C) Twenty-four percent of Ph.D. candidates discontinue their studies.
 - (D) More students are dropping out than expected.
173. Which statement best describes people who have received Ph.D.'s?
- (A) They are poor.
 - (B) They work at universities.
 - (C) They are not motivated.
 - (D) They fail qualifying exams.

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Questions 174-176 refer to the following announcement.

Continuum, Inc. has announced plans to purchase Immediate Progress Corporation, publisher of *Western Life* and other magazines, for \$375 million. *Western Life*, a regional magazine that has a monthly circulation of 2.3 million, was attractive to Continuum because of its high percentage of female readers, said Willis Savoy, a Continuum spokesperson. "Continuum does not have a women's magazine and this one has a 72-percent female readership, so we're expanding into a new area," he stated.

174. Who is the present publisher/owner of *Western Life*?

- (A) Willis Savoy
- (B) Continuum, Inc.
- (C) The readership
- (D) Immediate Progress Corporation

175. What percentage of the readership of *Western Life* is female?

- (A) 23 percent
- (B) 72 percent
- (C) 75 percent
- (D) 98 percent

176. What "new area" is Continuum moving into?

- (A) Magazine publishing
- (B) The women's market
- (C) The West
- (D) Television

Questions 177-179 refer to the following table.

SURVEY OF FACTORY PERSONNEL		
AGE	MEN	WOMEN
Under 25	10	26
26-35	34	44
36-50	38	10
Over 50	13	0
MARITAL STATUS		
Married	54	20
Divorced, Widowed, Separated	10	32
Single	31	28

177. Who makes up the largest number of factory personnel?
- (A) Married women over 36
 - (B) Married men
 - (C) Divorced, widowed, or separated women, ages 36 to 50
 - (D) Married men, ages 26-35
178. In which category do women outnumber men?
- (A) Workers who are between 26 and 35 years old
 - (B) Workers who are married
 - (C) Workers who are single
 - (D) Workers who are over 50
179. In which category are there fewer men than women?
- (A) Under 25 years of age
 - (B) Over 50 years of age
 - (C) Married
 - (D) Ages 36-50

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Questions 180-181 refer to the following report.

The "expansion phase" in the business world encompasses both recovery and prosperity. During the period of recovery, old production facilities grow, and new ones are developed, bringing about new businesses along with expansion of the old ones. Because of the optimistic climate brought about by these developments, there is an increase in capital investments in machinery, as well as in the need for labor and raw materials. The expansion of one part of the economy has an echo effect in other areas. When the automobile industry thrives, for example, so does steel, glass, and rubber production. The result is an ever-widening circle of prosperity.

180. What happens to old industries when an economy is in a period of revival?

- (A) They are abandoned in favor of new ones.
- (B) They thrive.
- (C) They are changed into new ones.
- (D) They employ fewer people.

181. When one industry increases production, what happens to others?

- (A) They are stimulated to produce.
- (B) They are phased out.
- (C) They seek to relocate abroad.
- (D) They centralize their activities.

Questions 182-184 refer to the following announcement.

AUCTION

at Swann's, 14th St. at Minnesota Ave.—Thursday, January 15 at 10 and 3: Modern Swiss paintings; Friday, January 16 at 10: Eighteenth-century coins; Monday, January 19 at 10: Nineteenth- and early twentieth-century paintings.

182. How many sales will take place on January 15?

- (A) Two
- (B) Three
- (C) Ten
- (D) Fifteen


184. What is the time period of the coins to be auctioned on January 16?

- (A) 1600s
- (B) 1700s
- (C) 1800s
- (D) 1900s

183. Who will determine the price of the Swiss paintings?

- (A) The buyer
- (B) The seller
- (C) The artist
- (D) The European Economic Community

Questions 185-186 refer to the following announcement.



Capital Area Space and Flight Demonstration Center, Brandywine, MD, (301) 555-8506. Full-scale collection of rockets and satellites, along with displays and film clips of recent space flights. Visitors can also see a model rocket launch the first and third Sunday of every month. Open Wed.–Sun., 10 A.M. – 4 P.M. Admission is free.

185. How often are model rockets launched at the center?

- (A) Every day
- (B) Once a week
- (C) Twice a month
- (D) Every other month

186. When is the center closed?

- (A) Thursday
- (B) Monday and Tuesday
- (C) Sunday and Monday
- (D) Weekends

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Questions 187-189 refer to the following table.

NUMBER OF MEN AND WOMEN EMPLOYED IN SALES BY REGION				
REGION	CURRENT YEAR		SEVEN YEARS AGO	
	MEN	WOMEN	MEN	WOMEN
A	14	3	11	0
B	19	1	11	0
C	77	12	70	0
D	43	5	39	2
E	92	24	87	1
F	37	10	33	2
G	23	3	19	0
H	51	7	48	1
I	28	3	27	0
J	49	6	43	2
K	35	3	33	1
L	59	17	50	1
M	67	5	61	0
TOTAL	594	99	532	10

187. What is the most notable information given in this table?

- (A) The increase in the number of sales employees
- (B) The lack of employees seven years ago
- (C) The increase in the number of women employed
- (D) The expansion of Sales Region E

188. What is true about Region I?

- (A) It had the smallest increase in the number of male employees.
- (B) It had the greatest increase in the number of female employees.
- (C) It has the most employees overall.
- (D) It has the fewest employees overall.

189. In what region did the greatest increase in personnel occur?

- (A) A
- (B) C
- (C) E
- (D) J

Questions 190-191 refer to the following advertisement.

We seek an experienced Tax Manager to be responsible for setting direction in all phases of tax administration and reporting. Position requires proven expertise in corporate taxes and proven management ability to deal effectively within the field of cellular mobile radio and paging.

Qualified applicant will have a B.S. in accounting and a minimum of three years' experience. CPA preferred. Send your resume and salary requirements to Jennifer Fabyan, Director of Human Resources.

190. What information is NOT given in the advertisement?

- (A) Salary and benefits
- (B) Specific areas of responsibility
- (C) Educational requirements
- (D) Experience qualifications

191. What field is this job most probably in?

- (A) Publications
- (B) Law
- (C) Public relations
- (D) Telecommunications

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Questions 192-195 refer to the following letter.



DUCHAMPION CO., INC.

4312 Magnolia
Berkeley, CA 94703
July 2, 2004

Lisa Troiano
Personnel Manager
AAK Associates
Via Nazionale 12
Rome, Italy

Ms. Troiano:

Mr. Brendan Fechter requested that I write to you regarding his work at Duchampion Co., Inc., during the last five years.

Mr. Fechter entered our employ in June of 1998 and served as one of our junior accountants. During this time, we found his work highly satisfactory. In 2000, we promoted him to the position of accountant, which gave him additional responsibilities that he has handled in a most commendable way.

Mr. Fechter is a certified public accountant and possesses a thorough knowledge of accounting problems. We had hoped to promote him within our own firm but are unable to do so at this time.

I do not hesitate to recommend Mr. Fechter for the position of chief accountant in your firm. If I can be of further assistance, please contact me.

Sincerely,

Rafael Esparga

Rafael Esparga
Accounting Manager

192. What type of letter is this?

- (A) An inquiry
- (B) An acceptance
- (C) A recommendation
- (D) A resignation

193. What is Mr. Esparga's relation to Mr. Fechter?

- (A) A friend
- (B) A coworker
- (C) A colleague
- (D) A supervisor

194. What is Mr. Fechter's current status?

- (A) He is employed at Duchampion Co., Inc.
- (B) He is unemployed.
- (C) He is studying for CPA certification.
- (D) He is employed at AAK Associates.

195. What is one disadvantage Mr. Fechter has in reference to this job?

- (A) His inability to work with others
- (B) His lack of experience as chief accountant
- (C) His lack of education
- (D) Others' view of his ability

Questions 196-198 refer to the following passage.

Many travelers prefer to buy foreign currency in their own countries before they leave, both for convenience and as a hedge against possible market fluctuations.

Arriving in a foreign country can be a confusing experience, even for seasoned globetrotters. By buying your currency beforehand, you can become acquainted with the value and appearance of the notes and coins, as well as avoid any exchange commissions applied by foreign banks for the conversion of foreign currency. It is more convenient to have some local currency with you immediately upon arrival in a foreign country for the inevitable initial expenses, such as taxis, meals, and tips, as your arrival might not coincide with normal banking hours. As soon as you arrive, you can be ready to go without wasting time lining up to exchange your money.

196. Who are "seasoned globetrotters"?

- (A) Summer tourists
- (B) A basketball team
- (C) Experienced travelers
- (D) International gourmets

197. If travelers change their money before they leave, what will they NOT have to do?

- (A) Pay for initial expenses
- (B) Wait in line for foreign currency
- (C) Go through customs
- (D) Watch the stock market

198. What is true about visitors to foreign countries?

- (A) They do not need local currency.
- (B) They can become confused with various denominations.
- (C) They can avoid taxis.
- (D) They can apply exchange commissions to banks.

GO ON TO THE NEXT PAGE 

Questions 199-200 refer to the following advertisement.

Downtown Deluxe Executive Ofc. Space Fully Equip. ofcs. From 150 sq. ft. to spac. corner ofs. Excel. central location. Modern, elegantly appointed space in 1st-class bldg. Move into 1 or more of these ofcs. today, be fully productive tomorrow, with pvt. telephone lines, switchboard, receptionist, conf. room, kitchen, shower facilities, IBM PC computer/word proc. Exec. secretary avail. Ideal for corporate ofc. Flexible leases. 440-555-9200.

199. Where is this office space located?

- (A) In the middle of the city
- (B) In an industrial park
- (C) In a deluxe suburb
- (D) At a corporate headquarters

200. Which of the following is NOT available at this office complex?

- (A) Someone to greet visitors
- (B) A separate meeting room
- (C) A large office
- (D) A health club

PRACTICE TESTS

The Practice Tests and Answer Key will help you

- become comfortable with items that are similar to those on the TOEIC test itself
- avoid the common traps you will find on the TOEIC test
- learn from your mistakes and from your correct answers

There are two Practice Tests in the **Advanced Course**. You will need a cassette player or a compact disc player and a watch to take the tests. When you take the Practice Tests, you should time yourself. The entire TOEIC Listening Comprehension section—Parts I, II, III, and IV—is to be completed in forty-five minutes. While you may find it necessary to stop the audio at first, your goal is to do the entire Listening Comprehension section in forty-five minutes. That is how it will be given during the TOEIC test itself. In the same way, the TOEIC Reading section—including Parts V, VI, and VII—is to be completed in one hour and fifteen minutes. You should aim to complete the Reading section of the Practice Test in that amount of time. The TOEIC test consists of the following sections:

SECTION	QUESTIONS	TIME
LISTENING COMPREHENSION		45 minutes
Part I	20	
Part II	30	
Part III	30	
Part IV	20	
READING		1 hour 15 minutes
Part V	40	
Part VI	20	
Part VII	40	

Answer sheets in the back of this book are like the TOEIC test answer sheets. You should use a dark pencil when marking your answers. The letter which corresponds to your answer choice should be completely darkened. Do not write on the test itself.

Follow this example:

(A) (B) ● (D)

Do not mark more than one answer for each question. If you do not know the right answer, you should make the best guess you can; your score could be higher if you guess than if you leave some questions on the TOEIC test unanswered.

Begin by taking one Practice Test and checking your answers against the answers given in the Answer Key. If you made errors in a certain area, study the particular section of the Listening Comprehension Exercises and/or the Reading Exercises in this book that explains that area. After you have studied your problem areas, take the next Practice Test.

PRACTICE TEST ONE

You will find the Answer Sheet for Practice Test One on page 283. Detach it from the book and use it to record your answers. Play the audio source for Practice Test One when you are ready to begin.

LISTENING COMPREHENSION

In this section of the test, you will have the chance to show how well you understand spoken English. There are four parts to this section, with special directions for each part.

PART I



Directions: For each question, you will see a picture in your test book and you will hear four short statements. The statements will be spoken just one time. They will not be printed in your test book, so you must listen carefully to understand what the speaker says.

When you hear the four statements, look at the picture in your test book and choose the statement that best describes what you see in the picture. Then, on your answer sheet, find the number of the question and mark your answer. Look at the sample below.



Sample Answer

Now listen to the four statements.

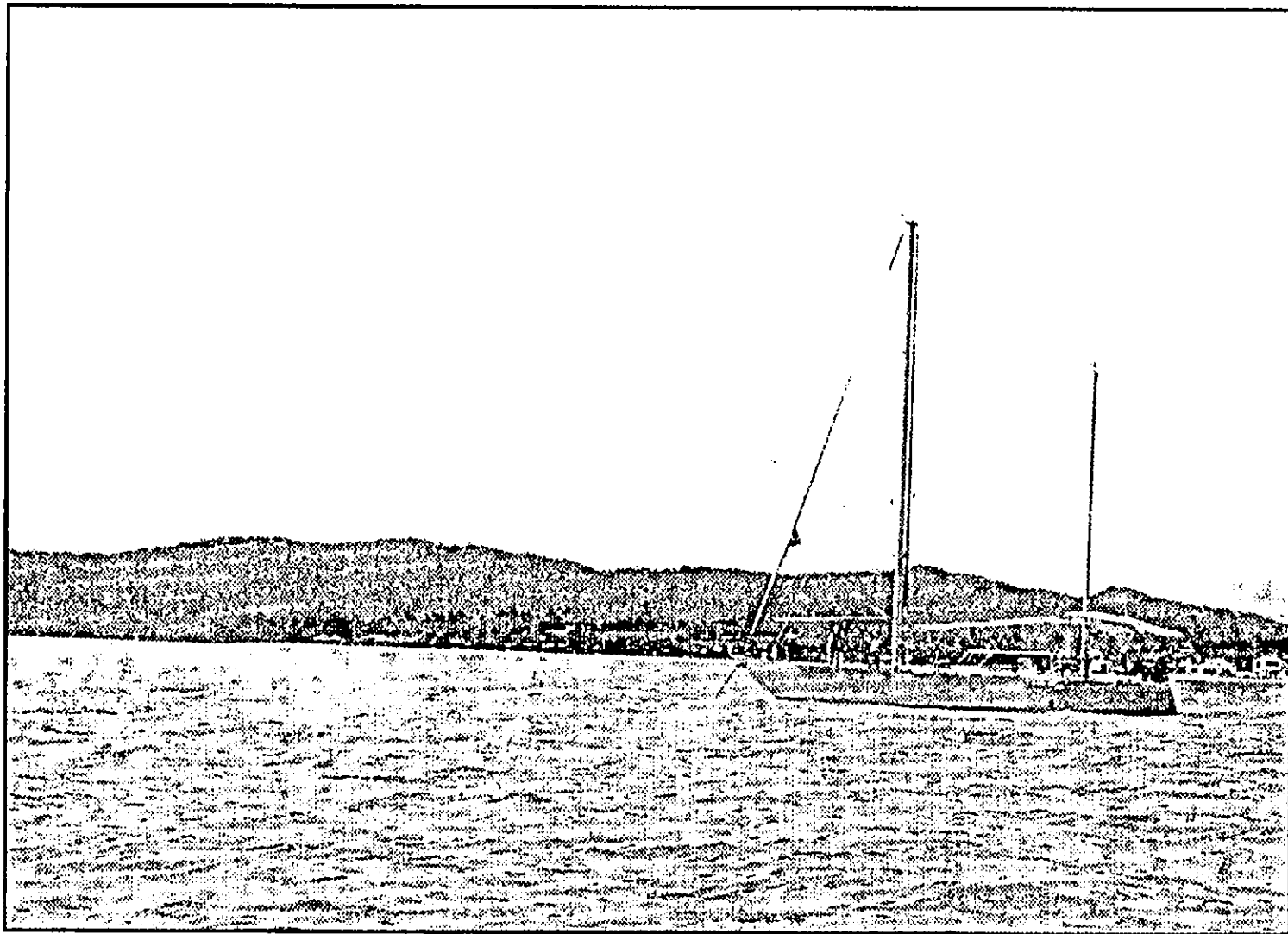
(A) ● (C) (D)

Statement (B), "They're having a meeting," best describes what you see in the picture. Therefore, you should choose answer (B).

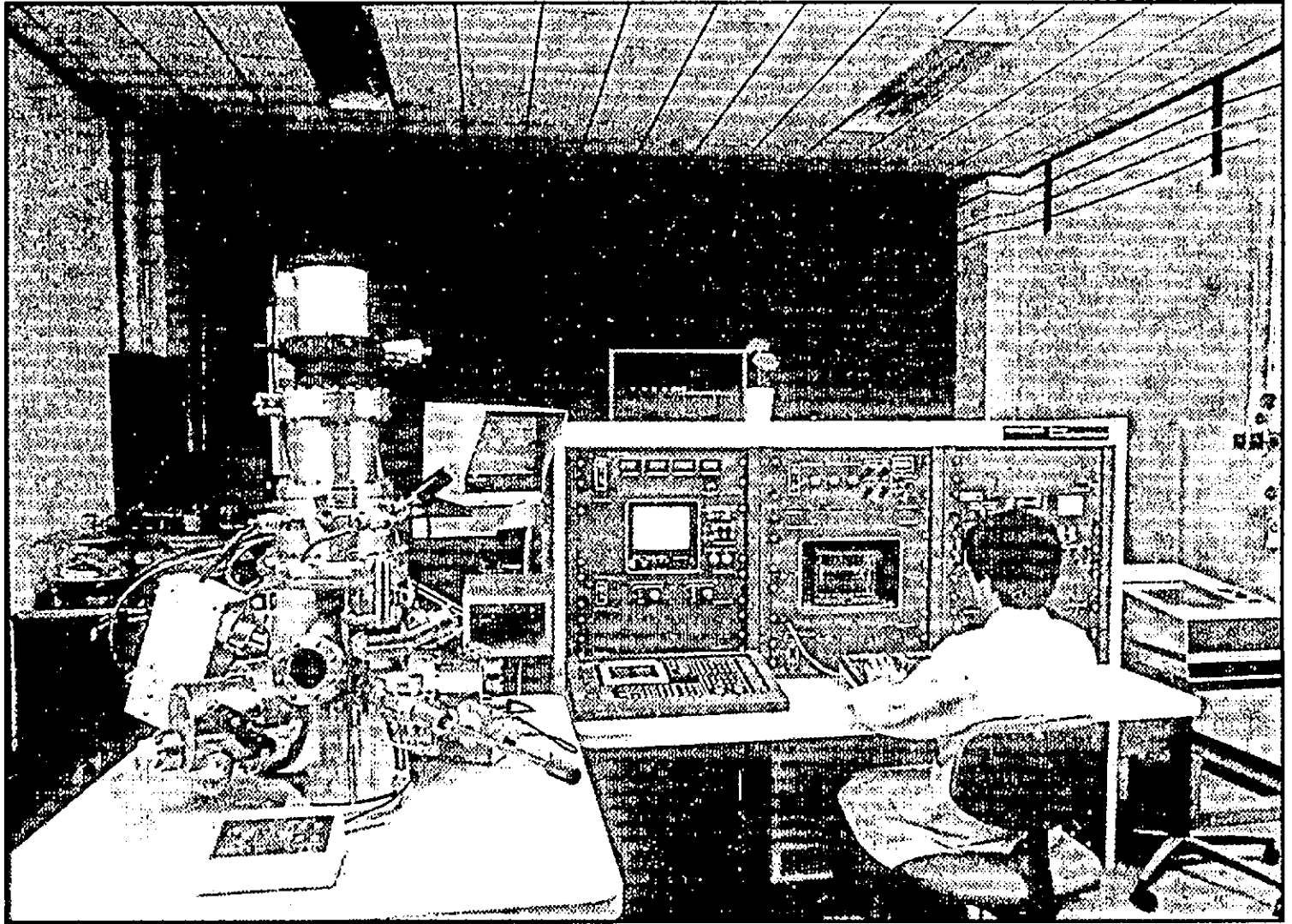
1.



2.



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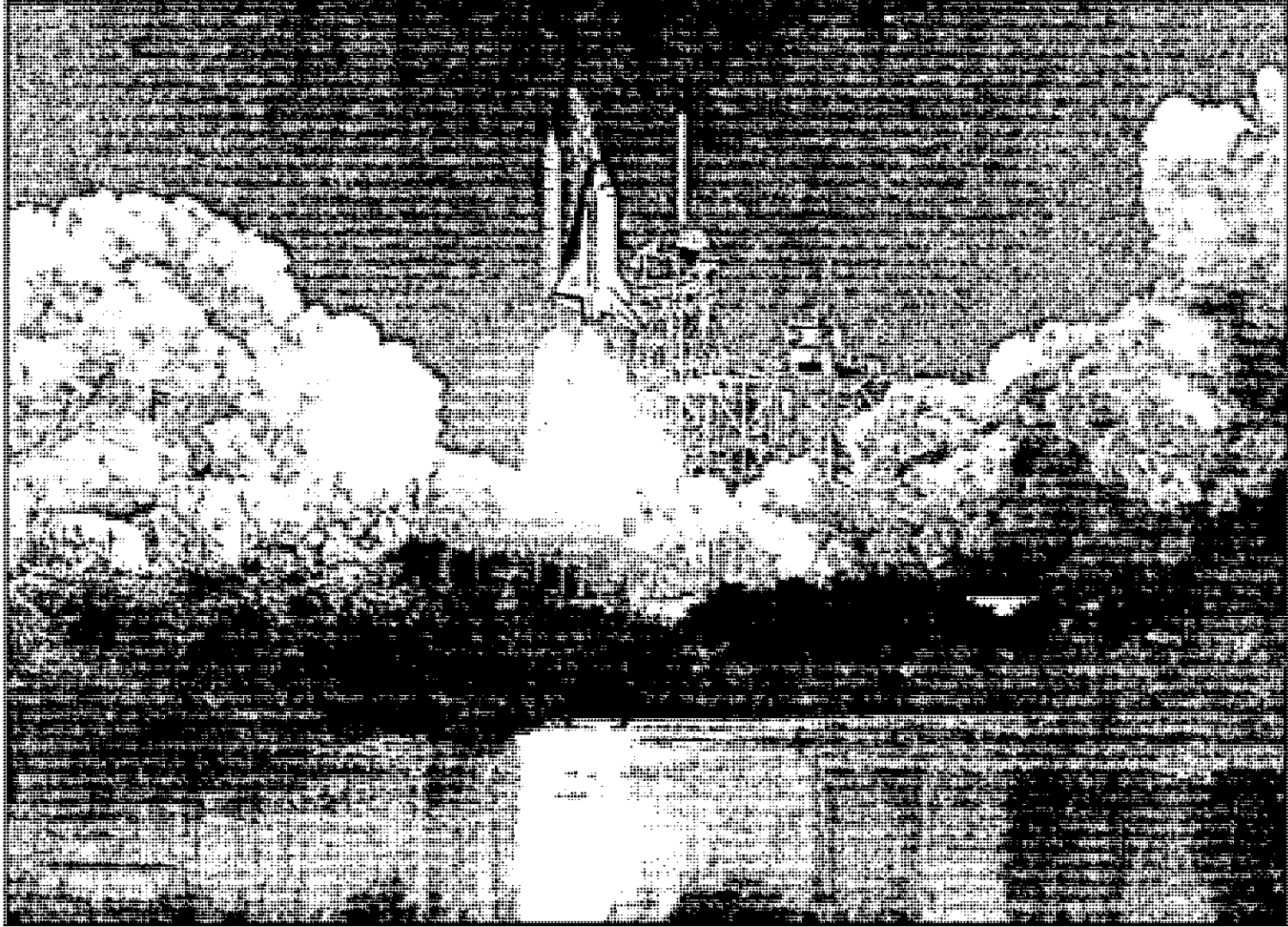


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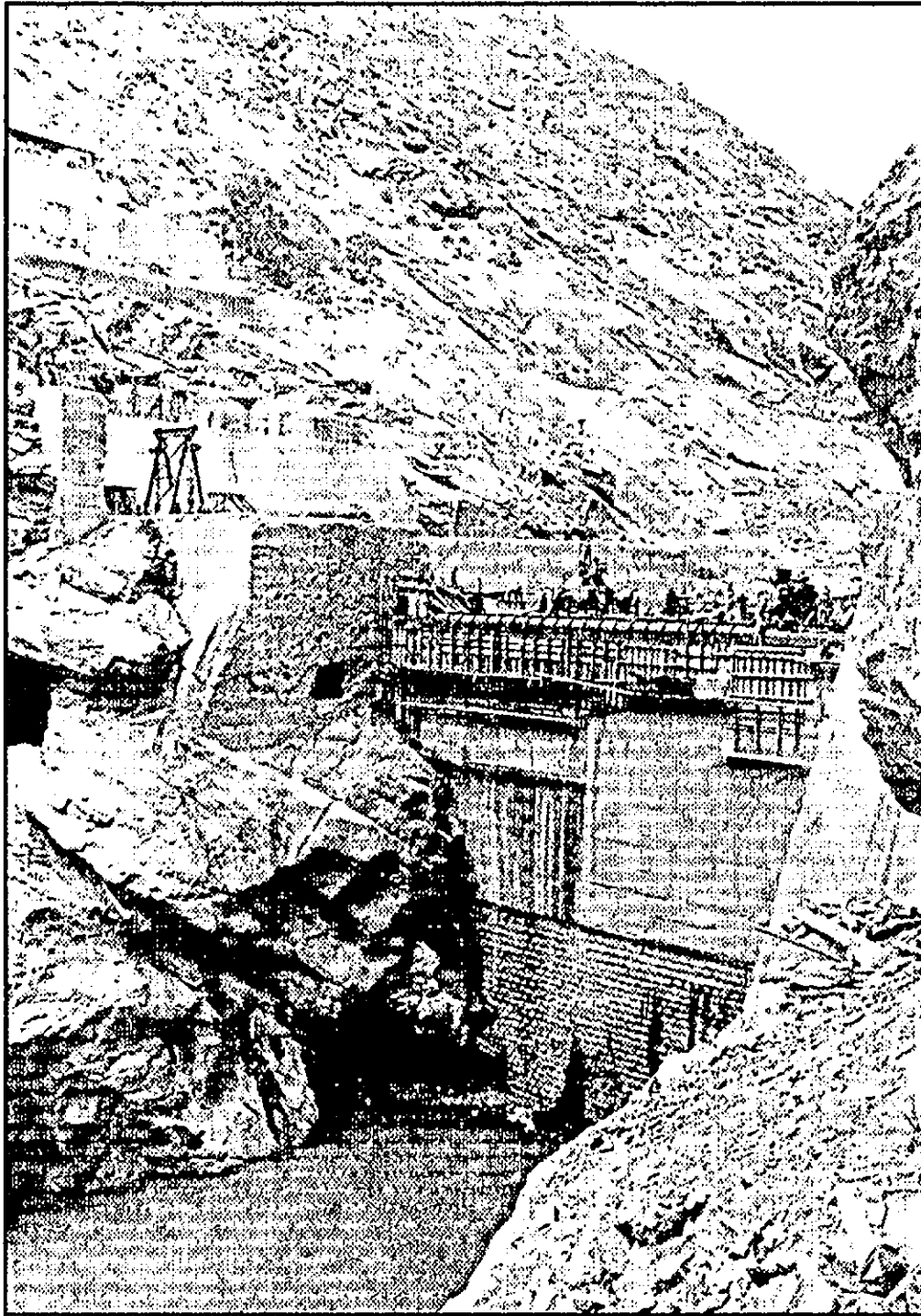


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5.



6.



7.



8.



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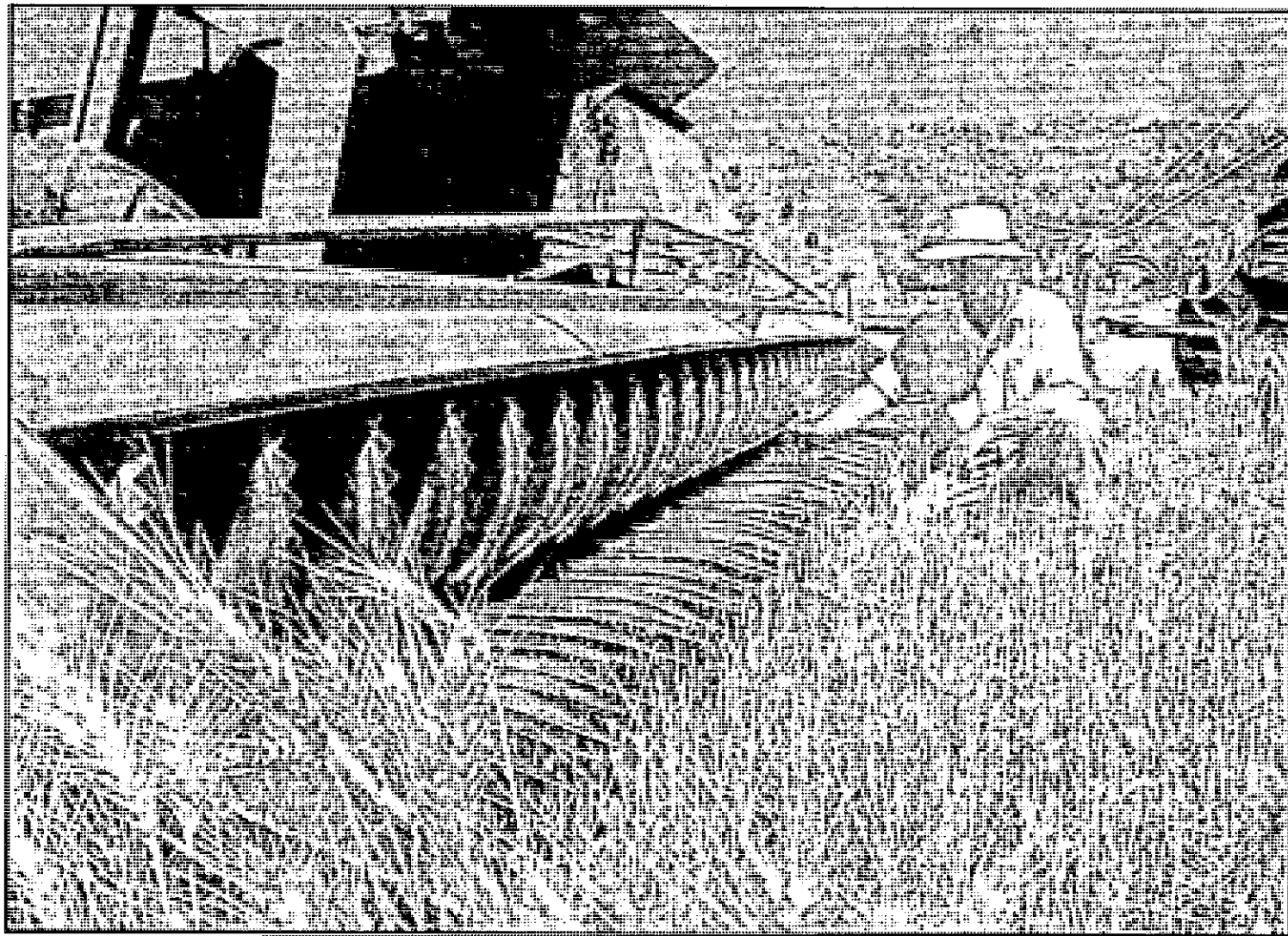
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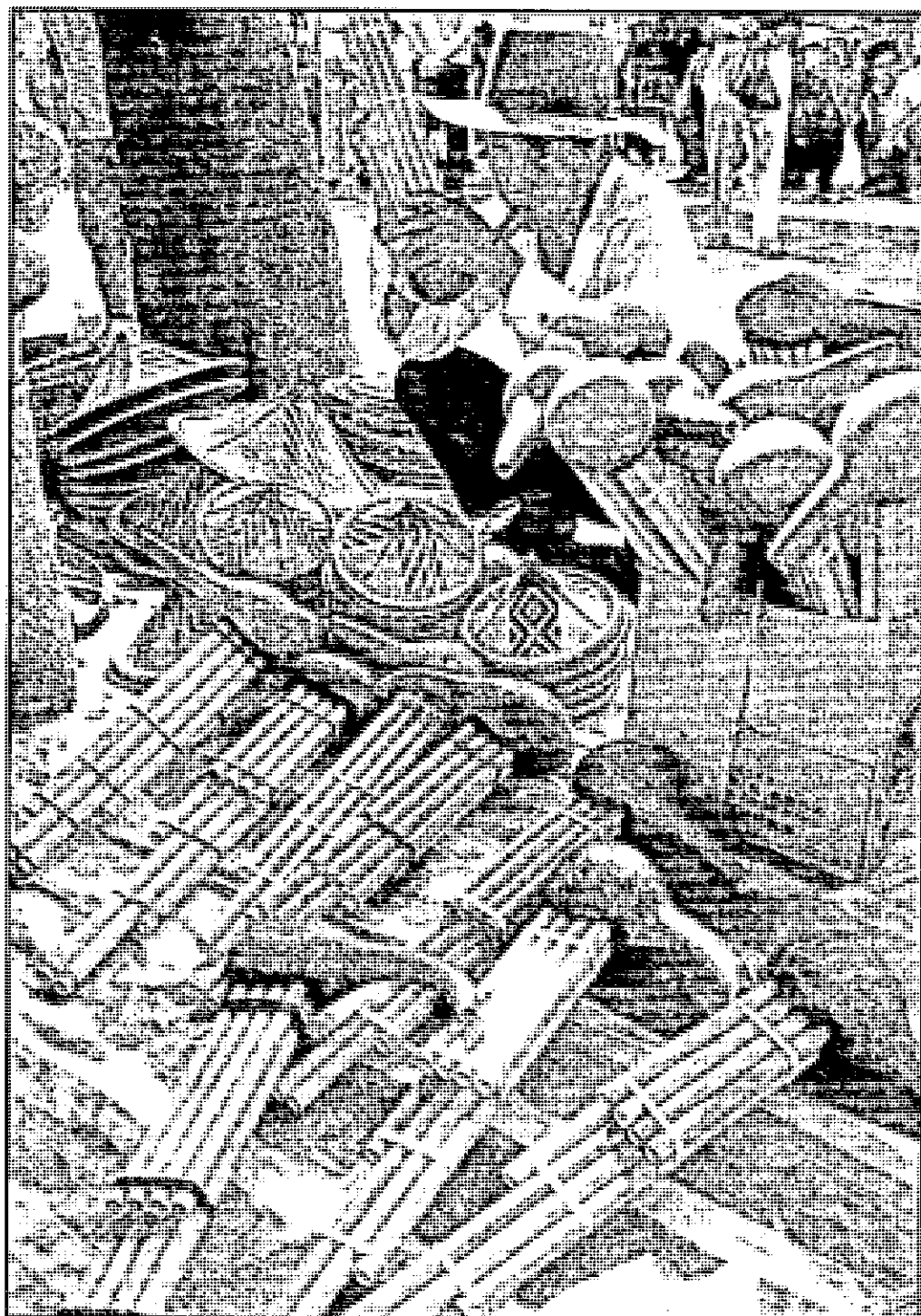
10.



11.



12.

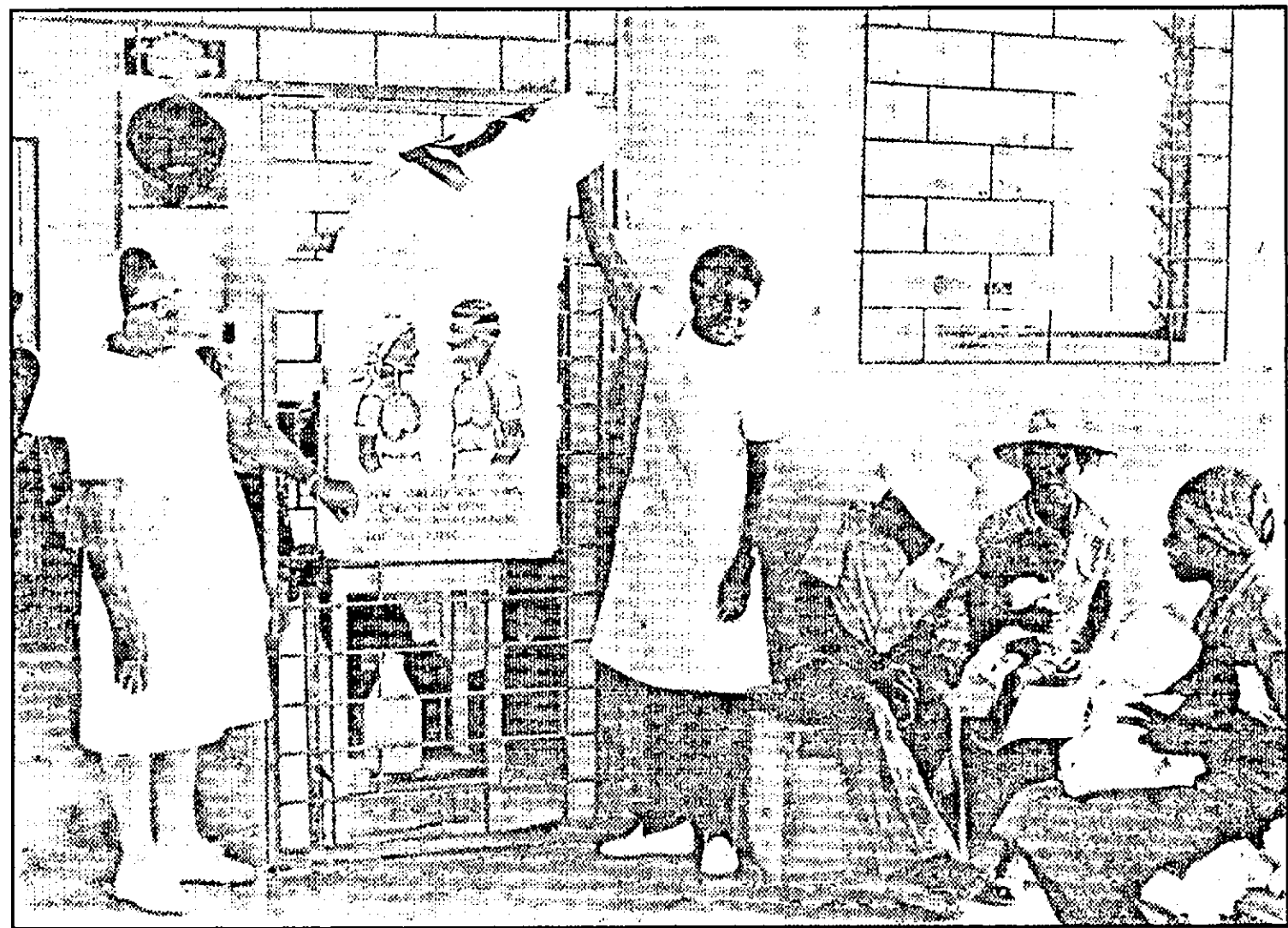


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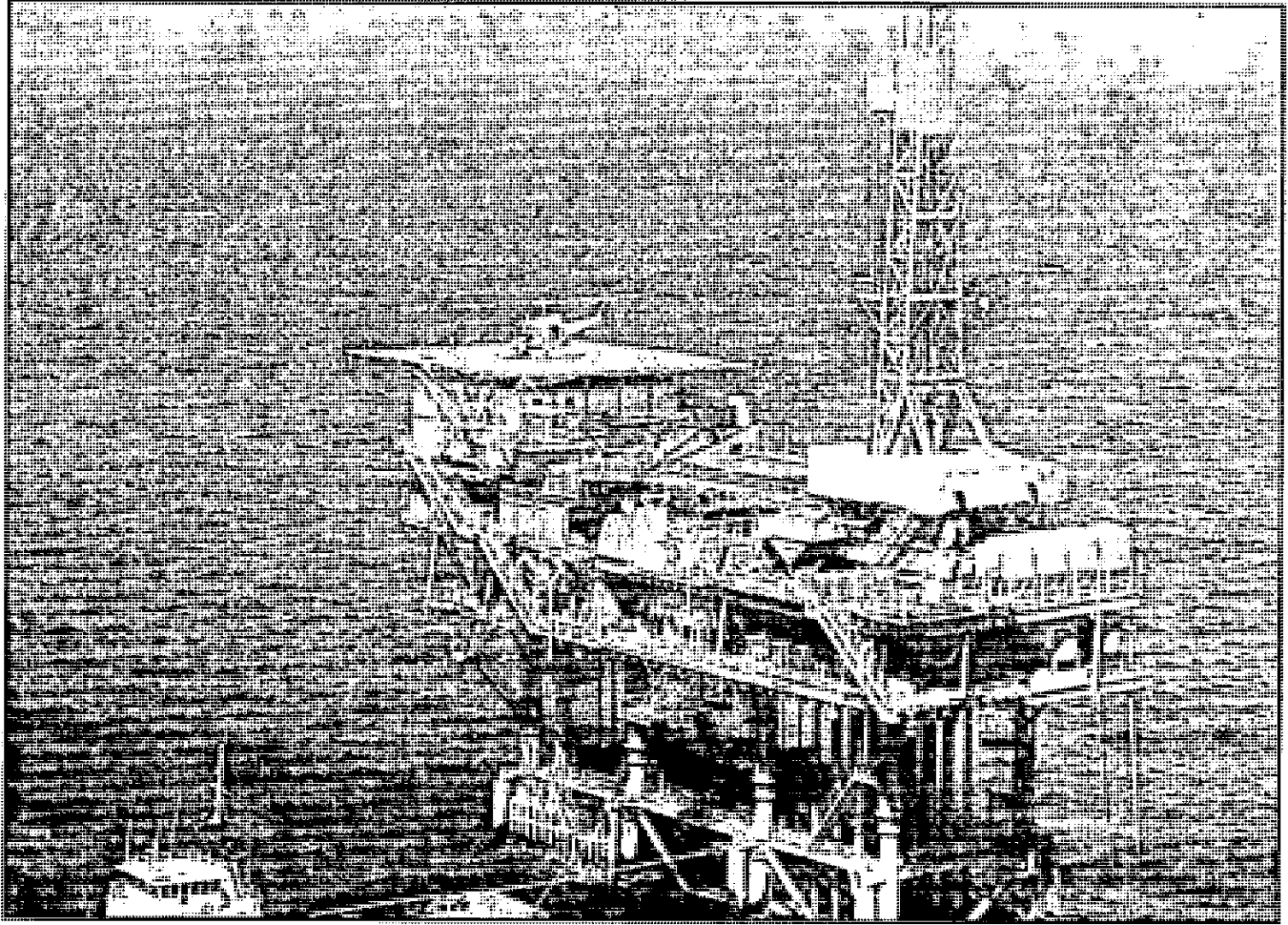
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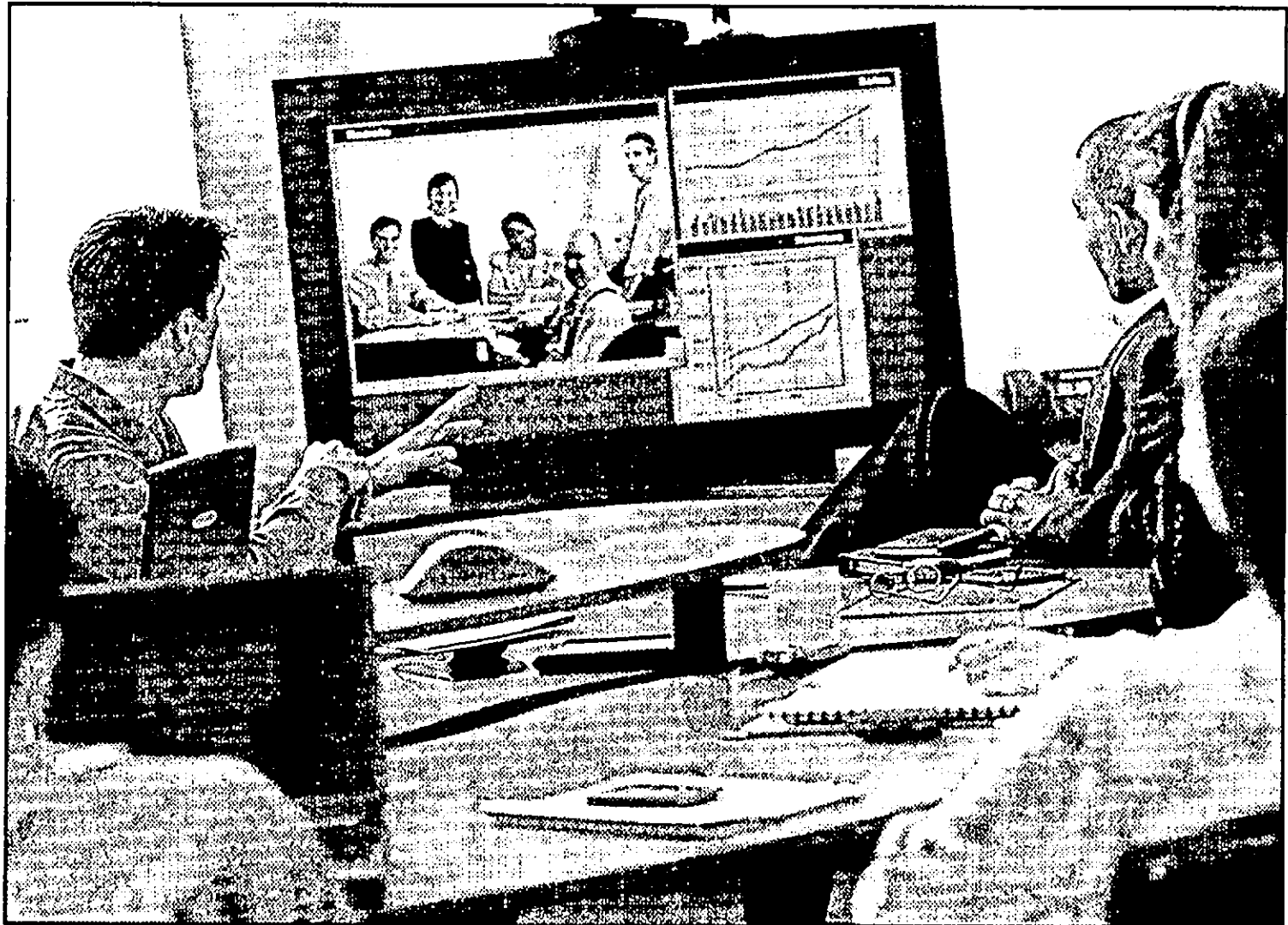
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15.

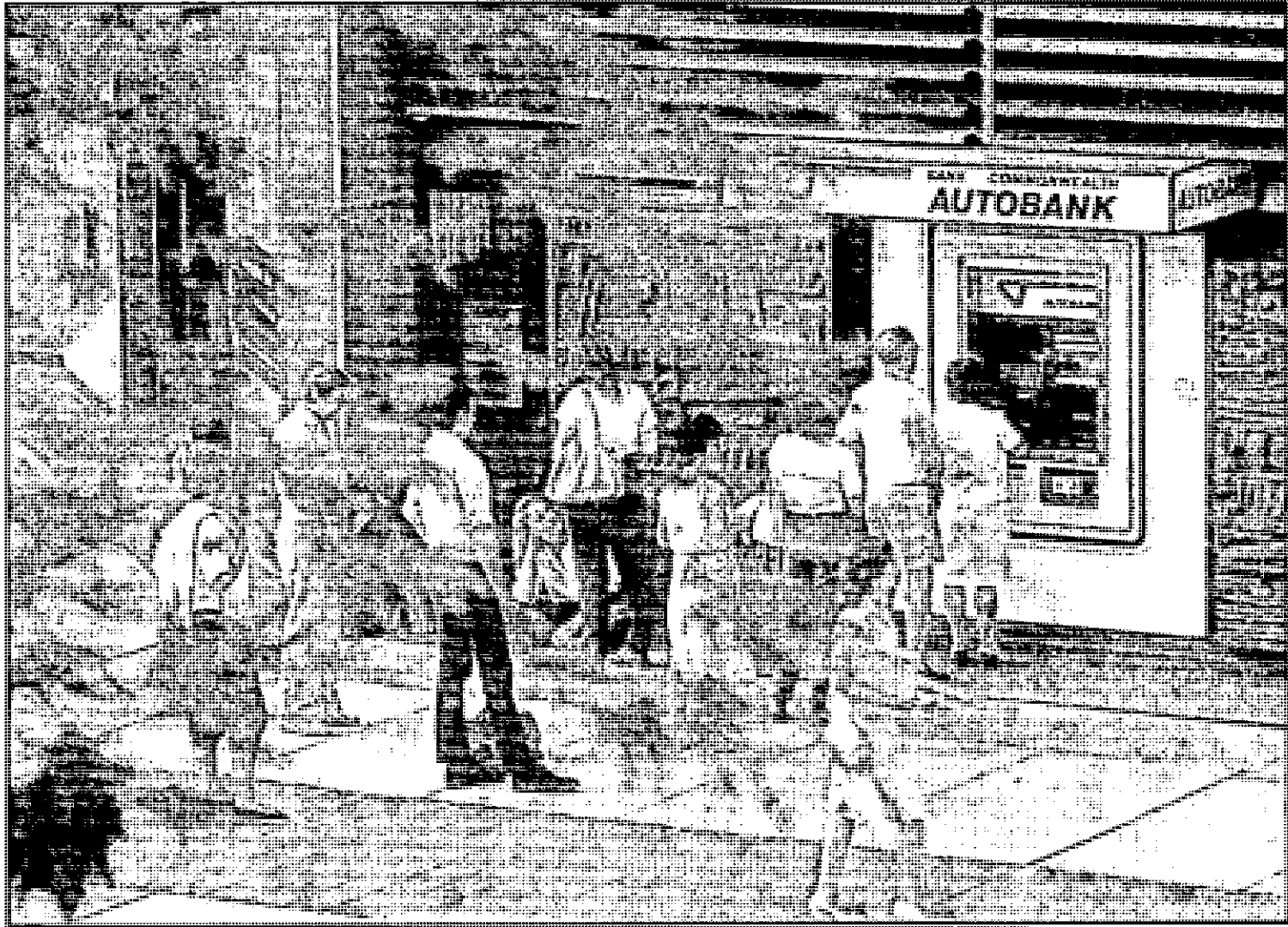


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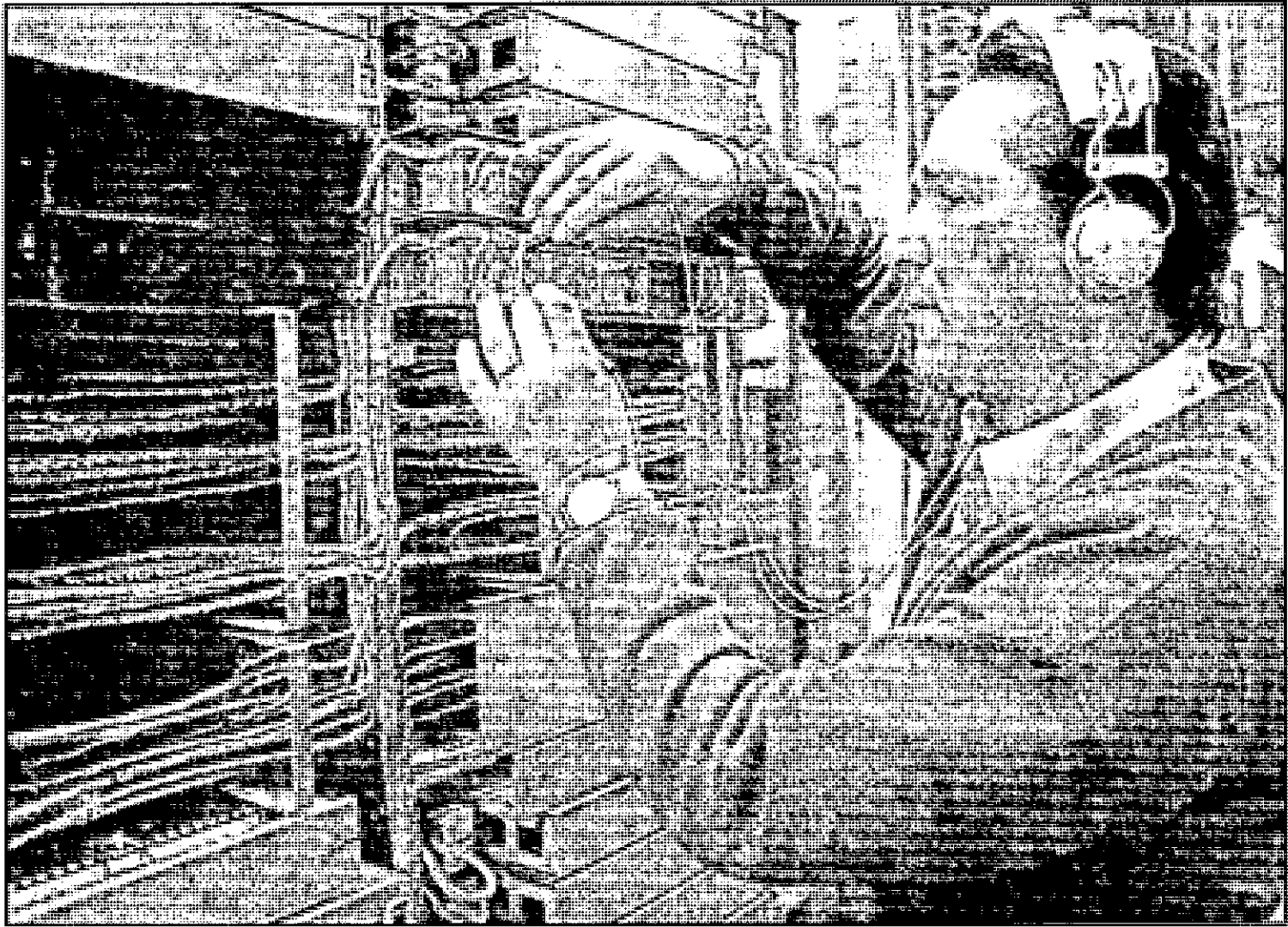


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17.



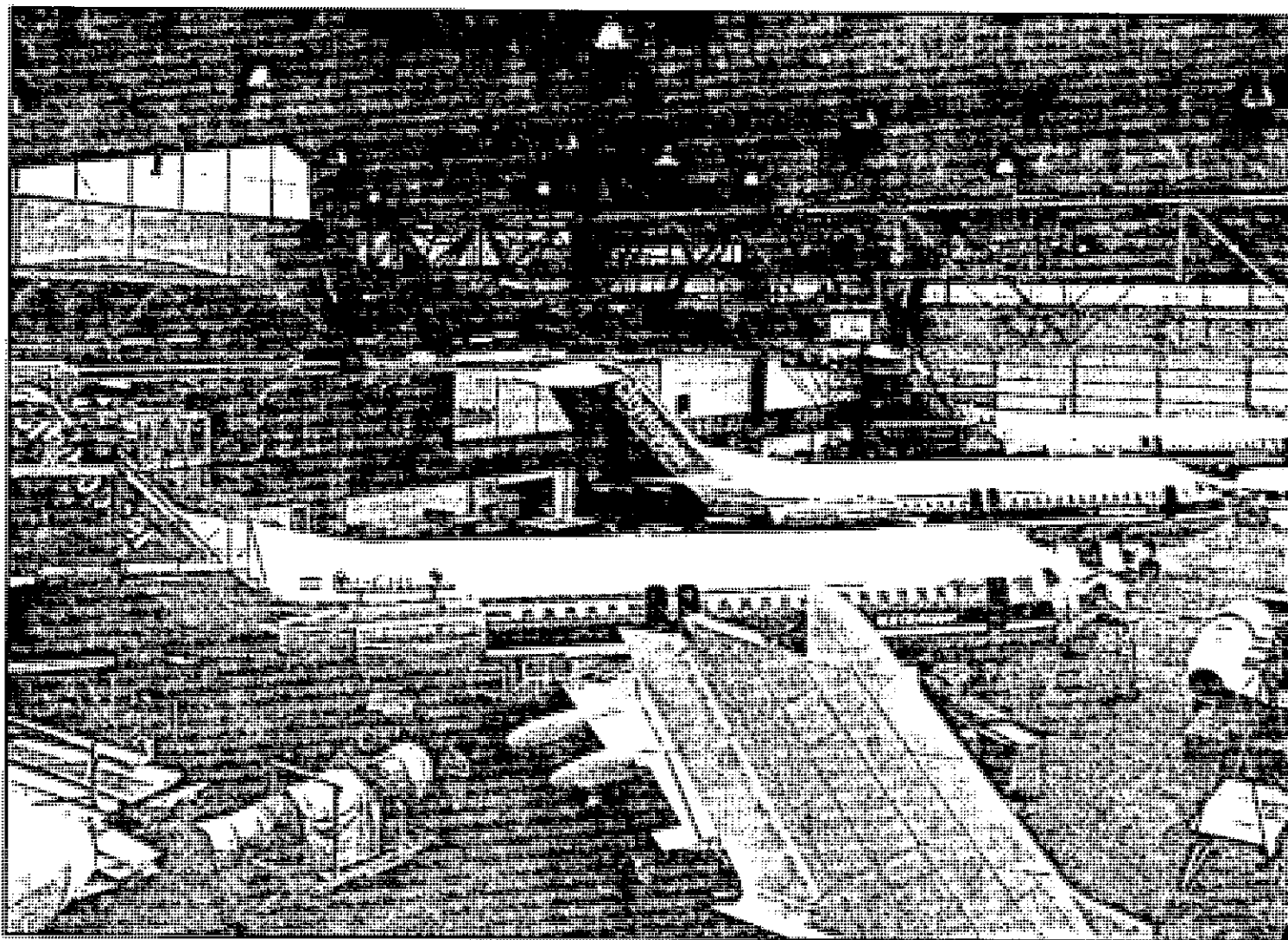
18.



19.



20.



GO ON TO THE NEXT PAGE 

PART II



Directions: In this part of the test, you will hear a question spoken in English, followed by three responses, also spoken in English. The question and the responses will be spoken just one time. They will not be printed in your test book, so you must listen carefully to understand what the speakers say. You are to choose the best response to each question.

Now listen to a sample question.

You will hear:

You will also hear:

Sample Answer



The best response to the question "How are you?" is choice (A), "I am fine, thank you." Therefore, you should choose answer (A).

21. Mark your answer on your answer sheet.
22. Mark your answer on your answer sheet.
23. Mark your answer on your answer sheet.
24. Mark your answer on your answer sheet.
25. Mark your answer on your answer sheet.
26. Mark your answer on your answer sheet.
27. Mark your answer on your answer sheet.
28. Mark your answer on your answer sheet.
29. Mark your answer on your answer sheet.
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39. Mark your answer on your answer sheet.
40. Mark your answer on your answer sheet.

41. Mark your answer on your answer sheet.

42. Mark your answer on your answer sheet.

43. Mark your answer on your answer sheet.

44. Mark your answer on your answer sheet.

45. Mark your answer on your answer sheet.

46. Mark your answer on your answer sheet.

47. Mark your answer on your answer sheet.

48. Mark your answer on your answer sheet.

49. Mark your answer on your answer sheet.

50. Mark your answer on your answer sheet.

GO ON TO THE NEXT PAGE 

PART III



Directions: In this part of the test, you will hear several short conversations between two people. The conversations will not be printed in your test book. You will hear the conversations only once, so you must listen carefully to understand what the speakers say.

In your test book, you will read a question about each conversation. The question will be followed by four answers. You are to choose the best answer to each question and mark it on your answer sheet.

51. Who is complaining?
(A) The boss.
(B) The temporary secretary.
(C) The office doctor.
(D) The sick secretary.
52. What has been taken?
(A) Paper supplies.
(B) Chemicals.
(C) Trade secrets.
(D) Money.
53. When did the woman's father start the business?
(A) After he finished school.
(B) After he served in the army.
(C) When he came to this country.
(D) During the war.
54. What is the nature of the visit?
(A) Business.
(B) Tourism.
(C) Education.
(D) Personal.
55. When will the company increase its services?
(A) When the office is less busy.
(B) When the staff has learned to use the new software.
(C) When the markets have opened.
(D) When it gets more business.
56. Who is interested in finance?
(A) The delivery boy.
(B) The section supervisor.
(C) The soccer player.
(D) Ms. Chen.
57. Who is busy with night classes?
(A) A business associate.
(B) Schoolchildren.
(C) The wife.
(D) The whole family.
58. When is inventory always taken?
(A) Every two days.
(B) Two times a week.
(C) After the holidays.
(D) When the employees return from vacation.
59. Who wrote the book?
(A) An associate.
(B) The son of a colleague.
(C) A movie star.
(D) Film producers.
60. When will the woman make up her mind?
(A) When the risk is greater.
(B) When her broker tells her what to do.
(C) In a couple of months.
(D) When the stock goes up in value.
61. What might the man have to do?
(A) Buy a new stereo.
(B) Reconnect the wires.
(C) Listen more closely.
(D) Read a novel.
62. When would be a bad time for the man to repay the debt?
(A) In a few weeks' time.
(B) In two days.
(C) Very soon.
(D) When he returns from overseas.

63. Who do the speakers need to see?
(A) The computer programmer.
(B) The doctor.
(C) The human resources director.
(D) The receptionist.
64. When might the postal service raise the rates again?
(A) In six days.
(B) In six months.
(C) In two years.
(D) In another six years.
65. What must the woman still do?
(A) Leave the building.
(B) Turn in her expense account.
(C) Turn in the receipts.
(D) Take a business trip.
66. Where was this appliance probably installed?
(A) In the office.
(B) In the appliance shop.
(C) In the laundromat.
(D) In the kitchen.
67. When do the manufacturers have their busiest season?
(A) When their salespeople work very hard.
(B) When the weather is warm.
(C) When it's cold outside.
(D) When their factory heats up.
68. Where are the speakers having this talk?
(A) At work.
(B) On the telephone.
(C) At the airport.
(D) At a bus stop.
69. Who cautioned the man to be careful?
(A) A jogger.
(B) A shoe shop owner.
(C) The doctor.
(D) A football player.
70. Where is the woman going?
(A) Down to the river.
(B) To an auto mechanic.
(C) To her friend's doctor.
(D) To an eye doctor.
71. Who made a mistake in billing?
(A) The customers.
(B) The collection department.
(C) The computer technician.
(D) The bank.
72. When will the results be known?
(A) When the absentee votes are counted.
(B) After they count the ballots.
(C) In the morning.
(D) Before the polls close.
73. What part of the games did people watch?
(A) Only the parts they were interested in.
(B) Half of the games.
(C) All of the games.
(D) None of the games.
74. What should the new employee be good at?
(A) Getting along with people.
(B) His schoolwork.
(C) His classes.
(D) Accounting practices.
75. Who lost radio contact?
(A) The weather forecaster.
(B) The instructor.
(C) The other plane.
(D) The radar engineer.
76. What is the woman's problem?
(A) The man's son won't help her.
(B) She can't read the directions.
(C) The father can't find his son.
(D) She needs to assemble a bike.
77. Who does the woman want to see?
(A) The electrician.
(B) The safety inspector.
(C) The mayor.
(D) The architect.

GO ON TO THE NEXT PAGE 

78. When will the companies merge?

- (A) In two or three years.
- (B) When they've learned each other's business.
- (C) Sometime next year.
- (D) When their consultants advise them to do so.

79. What will the new director be in charge of?

- (A) All the employees.
- (B) Buying the office supplies.
- (C) The entire company.
- (D) Interoffice memos.

80. When did the speakers buy a new house?

- (A) When they were young.
- (B) Before they got too old.
- (C) After their third child.
- (D) After the adoption.

PART IV



Directions: In this part of the test, you will hear several short talks. Each will be spoken just one time. They will not be printed in your test book, so you must listen carefully to understand and remember what is said.

In your test book, you will read two or more questions about each short talk. The questions will be followed by four answers. You are to choose the best answer to each question and mark it on your answer sheet.

81. When will it be pleasant enough for walking?
(A) In the mornings.
(B) In the afternoons.
(C) In the evenings.
(D) On weekends.
82. What should be taken to work every morning?
(A) A radio.
(B) An umbrella.
(C) A roll.
(D) A bus.
83. Who made the report to the police?
(A) Schoolchildren.
(B) A flier.
(C) Two residents.
(D) Two reporters.
84. What caused the report?
(A) Some fliers were identified.
(B) Spaceships were sighted.
(C) Two men flew in space.
(D) An investigation took place.
85. When could the power reserves run out?
(A) In the afternoon.
(B) By the end of the month.
(C) In the evening.
(D) By summer.
86. What is the company asking for?
(A) Experience.
(B) Business.
(C) Power.
(D) Cooperation.
87. Who got off the bus?
(A) A doctor.
(B) A dog.
(C) A dentist.
(D) An accountant.
88. What did the man accidentally do?
(A) He stepped on the dog.
(B) He bit the dog's leg.
(C) He released his hold on the dog.
(D) He took the dog to the doctor.
89. Why did the dog bite the man?
(A) The dog was angry.
(B) The dog was jealous.
(C) The dog was hungry.
(D) The dog was bored.
90. What did the announcer do?
(A) She transcribed the report.
(B) She delayed action.
(C) She developed some photos.
(D) She simplified the report.
91. What is this report on?
(A) New medicines.
(B) Weather conditions.
(C) Concerts.
(D) Community events.
92. Who is making the announcement?
(A) The high school.
(B) The mayor.
(C) City hall.
(D) The musicians.
93. When is the concert?
(A) Before school.
(B) At eight in the evening.
(C) At eight in the morning.
(D) During school.
94. How many seats are available?
(A) 100.
(B) 400.
(C) 405.
(D) 500.

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95. What part of the shaver is made of stainless steel?
- (A) The blades.
 - (B) The surface.
 - (C) The case.
 - (D) Its face.
96. In what direction do the blades move?
- (A) Back and forth.
 - (B) Up and down.
 - (C) In a circle.
 - (D) Sideways.
97. Who would do business with the Rock Trading Company?
- (A) Jewelry dealers.
 - (B) Investors in stocks.
 - (C) Coin collectors.
 - (D) Construction companies.
98. What can be exchanged at this company's offices?
- (A) Money.
 - (B) Precious gems.
 - (C) Stocks.
 - (D) Stones.
99. Where will there be a vacancy?
- (A) At City Hall.
 - (B) On the Smithtown City Council.
 - (C) At the Smithtown Library.
 - (D) On the Smithtown School Board.
100. Who may apply for the job?
- (A) Only women.
 - (B) Only librarians.
 - (C) Only civil engineers.
 - (D) Residents over twenty-one.

**This is the end of the Listening Comprehension portion of the test.
Turn to Part V in your test book.**

YOU WILL HAVE ONE HOUR AND FIFTEEN MINUTES TO COMPLETE PARTS V, VI, AND VII OF THE TEST.

READING

In this section of the test, you will have the chance to show how well you understand written English. There are three parts to this section, with special directions for each part.

PART V

Directions: Questions 101–140 are incomplete sentences. Four words or phrases, marked (A), (B), (C), (D), are given beneath each sentence. You are to choose the **one** word or phrase that best completes the sentence. Then, on your answer sheet, find the number of the question and mark your answer.

Example

Because the equipment is very delicate,
it must be handled with _____.

- (A) caring
- (B) careful
- (C) care
- (D) carefully

Sample Answer

(A) (B) (C) (D)

The sentence should read, "Because the equipment is very delicate, it must be handled with care." Therefore, you should choose answer (C).

Now begin work on the questions.

101. We test our products for safety
_____ durability.

- (A) nor
- (B) as well as
- (C) but
- (D) or

102. _____ Wall Street closed, analysts
were pleased with the high volume.

- (A) Because
- (B) While
- (C) The
- (D) When

103. While the presentation _____, the
secretary was taping it.

- (A) was being made
- (B) has been made
- (C) was making
- (D) made

104. If the postage is incorrect, the package
_____ immediately.

- (A) is returned
- (B) is going to return
- (C) will be returned
- (D) returns

105. Management _____ looked into the
matter.

- (A) has already
- (B) still has
- (C) has still
- (D) has yet

106. Since Mr. Carlo enrolled in night classes,
he has _____ a knowledgeable
trainee.

- (A) looked into
- (B) brought about
- (C) turned into
- (D) broken into

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107. The clerk inadvertently let the folder _____.
- (A) drop
(B) dropped
(C) to drop
(D) dropping
108. The organization wants the meeting _____ immediately.
- (A) to arrange
(B) will arrange
(C) arranged
(D) arrange
109. She was hardworking and competent; _____, she had no trouble being recommended.
- (A) namely
(B) yet
(C) moreover
(D) thus
110. They thought the project would be a great success; _____ it failed to promote interest.
- (A) thus
(B) yet
(C) as a result
(D) finally
111. The _____ department keeps a file on each employee.
- (A) personnel
(B) persons
(C) personal
(D) personable
112. The trucks had not been inspected, _____ the drivers took them out anyway.
- (A) and
(B) so
(C) and so
(D) but
113. _____ you file your claim, collect receipts for all purchases.
- (A) As
(B) While
(C) Before
(D) After
114. A workers strike could lead _____ a settlement with management.
- (A) from
(B) to
(C) at
(D) with
115. We want to improve our ability to compete _____ our largest rival.
- (A) with
(B) of
(C) about
(D) for
116. He advised _____ a charitable foundation.
- (A) catching on
(B) going over
(C) filling out
(D) setting up
117. Buy top quality even if it _____ something not currently in vogue.
- (A) were
(B) is
(C) was
(D) be
118. As soon as the money _____ invested, the project will begin.
- (A) is
(B) will be
(C) is going to be
(D) has been
119. These contracts will encourage the growth of a more competitive banking structure _____.
- (A) always
(B) two years ago
(C) in the next year
(D) sometimes
120. Management relies _____ on its ongoing review of the loan portfolio.
- (A) predominance
(B) predominantly
(C) predominant
(D) predominated

121. These tables show only our domestic operations; _____ international operations are not included.
- (A) moreover
(B) consequently
(C) nevertheless
(D) yet
122. The firm provides _____ care and life insurance benefits.
- (A) healthy
(B) healthful
(C) healthfulness
(D) health
123. The program is designed to improve competitive strength; _____, it will also increase the potential for higher earnings.
- (A) nevertheless
(B) meanwhile
(C) namely
(D) accordingly
124. Financing has come chiefly from _____ sources.
- (A) internalizing
(B) internal
(C) intern
(D) internalized
125. Our worldwide sales made us _____ 9 percent.
- (A) advanced
(B) advance
(C) advancing
(D) advancement
126. To avoid errors using the new coding system, you should _____ before beginning to code.
- (A) find it out
(B) take it up
(C) look it over
(D) move it away
127. They got all the packages _____ on time.
- (A) deliver
(B) delivering
(C) to deliver
(D) delivered
128. If we _____ the plans carefully, we would not have erred so seriously.
- (A) had studied
(B) study
(C) studied
(D) were studying
129. In ten years, about half of the decline _____ attributable to write-offs.
- (A) will be
(B) has been
(C) would be
(D) are
130. Net sales in the current year _____ 9 percent higher than the previous year.
- (A) had been
(B) are
(C) will be
(D) were
131. A subsidiary has entered _____ a partnership arrangement with another company.
- (A) in
(B) to
(C) into
(D) for
132. The flight arrives _____ Rome in two hours.
- (A) at
(B) to
(C) for
(D) in
133. The air-conditioning systems need to be serviced _____.
- (A) biannually
(B) rarely
(C) usually
(D) seldom
134. She is ambitious and wants to _____ more responsibilities.
- (A) take in
(B) take on
(C) get to
(D) get up

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135. The bids for _____ the new building have been received by the Board of Directors.
- (A) putting off
 - (B) putting on
 - (C) putting up
 - (D) putting to
136. Last year was a year of real progress, _____ our funds had been cut.
- (A) still
 - (B) although
 - (C) consequently
 - (D) additionally
137. There have been no grievances _____ problems reported in the last six months.
- (A) and
 - (B) also
 - (C) but
 - (D) or
138. The reservation clerk had him _____ his name twice.
- (A) spell
 - (B) to spell
 - (C) spells
 - (D) spelled
139. If we _____ her foresight, our growth would have been more difficult.
- (A) has
 - (B) did not have
 - (C) had
 - (D) had not had
140. The research director had the department _____ a thorough job in polling potential customers.
- (A) done
 - (B) do
 - (C) doing
 - (D) did

PART VI

Directions: In Questions 141–160, each sentence has four words or phrases underlined. The four underlined parts of the sentence are marked (A), (B), (C), (D). You are to identify the **one** underlined word or phrase that should be corrected or rewritten. Then, on your answer sheet, find the number of the question and mark your answer.

Example

All employee are required to wear their
 A B
identification badges while at work.
 C D

Sample Answer

B C D

The underlined word “employee” is not correct in this sentence. This sentence should read, “All employees are required to wear their identification badges while at work.” Therefore, you should choose answer (A).

Now begin work on the questions.

141. The athlete won the race and broke hers own record.
 A B C D

142. How much of the diners who ate the meat actually became ill?
 A B C D

143. We are not permitted enter the factory after 6 P.M. without authorization.
 A B C D

144. The cancelled concert was rescheduled to more later in the week.
 A B C D

145. The freighter is due at its destination in or about the sixth of June.
 A B C D

146. At the museum there are exhibit of both modern and contemporary art.
 A B C D

147. In order to avoid to make mistakes, take your time and work carefully.
 A B C D

148. Although Mr. Tan had put in much time and effort as Ms. Foley, he was not promoted.
 A B C D

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149. The secretary made a coffee for the applicants waiting for their interviews.
 A B C D
150. Mr. Chung finally realized that there must be error in his earlier calculations.
 A B C D
151. Your requests of the twentieth of April has come to our attention, and we wish
 A B
to acknowledge their receipt immediately.
 C D
152. The man he just got off the elevator is looking for the information desk.
 A B C D
153. Because tax rates were lower, net earnings, which are an indicator of a company's
 A B C
 financial strength, was higher.
 D
154. Lunch is served in the dining room from noon to 3 P.M., Monday by Friday.
 A B C D
155. Their partnership, dissolving by mutual consent, was always thought to be based on
 A B C
 trust and respect.
 D
156. The tourist was unable to sleep because of the noisy outside her hotel room.
 A B C D
157. The goods requiring should be described in detail in order to expedite the shipment.
 A B C D
158. After being asked his advice, Mr. Harmoui recommended to have the proposal read
 A B C D
 by a lawyer.

159. The secretary proved herself to be conscientious, painstaking, and accurate; she
 A B C
always produced work of finer quality.
 D

160. Every month new employees are hired and firing, making this department have the
 A B C
highest turnover rate in the company.
 D

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PART VII

Directions: Questions 161–200 are based on a selection of reading materials, such as notices, letters, forms, newspaper and magazine articles, and advertisements. You are to choose the **one** best answer, (A), (B), (C), or (D), to each question. Then, on your answer sheet, find the number of the question and mark your answer. Answer all questions following each reading selection on the basis of what is **stated** or **implied** in that selection.

Read the following example.

The Museum of Technology is a “hands-on” museum, designed for people to experience science at work. Visitors are encouraged to use, test, and handle the objects on display. Special demonstrations are scheduled for the first and second Wednesdays of each month at 13:30. Open Tuesday–Friday 12:00–16:30, Saturday 10:00–17:30, and Sunday 11:00–16:30.

When during the month can visitors see special demonstrations?

Sample Answer

(A) ● (C) (D)

- (A) Every weekend
- (B) The first two Wednesdays
- (C) One afternoon a week
- (D) Every other Wednesday

The reading selection says that the demonstrations are scheduled for the first and second Wednesdays of the month. Therefore, you should choose answer (B).

Now begin work on the questions.

Questions 161–163 refer to the following notice.

ASSOCIATION MANAGEMENT POLICY

All orders, returns, replacements, and correspondence regarding Association materials should be directed to Association Management, Honolulu, HI 96762. Payment must accompany all orders except for those on official institutional purchase order forms. No orders for less than one hundred dollars can be accepted. Shipping and handling charges will be added to all orders. Association stock numbers must be included on all orders. Make all checks and money orders payable to Association Management. Prices quoted are wholesale prices effective as of November 1 and subject to change without notice. The Association pays postage and handling on all orders accompanied by payment.

- 161. Which requests need NOT include payment?
 - (A) Those on official purchase order forms
 - (B) Those that include stock numbers
 - (C) Those with return postage paid
 - (D) Those made by individuals
- 162. What is the minimum purchase possible from the Association?
 - (A) Six books
 - (B) Twenty-five books
 - (C) One hundred dollars' worth of materials
 - (D) Not specified
- 163. Which of the following is true if you enclose a check or money order with your order?
 - (A) The Association will cover the postage.
 - (B) You will have to wait longer to receive the order
 - (C) You will be billed at retail prices.
 - (D) The Association will give you a discount.

Questions 164–167 refer to the following report.

Procedures and requirements enacted in 1995 now govern the Old and Historic Riyadh District. Significant changes were made to the 1980 ordinance (No. 984). Perhaps the most important aspect of the new requirements was a further expansion of the city's powers to protect historic buildings. Through eminent domain, the city could now acquire buildings that had been neglected and had fallen into disrepair, and thus stem the loss of valuable sites. Also, for the first time a height limit was imposed within the Old and Historic Riyadh District. To ensure that future development would be compatible with existing structures, height limits of 77 feet along commercial corridors, 62 feet within the urban renewal area, and 50 feet in general residential areas were enacted.

164. Which of the following is true of the 1995 ordinance?
- (A) It did not permit the city to automatically acquire decrepit buildings.
 - (B) It established height restrictions.
 - (C) It gave no power to the city to protect buildings.
 - (D) It was not much different from the 1980 ordinance.
165. What does eminent domain enable the city to do?
- (A) Take possession of decrepit buildings
 - (B) Tax historic buildings
 - (C) Discourage economic development
 - (D) Ensure population growth
166. What is the height limit for buildings in the old commercial section of Riyadh?
- (A) 50 feet
 - (B) 62 feet
 - (C) 77 feet
 - (D) 100 feet
167. What is true about future development projects?
- (A) They have the right of eminent domain.
 - (B) They may tear down neglected buildings.
 - (C) They are unrestricted in commercial areas.
 - (D) They must be compatible with present architecture.

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Questions 168–170 refer to the following schedule.

COMMITTEE MEETINGS IN RAYBURN HOUSE OFFICE BUILDING		
9:00 A.M.	Foreign Affairs On foreign aid legislation	Room 2200
9:30 A.M.	Education & Labor Continuing hearings on administration budget proposals	Room 2175
10:00 A.M.	Foreign Affairs On foreign aid request to Egypt	Room 2200
11:00 A.M.	Foreign Affairs On Russian relations in the Western Hemisphere	Room 2200
2:00 P.M.	Government Operations Continuing hearings on condition of federal deposit insurance for savings institutions	Room 2247
3:00 P.M.	Ways and Means Hearings on voluntary restraints on steel exports from the Pacific Rim	Room 1100

168. In which room does a committee meet to discuss an international trade situation?

- (A) 1100
- (B) 2175
- (C) 2200
- (D) 2247

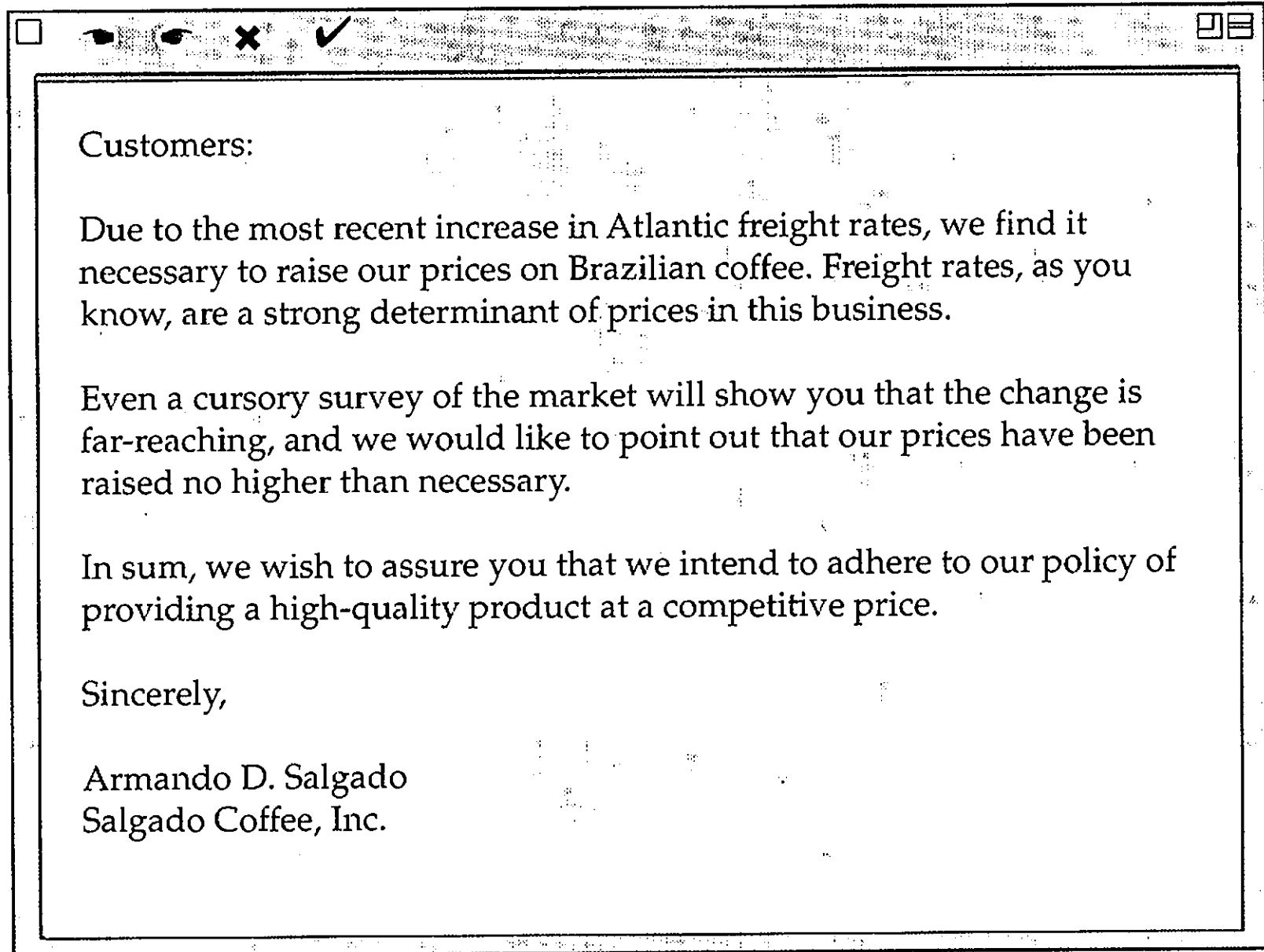
169. At what time will a committee discuss savings and loan associations?

- (A) 9:00 A.M.
- (B) 9:30 A.M.
- (C) 2:00 P.M.
- (D) 3:00 P.M.

170. Which committee will hold hearings on new laws?

- (A) Foreign Affairs
- (B) Education & Labor
- (B) Government Operations
- (D) Ways and Means

Questions 171–174 refer to the following e-mail message.



171. What can be said about the writer of this e-mail message?

- (A) He sets the freight rates on the Atlantic Ocean.
- (B) He owns a fleet of ships that cross the Atlantic.
- (C) He is an exporter of coffee.
- (D) He is negotiating coffee bean prices.

172. What is a cause of the price increase?

- (A) The stable market
- (B) Improved quality
- (C) The demand for coffee
- (D) Increased shipping costs

173. Who will pay more for coffee?

- (A) Brazil
- (B) Shippers
- (C) Consumers
- (D) Coffee growers

174. Where is this e-mail message most probably being sent?

- (A) To Australia
- (B) To Asia
- (C) To Europe
- (D) To South America

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Questions 175–177 refer to the following job announcement.

Public Information Specialist: A temporary (three to five months) employee to initiate press releases and media liaison; to write speeches, feature articles, and other corporate materials; to prepare and execute publicity and promotion. Six years' journalism or public relations experience and a college degree. Previous experience as a writer essential. Send resume to Grundy Locke, Human Resources Manager.

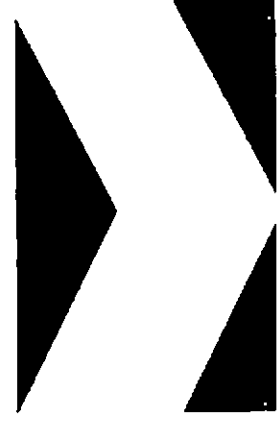
175. What is a minimum requirement for the position?
- (A) Three to five months' experience
 - (B) Master's degree in journalism
 - (C) Experience as a writer
 - (D) Current employment
176. Who would be the most qualified for the job?
- (A) A statistician
 - (B) An accountant
 - (C) A speech writer
 - (D) A literature teacher
177. Where would this person probably work?
- (A) With a newspaper
 - (B) With the government
 - (C) At a college
 - (D) In a company

Questions 178–180 refer to the following report.

The International Division of the Society for Research and Development holds as firm to its charter today as it did in 1857 when the Society was formed. Since that first meeting of SRD members—just forty-three individuals from twelve countries—the Society has grown to 1.7 million members in every country around the world, united in a never-ending quest to improve corporate training. The Society is as democratic as the UN. Each summer over eight thousand member-elected delegates—the Representative Assembly—meet to debate and decide SRD's direction. The Society's work has produced landmark decisions that affect both the Society and industry.

178. Who votes for delegates to the Representative Assembly?
- (A) The United Nations
 - (B) Forty-three individuals
 - (C) Members of SRD
 - (D) Eight thousand delegates
179. Which of the following is true of SRD today as compared with SRD in 1857?
- (A) It has changed its goals.
 - (B) It meets more often.
 - (C) It still maintains the same goals.
 - (D) It has become less democratic.
180. What kind of training does SRD promote?
- (A) Technological
 - (B) Clinical
 - (C) Political
 - (D) Corporate

Questions 181–183 refer to the following bulletin.



RESERVATIONS: Reservations are required for all club, custom-class, and sleeping-car accommodations. Reservations for coach travel are required on all trains designated as "All-Reserved Trains." Seating in trains with unreserved coach service is not guaranteed. A time limit for purchase of tickets is assigned when reservations are made. If tickets are not purchased within this period, reservations are canceled. A service charge is assessed if reservations are canceled less than thirty minutes prior to departure or if not canceled.

TIMES AT STATIONS: Passengers should be at their boarding stations at least thirty minutes prior to departure. If a train should arrive late, every effort is made to depart as soon as possible. In such cases, the length of time the train remains in the station may be less than shown in the timetable.

181. Where are reservations NOT required?

- (A) In all club cars
- (B) In some coach cars
- (C) In custom-class cars
- (D) In sleeping cars

182. When is a fee charged?

- (A) When reserving a seat
- (B) When boarding the train
- (C) When reservations aren't canceled
- (D) When riding in the club car

183. Why would a train shorten the amount of time it spends in a station?

- (A) To wait for latecomers
- (B) To maintain its schedule
- (C) To collect service charges
- (D) To guarantee seating

Questions 184–186 refer to the following listings.

Smith, Susan. *Tools of the 20s*. 1929. Reprint, Detroit: Singing Free Press, 1971.

Smiths. Inst. *Shaker Furniture and Objects from the Andrews Collection*. Washington, D.C., Smithsonian Institution, 1973.

Sonn, Albert H. *Early American Ironwrights*. 3 volumes, New York: Charles Scribner's Sons, 1928.

184. What kinds of items are on this list?

- (A) Books
- (B) Films
- (C) Songs
- (D) Buildings

186. How is the list organized?

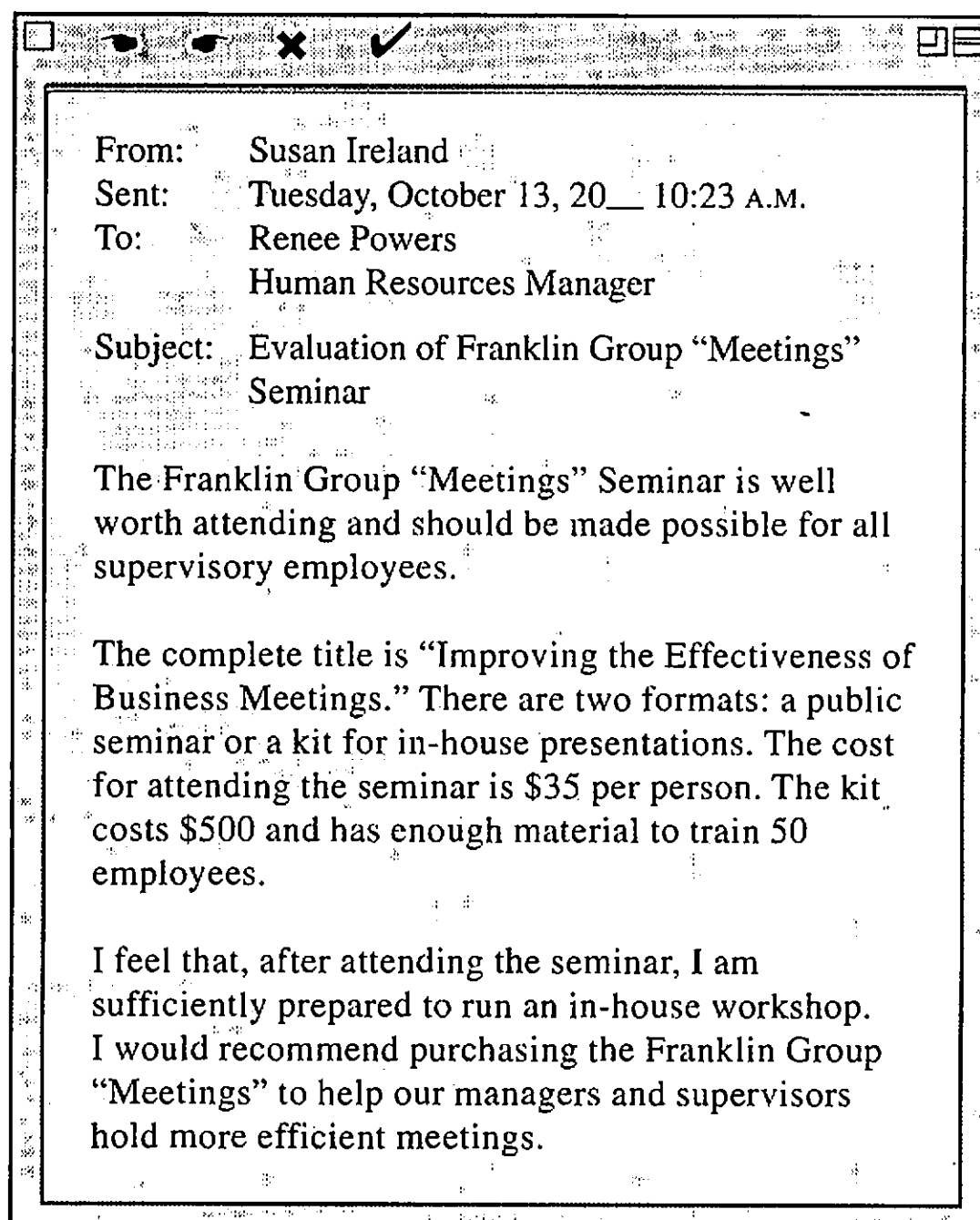
- (A) Alphabetically
- (B) From general to specific
- (C) Chronologically
- (D) By city

185. What do the titles deal with?

- (A) Machines
- (B) Crafts
- (C) Transportation
- (D) Economics

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Questions 187–189 refer to the following e-mail message.



187. What amount did Ms. Ireland pay to attend the seminar?

- (A) \$10
- (B) \$35
- (C) \$70
- (D) Nothing

188. What does the writer of the e-mail message recommend?

- (A) That all employees attend the seminar
- (B) That the human resources manager attend the seminar
- (C) That the company buy the kit
- (D) That managers and supervisors hold more efficient meetings

189. How will other employees probably be trained?

- (A) At the public seminar
- (B) In-house
- (C) By reading books
- (D) By selecting a format

Questions 190–192 refer to the following letter.

3515 Massachusetts Avenue, S.E.
Washington, DC 10019
March 10, 20—

Canyon Roadrunners Store
Santa Fe, NM 87501

Dear Human Resources Director:

I am writing to recommend most highly James Proctor, formerly of La Plata, Maryland, who has applied for a position in your company.

I have known Mr. Proctor for approximately three years. During this time, I supervised his performance as a clerk in the sporting goods section of the Minnesota Avenue branch of Morris's Department Store in Washington, D.C. There he served the public in a highly professional, knowledgeable, and friendly manner.

Mr. Proctor is capable and hardworking and gets along well with people. I can confidently predict that you will be very satisfied with his performance.

Sincerely,



Alonso Wann

190. What characteristic best describes Mr. Proctor?

- (A) Congenial
- (B) Punctual
- (C) Articulate
- (D) Athletic

191. In what does Mr. Proctor have previous selling experience?

- (A) Gourmet foods
- (B) Stereo equipment
- (C) Plants and flowers
- (D) Athletic equipment

192. Where might Mr. Proctor get a job?

- (A) Santa Fe, New Mexico
- (B) Washington, D.C.
- (C) La Plata, Maryland
- (D) The Minnesota Avenue branch of Morris's

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Questions 193–194 refer to the following form.

A MESSAGE FOR: <u>BJ.</u>			
FROM	<u>James Bryant</u>	DATE	<u>1/5</u>
OF		TIME	<u>9</u> <u>A.M.</u> P.M.
PHONE	<u>617</u>	<u>555-6633</u>	<input checked="" type="checkbox"/> URGENT
	AREA CODE	NUMBER	EXT
<input checked="" type="checkbox"/> TELEPHONED	<input type="checkbox"/> CAME TO SEE YOU	<input type="checkbox"/> RETURNED YOUR CALL	
MESSAGE:	<input type="checkbox"/> PLEASE CALL	<input type="checkbox"/> WANTS TO SEE YOU	<input type="checkbox"/> WILL CALL AGAIN
<u>Needs report tomorrow.</u>			
			SIGNED <u>P.S.</u>

193. When is the report needed?

- (A) January 5
- (B) January 6
- (C) January 9
- (D) January 15

194. Who wants the report?

- (A) James Bryant
- (B) BJ
- (C) RS
- (D) Unknown

Questions 195–198 refer to the following article.

The increasing cost of energy has caused many companies to make permanent changes in their offices. On a small scale, office managers are purchasing energy-efficient office machines and encouraging recycling programs to cut energy costs. On a larger scale, architects and builders are responding to the demands of companies for more energy-efficient buildings.

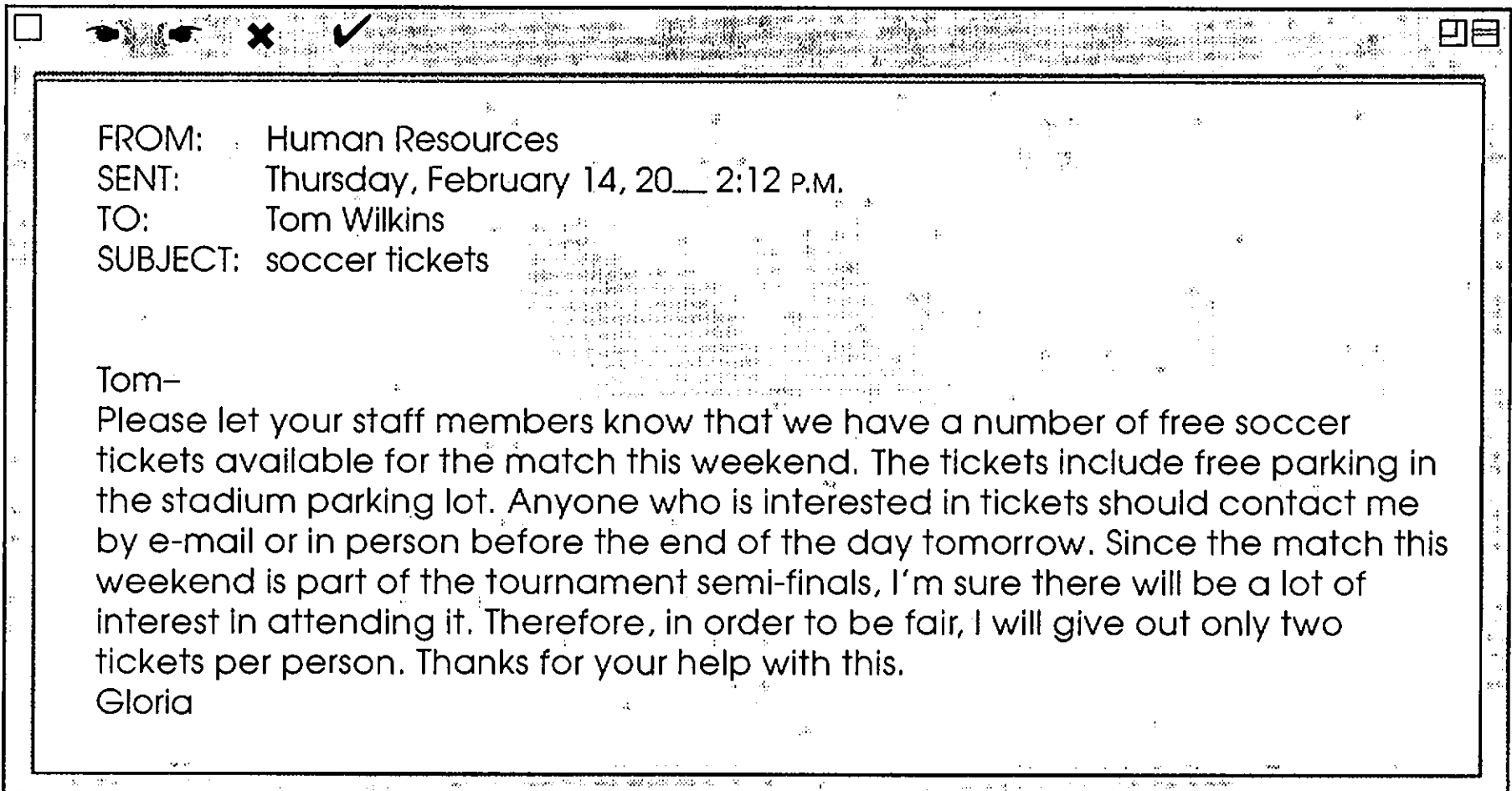
Buildings constructed or renovated in the last few years have incorporated energy-saving measures. Office maintenance workers have sealed cracks around windows and doors. Builders have installed sets of double doors to reduce the exchange of indoor and outdoor air when doors are opened.

This has reduced transfer of air in and out of the building. While it has had cost-saving benefits, it has caused personnel-related costs such as increased employee absences due to illness. Since the interior air is recirculated and little fresh air is allowed in, everyday contaminants such as dust and germs remain in the air. Employees in energy-efficient buildings breathe the same air again and again. They suffer from an increase in headaches, colds, dry skin, and dry throats, and in severe cases respiratory problems.

195. Why was the construction of office buildings changed?
- (A) To make construction easier
 - (B) To use better building materials
 - (C) To reduce energy consumption
 - (D) To make the offices more attractive
196. How is construction different now?
- (A) Offices have fewer entrances.
 - (B) Windows and doors fit tightly.
 - (C) Air conditioning has been eliminated.
 - (D) Sprinkler systems are used.
197. What unexpected problem has this caused?
- (A) It takes longer to enter the building.
 - (B) Employees are not warm enough.
 - (C) Offices cannot be cleaned.
 - (D) More workers take sick leave.
198. What illness increased among workers in these buildings?
- (A) Headaches
 - (B) Muscle aches
 - (C) Rashes
 - (D) Nausea

GO ON TO THE NEXT PAGE 

Questions 199–200 refer to the following e-mail.



199. Who can get free soccer tickets?

- (A) Members of the soccer club
- (B) People who work for Tom
- (C) Friends of Gloria
- (D) Stadium employees

200. How can they get the tickets?

- (A) Tell Tom
- (B) Go to the stadium
- (C) Send an e-mail to Gloria
- (D) Attend the fair



This is the end of the test. If you finish before time is called, you may go back to Parts V, VI, and VII and check your work.

PRACTICE TEST TWO

You will find the Answer Sheet for Practice Test Two on page 285. Detach it from the book and use it to record your answers. Play the audio source for Practice Test Two when you are ready to begin.

LISTENING COMPREHENSION

In this section of the test, you will have the chance to show how well you understand spoken English. There are four parts to this section, with special directions for each part.

PART I



Directions: For each question, you will see a picture in your test book and you will hear four short statements. The statements will be spoken just one time. They will not be printed in your test book, so you must listen carefully to understand what the speaker says.

When you hear the four statements, look at the picture in your test book and choose the statement that best describes what you see in the picture. Then, on your answer sheet, find the number of the question and mark your answer. Look at the sample below.



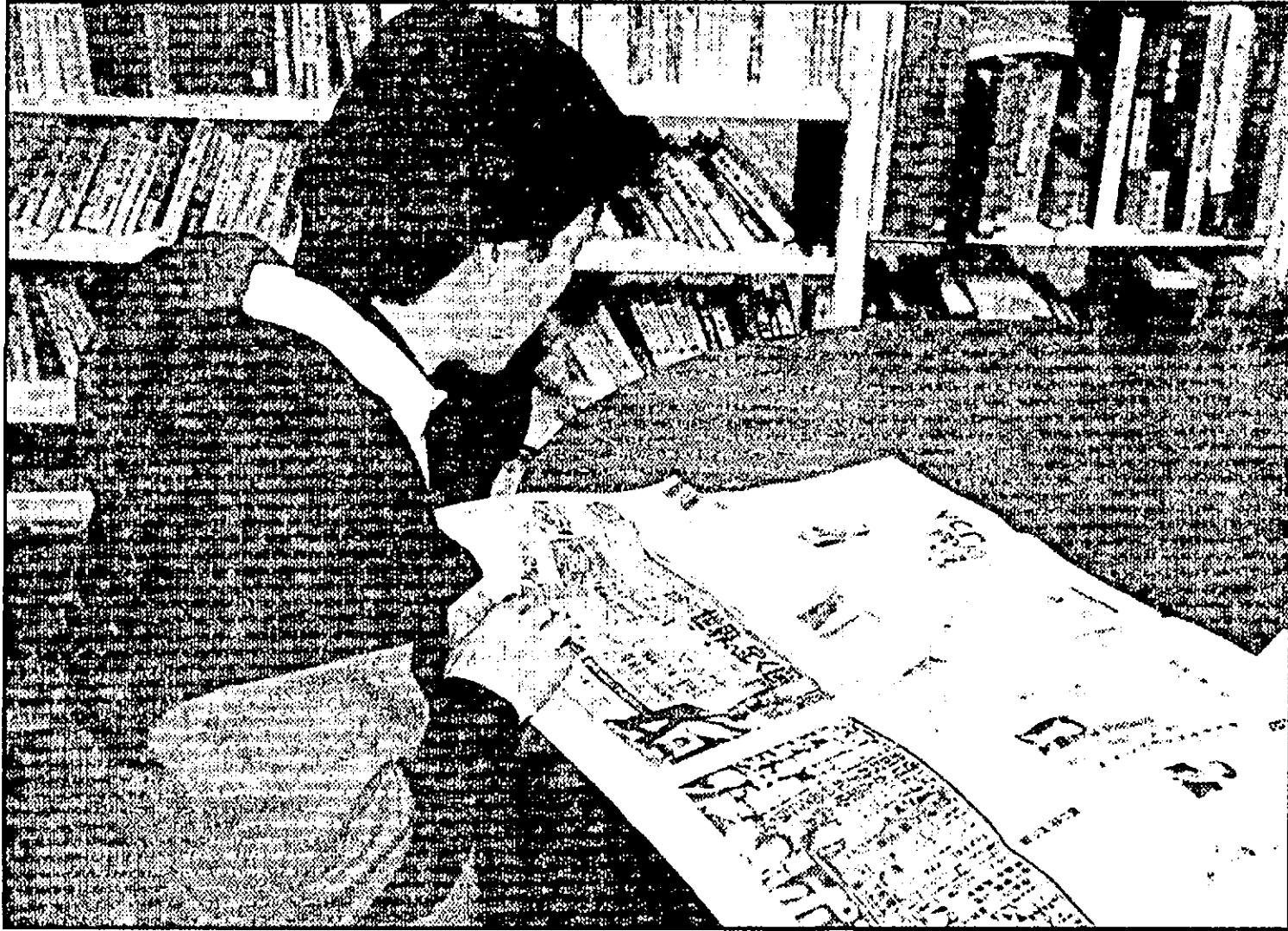
Sample Answer

Now listen to the four statements.

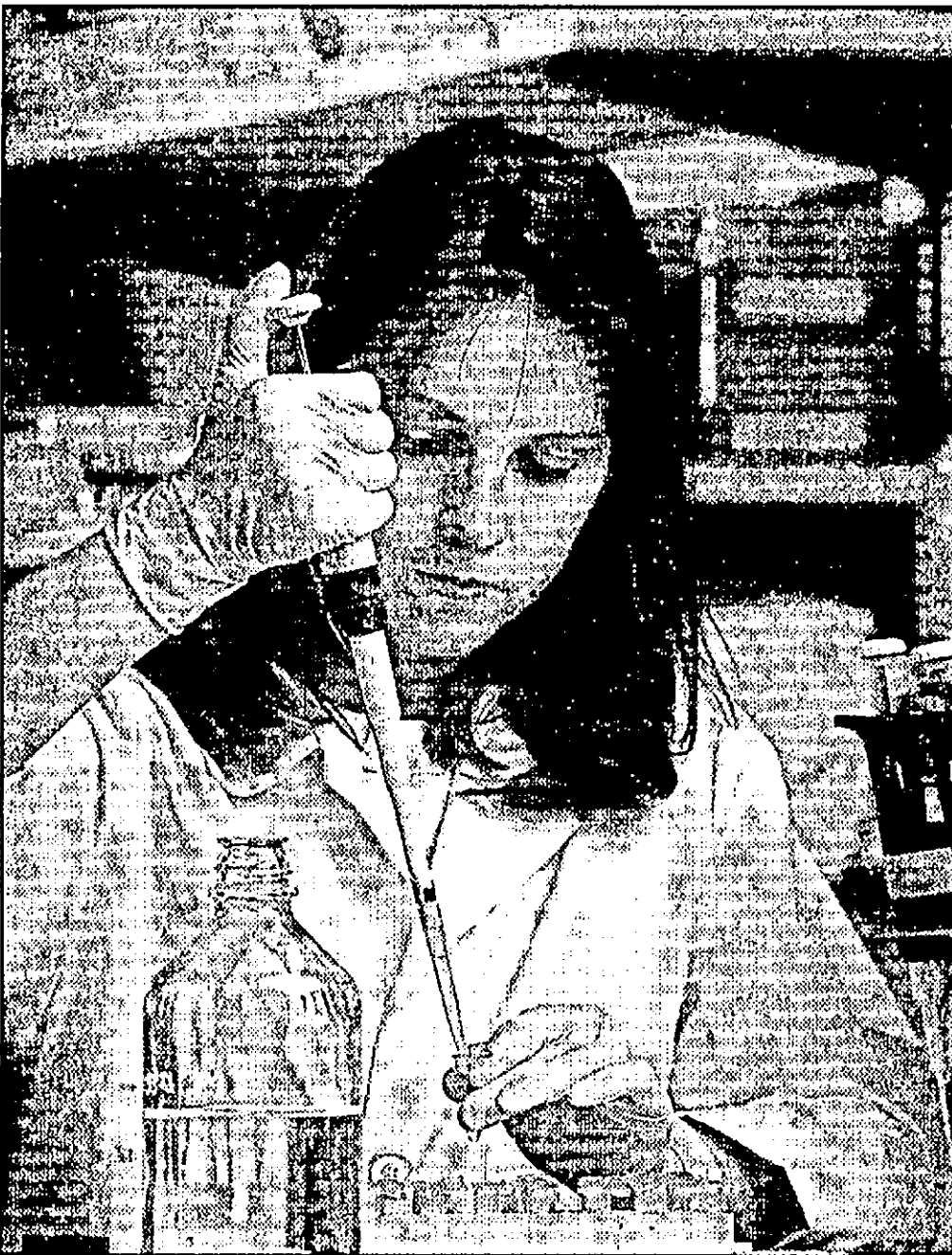
(A) (B) (C) (D)

Statement (B), "They're having a meeting," best describes what you see in the picture. Therefore, you should choose answer (B).

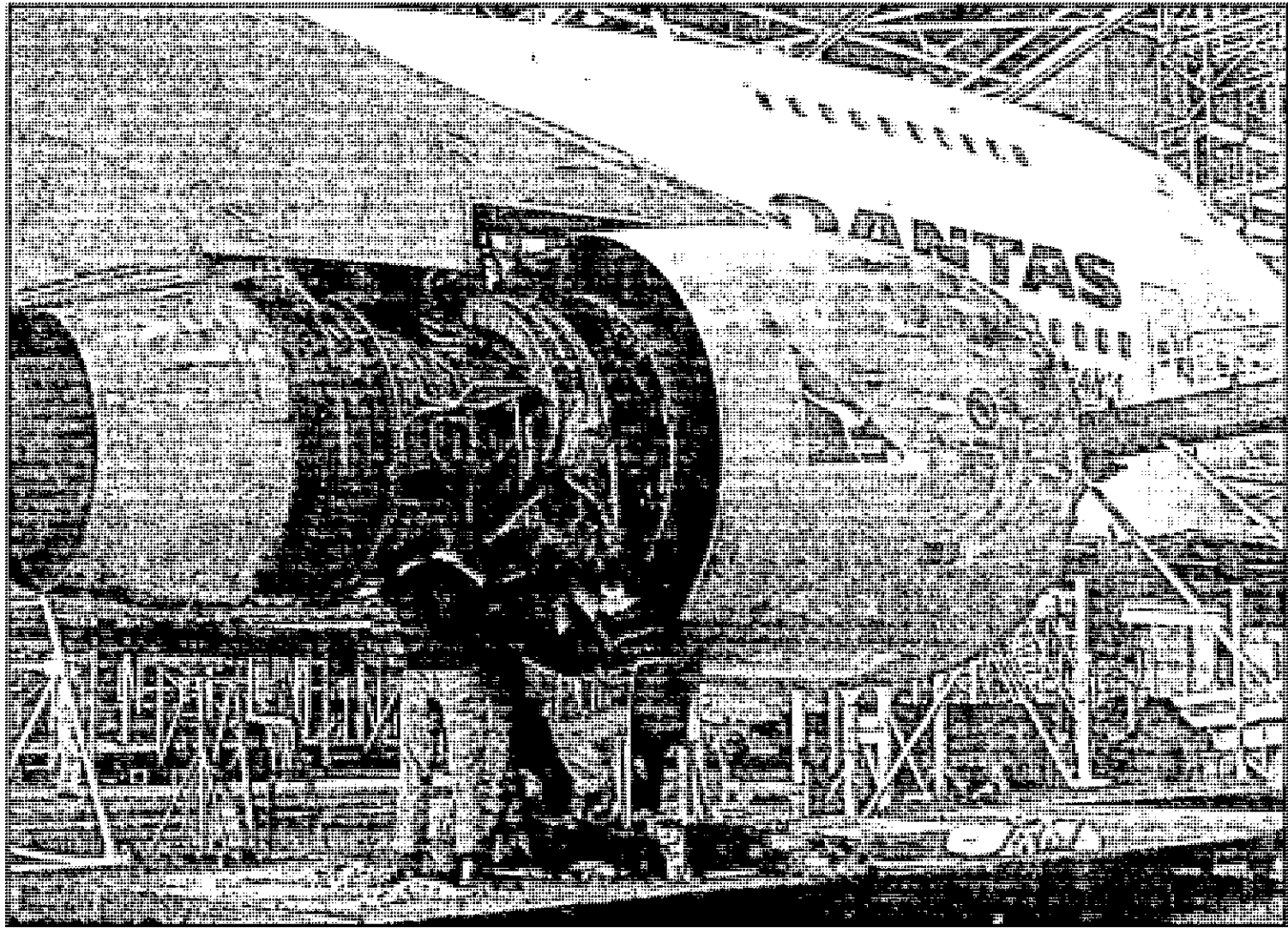
1.



2.



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4.



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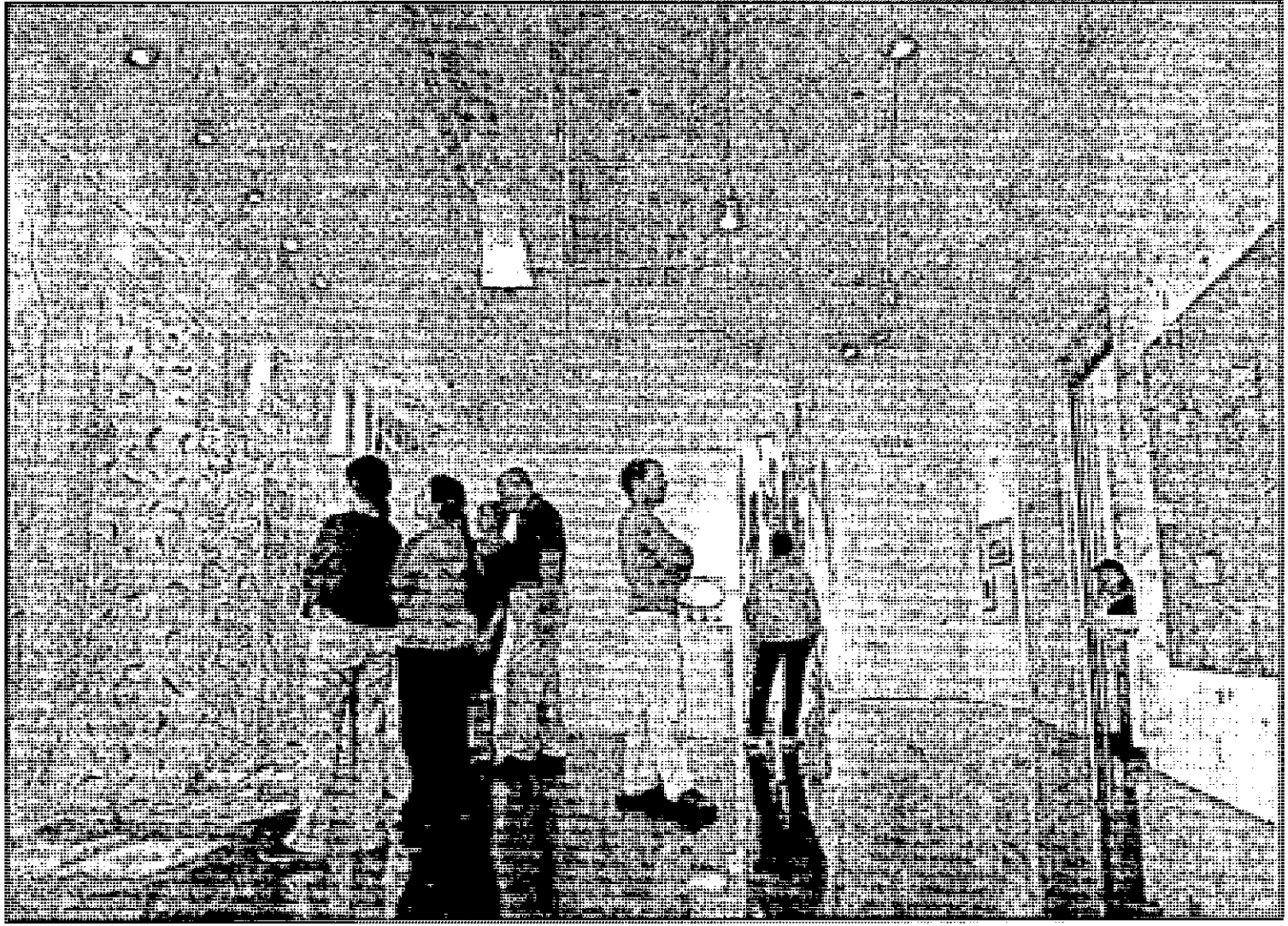
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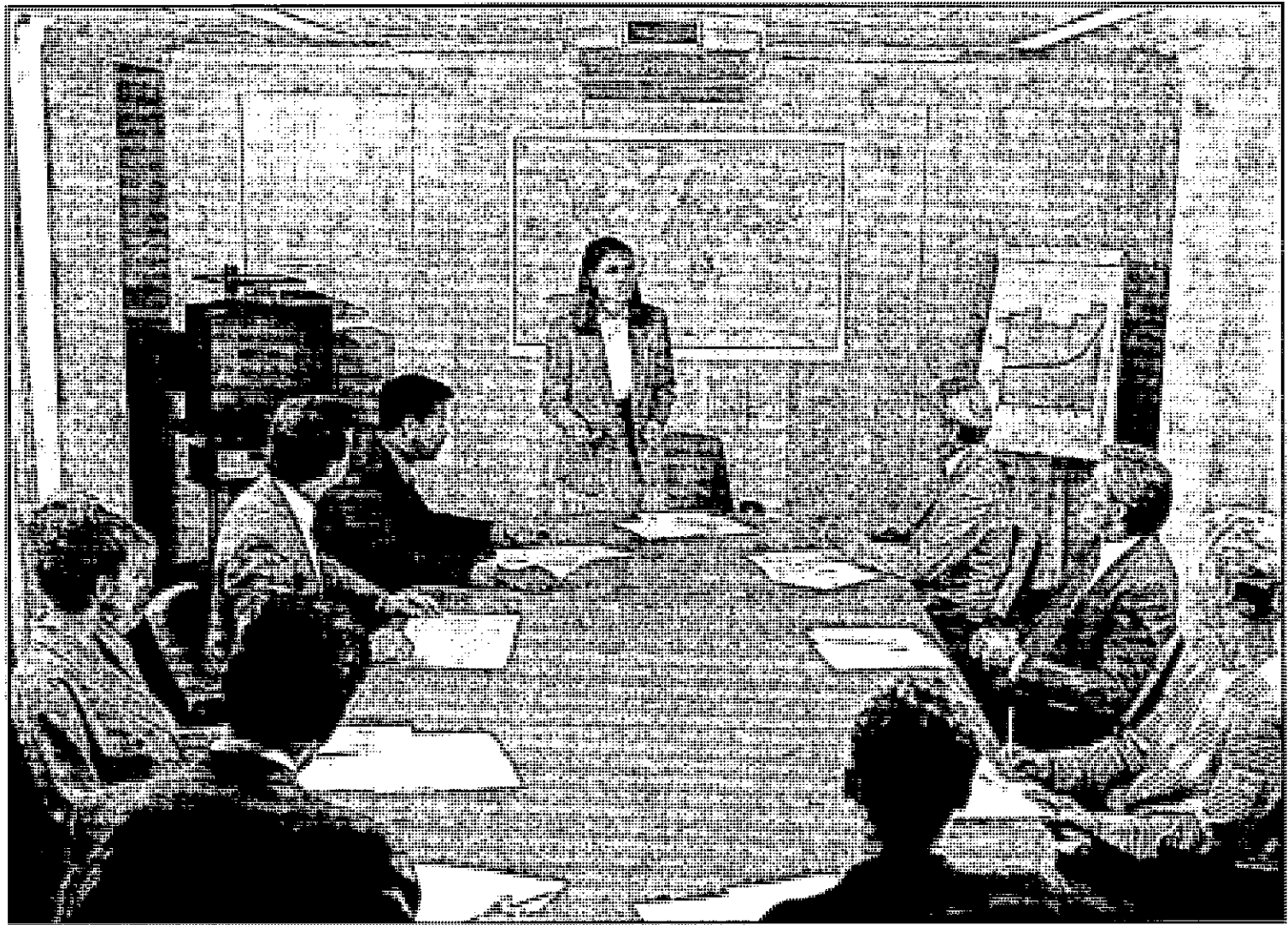
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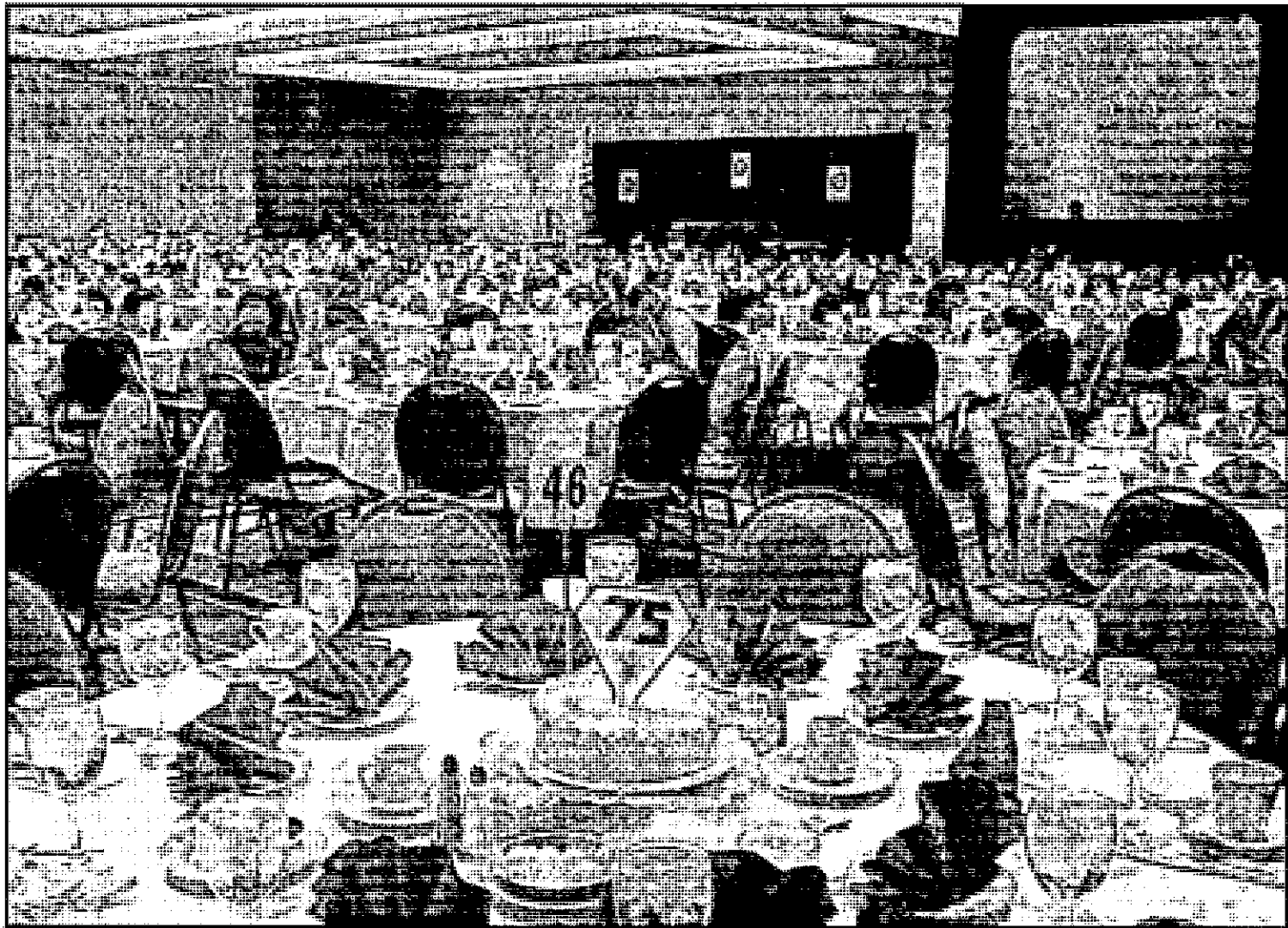


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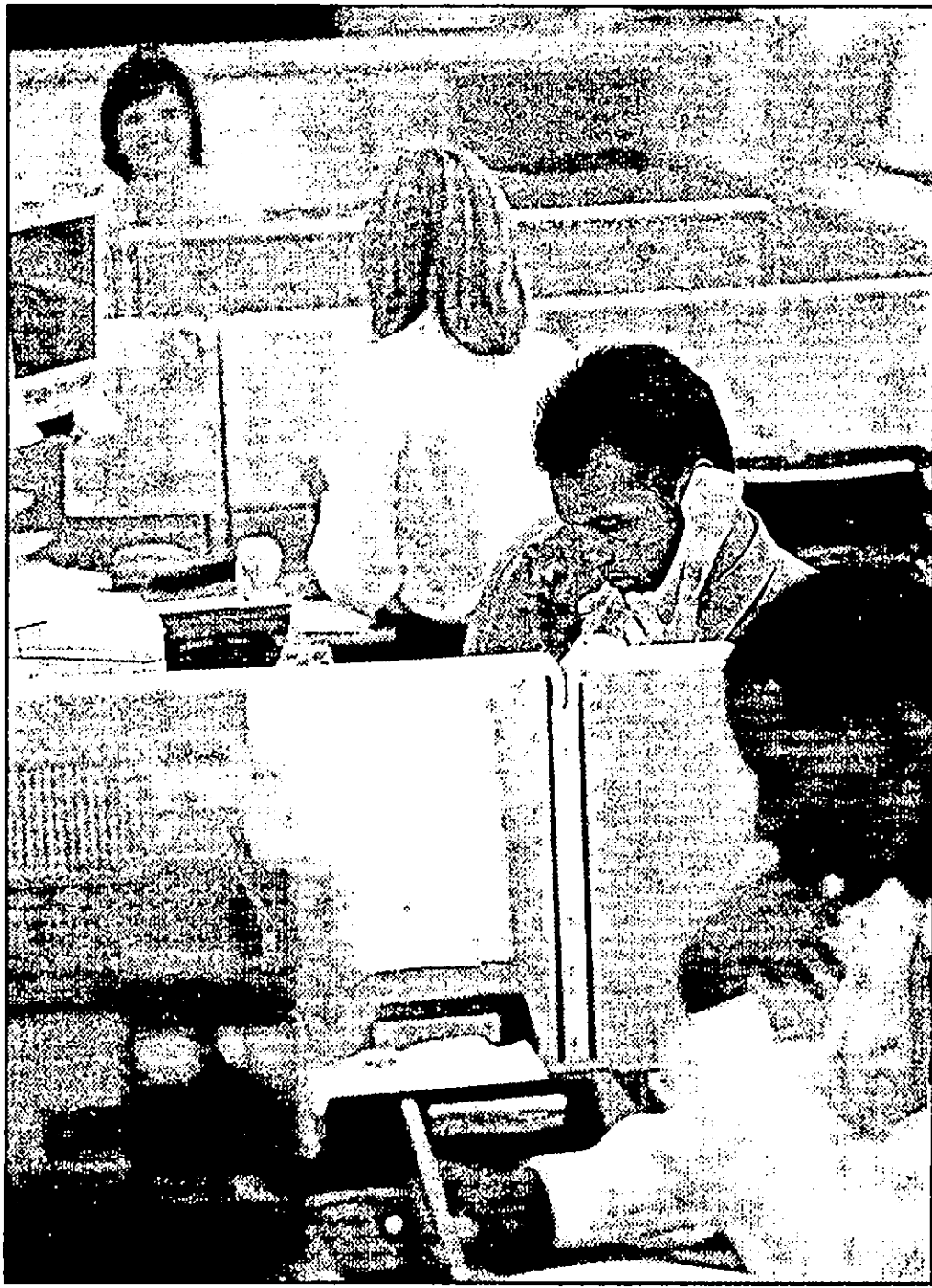
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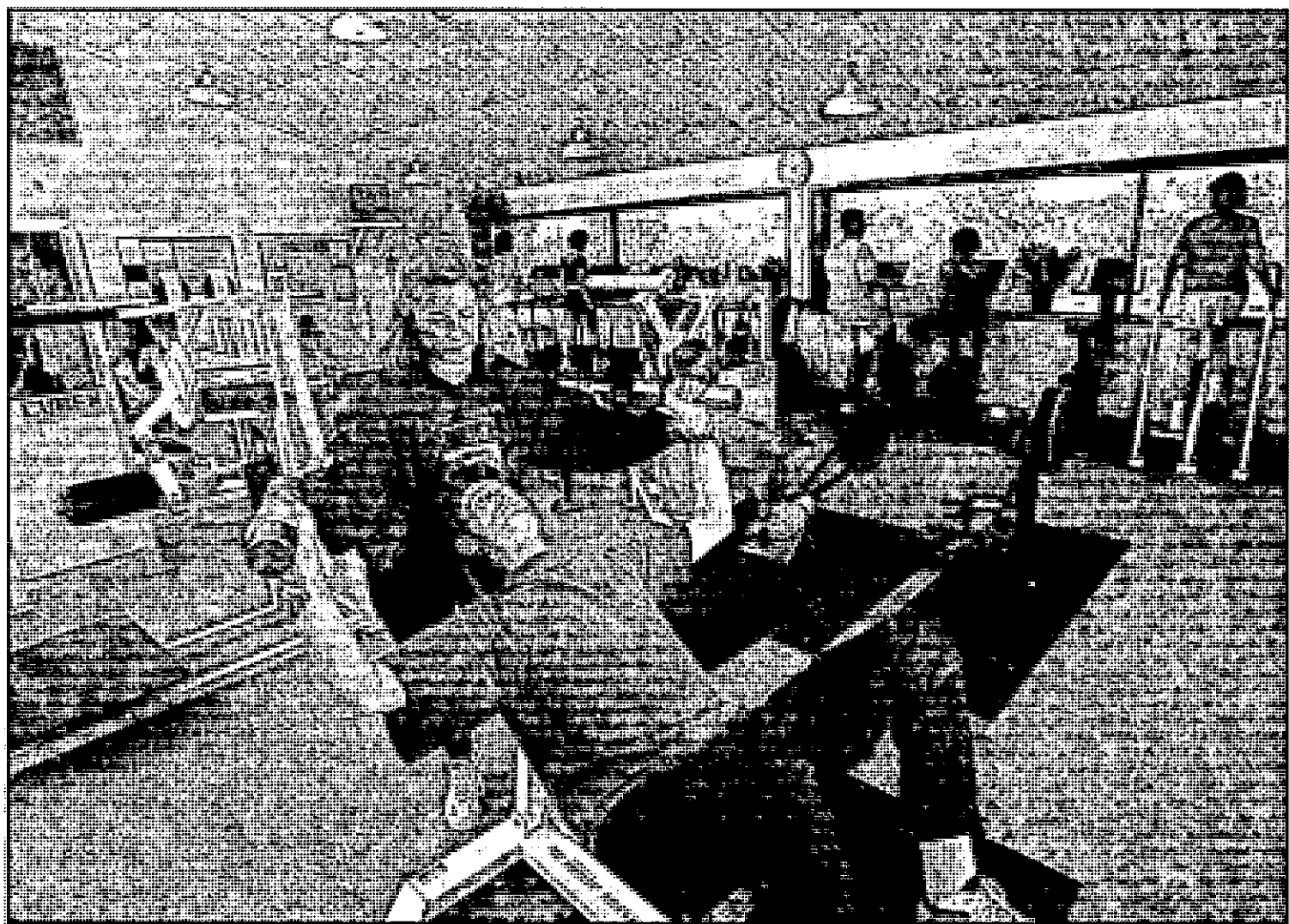
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11.



12.



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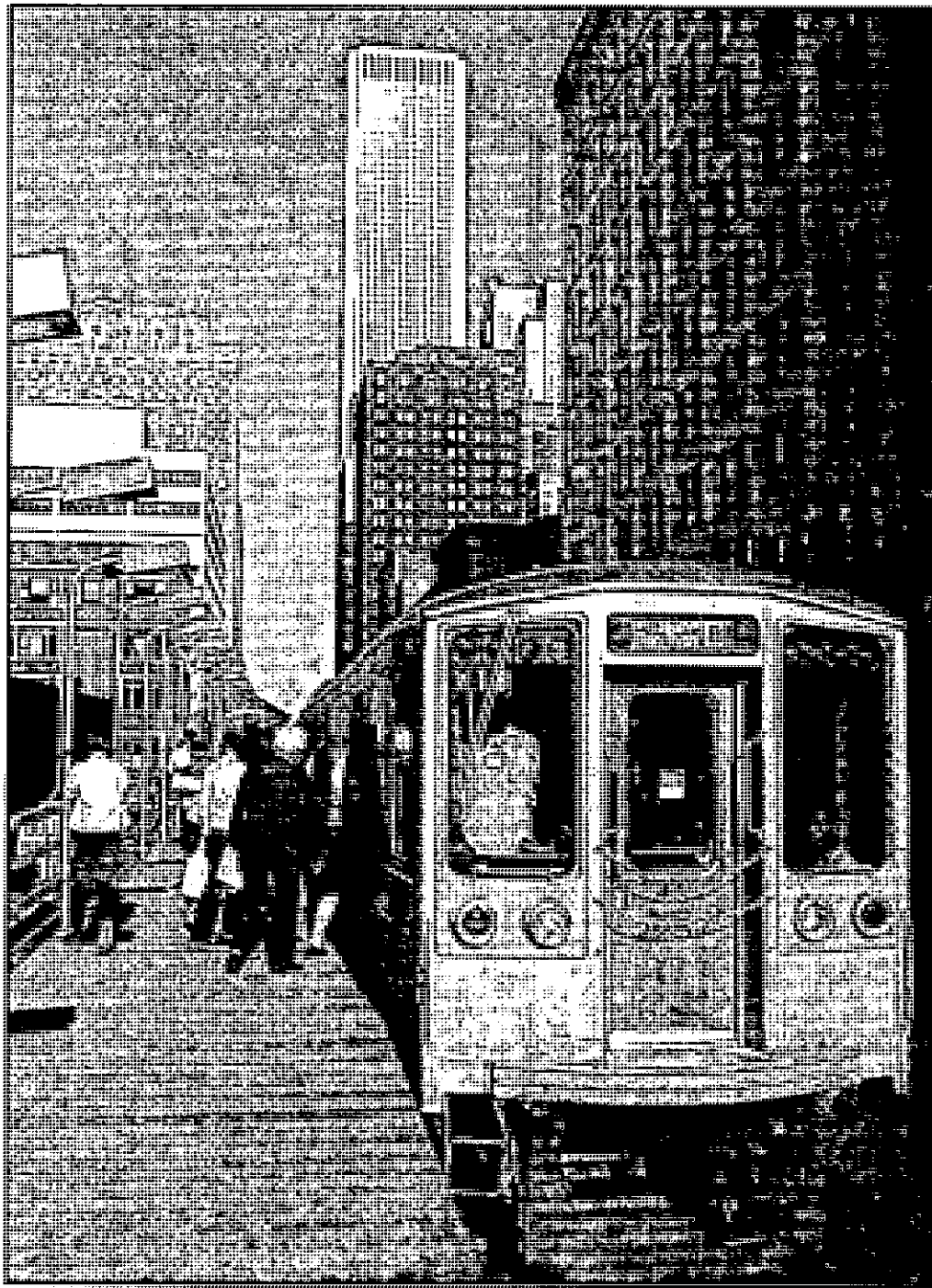
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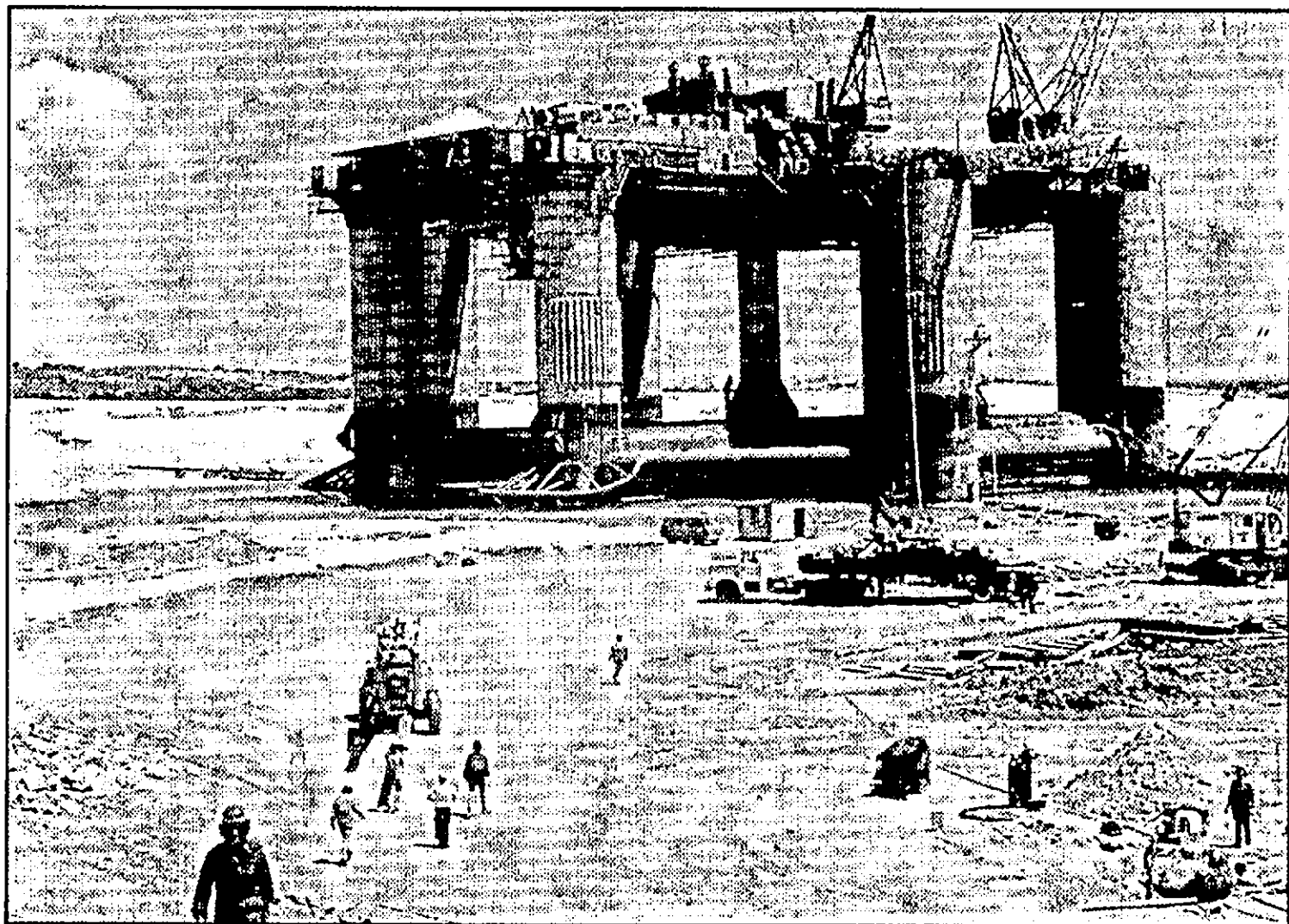
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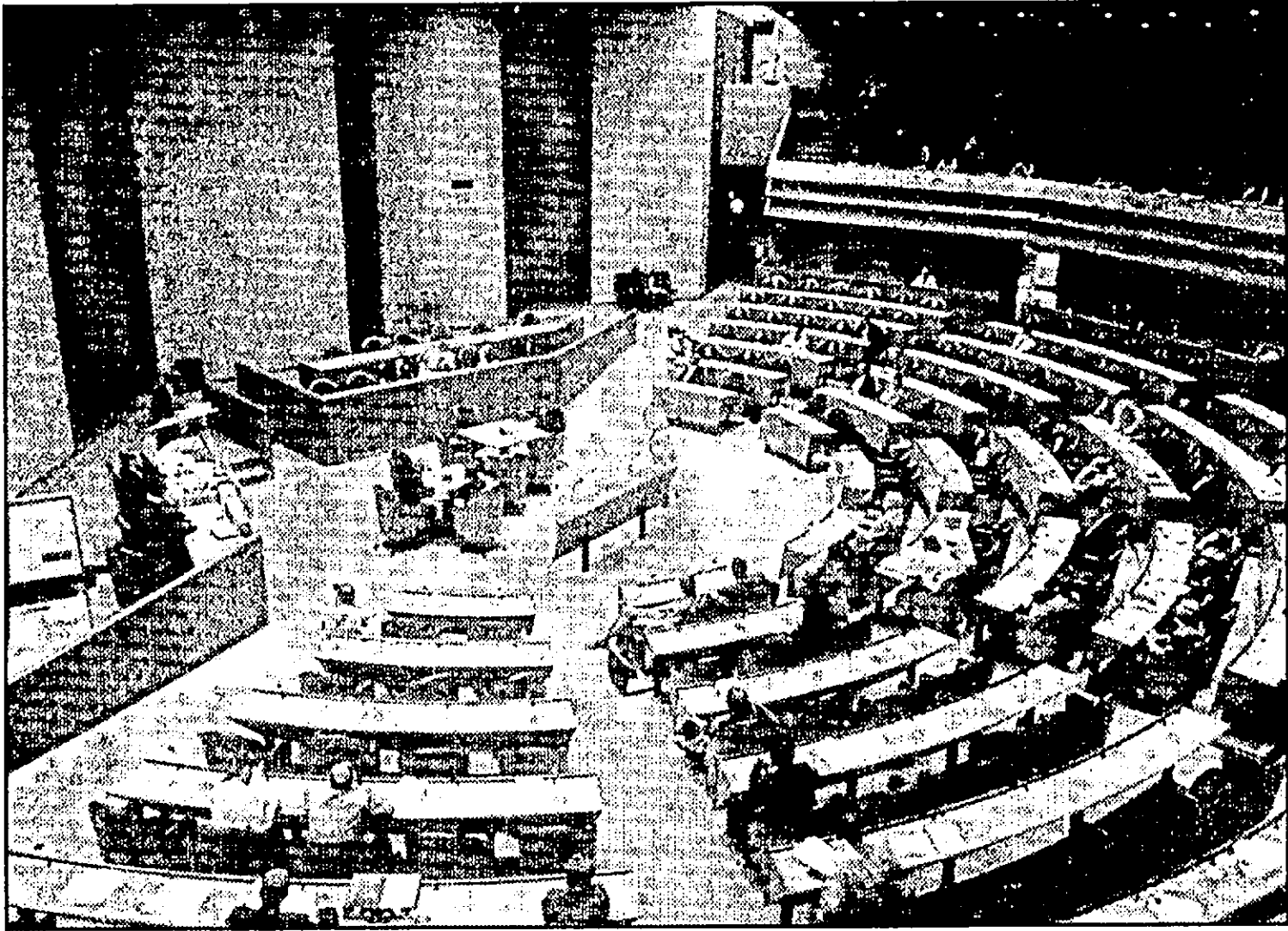


16.

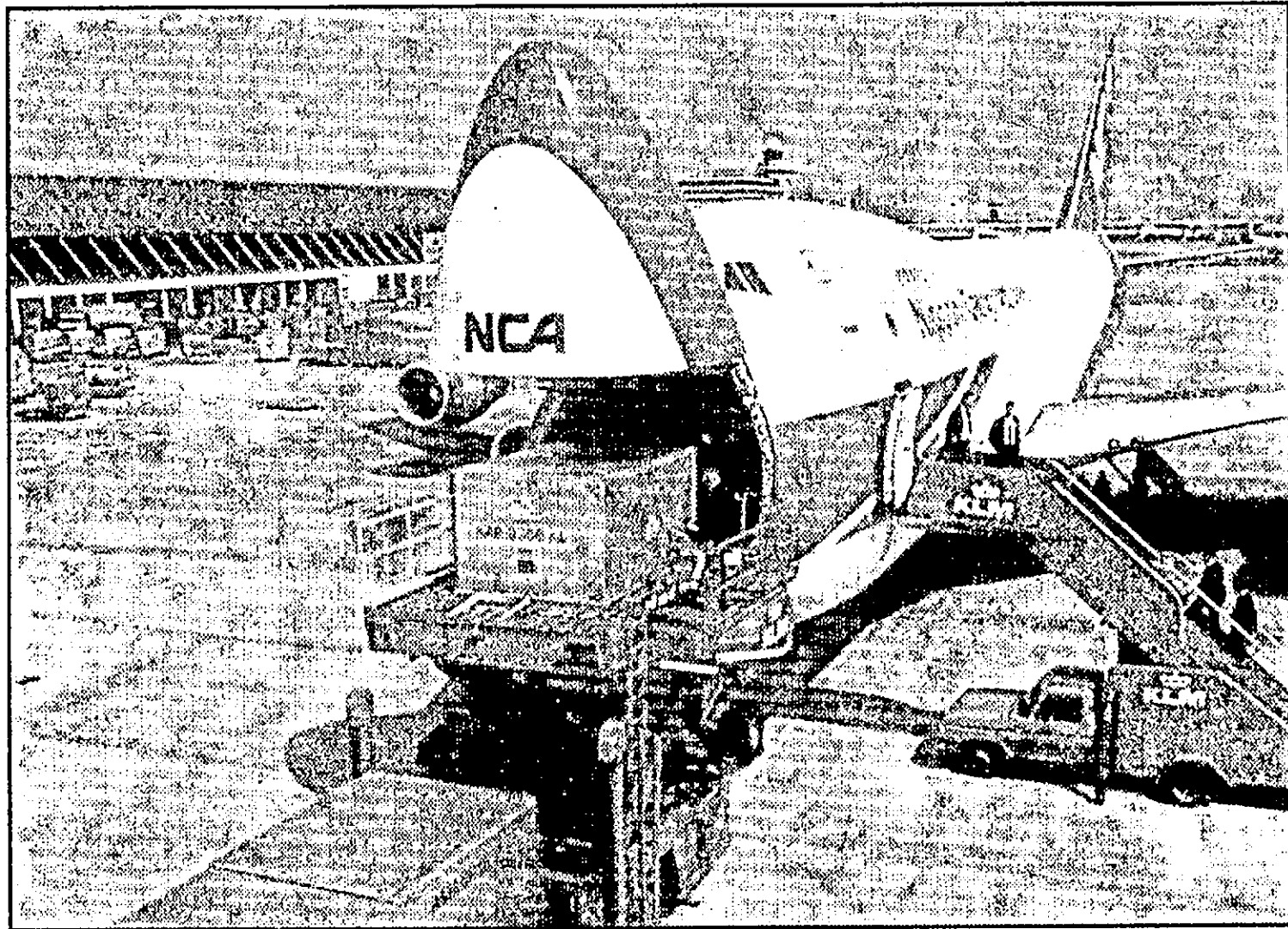


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17.



18.



19.



20.



GO ON TO THE NEXT PAGE 

PART II



Directions: In this part of the test, you will hear a question spoken in English, followed by three responses, also spoken in English. The question and the responses will be spoken just one time. They will not be printed in your test book, so you must listen carefully to understand what the speakers say. You are to choose the best response to each question.

Now listen to a sample question.

You will hear:

You will also hear:

Sample Answer



The best response to the question "How are you?" is choice (A), "I am fine, thank you." Therefore, you should choose answer (A).

21. Mark your answer on your answer sheet.
22. Mark your answer on your answer sheet.
23. Mark your answer on your answer sheet.
24. Mark your answer on your answer sheet.
25. Mark your answer on your answer sheet.
26. Mark your answer on your answer sheet.
27. Mark your answer on your answer sheet.
28. Mark your answer on your answer sheet.
29. Mark your answer on your answer sheet.
30. Mark your answer on your answer sheet.
31. Mark your answer on your answer sheet.
32. Mark your answer on your answer sheet.
33. Mark your answer on your answer sheet.
34. Mark your answer on your answer sheet.
35. Mark your answer on your answer sheet.
36. Mark your answer on your answer sheet.
37. Mark your answer on your answer sheet.
38. Mark your answer on your answer sheet.
39. Mark your answer on your answer sheet.
40. Mark your answer on your answer sheet.

41. Mark your answer on your answer sheet.

42. Mark your answer on your answer sheet.

43. Mark your answer on your answer sheet.

44. Mark your answer on your answer sheet.

45. Mark your answer on your answer sheet.

46. Mark your answer on your answer sheet.

47. Mark your answer on your answer sheet.

48. Mark your answer on your answer sheet.

49. Mark your answer on your answer sheet.

50. Mark your answer on your answer sheet.

GO ON TO THE NEXT PAGE 

PART III



Directions: In this part of the test, you will hear several short conversations between two people. The conversations will not be printed in your test book. You will hear the conversations only once, so you must listen carefully to understand what the speakers say.

In your test book, you will read a question about each conversation. The question will be followed by four answers. You are to choose the best answer to each question and mark it on your answer sheet.

51. What will the woman do?
(A) Check the figures.
(B) Deliver the mail.
(C) Go to the bank.
(D) Order some pamphlets.
52. Who is the man?
(A) A folk dancer.
(B) A tourist.
(C) A worker at the hotel.
(D) A bus driver.
53. What is the problem?
(A) The heating system will not turn off.
(B) The air-conditioning malfunctioned.
(C) He lost his good luck charm.
(D) The car ran out of gas.
54. What does the woman want?
(A) A watch.
(B) A needle.
(C) An architect.
(D) Advice.
55. What are they talking about?
(A) A local market.
(B) A budget increase.
(C) The freedom of choice.
(D) Renting an apartment.
56. What is the man's occupation?
(A) Hotel manager.
(B) Agriculturalist.
(C) Physician.
(D) Ambassador.
57. What does the woman hope?
(A) That the cake tastes good.
(B) That the man will cook.
(C) That she'll see some new products.
(D) That she'll have more free days.
58. Where did the woman leave her wallet?
(A) In the taxi.
(B) In her purse.
(C) At home.
(D) At the bank.
59. Why has the man's request been denied?
(A) Because his manager does not like him.
(B) So that everyone else can finish on time.
(C) Because more time has been allotted.
(D) Because he took too long to finish.
60. What does the man want?
(A) Some tin.
(B) To sue someone.
(C) Directions to a store.
(D) A pair of shoes.
61. Where does this conversation take place?
(A) At an airport.
(B) In a restaurant.
(C) In a shopping district.
(D) In an electronics store.
62. What is the woman trying to do?
(A) Make a reservation at a restaurant.
(B) Spend a weekend away.
(C) Get a room at a hotel.
(D) Buy some tires at a garage.

63. How does the woman know the speaker is good?
- (A) She has heard him before.
 - (B) Other people have told her he is good.
 - (C) He writes very well.
 - (D) She has received letters from him.
64. What are the men discussing?
- (A) A dinner invitation.
 - (B) A trip to the Rocky Mountains.
 - (C) A wedding.
 - (D) A doctor's appointment.
65. What does the woman think of the report?
- (A) She does not like it.
 - (B) She thinks it is informative.
 - (C) She thinks it can be used but that it needs organizing.
 - (D) She thinks Mr. Frank should look at it.
66. How long will it take the man to get to Rome?
- (A) Two hours.
 - (B) Five hours.
 - (C) Seven hours.
 - (D) One day.
67. What will happen on the twenty-fifth?
- (A) The man will return from Brussels.
 - (B) The woman's brother will graduate.
 - (C) The man will leave from Lagos.
 - (D) The man will deposit a large check.
68. What are the speakers trying to do?
- (A) Buy a new calendar.
 - (B) Leave work early on Friday.
 - (C) Schedule a meeting.
 - (D) See each other later in the day.
69. Why is the man angry?
- (A) He is too busy.
 - (B) He is not allowed to supervise his employees.
 - (C) Someone has taken one of his novels.
 - (D) His boss has offered no assistance on a project.
70. What does the receptionist say about Ms. Carrera?
- (A) She will not return until tomorrow.
 - (B) She asked the receptionist to help her.
 - (C) She has already called.
 - (D) She will be back this afternoon.
71. What does the woman want to do?
- (A) Buy some tea.
 - (B) Drink some coffee.
 - (C) Make some dinner.
 - (D) Get ready for the evening.
72. What does the man want to do?
- (A) Get cash.
 - (B) Go to the bank.
 - (C) Get his car.
 - (D) Go to sleep.
73. What does the woman want to know?
- (A) Where the man's son is.
 - (B) If her daughter is old enough to play.
 - (C) Whether she must join the club.
 - (D) How much tennis lessons cost.
74. Where does this conversation take place?
- (A) In a bank.
 - (B) In a bakery.
 - (C) In a supermarket.
 - (D) In a house.
75. What is the woman doing?
- (A) Talking about food.
 - (B) Complimenting a new picture.
 - (C) Asking about the man's wife.
 - (D) Inquiring about the man's office.
76. What are the speakers talking about?
- (A) Baseball.
 - (B) The neighbors.
 - (C) A printer.
 - (D) A filing cabinet.

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77. What do the speakers think of Mr. Curtiss?
- (A) He is courteous.
 - (B) He talks too fast.
 - (C) He does not care about other people.
 - (D) He has a hearing problem.

78. What is the man doing?
- (A) Getting a haircut.
 - (B) Paying bills.
 - (C) Developing film.
 - (D) Buying a coat.

79. What does the man think of the restaurant?
- (A) The food is not good.
 - (B) The building is ugly.
 - (C) It's better than it was.
 - (D) The location is inconvenient.

80. Where did the woman get the pastries?
- (A) At a post office.
 - (B) At an office supply store.
 - (C) In the shipping clerk's office.
 - (D) In Copenhagen.

PART IV



Directions: In this part of the test, you will hear several short talks. Each will be spoken just one time. They will not be printed in your test book, so you must listen carefully to understand and remember what is said.

In your test book, you will read two or more questions about each short talk. The questions will be followed by four answers. You are to choose the best answer to each question and mark it on your answer sheet.

81. What does this company specialize in?
(A) Providing kitchen equipment.
(B) Building storage space.
(C) Cleaning houses.
(D) Giving estimates.
82. Who would benefit from this advertisement?
(A) Children.
(B) Tourists.
(C) Homeowners.
(D) Soldiers.
83. What is the purpose of the announcement?
(A) To thank the hosts.
(B) To give instructions about parking.
(C) To ask for donations.
(D) To introduce new members.
84. When will the Spring Gala take place?
(A) At lunch.
(B) Next spring.
(C) In three weeks.
(D) During spring break.
85. Where will the Spring Gala be held?
(A) In the embassy.
(B) At the consul general's home.
(C) At a campground.
(D) At a resort.
86. How many films are showing at Cineplex Sunset?
(A) One.
(B) Two.
(C) Six.
(D) Eight.
87. What is *Speeding Faster* about?
(A) Two friends.
(B) A classical musician.
(C) A hunger strike.
(D) Race car drivers.
88. When does the Cineplex offer matinees?
(A) On weekends.
(B) On weekdays.
(C) On Wednesdays.
(D) On holidays.
89. What does this announcement concern?
(A) Ontario.
(B) Fire fighting.
(C) An auction.
(D) The weather.
90. Who is this announcement primarily intended for?
(A) Art buyers.
(B) Artists.
(C) Petrochemical workers.
(D) Victims of home fires.
91. Where will this event be held?
(A) At a restaurant.
(B) At a labor hall.
(C) At a firehouse.
(D) At a studio.
92. Which of the following best describes the rain?
(A) Freezing.
(B) Heavy.
(C) Slick.
(D) Dreary.

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93. According to this announcement, what should people do?
- (A) Go out.
 - (B) Dress warmly.
 - (C) Stay home.
 - (D) Take the train.
94. What is this talk about?
- (A) A grant from an oil company.
 - (B) A country's recent history.
 - (C) An economic miracle.
 - (D) Agricultural distribution.
95. How was Colberia's economy destroyed?
- (A) By war.
 - (B) By businesspeople.
 - (C) By trade concessions.
 - (D) By natural disasters.
96. What was the country's main source of income?
- (A) Tourism.
 - (B) Technology.
 - (C) Natural resources.
 - (D) Manufactured goods.
97. Which of the following best describes the current political situation?
- (A) Dictatorial.
 - (B) Optimistic.
 - (C) Patriotic.
 - (D) Unstable.
98. Why is this message being played?
- (A) A telephone number is not in service.
 - (B) The operator made a mistake.
 - (C) The computer is down.
 - (D) The office is closed.
99. What should the caller do?
- (A) Call back tomorrow.
 - (B) Call the operator.
 - (C) Leave a message.
 - (D) Send a message by e-mail.
100. When is the office closed?
- (A) Saturday afternoon.
 - (B) Monday morning.
 - (C) Saturday morning.
 - (D) Friday afternoon.

**This is the end of the Listening Comprehension portion of the test.
Turn to Part V in your test book.**

YOU WILL HAVE ONE HOUR AND FIFTEEN MINUTES TO COMPLETE PARTS V, VI, AND VII OF THE TEST.

READING

In this section of the test, you will have the chance to show how well you understand written English. There are three parts to this section, with special directions for each part.

PART V

Directions: Questions 101–140 are incomplete sentences. Four words or phrases, marked (A), (B), (C), (D), are given beneath each sentence. You are to choose the **one** word or phrase that best completes the sentence. Then, on your answer sheet, find the number of the question and mark your answer.

Example

Because the equipment is very delicate,
it must be handled with _____.

- (A) caring
- (B) careful
- (C) care
- (D) carefully

Sample Answer

(A) (B) ● (D)

The sentence should read, "Because the equipment is very delicate, it must be handled with care." Therefore, you should choose answer (C).

Now begin work on the questions.

101. You _____ introduce me to the chairperson because we have already met.
- (A) must
 - (B) should
 - (C) do not have to
 - (D) are supposed to
102. Their _____ expertise is a result of their training.
- (A) technical
 - (B) technique
 - (C) technician
 - (D) technicians
103. Please tell your colleagues _____ in the *No Smoking* area.
- (A) don't smoke
 - (B) not to smoke
 - (C) not smoking
 - (D) aren't smoking
104. Mr. Wang wasn't home when I called, but I _____ contact him at his office.
- (A) was able to
 - (B) would have
 - (C) should have
 - (D) could not
105. The representatives are _____ going home and seeing their families after this negotiation.
- (A) looking up to
 - (B) looking for
 - (C) looking forward to
 - (D) looking up
106. Mrs. Prashar can always tell when her husband _____ too much coffee because his hands start to shake.
- (A) will have drunk
 - (B) had drunk
 - (C) is going to drink
 - (D) has been drinking
107. The secretary typed up the monthly report, but it _____ isn't correct.
- (A) still
 - (B) anymore
 - (C) already
 - (D) yet

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108. Mrs. Flaubert _____ all of her work by 9:00 P.M. tonight.
- (A) has finished
(B) is finishing
(C) will have finished
(D) has been finishing
109. The director had her assistant _____ some sandwiches for the meeting.
- (A) pick up
(B) picks up
(C) picked up
(D) picking up
110. Dr. Kozinsky got sick _____ the opera.
- (A) while
(B) for
(C) during
(D) by
111. Applicants' replies should be sent by fax, mail, _____ e-mail.
- (A) but
(B) however
(C) or
(D) yet
112. If Mr. Tsujioka won a free trip anywhere, he _____ to go to Brazil.
- (A) could have chosen
(B) would choose
(C) will choose
(D) would have been choosing
113. _____ Ms. Jimenez can lend you the money, she won't do it.
- (A) Even though
(B) So
(C) However
(D) Therefore
114. Our _____ were too strict for our subcontractor to meet.
- (A) specifying
(B) specific
(C) specifications
(D) specified
115. The nurse disobeyed hospital policy and let his patients _____ outside.
- (A) eat
(B) to eat
(C) eating
(D) ate
116. The firm is thinking of _____ their operations into foreign markets.
- (A) raising
(B) inflating
(C) enhancing
(D) expanding
117. Mr. Lee watched the technician _____ the broken pump.
- (A) repair
(B) repaired
(C) repairs
(D) had repaired
118. I'm really surprised that their company _____ the contract.
- (A) get
(B) gotten
(C) got
(D) had gotten
119. If their marketing team succeeds, they _____ their profits by 20 percent.
- (A) will have been increased
(B) would have been increasing
(C) will increase
(D) would increase
120. The vice president is _____ with the applicant's enthusiasm.
- (A) delighted
(B) delighting
(C) delightful
(D) delight
121. Mr. Carlos is worried _____ his driving test.
- (A) with failing
(B) to fail
(C) about failing
(D) to failure

122. Could you please _____ this article for the annual report?
- (A) advise
(B) revise
(C) devise
(D) device
123. The musicians began playing a song _____ the bride and groom arrived.
- (A) soon
(B) soon as
(C) as soon
(D) as soon as
124. The analyst predicted that the company would not go bankrupt _____ might even show a profit.
- (A) either
(B) or
(C) so
(D) and
125. The consultants issue their reports _____.
- (A) usually
(B) anymore
(C) already
(D) weekly
126. Have Ms. Chen _____ to Los Angeles instead of Mr. Trang.
- (A) gone
(B) go
(C) went
(D) goes
127. _____ the press secretary's illness, today's conference is canceled.
- (A) So that
(B) Because
(C) Because of
(D) While
128. He should try _____ a different graphics program.
- (A) use
(B) used
(C) uses
(D) using
129. The team is going out to eat tomorrow after they _____ in the tournament.
- (A) will compete
(B) will have competed
(C) are competing
(D) compete
130. _____ the language barrier, we are confident that we will be able to communicate.
- (A) As
(B) Since
(C) Despite
(D) Even though
131. His condition is still serious, but his blood pressure is lower _____ it was.
- (A) as
(B) of
(C) than
(D) from
132. We _____ three earthquake drills so far this month.
- (A) have had
(B) are having
(C) had
(D) have
133. Not only his sales figures, _____ his operating costs have gone up this year.
- (A) and
(B) but also
(C) so
(D) though
134. The security personnel _____ some problems.
- (A) ran into
(B) ran up
(C) ran out of
(D) ran for
135. Reports _____.
- (A) have quarterly been submitted
(B) have been submitted quarterly
(C) have been quarterly submitted
(D) quarterly have been submitted

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136. When it began to snow, the boys
_____ outside.

- (A) have played
- (B) will play
- (C) were playing
- (D) are playing

137. Mr. Van Dyke _____ play tennis, but
now he does.

- (A) never used to
- (B) used to
- (C) had used to
- (D) did use to

138. E-mail cannot be sent _____ the
network is operational.

- (A) since
- (B) until
- (C) when
- (D) that

139. The _____ staff has been excellent.

- (A) maintaining
- (B) maintained
- (C) maintainable
- (D) maintenance

140. Dr. Wu _____ his secretary making
plans for her birthday party.

- (A) overheard
- (B) overcame
- (C) overwrought
- (D) overdrew

PART VI

Directions: In Questions 141–160, each sentence has four words or phrases underlined. The four underlined parts of the sentence are marked (A), (B), (C), (D). You are to identify the **one** underlined word or phrase that should be corrected or rewritten. Then, on your answer sheet, find the number of the question and mark your answer.

Example

All employee are required to wear their
A B
identification badges while at work.
C D

Sample Answer

B C D

The underlined word “employee” is not correct in this sentence. This sentence should read, “All employees are required to wear their identification badges while at work.” Therefore, you should choose answer (A).

Now begin work on the questions.

141. Mr. and Mrs. Mueller had seen their favorite play performed at the theater last night.
A B C D

142. It's getting late; I think it's time that we will leave.
A B C D

143. HanCo., in keeping with its new management philosophy, has decided allowing employees
A B C
more flexible working hours.
D

144. His excellent physical health is the result of he swims two miles every day.
A B C D

145. The team worked to clear away the brush and planting crops.
A B C D

146. The reporters saw the firefighter rescue a baby from the burned house.
A B C D

147. I wish I would go to the movies tonight, but I have to finish this report.
A B C D

148. Black Forest is in danger because of acid rain in the area.
A B C D

149. Our research team thought that Computech had the most promised future of all
A B C
the firms surveyed.
D

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150. The results of the test have proven the oral medication to be effective as the ointment.
 A B C D
151. The guards had left the building by the time the alarm has been sounded.
 A B C D
152. The firm of Dorsey and Rodriguez is pleased to announce a new joint venture with the
 A B C
advertisement agency Adcam.
 D
153. While visiting Zurich, the young couple was able to sampling some world-famous
 A B C D
 Swiss chocolate.
154. The president and vice president were both welcomed by the head of the committee;
 A B
however, there were violent demonstration on the streets outside the hotel.
 C D
155. The window display for the new products have been designed by the merchandising staff.
 A B C D
156. The new executive condominiums, which are presently under construction, will be the
 A B
 most luxury living quarters available in the city.
 C D
157. Our new sales manager found out that get the job done is not as easy as it first appears.
 A B C D
158. His failure to secure the contract led to the terminate of his employment with our firm.
 A B C D
159. Due to poor planning and problems with cash flow, most analysts predict that the firm will
 A B
 remain solvable for only a few more months.
 C D
160. The flight attendant only has a twenty-dollar bill with her when she landed at
 A B C D
 Heathrow airport.

PART VII

Directions: Questions 161–200 are based on a selection of reading materials, such as notes, letters, forms, newspaper and magazine articles, and advertisements. You are to choose the **one** best answer, (A), (B), (C), or (D), to each question. Then, on your answer sheet, find the number of the question and mark your answer. Answer all questions following a passage on the basis of what is **stated** or **implied** in that passage.

Read the following example.

The Museum of Technology is a “hands-on” museum, designed for people to experience science at work. Visitors are encouraged to use, test, and handle the objects on display. Special demonstrations are scheduled for the first and second Wednesdays of each month at 13:30. Open Tuesday–Friday 12:00–16:30, Saturday 10:00–17:30, and Sunday 11:00–16:30.

When during the month can visitors see special demonstrations?

Sample Answer

(A) (B) (C) (D)

- (A) Every weekend
- (B) The first two Wednesdays
- (C) One afternoon a week
- (D) Every other Wednesday

The passage says that the demonstrations are scheduled for the first and second Wednesdays of the month. Therefore, you should choose answer (B).

Now begin work on the questions.

Questions 161–163 refer to the following announcement.

The International Chemistry Association acknowledges Dr. Rhee In Suk for her research on the intestinal absorption of dideoxynucleosides. Her research has helped to identify some of the causes of chronic digestive diseases in humans. In light of these findings and in recognition of her impeccable record as a pharmacological chemist, the International Chemistry Association in conjunction with the PanAsian Drug Corporation present her with an achievement grant of \$25,000.

161. What is the primary focus of this passage?

- (A) The International Chemistry Association
- (B) An achievement grant
- (C) The PanAsian Drug Corporation
- (D) Digestive dysfunction

162. Who would be the audience for this passage?

- (A) Investors
- (B) Students
- (C) Chemists
- (D) Musicians

163. Why has Dr. Rhee received this award?

- (A) Because of her outstanding research
- (B) Because of her membership in the International Chemistry Association
- (C) Because of her affiliation with the PanAsian Drug Corporation
- (D) Because of her devotion to the sick

GO ON TO THE NEXT PAGE 

Questions 164–165 refer to the following memo.

INTERNAL MEMORANDUM

TO: All Sales Staff

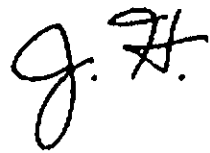
DATE: March 15, 20—

FROM: Sales Director

RE: Snippet Campaign

As you know, the Snippet advertising campaign is off to a great start. I cannot let the occasion pass without expressing my sincere thanks for your contributions to its resounding success. A total of 14,500 Snippet Kits were sold during the last three weeks, and our production colleagues are now frantically trying to meet the extraordinary further demand which has been generated by your efforts.

Congratulations on a magnificent achievement!



JH
Sales Director

164. Who is this memo intended for?

- (A) Production colleagues
- (B) Snippet buyers
- (C) Sales staff
- (D) Campaign workers

165. According to the passage, what have their efforts generated?

- (A) Thanks for the campaign
- (B) Achievement in production
- (C) An occasion for advertising
- (D) Demand for more Snippet Kits

Questions 166–168 refer to the following report.

DJAMARK
Geography

Total area: 825 square km., includes three island groups—Maxwell Islands, Bheuler Islands, and Waab Islands

Comparative area: slightly more than five times the size of Washington, D.C.

Land boundaries: none

Coastline: 1,500 km.

Climate: tropical, marine, hot and humid, moderated by trade winds

Terrain: mostly low-lying coral atolls surrounded by extensive reefs

Natural resources: phosphate (production estimated to discontinue by 2010), manganese, fish

Land use: arable land 1%; permanent crops 20%; meadows and pastures 0%; forest and woodland 5%; other 74%

Environment: typhoons can occur any time, but usually November to March; 12 of the 30 islands are uninhabited

NOTE: Located 7,520 km. southwest of Honolulu—Djamark is halfway between the Philippines and Hawaii

166. Where would this information most likely appear?

- (A) Maxwell Islands
- (B) In an almanac
- (C) In a magazine
- (D) In a financial periodical

167. What will Djamark run out of in the near future?

- (A) Permanent crops
- (B) Arable land
- (C) Phosphate
- (D) Manganese

168. What countries border Djamark?

- (A) Maxwell Islands
- (B) Bheuler Islands
- (C) Waab Islands
- (D) None

GO ON TO THE NEXT PAGE 

Questions 169–171 refer to the following instructions.

Typing Instructor

1. After clicking "Typing Instructor" on the menu, the program begins. Click "Begin" in the answer box that appears on the screen.
2. Choose "Typing Basics" from the "Lesson" menu. Text is displayed line-by-line on the screen.
 - a. Click the "Next" button in the top right corner of the screen to advance the text or "Back" to review previous text. The "Help" button explains more about these command keys.
 - b. This important exercise explains the home row and finger locations for typing. In the two gray fields to the right of the buttons, at the bottom of the screen, instructions telling users to press specific home-row keys appear. You may bypass this exercise by pressing the "Next" button.
 - c. When finished with this orientation, click the white square in the title bar at the top of the screen (where "How to Use This" appears). Once this is done, you may choose any other menu item. You must close "Typing Basics" before beginning another exercise from the "Lessons" menu.

169. What does this passage explain?

- (A) A television program
- (B) An a la carte menu
- (C) A row of homes
- (D) A computer typing tutorial

170. Why is this Typing Basics lesson important?

- (A) It shows what you have written.
- (B) It explains how to type.
- (C) It describes computer hardware.
- (D) It is the only lesson on the menu.

171. Who would find this information valuable?

- (A) Novice typists
- (B) Computer programmers
- (C) Television critics
- (D) School administrators

Questions 172–175 refer to the following e-mail message.

FROM: Mr. Kim
SENT: Tuesday, August 13, 20__ 9:12 A.M.
TO: Administrative staff
CC: Mr. Choi; Mr. Sol
SUBJECT: Meetings

I am writing to let you know that I will be out of town Thursday and Friday attending a conference on human resources development in Vancouver. (Remember that Wednesday is a holiday, so if you have anything urgent to discuss with me, please see me today or tomorrow.) When I return, I want to meet with everyone on the staff, both individually and in groups, in order to fine-tune our planning strategy for next year. Since the fall is our least busy time of year, I want to concentrate more on future plans for the human resources department instead of the daily routine of office administration.

In brief, let us get together and you can tell me what ideas you have for better training, safety, dealing with work-related stress, or anything else that is on your mind.

To prepare for these meetings, would you please fill in the attached schedule and return it to me by e-mail before Monday, August 20, 1 P.M. Please list all your committed time so I can compare schedules and come up with a suitable time for all participants.

Thank you.

Mr. Kim

172. Which department does this communication concern?

- (A) Administration
- (B) Human resources
- (C) Planning
- (D) Development

173. What does the writer ask the readers to do?

- (A) Prepare a meeting
- (B) Go to a conference
- (C) Complete a schedule form
- (D) Be more aware of work-related stress

174. If someone has a question, when should she or he see Mr. Kim?

- (A) August 13 or 14
- (B) August 15 or 16
- (C) August 20
- (D) Autumn

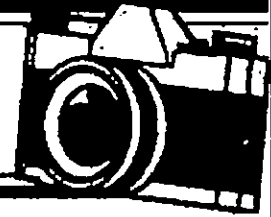
175. Why have the meetings been scheduled for fall?

- (A) Mr. Kim is on vacation.
- (B) There is a tight deadline.
- (C) No one is available at other times.
- (D) They are not as busy.

GO ON TO THE NEXT PAGE 

Questions 176–179 refer to the following advertisement.

VISIT EUROPE FIRST CLASS



See Europe in ten days! Visit England, Belgium, Germany, Switzerland, and France. Enjoy the comforts and luxury of modern Europe combined with old-world charm and history. Everything is taken care of to ensure that you have a comfortable and relaxing vacation. Do not worry about language problems, transportation, accommodations, exchange rates, or ordering food. We will handle the details. All you need to do is sit back and take in the beauty that is Europe as shown to you by Eurotrip.

HERE IS WHAT IS INCLUDED IN THE PACKAGE

- Scheduled transatlantic flights and airport transfers in London
- Host service in London
- Hotels listed in the brochure or equivalent. Twin-bedded rooms with private bath, hotel, taxes, service charges, and tips for baggage handling
- 8 continental or buffet breakfasts; 4 three-course dinners
- Private deluxe motorcoach with air-conditioning, extra leg room, and emergency washrooms
- Channel crossing through the Chunnel
- Visits to Bruges, Brussels, Remagen, Rosenheim, Basel, and Paris
- Rhine River cruise
- Hiking in the Black Forest
- Admission charges as shown in the brochure
- Eurotrip travel bag and travel documents

176. Which of the following statements about Eurotrip is true?
- (A) Four-course dinners are provided.
(B) A day at Rhine Falls is included.
(C) The trip includes Spain and Italy.
(D) The continental touring will be by bus.
177. What will happen if the hotels listed in the brochure are NOT available?
- (A) Equivalent lodging will be secured.
(B) Extra twin beds will be brought in.
(C) Hotel service charges will be waived.
(D) Travelers will continue to the next destination by motorcoach.
178. What is the advantage of traveling with Eurotrip?
- (A) The traveler can witness European history.
(B) Tourists do not need to worry about the details of traveling.
(C) A schedule of hours and activities is provided.
(D) Rooms are free with the purchase of the package tour.
179. What fees are NOT included in the Eurotrip price?
- (A) Charges for hotels
(B) Cost of tour guides
(C) Admission fees to tourist sites
(D) Price of a travel bag

Questions 180–181 refer to the following advertisement.

DEXREADY CD-ROM INDEXES •◆
INSTANT ACCESS TO
International News, Documents, and
Publications

- U.S. Congress Papers
- United Nations Documents and
Publications
- Global Broadcast Information Service
Reports
- East/West Europe Reports
- PanAm Publications
- Pacific Rim Economic News

PINPOINT INFORMATION FROM AROUND THE WORLD USING:
Neugrand Searching
Key Words and Subject Terms
Index Browsing Capabilities
Standard or Advanced Search
Levels

With DEXREADY CD-ROM INDEXES,
research is quick,
easy, and understandable— even for
first-time users!

180. Which of the following can be accessed with the DEXREADY CD-ROM INDEXES?
- (A) Key words and subject terms
 - (B) Pacific Rim economic news
 - (C) Index browsing capabilities
 - (D) Standard or advanced search levels

181. Who could benefit most from this index?
- (A) Computer programmers
 - (B) Television reporters
 - (C) Publishing executives
 - (D) Government policy advisors

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Questions 182–184 refer to the following information.

The growth of tax revenue in Havaria has been limited by basic problems in the system. A complicated tax structure, inefficient tax collection, and the failure to enforce tax laws are simultaneously at work to inhibit the growth of tax revenue. To become economically sound by the year 2010, Havaria needs to put a new tax system in place. This system should include a simplified tax structure, standardized procedures, and an improved collection procedure.

182. Where would the following information most likely appear?
- (A) In a daily newspaper
 - (B) In an individual tax form
 - (C) In a science journal
 - (D) In a law enforcement magazine
183. What is the main idea of this passage?
- (A) Operating costs are cutting Havaria's tax revenue.
 - (B) Havaria's tax system needs to be changed.
 - (C) Havaria's administration is incompetent.
 - (D) The economy of Havaria will change by the year 2010.
184. Which of the following is NOT given as a reason for failure of the tax system?
- (A) Inefficient tax collection
 - (B) Lack of enforcement
 - (C) Government corruption
 - (D) Complicated tax structure

Questions 185–187 refer to the following article.

This article investigated the informational flow from the world's stock markets to the Baltic States stock and stock index futures markets. When only stock markets were used in the tests, the conclusion was that the Baltic financial markets follow their international counterparts. However, when the Baltic stock index futures market was included in the tests, the results were significantly different. In the latter case, it was concluded that the Baltic financial markets do not follow the lead of the world's stock markets. When excluding the futures markets, the results of the informational flow between financial markets may be overestimated. However, the results discussed here only address the peculiar characteristics of the Baltic stock market and should not be generalized to other markets.

185. What is the primary focus of this passage?
- (A) Financial informational flow
 - (B) Futures markets
 - (C) The Baltic stock market
 - (D) Market generalization
186. Which of the following statements is true?
- (A) Baltic stock markets follow international markets.
 - (B) Futures markets in the Baltic States are risky.
 - (C) Informational flow between the Baltic stock market and international stock markets is high.
 - (D) Baltic stock and stock index futures markets are the same.
187. This finding is true for what other markets?
- (A) All other markets
 - (B) International stock markets
 - (C) Baltic stock markets
 - (D) No other markets

GO ON TO THE NEXT PAGE 

Questions 188–189 refer to the following advertisement.

JM DRILLING FLUIDS
ENGINEERED DRILL-IN FLUIDS

JM Drilling Fluids' fluid technology has achieved remarkable results over the globe. Industry experts know that JM Drilling Fluids lowers the cost per barrel of oil produced, opens new wells that were previously economically unviable, and extends horizontal drilling. JM Drilling Fluids also lets operators realize performance goals of:

- 1) Shale inhibition
- 2) Environmental acceptance
- 3) Angle-independent hole cleaning
- 4) Cost-effectiveness

Use JM Drilling Fluids to make optimum production and drilling efficiency a well-site reality.

RESEARCH/INNOVATION/PERFORMANCE/RESULTS

JM Drilling Fluids
1727 San Leandro Dr.
Houston, TX 77002
Tel: (713) 555-6767
Fax: (713) 555-8829

188. Which industry is this advertisement intended for?

- (A) Fishing
- (B) Oil
- (C) Chemicals
- (D) Manufacturing

189. What does this company do?

- (A) Provides research consultant
- (B) Makes drilling equipment
- (C) Improves technology of drilling
- (D) Promotes shale production

Questions 190–192 refer to the following article.

The EU is presently facing competition and congestion as it attempts to liberalize its aviation industry. To solve these problems, the EU has begun limiting its members' control over their own national aviation resources. By influencing pricing, restricting routes, and preventing acquisitions, the EU has significantly diminished the role of U.S. carriers in the transatlantic market.

The long-term implications of these changes are quite complex, however. The aviation industry is no longer dominated by U.S. carriers; foreign airlines are gaining market strength because of the growing demand for overseas travel to and from their home countries.

The actions taken by the EU show a hardening attitude toward U.S. dominance of the lucrative transatlantic air routes. Nevertheless, new limitations placed on U.S. carriers could be mitigated by individual EU governments' limiting subsidies to their airlines. Some of the smaller EU carriers simply will not survive, leaving customers to the U.S. carriers. Those that do survive will mirror their U.S. counterparts in terms of service and price.

190. What is the main idea of this passage?
- (A) The transatlantic aviation market is lucrative.
 - (B) Some of the smaller EU carriers will go out of business.
 - (C) The EU aviation industry is changing.
 - (D) Deregulation has greatly affected U.S. carriers.
191. Which of the following is NOT a method used by the EU to diminish the U.S. market?
- (A) Influencing pricing
 - (B) Increasing airport taxes
 - (C) Restricting routes
 - (D) Preventing acquisitions
192. According to the passage, which of the following is true?
- (A) Aviation is controlled by U.S. carriers.
 - (B) Larger EU carriers will acquire smaller ones.
 - (C) Foreign airlines are gaining strength.
 - (D) Overseas travel is diminishing.

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Questions 193–196 refer to the following article.

For about US \$50, a cheap, acceptable hotel room can be found in most countries. In some countries you may be able to pay less. If you are traveling on a tight budget, it is a good idea to ask for a boardinghouse; they are normally to be found in abundance near bus and railway stations. Good, inexpensive hotels can also be found near truckers' stops and service stations; they are usually secure. There are often great seasonal variations in hotel prices at resorts. Remember, cheaper hotels do not always supply soap, towels, and toilet paper, so carry these items with you. Book all hotels in advance by registered mail. If you receive no reply, do not worry; just ask the car rental agency employees at the airport for recommendations when you arrive.

193. For whom is this information intended?
- (A) Hotel managers
 - (B) Car rental agency employees
 - (C) Realtors
 - (D) Travelers
194. Where would one find boardinghouses?
- (A) Near a bus station
 - (B) Near a truck stop
 - (C) Near an airport
 - (D) Only in certain countries
195. What may cause changes in hotel prices?
- (A) The seasons
 - (B) The type of resort
 - (C) Increases in travel costs
 - (D) Employee costs
196. What is the best way to get one of these hotel rooms?
- (A) Find one when you arrive.
 - (B) Book one through your travel agent.
 - (C) Reserve one in advance by registered mail.
 - (D) Get information at your embassy.

Questions 197–198 refer to the following article.

Hoekland Foundation Assists Visitors

The Hoekland Foundation is an independent, nonpolitical, privately financed institution with the following objectives:

- to promote a better understanding of the Hoekland people, their achievements, problems, potentials;
- to promote and foster the Hoekland people's right to a stable, prosperous, and independent Hoekland;
- to build a just Hoekland, based on a strong and diversified economy.

Through its cordial relations with the public and private sectors, the Hoekland Foundation is ideally placed to assist trade delegations, individual businesspeople, and other visitors with arranging their itineraries and making the necessary appointments. The Hoekland Foundation also can provide briefings on the economy in general and expert briefings on any specialized subject required. This service will be given on a cost-refundable basis. Please do not hesitate to contact us at the following address should you wish to avail yourself of our services.

The Hoekland Foundation
P.O. Box 2299
Barmara, Hoekland 981214
Tel. (045) 555-3434
Fax (045) 555-5672

197. What is the Hoekland Foundation?

- (A) An economic development institute
- (B) A political party
- (C) A social club
- (D) An investment firm

198. What is the focus of this information?

- (A) The Hoekland Foundation's expansion
- (B) An announcement of the Hoekland Foundation's purpose
- (C) The Hoekland Foundation's upcoming economic briefings
- (D) The cost-effectiveness of the Hoekland Foundation

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Questions 199–200 refer to the following advertisement.

Vocational Advisor

Community College of Micronesia seeks qualified advisor for its vocational education program. Advisor must counsel students in school and offer postgraduation job placement opportunities. A knowledge of Micronesia and island economies is a plus. Applicant must hold an M.A. in counseling, education, or related field and have two years' counseling experience.

Send resume to:

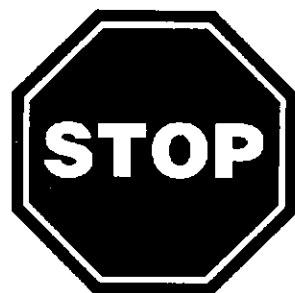
Dr. Bill Tanaka
Vocational Education
Community College of Micronesia
Colonia, Pohnpei 998723

199. Who would be the most qualified for this position?

- (A) An economics instructor
- (B) A psychotherapist
- (C) A secondary school advisor
- (D) A postgraduate student

200. Where would this information most likely appear?

- (A) In a newspaper
- (B) In a student handbook
- (C) In an automotive textbook
- (D) In an economics journal



This is the end of the test. If you finish before time is called, you may go back to Parts V, VI, and VII and check your work.

AUDIOSCRIPTS

AUDIOSCRIPT

LISTENING COMPREHENSION

PRACTICE

PART I: PICTURE

Exercise 2: Similar Sounds (pages 57-61)

1. (A) Their suits are on the floor.
(B) They're waiting to check in.
(C) They're weighing themselves.
(D) Their rags are near the counter.
2. (A) They're disembarking the plane.
(B) They're waiting for the rain.
(C) They're weighing the crane.
(D) They're getting off the train.
3. (A) She's riding in an open car.
(B) She's walking alone.
(C) She's talking on the phone.
(D) She's taking a small lime.
4. (A) The pears are by the window.
(B) The hotel room is ready for guests.
(C) The bread is freshly baked.
(D) The stamp is on the table.
5. (A) The rag is on the ground.
(B) The suits, in case you need them, are here.
(C) He has jet lag from his trip.
(D) The doorman reaches for the bag.
6. (A) The broom is very clean.
(B) The table is made from a tree.
(C) The picture is on the wall.
(D) The three are walking together.
7. (A) They're checking the equipment.
(B) There is hazardous firing above them.
(C) They're taking a shower.
(D) They're fixing the tire.
8. (A) The customer chooses his food.
(B) The lights are getting dimmer.
(C) The restoration is almost complete.
(D) The handkerchief is in the drawer.
9. (A) The woman is writing a check.
(B) The guest is talking to the clerks.
(C) The man is looking at the clock.
(D) The cleric is holding a book.
10. (A) The coffee beans are being picked.
(B) The water runs down the steps.
(C) We came with our stepson.
(D) The café is outdoors.

Exercise 3: Prepositions (pages 57-61)

11. (A) The agents are behind the counter.
(B) The passengers are in front of the door.
(C) The man is the last in line.
(D) The suitcases are on the trolley.
12. (A) The group is walking toward the door.
(B) The passengers are on the platform.
(C) The woman in white is behind the others.
(D) The train is away from the station.
13. (A) The doctor is behind the sink.
(B) The phone is on the wall.
(C) The doctor is sitting at her desk.
(D) The wastebasket is under the desk.
14. (A) The beds are against the window.
(B) The table is between the chairs.
(C) The headboard is below the beds.
(D) The pillows are under the bed.
15. (A) The hotel guest stands by her bag.
(B) The employee is inside the hotel.
(C) The bag is in the taxi.
(D) The hotel sign is in front of the people.
16. (A) The woman has her back to the men.
(B) The cups are beside the table.
(C) The people sit next to one another.
(D) The woman is between the men.
17. (A) The electric poles are on their side.
(B) The men are on top of the utility pole.
(C) The wires run across the ground.
(D) The workers are by the tower.

18. (A) The customer is by the cashier.
 (B) The people are on the same side of the food line.
 (C) The people are standing in the middle of the street.
 (D) The chef is behind the counter.
19. (A) The guest is in her hotel room.
 (B) The desk clerks are behind the counter.
 (C) The man is to the left of the clerk.
 (D) The guest's hands are on the counter.
20. (A) The café is in the square.
 (B) The chairs are against the wall.
 (C) The tables are along the stairs.
 (D) The customers are at the door.

Exercise 4: Words out of Context
 (pages 57-61)

21. (A) The real estate agents are examining the hall.
 (B) The tourists are writing a check.
 (C) The passengers are waiting to check their bags.
 (D) The traffic police are issuing parking tickets.
22. (A) The station is at the end of the street.
 (B) The passengers are in first class.
 (C) The conductor is at the front of the train.
 (D) The commuters are leaving the train.
23. (A) The operating room is in use.
 (B) The doctor is on the phone.
 (C) The doctor is making house calls.
 (D) The student is taking an examination.
24. (A) The blinds on the windows are closed.
 (B) The beds need to be made.
 (C) The store has chairs and tables.
 (D) The hotel room is tidy and bright.
25. (A) The doorman opened the door.
 (B) The man will carry her suitcase.
 (C) The luggage rack is full.
 (D) The tourist saw all the sights.
26. (A) The conference is well attended.
 (B) The man is using a pointer.
 (C) The woman is sitting down.
 (D) The desk is for sale.

27. (A) The boaters are monitoring the currents.
 (B) The electrician is wiring a lamp.
 (C) The men are unplugging the lights.
 (D) The utility workers are checking the tower.
28. (A) The man is walking through the desert.
 (B) The chefs are peeling fruit.
 (C) The patron consults with the chef.
 (D) The farmer is harvesting the vegetables.
29. (A) The reservations agent is reading a book.
 (B) The room service waiter is at the door.
 (C) The hotel housekeeper is cleaning the room.
 (D) The guest is talking to the clerks.
30. (A) People enjoy an outdoor café.
 (B) The coffee is cold.
 (C) The chairs are next to the window.
 (D) The chef is in the kitchen.

PART II: QUESTION-RESPONSE

Exercise 1: Who (page 62)

- Who was the last one off the bus?
 (A) The last bus leaves at 7:30.
 (B) The driver was the last.
 (C) No, there were two of them.
- Who will take charge of the project?
 (A) I'll pay cash.
 (B) They won't take more than necessary.
 (C) She wants to manage it.
- Who didn't finish their dinner?
 (A) I didn't.
 (B) I prefer it unfinished.
 (C) I'll do it next week.
- Who won the tournament last year?
 (A) I don't want any more this year.
 (B) Our team, of course.
 (C) One or two of them came.
- Who is calling, please?
 (A) This is Ms. Garcia.
 (B) The telephone is broken.
 (C) She called the police.

6. Who designed your office?
 (A) The same firm that designed my house did it.
 (B) No one ate in the office.
 (C) He offered me the sign.
7. Who are you waiting to see?
 (A) My name is Samuel.
 (B) The waiter is French.
 (C) The manager, if he is available.
8. Have you invited anyone that I know?
 (A) You've met everyone on the list.
 (B) I don't know that you did.
 (C) We did it without you.
9. Who organized the expedition to the South Pole?
 (A) My relatives go south every winter.
 (B) The flight service expedited the shipment.
 (C) Members of the Explorers Club organized it.
10. Who delivered the opening address?
 (A) The dry cleaners.
 (B) The featured speaker.
 (C) The men with the truck.

Exercise 2: What (page 63)

1. What kind of car do you want?
 (A) Not the one that looks like a taxi.
 (B) We'll eat in the last car.
 (C) She's very kind.
2. What agency did you get these tickets from?
 (A) The place where we always do business.
 (B) The agent with the mustache.
 (C) I don't like the theater.
3. What were the effects of the salary increase?
 (A) There was not enough celery.
 (B) If you eat it raw, it's not harmful.
 (C) Not increased productivity, as you would expect.
4. What is she going to do now?
 (A) She went home already.
 (B) She'll take a vacation.
 (C) He's going anyway.

5. What did you do to deserve this?
 (A) You chill it first.
 (B) Just my luck, I suppose.
 (C) I didn't get to serve.
6. What is my total hotel bill?
 (A) Two hundred and fifty dollars, including tax.
 (B) About seventeen floors counting the ground floor.
 (C) Seven nights.
7. What was the budget director before you like?
 (A) I didn't see it, but I heard it wasn't bad.
 (B) I couldn't move either.
 (C) Evidently a stubborn person.
8. What made you two want to share an office?
 (A) We're both working on the same project.
 (B) We usually make tea but sometimes coffee.
 (C) We used glue.
9. What solution do you expect the president will adopt?
 (A) A son, most likely.
 (B) For her health she should make it pure.
 (C) The most politically expedient one.
10. What caused the problem?
 (A) My assistant always does.
 (B) There was a mistake in the figures.
 (C) The printer is brand-new.

Exercise 3: When (page 63)

1. When did she decide to use a consultant?
 (A) It was in her budget from the beginning.
 (B) From her first day of college.
 (C) The embassy suggested she try the consulate.
2. When will you come home?
 (A) Before dinner.
 (B) When he wants to.
 (C) About 1980.
3. When are we expected to be there?
 (A) For about a week.
 (B) They should arrive any day.
 (C) Not later than six.

4. When did you first feel sick?
(A) It became thick when I added flour.
(B) That wasn't the first time.
(C) In the middle of the night.
5. When will they finish work on the bridge?
(A) The river floods every spring.
(B) They hope to complete it next year.
(C) The Finnish workers arrive next month.
6. When is her next insurance payment due?
(A) When she does it next.
(B) In two more months.
(C) Whenever she can.
7. When do you think prices will come down?
(A) There are always sales after the holidays.
(B) She'll get tired and come down.
(C) I never think about the weather.
8. When will you let your new assistant travel?
(A) As soon as he's familiar with the product.
(B) I'm afraid the airlines will lose it.
(C) When I've finished packing.
9. When did you begin wearing glasses?
(A) When I get thirsty.
(B) About three months ago.
(C) Whenever it's raining.
10. When are you available?
(A) Any day but Friday.
(B) The doctor thinks tomorrow.
(C) A week ago Thursday.
3. Where will we be this time next year?
(A) We'll be home, as usual.
(B) She's going to Europe.
(C) I celebrate New Year's at home.
4. Where could I find a pair of shoes like yours?
(A) My sister has some just like mine.
(B) I got them on 63rd Street.
(C) I like them, too.
5. Where is there an all-night drugstore?
(A) Near the stadium.
(B) This city isn't large enough for me.
(C) Put the rug in the bedroom.
6. Where can I get a parking permit?
(A) Apply at the personnel office.
(B) At Central Park. Bring your own ball.
(C) This road will take you right to the entrance.
7. Where do I go to get rubber stamps?
(A) The forests of Sri Lanka is one place.
(B) The post office is around the corner.
(C) Fill out a request. I'll get one for you.
8. Where are the accountants' reports?
(A) They're in those folders.
(B) Down at the loading docks.
(C) I put them in the refrigerator.
9. Where do we go from here?
(A) We know this place quite well.
(B) She's going overseas.
(C) Turn left and go straight two blocks.
10. Where is the person with the key?
(A) I think it's for this door.
(B) She left it downtown.
(C) He'll be back after lunch.

Exercise 4: Where (page 64)

1. Where did you learn to draw?
(A) On the river.
(B) At almost any restaurant.
(C) At art school.
2. Where would you recommend we eat?
(A) Sit anywhere. The seats aren't reserved.
(B) What kind of food do you like?
(C) This time of year you should fly south.

Exercise 5: Why (page 64)

1. Why don't you read your mail first?
(A) I don't have any stamps.
(B) I always save my letters for last.
(C) I have to write it first.
2. Why would you invest all your assets in one piece of property?
(A) There's virtually no risk.
(B) All three of us land there.
(C) I like to spread my money around.

3. Why are you driving rather than flying?
 - (A) I don't know how to drive.
 - (B) There'll be four of us to share expenses.
 - (C) I prefer flying.
 4. Why do you think he didn't support this plan?
 - (A) He's not very strong.
 - (B) He prefers his own ideas.
 - (C) I suppose he was late.
 5. Why were only three of you present at the meeting?
 - (A) The president was very thankful.
 - (B) I thought their presents were sufficient.
 - (C) The others were out of town.
 6. Why does this fish taste spoiled?
 - (A) The freezer must be broken again.
 - (B) The chef is very experienced.
 - (C) Fish scales just seem oily.
 7. Why are you always the last one to leave?
 - (A) No one else would do it.
 - (B) I'm slow in my work.
 - (C) It's quieter at the end of the street.
 8. Why has there been no action on this report?
 - (A) We don't want to get it dirty.
 - (B) It's a casual game.
 - (C) We needed your advice first.
 9. Why haven't you tried to get in touch with her?
 - (A) I didn't have enough rope.
 - (B) She has an unlisted number.
 - (C) It feels very heavy.
 10. Why were you late every day this week?
 - (A) I had to take my children to school.
 - (B) This food is good and cheap.
 - (C) The weekly rate has been increased.
3. How much time will it take to complete the project?
 - (A) I haven't finished it yet.
 - (B) I don't enjoy competition.
 - (C) I estimate six months.
 4. How often does the copier break down?
 - (A) The mechanic can fix your brakes.
 - (B) Make as many copies as you need.
 - (C) It stops at least once a week.
 5. How many waiters should we schedule for the banquet?
 - (A) We'll need twenty-five.
 - (B) They shouldn't have to wait long.
 - (C) I have to go to the bank.
 6. How soon will these shirts be ready?
 - (A) They don't fit you well.
 - (B) You can pick them up next Tuesday.
 - (C) These are very dirty.
 7. How heavy is the package?
 - (A) It doesn't have enough postage.
 - (B) It arrived this morning.
 - (C) It weighs too much for one person to lift.
 8. How did you find the error?
 - (A) I had our accountant go over everything.
 - (B) I found it in the closet.
 - (C) The airline is very small.
 9. How high is the building?
 - (A) It has very nice offices.
 - (B) It's on Main Street.
 - (C) It's eighteen stories tall.
 10. How long did you have to wait?
 - (A) It began to rain.
 - (B) The train was two hours late.
 - (C) The length is three feet.

Exercise 6: How (page 65)

1. How far away is the resort?
 - (A) It's very pretty there.
 - (B) It's about thirty miles from here.
 - (C) It was a wonderful vacation.
2. How did he react to the announcement?
 - (A) He became very angry.
 - (B) They announced it last week.
 - (C) He's not a very good actor.

Exercise 7: Auxiliaries (page 65)

1. Is this your first visit to the central office?
 - (A) No, I was born here.
 - (B) I've been all over the world.
 - (C) I was here last year.
2. Aren't you the person who invented the automatic door opener?
 - (A) It's windy. Please shut it.
 - (B) No, I was the manufacturer.
 - (C) Yes, we're number one in can openers.

3. Do you think there is a future in telecommunications?
(A) I never watch TV.
(B) Satellites are here forever.
(C) No, I just let the phone ring.
 4. Didn't the chairperson of your company resign?
(A) Yes, he did a terrific job.
(B) He was terminated, actually.
(C) Yes, and he gave us the pen he signed with.
 5. Will you pursue the topic with them tomorrow?
(A) I doubt if they'll be interested.
(B) Yes, when you start at the bottom, there's only one way to go.
(C) They wanted it yesterday.
 6. Won't you reconsider and accept our offer?
(A) I'm sorry. I've made my decision.
(B) I take mine black.
(C) Not unless I reject it.
 7. Can you suggest another way to do this?
(A) I'm free on Monday.
(B) Let's try using different software.
(C) I don't play any sports.
 8. May the new trainees work with your staff today?
(A) I don't think it'll rain.
(B) We would be delighted.
(C) They refuse to work on the train.
 9. Has Ms. Benson been in to see me yet?
(A) There are some on your desk.
(B) She called to say she's running late.
(C) She left yesterday.
 10. Has Mr. Springer returned from lunch?
(A) He bought a one-way ticket.
(B) We're not hungry.
(C) Yes, ten minutes ago.
2. *Woman* He'll be able to fix it.
Man If he ever gets here.
Woman The traffic is terrible at lunchtime.
 3. *Woman* The mayor has no further comment at this time.
Man In her opinion, was the outcome of this year's negotiation as favorable to the union as it was last year?
Woman We'll defer that until the mayor's press conference.
 4. *Man A* I'm sure you understand that we use a formula to arrive at the decision.
Man B Yes, but as interest rates come down, money should be more available, right?
Man A Yes and no. That's true for most loans, but your application doesn't meet our minimum requirements.
 5. *Woman* He played better than I thought he would under the circumstances.
Man I thought he was too inexperienced for this course.
Woman The final score proved his success matches his talent.
 6. *Man* He's been outside for half an hour now.
Woman So? The meter's running and we're paying him.
Man Yes, but it can't be all that comfortable in the cab.
 7. *Woman* The color will match perfectly.
Man Do you think my cat will ruin it?
Woman Probably, but what's more important? Animals or furniture?
 8. *Man A* This is one of her best works.
Man B She has outdone herself. This collage is her best ever.
Man A I'm glad you think so. We've given her a lot of support and this is ample repayment.

PART III: SHORT CONVERSATIONS

Exercise 1: Who (page 66)

1. *Man* This column doesn't make any sense.
Woman We included last year's figures.
Man No wonder. Take them out and add it up again.

9. *Woman* If we make the 8:10, we'll be home by 9 o'clock.
Man We don't have a chance. We'll never get a taxi.
Woman Let's walk. It's not far to the bus station.
10. *Woman A* How often does this happen?
Woman B She's ten to fifteen minutes late every morning.
Woman A Please let her know that we expect employees to be on time.

Exercise 2: What (page 68)

1. *Man* Now put the forks on the left of the plate and knives and spoons on the right.
Woman What about the water glasses?
Man They go above the plates.
2. *Man* This morning I typed sixteen letters and before that I filed yesterday's correspondence.
Woman What about the McGinnis letter?
Man That was the first letter I typed. I made these two copies.
3. *Man A* Ben's father made a fortune in cardboard.
Man B That was easier to do before synthetic material became cheaper and less harmful to the environment.
Man A Now the company produces a range of environmentally safe packaging.
4. *Woman* What time is it now?
Man Five minutes after. Maybe his plane was late.
Woman If he doesn't call soon, we'll take a taxi home.
5. *Woman* What a big difference! It looks like a new car.
Man A little polish and it will be ready.
Woman I don't even remember what the old color was like.

6. *Woman* If it doesn't stop raining by Saturday, we'll have to cancel the fair.
Man No, we could just hold it indoors in the school gym.
Woman I checked. The gym and the auditorium are both booked.
7. *Man A* See where my finger is? Now, if we follow this path, we'll have to wade through a stream.
Man B But according to this, there's a bridge.
Man A Not anymore, but the water's not deep.
8. *Woman A* I'd like to send this package by registered mail and insure it for eight thousand dollars.
Woman B To insure it for that amount, you'll need to disclose the contents.
Woman A Certainly. Do I have to fill out a special document?
9. *Man* Did you bring enough nails?
Woman Yes, all different sizes.
Man We should finish this closet on time.
10. *Man* Am I the only one who ever cleans up around here?
Woman I'm sorry; I'll do the dishes after dinner.
Man Would you mind cleaning up the rest of the kitchen too?

Exercise 3: When (page 69)

1. *Woman* We had planned the meeting for this afternoon, but when Ms. Johnson didn't arrive last night, we postponed it.
Man Will she be here tomorrow?
Woman Probably not. She called this evening to say we should reschedule the meeting for next week.
2. *Man* My secretary made a reservation for me for the sixteenth of January.
Woman For how many days?
Man For six, but if my wife comes, I'll stay until the twenty-sixth.

3. *Man* What's the delay? I've been waiting for an hour.
Woman You'll be here for another thirty minutes at least. The police aren't letting anyone through until six.
Man I should've stayed at the office.
4. *Woman* I was going to take Friday off and not come back until Tuesday.
Man A four-day weekend! Pretty good!
Woman Except I was told to be here first thing Monday morning.
5. *Woman* Is this the last train to Osaka?
Man No, there are two more after this. They leave every thirty minutes.
Woman I thought 8:30 was too early for the last train.
6. *Man* The meeting Friday morning will be over by noon, so I'll be home the next day.
Woman We're having company Sunday, so I hope you'll be here.
Man I'll be home before then.
7. *Woman* She'll be gone until the week after next.
Man That means she'll be back too late to help us.
Woman It's okay. Her lawyer's coming in this afternoon.
8. *Man* It's really hot today.
Woman According to the records, the last time it was this hot was July 18, 1970.
Man What a coincidence, that was my eighth wedding anniversary.
9. *Woman A* Our Australian plant won't be ready until June.
Woman B That's too late. We have to be operational in January.
Woman A June is the earliest. We need six more months.
10. *Man* Pretco started buying our stock last July.
Woman How many shares do they hold now?
Man In October they bought 15,000. They must have over 6 percent now. And at that rate, 8 percent by January.

Exercise 4: Where (page 71)

1. *Woman* You're going to have to move your car. You can't park in this zone.
Man I'm only going to be in the store five minutes.
Woman This is for loading only.
2. *Man A* No smoking, sir.
Man B But I just lit up.
Man A I'm sorry, sir. Smoking isn't allowed on any flight.
3. *Woman A* Our New York souvenirs are supplied by a manufacturer in Hong Kong.
Woman B What about the extra transportation cost?
Woman A We first used a firm in Detroit, then one in Los Angeles, but found their costs were higher.
4. *Man* I need a pickup for one-day service.
Woman Yes, sir. Your room number, please.
Man 654. I'm going to the coffee shop; I'll leave the laundry by the door.
5. *Woman* Do you have a reservation?
Man Yes, my secretary made it.
Woman I'm sorry, sir. We don't have you confirmed on this flight.
6. *Woman* The printer needs a new ink cartridge.
Man The storeroom is out of stock.
Woman Have the clerk go out and buy one.
7. *Man* If this goes on much longer, I'll miss my plane.
Woman There are still two more presentations.
Man When they take a coffee break, I'll leave.

8. *Woman* The view from up here is worth the climb.
Man It's too windy. Let's go inside.
Woman OK. But let's take the elevator down.
9. *Woman* How much is it?
Man Sixteen forty-five on the meter plus one fifty for the toll road and fifty cents night charge.
Woman Sixteen forty-five from downtown to here?
10. *Woman* It always leaves on time, from this track.
Man Good. I can't wait to get there and eat dinner.
Woman Relax. If you're hungry, you can go to the dining car.

Exercise 5: Why (page 72)

1. *Woman* The new regulations are going to cost a lot of money.
Man Will we have to modify the plant itself?
Woman Of course, and suspend operations for six months to do it.
2. *Woman* The complaint must be filed with the manager.
Man But you sold me the product.
Woman I can't issue refunds for defective merchandise, however.
3. *Woman* The drought caused an escalation in food prices.
Man Hopefully, the recent rainfall will bring them down before the holidays.
Woman No, like oil prices, once they're up, they'll stay up.
4. *Man* I really love these little cakes.
Woman Are you buying two for everyone?
Man No, just twenty-four. We're having twelve for dinner, but another twelve people may come for dessert.

5. *Woman* Here's the restaurant we've been looking for. I'm hungry for lunch.
Man It seems you'll have to wait until 6 P.M. The sign on the door says it's open only for dinner.
Woman What a vacation this is! Everything that should be open to the public is closed. This city might as well be on strike.
6. *Woman* You're late again. Did you stop on the way?
Man No. I forgot to set my alarm. I overslept.
Woman You had better buy two clocks.
7. *Woman A* They think we mismanaged the EURAN account.
Woman B I guess we should look for other jobs.
Woman A Yes, and I wouldn't expect a generous severance package.
8. *Woman* He's been extremely happy all week.
Man You would be too if you had his good fortune.
Woman Imagine being promoted at his age!
9. *Man* I have an appointment with Dr. Burns.
Woman I'm sorry, the doctor had an emergency, and he just canceled his afternoon appointments.
Man Well, I just wanted an annual physical. May I reschedule it?
10. *Man* This is the last time I'm telling you. Turn the radio off or leave.
Woman Why don't you read somewhere else?
Man Because I need to use the reference books in this library.

Exercise 6: How (page 74)

1. *Woman* How much do you suppose we should budget for that new software package?

Man If we can find it on sale, we could get it for six hundred and fifty.

Woman We can't count on that. I'll allow nine hundred.

2. *Man* Is this the project report for this month?

Woman It's the latest one. They're issued every quarter.

Man That's not enough. I'd like to see shorter reports issued every two weeks.

3. *Man A* The package needs to get there as quickly as possible.

Man B You could send it by overnight mail. It'll be delivered tomorrow morning.

Man A That sounds fine. Thanks for the suggestion.

4. *Woman* I can't find their number in the phone book.

Man I don't have it either.

Woman I know, I'll call directory assistance. They can look the number up for me.

5. *Woman* Doesn't living in the country make it hard for you to get to work?

Man It's not that bad. It only takes forty-five minutes.

Woman Almost an hour is too long for me. I can be at work in ten minutes.

6. *Woman A* There're only fifty people signed up for Friday's seminar.

Woman B There'll be at least half that many signing up on Friday, so make sure we have room for seventy-five.

Woman A Oh, there's room for one hundred. I was worried that the room might be too large.

7. *Man* Should I take a taxi or the shuttle?

Woman You can, but the subway goes directly there. It's cheaper, too.

Man Thanks. I'll do that instead.

8. *Man* I've never used a computer before. Is this the "on" button, here by the screen, or is it the one on the keyboard?

Woman No, the "on" switch is in the back.

Man Oh, it's here by the electrical plug.

9. *Man* The copier is broken again. I'll call for service.

Woman It's only jammed. Just lift the cover and remove the crumpled paper. I'll show you.

Man Oh, so that's how it's done. I'll know next time.

10. *Woman* What happened to you? Were you in an automobile accident?

Man No, I broke my leg skiing during my vacation.

Woman That makes me glad I spent the holiday swimming, diving, and playing tennis.

PART IV: SHORT TALKS

Exercise 1: Business Announcements (page 76)

Questions 1 through 4 refer to the following advertisement.

Join our expanding Computer Systems Consulting Department in the areas of accounting, organizational and managerial systems, development, automation, and implementation. If you have three to five years of accounting experience with a moderate capability with mainframe and personal computer systems, please write to us in confidence. Compensation commensurate with experience.

Questions 5 through 7 refer to the following advertisement.

Comsat Laboratories has an immediate opening for innovative electrical engineers with communications and hardware design experience. The position requires a B.S. or an M.S. with at least five years of experience in high-speed logic design. Please send resume; include salary history and requirements.

Questions 8 through 10 refer to the following advertisement.

Are you looking for a career opportunity with a fast-growing major corporation? If you are willing to work and can get by on \$20,000 your first year while in training, there's a real chance for future advancement. Public relations trainees must have excellent writing and communication skills. Call 509-555-1272 today, 9 to 5.

Exercise 2: Special Announcements (page 78)

Questions 1 through 3 refer to the following speech.

You know I always like to say a few words at these gatherings, even though you hear enough of me every day. Well, I won't interrupt your party too much. I just want to tell you that this year has been our most productive and I know the new year will be even better. Thanks to all of you.
Happy New Year.

Questions 4 through 7 refer to the following announcement.

Trans-Am Air welcomes you aboard its nonstop service to London. We are experiencing a delay due to the heavy traffic here in Dallas, so the captain has asked us to serve complimentary beverages. Please remain in your seats so we can serve you better.

Questions 8 through 10 refer to the following announcement.

I would like to announce the retirement of Ms. Millicent Prendergood. Those of us who have worked with Millicent will always remember how her optimistic outlook and efficient manner have helped us get through our busy workdays. We will miss her. But we wish her the best and hope she has a well-deserved rest during her cruise around the world.

Exercise 3: Recorded Announcements (page 80)

Questions 1 through 3 refer to the following announcement.

I'm sorry there's no one home right now, but your call is very important to us. Please leave your name, number, and the time of your call when you hear the tone. You may also leave a message of any length. We will return your call as soon as we return from the office.

Questions 4 through 7 refer to the following announcement.

You have reached the National Capital Museum events line. The following events will take place on Tuesday, April 14.: Lecture on artists of the early 20th century, Room 3402, 12 P.M.; Foreign film series, Room 2050, 5:30 P.M.; Painting class, Room 2131, 7:30 P.M. Advanced registration is required for this class. More information may be obtained by calling the Events Office at 503-555-0842.

Questions 8 through 10 refer to the following announcement.

Hello. You have reached the Soft LAB Hotline. All of our technicians are busy now, but if you hold, your call will be automatically connected to the first available technician. Soft LAB is pleased to announce its new software product for June—LASER Graphics, a total graphics package for the PC and a laser printer.

Exercise 4: Advertisements (page 82)

Questions 1 through 3 refer to the following advertisement.

If you're looking for the facts behind the news and the meaning behind the facts, look no further. *The National Daily News* brings it all to you. Day after day we bring you news about the movers and shakers at every level: local and state, national and international, business, sports, and entertainment. We're the newspaper voted number one again by area readers in this month's poll.

Questions 4 through 6 refer to the following advertisement.

There are only four hours left before we close our doors forever. Hundreds of home furnishings remain at unbelievable prices, and every half hour we reduce the price another 10 percent. Sofas that were five hundred dollars are now four hundred and fifty dollars. Join your friends and neighbors who have taken advantage of this once-in-a-lifetime sale. Don't be the last on your block left with yesterday's decor.

Questions 7 through 10 refer to the following advertisement.

We'll be calling you! On Super Sunday, January 15, representatives of United Charities will make tens of thousands of phone calls across the nation, asking you and your fellow citizens to help those less fortunate in need of shelter. We will ask you to be one of the thousands of volunteers who will give generously of their time this winter. By volunteering just a few hours a month at a homeless shelter in your city, you can help make things easier for needy families during the cold weather. Remember the date: January 15th. When we call, say, "Yes! I can help!"

Exercise 5: News (page 83)

Questions 1 through 3 refer to the following news report.

The United Nations appealed to its membership today for an additional twenty million dollars to buy more trucks and spare parts to speed distribution of supplies to the victims of East Africa's famine. The food and medicines donated by concerned governments are piling up at the ports. UN spokespeople say that if the food cannot be moved to the approximately 10.8 million famine victims, distribution of grain will be cut in half within three months.

Questions 4 through 6 refer to the following news report.

Japan's high savings rate is a drag on the Japanese economy and on the rest of the world as well. For decades this high savings pattern provided inexpensive investment funds to businesses, which helped spur Japan's high economic growth. But there is a downside to a high savings pattern: that is, the scarcity of consumer loans. Further, a high savings rate reduces the value of the yen on the international market. This expands Japan's trade surplus, which in turn causes protectionist pressures in other countries.

Questions 7 through 10 refer to the following news report.

The Kenyan Minister of Trade paid an unannounced visit to Uganda last weekend for talks with its president. The two discussed the improving trade relations between the two countries over the last six months. Commercial affairs have dominated the attention of the respective embassies here since the first trade pact was signed last January.

Exercise 6: Weather (page 85)

Questions 1 through 4 refer to the following weather report.

The pollen count hit a record high today. It was last this high ten years ago. The lack of precipitation has caused the pollen to remain in the air longer. This means millions of area residents will have difficulty breathing and will experience symptoms similar to a cold or bronchitis. No new rain is expected for the next two weeks; those affected are advised to stay in air-conditioned environments and wear a protective mask when outside. Tomorrow the count will be even higher.

Questions 5 through 7 refer to the following weather report.

Cyclone-strength winds impeded communications between the islands today. This condition, unexpected at this season, will prevail for the next thirty-six hours. The National Coastal Protection Agency warns all boats, regardless of size, to remain in port.

Questions 8 through 10 refer to the following weather report.

Showers and thunderstorms were scattered over the Pacific Northwest while the central and southern Pacific coast continued to enjoy fair skies. Pleasant as the sunshine is, the southern region could use the weather of its northern neighbor. It has gone three months without any precipitation.

AUDIOSCRIPT

LISTENING COMPREHENSION

REVIEW

PART I (PAGES 87-97)

Example:

- (A) They're looking out the window.
 - (B) They're having a meeting.
 - (C) They're eating in a restaurant.
 - (D) They're moving the furniture.
1. (A) The chef is displaying his food.
(B) The grocer is selling his produce.
(C) The waiter is serving the guests.
(D) The farmer is growing vegetables.
 2. (A) The service station has gas.
(B) The cars are at the rest stop.
(C) The highway has six lanes.
(D) The rodeo lasts a long time.
 3. (A) Pedestrians are waiting for the light.
(B) The cars are in a parking lot.
(C) The carts are along the canal.
(D) People are crossing the street.
 4. (A) He's looking at the control panels.
(B) He's watching television.
(C) He's standing in the rain.
(D) He's patrolling the streets.
 5. (A) The trainer is writing on the board.
(B) The waiter is serving coffee.
(C) The speaker is standing by the wall.
(D) The men are all sitting around the table.
 6. (A) The clerks are greeting the guests.
(B) The attendants are washing the sheets.
(C) The housekeepers are making the bed.
(D) The waiters are delivering room service.
 7. (A) The travelers are packing their bags.
(B) The suitcases are on the conveyor.
(C) The suits are placed on the chair.
(D) The passengers are waiting for their plane.
 8. (A) The sightseers are enjoying the museum.
(B) The skiers are taking the lift.
(C) The visitors are having a picnic.
(D) The tourists are taking pictures.
 9. (A) She's selecting an item from the shelf.
(B) She's looking for a place to eat.
(C) She's sitting in the aisle.
(D) She's buying a handbag.
 10. (A) The room is being serviced.
(B) The guests are eating their meal.
(C) The table is set for breakfast.
(D) The eyeglasses are on the table.
 11. (A) The doorman is opening the taxi door.
(B) The tax accountant is visiting the client.
(C) The mechanic is repairing a wheel.
(D) A police officer is directing traffic.
 12. (A) The cup is being turned around.
(B) The helicopter is landing.
(C) The blades of grass are blowing.
(D) The pilot is counting sheep.
 13. (A) The musicians are tuning their instruments.
(B) The doctors are reviewing the charts.
(C) The astronauts are getting dressed.
(D) The technicians are examining the apparatus.
 14. (A) She's writing a book.
(B) She's reading from a paper.
(C) She's holding her coat.
(D) She's learning to skate.
 15. (A) They're inspecting the equipment.
(B) They're shopping for a hat.
(C) They're turning on the light switch.
(D) They're transferring stations.

16. (A) Both workers are standing by the desk.
 (B) One employee is finishing her lunch.
 (C) The man is sitting next to the woman.
 (D) The woman is at her desk.
17. (A) Several cranes are on the dock.
 (B) The crane is an elegant bird.
 (C) The trains are in the station.
 (D) All of the planes are on the runway.
18. (A) The ball is by the window.
 (B) The auditorium is bright.
 (C) The wind is very light.
 (D) The hall is very long.
19. (A) The cook is preparing dinner.
 (B) The scientist is wearing a protective cap.
 (C) The champion is receiving his team's award.
 (D) The patient is having a physical examination.
20. (A) He's smoking a pipe.
 (B) He's setting off fireworks.
 (C) He's welding a pipe.
 (D) He's draining the water tunnel.
24. Where can I get these pictures developed?
 (A) They need to be in an envelope.
 (B) The latest film is at the Fine Arts Theater.
 (C) There's a camera shop on First Street.
25. Why don't we have our next meeting here?
 (A) That will be easy to arrange.
 (B) I have never met him before.
 (C) He only eats vegetables.
26. What size shoe do you wear?
 (A) They fit me very well.
 (B) I'm not the type for that style.
 (C) I wear a small size.
27. Which applicant will you choose for the job?
 (A) The first man we interviewed is best.
 (B) He does very important work.
 (C) I choose not to deal directly with him.
28. When should we pick you up?
 (A) There are two clocks in this room.
 (B) Two o'clock would be fine.
 (C) Fruit should be picked when it is ripe.

PART II (PAGES 98-99)

Example:

Good morning, John. How are you?

- (A) I am fine, thank you.
 (B) I am in the living room.
 (C) My name is John.
21. What is your favorite hobby?
 (A) I love to travel.
 (B) He's my favorite brother.
 (C) I can't think of any other.
22. Who called while I was out?
 (A) You miss your brother very much.
 (B) Your mother wanted to talk to you.
 (C) The cat did, so we put her out.
23. When does the plane land in Honolulu?
 (A) It will make a three-point landing.
 (B) She's never been to Hawaii.
 (C) It gets in at three.
29. Where do you suppose my luggage is?
 (A) I left a package for you at the front desk.
 (B) She could be anywhere by now.
 (C) Your bags are still at the airport.
30. Why do you keep singing the same song?
 (A) I like the way it sounds.
 (B) I keep going around in circles.
 (C) The phone keeps ringing in my ear.
31. Who wants a ride in my new car?
 (A) I don't want any.
 (B) I heard it on my car radio already.
 (C) I do, thank you.
32. What was that weather bulletin about?
 (A) Something about a storm warning.
 (B) It's about time for the rain to stop.
 (C) I don't care whether he goes.
33. When does the news come on?
 (A) There's nothing new on television.
 (B) The news starts at eight.
 (C) Those programs premiere in the fall.

34. Where were you born?
 (A) In the hospital.
 (B) On February first.
 (C) I'm very hospitable!
35. Why does this sweater cost so much?
 (A) The coastal weather is always hotter.
 (B) It's hand-knit.
 (C) He always perspires in the heat.
36. Who attended the conference?
 (A) I could go for an hour.
 (B) We couldn't agree on anything.
 (C) The junior staff went.
37. What would you like for lunch?
 (A) I've been hungry all day.
 (B) Soup would be fine.
 (C) I would, but I'm busy right now.
38. When will you buy your new house?
 (A) I already have a housekeeper.
 (B) I hope I can afford a new kitchen.
 (C) When I have enough money.
39. Where can I have my shoes shined?
 (A) Why bother? It's too dusty here.
 (B) They'll get the news on time.
 (C) Tight shoes are bad for your feet.
40. Why don't we go to the movies tonight?
 (A) I'm sorry, but I don't have any more.
 (B) I've seen all the films.
 (C) I hear you met the director.
41. What can I do for you?
 (A) I'll do whatever you say.
 (B) I don't want to eat anything.
 (C) I need your help.
42. Who borrowed my newspaper?
 (A) She bought some computer paper.
 (B) The secretary took it.
 (C) I knew about it.
43. When will the delegation arrive?
 (A) They've just answered our letter.
 (B) The delegates were selected already.
 (C) They should arrive on Tuesday.
44. Where did you get that radio?
 (A) I got it at the department store.
 (B) I heard it on the radio.
 (C) I've heard that story before.
45. Why are you so unhappy?
 (A) My favorite camera just broke.
 (B) I just heard a funny story.
 (C) I happen to know why you're here.
46. What size luggage do you need?
 (A) I need very strong lenses.
 (B) The largest you have.
 (C) The trunk is half as big as the car.
47. Who needs to exchange money?
 (A) I didn't like the first one, so I took it back.
 (B) I've changed my mind about going.
 (C) I do, but I'll do it tomorrow.
48. Did you receive my letter?
 (A) Yes, the reception will be tomorrow.
 (B) No, it hasn't arrived yet.
 (C) Yes, I'll sign it immediately.
49. Where's the dictionary?
 (A) It's in the top drawer.
 (B) There's no telephone directory here.
 (C) She can't take dictation.
50. Why is this road so bumpy?
 (A) We rode down this street before.
 (B) Most trucks weigh several tons.
 (C) It needs paving badly.

PART III (PAGES 100-102)

51. *Woman* I would have printed that letter for you, but someone else was using the printer.
Man If you'd told me, I'd have let you use the one in my office.
Woman I know you really wanted that letter to go out before we closed for the weekend.
52. *Woman* Today is Monday. Your appointment with the doctor isn't today; it's tomorrow.
Man I thought I had an appointment with the dentist tomorrow.
Woman No, that's next week. You should get a calendar.
53. *Woman* I don't know where to put my new desk.
Man Put it near a window. You won't feel so closed in.
Woman Yes, but the other side of the room is more convenient.

54. *Man A* I think there's an error in this invoice.
Man B Didn't you get all the items you were charged for?
Man A No, it lists more goods than we received.
55. *Woman A* Our company has a new policy—customers pay by cash only.
Woman B What's the reason for the change?
Woman A Our bookkeeper said it's better for record keeping.
56. *Man* I like that tie, but I don't have enough money.
Woman It's on sale, but we could hold it for you.
Man No, I need too many other things, although it does match my suit well.
57. *Woman A* I'd like to talk to you sometime this week.
Woman B I have a meeting after lunch, but any other time is all right.
Woman A Let's try early tomorrow.
58. *Woman* Everyone needs some time for relaxation.
Man My work keeps me too busy for that.
Woman You shouldn't work so hard. You'll get run down.
59. *Woman* Everyone who's worked here full time for a year is entitled to a one-week paid vacation.
Man Part-time employees need a vacation, too.
Woman They'll have two and one-half days off.
60. *Woman* Unfortunately, my daughter's school doesn't offer sports that she can participate in.
Man They have a soccer team. Doesn't she like that?
Woman It's too difficult. She broke her knee, and it never healed properly.
61. *Man* My car broke down on the way to the conference last week.
Woman I thought it happened when your son borrowed the car for school.
Man No, he hasn't used the car at all in the past month.
62. *Man* I shouldn't have sent that cash through the mail.
Woman Why? What happened?
Man I mailed it two weeks ago, and it still hasn't gotten there. I hope it hasn't been stolen.
63. *Man* We're so embarrassed! We invited the CEO for dinner tonight, but we forgot that we had tickets for the theater.
Woman Why don't you tell her? I'm sure she'll understand.
Man I'm afraid this isn't the first time we've done this.
64. *Woman A* It's supposed to rain this afternoon.
Woman B Well, let's enjoy our morning sunshine.
Woman A Yes, and that cool breeze.
65. *Man* Have you heard that all the international flights have been canceled because of the weather?
Woman No, I've been in a meeting all day.
Man Unfortunately, I found out while waiting for my flight to Lisbon.
66. *Woman* Can you tell who placed this order? I listened carefully three times, but I can't understand the message.
Man Turn the volume up. Hmm...It's either the City Painting Company or the City Printing Company.
Woman They should speak more clearly when they leave messages.

67. *Man A* You know, your contract calls for work to be done by the first of the month.
Man B Due to unexpected circumstances, we won't be finished by then.
Man A I can give you an extension of one week only.
68. *Woman* This hotel would be a good place for our next convention.
Man Is it better than where we held it last year?
Woman Yes, it's larger and very close to the airport and the train station.
69. *Woman* Someone must be at the information desk at all times. Will you make up a duty roster, please, so everyone has a turn?
Man Should I list officers as well as secretaries?
Woman No, I think there are enough people on the support staff alone.
70. *Woman* I'll need to buy some new luggage for my next trip.
Man You just came back yesterday from a two-week trip.
Woman I'll be home for two weeks and then gone again for three. I'll be back next month.
71. *Woman* You must remember to lock the safe whenever you leave the office.
Man I thought it would be easier just to set the burglar alarm.
Woman No, you only do that when you close the office at night.
72. *Man* The inside zipper on my attaché case needs repairing.
Woman Maybe you should take it back to the luggage store.
Man They suggested I take it to a shoe repair shop.
73. *Man* I can hardly keep up with my normal administrative work since the delegation from the factory came to visit.
Woman What is your boss having you do for them?
Man I'm booking their lodging and all their meetings, luncheons, and trips.
74. *Woman* We can't deliver your order until we have your address.
Man I'd like you to hold shipment until we have room in our warehouse.
Woman We can keep it here at the factory for a while, but we'll have to charge you for storage.
75. *Man* What is the commission for this transaction?
Woman The owner generally takes only 5 percent, but he sometimes has his assistant do it for less than that.
Man That sounds fair either way.
76. *Woman* If you need to phone me tomorrow, I'll be in the office all morning, but I'm leaving at noon for the plant. I'll be there by one.
Man Can your assistant help me?
Woman Yes, he'll be in the office all day.
77. *Man A* You can always tell if business is good by the look on that shopkeeper's face.
Man B He's certainly busy today. His shop is filled with customers.
Man A That's why he's smiling so much!
78. *Man* If you have trouble understanding my instructions, please come see me.
Woman Thanks, but I'm sure I can figure them out.
Man If you change your mind and I'm not here, my partner can help you just as well.

79. *Man* I've promoted my assistant to regional supervisor.
Woman Who will be helping you now, just your secretary?
Man She already has enough to do. I'll have to hire a new person who will have the title of administrative aide.
80. *Woman* That sounded like an airplane crashing! What was it?
Man They're excavating a site for a new office building right next to ours.
Woman No wonder I didn't hear fire engines or ambulances afterwards.

PART IV (PAGES 103-104)

Questions 81 and 82 refer to the following advertisement.

Our newest contact lenses are superior products. Waterarc lenses can be worn for up to one month of continuous use. The lenses are soft and allow your eyes to breathe oxygen freely. Never before has 20/20 vision been more comfortable. Priced at \$200 per pair, Waterarcs are available through optometrists in every major city.

Questions 83 through 85 refer to the following advertisement.

Enjoy the luxury of getting into a car you have prewarmed or precooled from inside your home! This pocket-sized remote control transmitter engages your car's ignition from as far away as 500 feet. It operates in any weather—from minus 20 degrees to 160 degrees Fahrenheit—and it gives you 15 minutes to get to your car before shutting off automatically. Available at all Farenham's auto supply stores.

Questions 86 and 87 refer to the following announcement.

Lawrence Lewis has been appointed Overseas Director for the Universal Corporation. Lewis will be based at Universal's newest factory, in Paris, France. The company makes men's suits in the medium to high price range. Lewis will take up his new post in mid-March, after closing down the Hong Kong factory.

Questions 88 through 90 refer to the following announcement.

Ladies and gentlemen, our three-day cruise to the Outer Islands is about to begin. We've arranged your shipboard activities according to the weather forecast. Today and tomorrow you will be able to enjoy the beautiful, Olympic-sized pool on the sunny upper deck. Look forward to enjoying a variety of indoor activities on the third day because of expected rain. We're happy to announce that you'll be able to dance under the stars and stroll the decks all three nights of the trip. Happy sailing!

Questions 91 through 93 refer to the following announcement.

All phones at the electric company are engaged at the moment. An operator will be with you as soon as possible. If you care to wait, we hope you enjoy the music we have recorded for your listening pleasure. This is also a recording. Thank you for your patience.

Questions 94 and 95 refer to the following announcement.

Attention all area listeners. During the month of December, any money donated to the Orphans' Fund will be matched with an equal amount from the City Garden Club. This has been a public service announcement brought to you by Station XYZ.

Questions 96 through 98 refer to the following announcement.

Welcome to the Natural History Museum. This prerecorded tour will be activated as you stop at each exhibit along the way. Every exhibit will be described and explained in detail. If you have any questions which have not been answered by the recording, you will find museum guards posted along the way. They will be glad to help you. Enjoy your tour!

Questions 99 and 100 refer to the following announcement.

A weekend travel alert has been posted for our area. Rain is expected starting Friday evening, and roads are expected to freeze. The National Weather Service is confident that commuters will have no problem getting to work Monday morning because temperatures should rise considerably Sunday afternoon. For more detailed, hour-to-hour information call the service at WEA-8437.

AUDIOSCRIPT

PRACTICE TEST ONE

PART I (PAGES 203–213)

Example:

- (A) They're looking out the window.
(B) They're having a meeting.
(C) They're eating in a restaurant.
(D) They're moving the furniture.
1. (A) They're sitting close to one another.
(B) They're buying a paper.
(C) They're trying on clothes.
(D) They're putting on their coats.
2. (A) The seabirds are on the shore.
(B) The sailboat is at sea.
(C) The ice floats on the water.
(D) The trail is through the hills.
3. (A) The singer holds the microphone.
(B) The dentist operates the drill.
(C) The shopkeeper prepares the display.
(D) The technician sits at the controls.
4. (A) The gardener is cutting down the trees.
(B) The divers are looking for pearls.
(C) The chairs are reserved for skiers.
(D) The resort is on the beach.
5. (A) The helicopter is taking off.
(B) The satellite is circling the globe.
(C) The rocket is lifting off.
(D) The astronauts are landing on the Moon.
6. (A) The mountain climbers are resting.
(B) The power company is raising its rates.
(C) The dam is under construction.
(D) The tram is not working.
7. (A) The bowling alley is next door.
(B) The food is in the bowls.
(C) The pottery is broken.
(D) The satellite dish is on the roof.
8. (A) The sign is hanging from the ceiling.
(B) The passengers are waiting for a taxi.
(C) The ticket agent is collecting the tickets.
(D) The people are passing through customs.
9. (A) They're waving at one another.
(B) They're shopping for a desk.
(C) They're checking the computer.
(D) They're shaking hands.
10. (A) They're boarding the train.
(B) They're packing for a trip.
(C) They're training their colleagues.
(D) They're reading their mail.
11. (A) The cows are eating the grass.
(B) The baker is making whole wheat bread.
(C) The farmer is checking his equipment.
(D) The man is looking for a vest.
12. (A) He's counting his change.
(B) He's listening to a concert.
(C) He's selling his wares.
(D) He's sailing his sailboat.
13. (A) They're working in a row.
(B) They're wearing hats.
(C) They're dancing in a line.
(D) They're reading the news.
14. (A) They're turning the pages of a book.
(B) They're offering a present.
(C) They're nursing the sick.
(D) They're presenting a lecture.
15. (A) The drilling platform is on the water.
(B) The dentist's drill is next to the chair.
(C) The engine oil is on the shelf.
(D) The sailors are at sea.
16. (A) They're ordering meat.
(B) They're changing channels.
(C) They're looking at the monitor.
(D) They're opening the window.
17. (A) The bank's automatic teller is on the street.
(B) The company's café is on the ground floor.
(C) The best shopping is at the mall.
(D) The sporting goods are against the wall.

18. (A) He's talking on the telephone.
 (B) He's wearing headphones.
 (C) He's directing the orchestra.
 (D) He's changing the bulb.
19. (A) The team is on the field.
 (B) The employees are having lunch.
 (C) The workers are at the office.
 (D) The skaters are off the ice.
20. (A) The aircraft are being assembled.
 (B) The technicians are skydiving.
 (C) The clothes are on a hanger.
 (D) The pilots are ready to take off.

PART II (PAGES 214–215)

Example:

Good morning, John. How are you?

- (A) I am fine, thank you.
 (B) I am in the living room.
 (C) My name is John.

21. Who handles insurance claims for employees?
 (A) It looks like a hospital bill.
 (B) The shipping clerk made a mistake.
 (C) The human resources office can help you.
22. What can I do if I lose my hotel key?
 (A) You can speak to the clerk.
 (B) You should use it less.
 (C) You can take a boat to Turkey.
23. When can the barber cut my hair?
 (A) Fresh air is everywhere.
 (B) He's free this morning.
 (C) He's cut his fee in half.
24. Who can help me translate this letter into French?
 (A) Ask the associate from France.
 (B) I can go there myself.
 (C) My travel agent can tell you what it costs.
25. What shall we call our new product?
 (A) We can call him on the phone.
 (B) You always say the right thing.
 (C) Here is a list of suggestions from marketing.
26. Where is the nearest doctor?
 (A) My degree is from Harvard.
 (B) There's a medical office in the shopping center.
 (C) The harbor is at the end of the street.
27. Why don't you rest for a while?
 (A) The rest will be here soon.
 (B) I don't have time for that now.
 (C) She can only do her best.
28. Who will be the guest speaker at the board meeting?
 (A) I guess he doesn't eat meat.
 (B) Most of us are very bored.
 (C) The man who is our host will talk.
29. Who volunteers to take me to the train station?
 (A) He's already gone on vacation.
 (B) You should know how far you've traveled.
 (C) She'll take you with pleasure.
30. When will we get to the theater?
 (A) We should be there by five.
 (B) I hear the play is excellent.
 (C) Actors are always late.
31. What is the price of this dress?
 (A) That's a good guess.
 (B) It's under twenty-five dollars.
 (C) The cost of living is very high.
32. Why does Mary want to go to Europe?
 (A) They spoke about her often.
 (B) Traveling is her hobby.
 (C) Trains are a very safe way to travel.
33. Who knows how to send an express package?
 (A) She received her gift already.
 (B) You could ask your secretary.
 (C) I can lend you one.
34. What's the difference between the two cars?
 (A) He doesn't have the power to make the decision.
 (B) The darker one is an import.
 (C) Between you and me, they're too expensive.
35. Who left the money lying on the desk?
 (A) No one is lying to you.
 (B) Everyone left after you did.
 (C) I'm sorry. I forgot to lock it up.
36. Where do these chairs belong?
 (A) They're the best ones made.
 (B) Near the desks is fine.
 (C) The table really looks good there.

37. What is the correct time?
 (A) There's no time to spare.
 (B) It's not nighttime yet.
 (C) It's nine now.
38. What do you want for dinner?
 (A) I'd like some fish.
 (B) I want to meet your brother.
 (C) Mother is a good cook.
39. Where did you attend school?
 (A) I haven't found a good one yet.
 (B) I went to the local college.
 (C) School is closed for the holidays.
40. When will the conference room be free?
 (A) I don't know how much it will cost.
 (B) We've managed to spend too much already.
 (C) The meeting should be over in an hour.
41. Where were we supposed to meet?
 (A) I'll try to find out when.
 (B) The directions are simple.
 (C) I said my office would be fine.
42. Why aren't you more careful when crossing the street?
 (A) You're absolutely right. I should be.
 (B) You know I'm a careful driver.
 (C) Walking is good for you.
43. When does your vacation start?
 (A) I think we should start getting ready.
 (B) The date hasn't been set yet.
 (C) I can hardly wait.
44. Where can I buy season tickets for the ball games?
 (A) I'm not interested in going.
 (B) What is the reason for that?
 (C) In the office down that hall.
45. Why must the editor check my work?
 (A) I'll help you to figure it out.
 (B) The report must be error-free.
 (C) That's not my problem.
46. When will the computer be delivered?
 (A) The commuter train arrives on time.
 (B) I'll speak to her tomorrow.
 (C) In about a week, they said.
47. Where can I cash a check?
 (A) Coins are heavier than bills.
 (B) I'd check his references if I were you.
 (C) The bank can do it for you.
48. Why haven't you written your report yet?
 (A) I've been very busy.
 (B) I left my lunch at home.
 (C) A reporter should write his or her own story.
49. When will I hear from you again?
 (A) Whenever you find the time.
 (B) I'll call next week.
 (C) You're right about that.
50. Why did John stay home from work today?
 (A) This work is exhausting.
 (B) My company is going out of business.
 (C) He decided to work at home.

PART III (PAGES 216-218)

51. *Woman A* I need a temporary secretary. My regular one called in sick today.
Woman B I thought I saw two in your office last time I was there. What happened to the other one?
Woman A He's been in the hospital for a week.
52. *Man* We won't tolerate thievery. Call the police.
Woman What's missing? The chemical formula?
Man Half of the stationery in the storeroom, that's what.
53. *Woman* My father was a new immigrant when he started this business.
Man Did he go to school at the same time?
Woman Yes, and he got more training later in the army during the war.
54. *Man* How long will you be staying?
Woman Three days. I'm here on business.
Man Enjoy your stay in Bombay.

55. *Woman* We'll be expanding our services as soon as the staff is trained in the new software.
Man You'll find your work will be much simpler then, and your business will grow.
Woman Maybe so, but I think we'll have to work on our marketing for that to happen.
56. *Woman* Where's my newspaper?
Man I'm sorry, Ms. Chen. I delivered it, but the section head borrowed it.
Woman Tell him he can keep the soccer scores—just send me the financial section.
57. *Man A* My wife doesn't mind when I work at night.
Man B She has her own life, is that it?
Man A Yes, she's going to night school.
58. *Woman A* As usual, we'll close the shop for two days after the holidays.
Woman B Will you be going away?
Woman A No, we always take inventory then.
59. *Woman* My associate is very excited. His son wrote a best-seller.
Man I'll wait for the movie version.
Woman The author's father wants a big star to play him.
60. *Woman* Gold is going up. Should I invest?
Man Wait. It could be a big risk.
Woman I'll watch it for a month or two and then decide.
61. *Man* Why aren't we getting stereophonic sound?
Woman Did you connect the wires in the correct place?
Man I think so. Let me see the manual.
62. *Woman* Do you think you'll be able to pay me back soon?
Man I'm expecting some money from overseas in a few days.
Woman A few days sounds fine, but a few weeks would put me in a bad spot.
63. *Woman A* Could we speak to the people in charge of your health care program?
Woman B You'll need to talk to the head of human resources.
Woman A Could you see if she or her assistant is free?
64. *Woman* Postal rates have gone up again.
Man That's the second time this year.
Woman They're threatening to raise them again in another six months.
65. *Woman* I'm leaving. Have I done everything I was supposed to do?
Man If you've turned in your expense account, yes.
Woman I did, but I forgot to leave the receipts.
66. *Man A* Who needs a plumber!
Man B You installed that dishwasher yourself?
Man A Yes, no more washing dishes by hand.
67. *Man* Our business is very good right now. Good, but seasonal.
Woman Maybe you should start manufacturing something besides air conditioners.
Man We've thought of heaters, but we'd need a bigger factory.
68. *Woman* We never have enough time to talk here.
Man To prove the point, here comes my bus now. See you tomorrow.
Woman And there's mine right behind it. So long.
69. *Man* I'm thinking of taking up jogging, like you.
Woman Just be careful to wear the right shoes.
Man You bet. I've had it with foot doctors.

70. *Woman* My engine needs to be looked at.
Man The garage I use is on River Road.
Woman I might as well have a complete checkup.
71. *Man* The store keeps sending me the same bill, month after month, even though I paid it in April.
Woman Computers are run by humans, you know. The collection department will find their error eventually.
Man They should set up a better system than that.
72. *Woman* We'll count the ballots when the polls close, then announce the results.
Man What about the absentee votes?
Woman They were already counted this morning.
73. *Man* They took a survey to see how many households watched the Olympics on television last year.
Woman We only watched the events we were interested in.
Man Actually, that's what most people did. Only one-third of the population watched at any given time.
74. *Man* The new employee in accounting is very personable. Unfortunately, he's not very good with debits and credits.
Woman Perhaps the company could send him to school for a few months' training.
Man There's not enough time. The office is understaffed already.
75. *Woman* I took my first flying lesson today. It was terrifying.
Man What happened? Did you lose control?
Woman Another plane in the area lost radio contact and flew very close to us in a cloud.
76. *Woman* I've lost the directions. I can't put this bicycle together.
Man I can't help you, but maybe my son can.
Woman Please, I have my pride. I'll keep looking for them.
77. *Woman* The electric cables are too close to the water pipes.
Man The safety inspector approved the plans.
Woman I don't care if the mayor approved them. Get me the architect.
78. *Man* Next year our firm will merge with a management consulting company.
Woman Now you'll have to learn the consulting trade.
Man I'll still do advising for a year or so.
79. *Woman* We really need a director of human resources to be in charge of our two hundred employees.
Man That would be a big help with our large staff.
Woman A director could also handle these interoffice problems.
80. *Man* When the third child came, we knew we needed a bigger house.
Woman How did your two oldest like the move?
Man The young always adapt.

PART IV (PAGES 219–220)

Questions 81 and 82 refer to the following weather report.

For the upcoming week, we advise you to carry an umbrella every morning, since the rainy season begins today. Afternoons will be dry and sunny. But if you take a walk, be home early; rains will begin again in the evening and continue through the night.

Questions 83 and 84 refer to the following report.

Something has happened at least once every year at about this same time and this year is no exception. Two reports of unidentified flying objects (UFOs) were registered with police last week by two local residents. They claim to have seen three spaceships land on their farm and then take off again a few minutes later. Police are investigating.

Questions 85 and 86 refer to the following announcement.

Power company reserves are extremely low at present, due to the prolonged heat wave this area has been experiencing. Fans and air conditioners are running night and day, and if we don't all work to conserve energy, all power reserves will be used up by the end of the month. We are therefore requesting that only businesses use their cooling systems in the afternoon and that private homes use theirs in the evening and early morning hours. Your full cooperation will be appreciated.

Questions 87 through 89 refer to the following report.

In a strange twist of events yesterday, a man actually bit a dog. According to observers, a stray was lying in the sun near a bus stop. When the man, who was a dentist, got off the bus, he accidentally stepped on the dog, who proceeded to wrap his teeth around the man's leg in anger. By all accounts, only by biting the dog on the head could the victim get him to release his hold. Both dentist and dog are reported to be doing fine after short visits to their respective doctors.

Questions 90 and 91 refer to the following weather report.

The meteorologist's report which came to our radio announcer's desk this morning reads: Inclement weather ahead. Precipitation imminent. Our translation: Storms coming. Rain likely to happen without delay. We will keep you posted on any further developments.

Questions 92 through 94 refer to the following announcement.

As your mayor, I am pleased to announce a free concert at City Hall, next Friday at 8 P.M. The musicians are all local teenagers who have worked hard all year, before and after school, to make this performance a celebration and a success. There are only 500 seats in the auditorium, so be sure to get your tickets early—Room 405, City Hall, or Room 400 at the high school. Support these 100 hardworking youngsters by making a good turnout next Friday.

Questions 95 and 96 refer to the following advertisement.

A Galaxy cordless shaver is the best friend your skin can have. Stainless steel blades cut whiskers cleanly and without pulling. The platinum-coated surface will never irritate your skin as the cutters rotate at 7,000 strokes per minute. A built-in mirror, a cleaning brush, a travel case and an unconditional guarantee are included in the low price of \$45.95.

Questions 97 and 98 refer to the following announcement.

The Rock Trading Company wishes to announce a change in business hours. Starting Monday, stocks and bonds will be bought and sold from 10 A.M. to 4 P.M. Currency exchanges may be transacted from noon to three, and all other transactions will be attended to from 10 A.M. to noon. We are always closed on weekends, and during the months of July and August our offices will also be closed on Wednesdays.

Questions 99 and 100 refer to the following announcement.

There will be a vacancy on the School Board next May. Anyone who is a resident of Smithtown, at least twenty-one years old, and interested in fulfilling his or her civic duty may fill out an application for consideration by the City Council. Applications may be obtained at City Hall or the Smithtown Public Library.

AUDIOSCRIPT

PRACTICE TEST TWO

PART I (PAGES 239-249)

Example:

- (A) They're looking out the window.
(B) They're having a meeting.
(C) They're eating in a restaurant.
(D) They're moving the furniture.
1. (A) The man is reading a newspaper.
(B) The journalist is covering a story.
(C) The waiter is covering the table.
(D) The student is taking an exam.
2. (A) She's cleaning up a spill.
(B) She's putting liquid into a tube.
(C) She's watering the plants.
(D) She's filling her car with gas.
3. (A) The plane is taking off.
(B) The mechanics repair the engine.
(C) The car motor is being serviced.
(D) The bird's wing is broken.
4. (A) The paper is in the printer.
(B) The advertisements are on TV.
(C) The newspapers are on display.
(D) The brochures are along the wall.
5. (A) The nurse assists the doctor.
(B) The medicine is on the counter.
(C) The boat is at the dock.
(D) The hospitality room is open.
6. (A) He's making notes on his observations.
(B) He's speaking into the microphone.
(C) He's repairing his computer.
(D) He's looking through a technical manual.
7. (A) The concert hall is very narrow.
(B) The wall paper samples are on display.
(C) The art exhibition is in the gallery.
(D) The hotel lobby is crowded.
8. (A) The presents are around the table.
(B) The speaker is pointing to the map.
(C) The attendees are listening to the presentation.
(D) The voters are casting their ballots.
9. (A) They're exchanging cards.
(B) They're closing the window.
(C) They're playing cards.
(D) They're signing a contract.
10. (A) The room is full of diners.
(B) The tables are not set.
(C) The banquet has not started yet.
(D) The bank is not open.
11. (A) They're leaning on the walls.
(B) They're renovating their offices.
(C) They're working in their cubicles.
(D) They're enlarging their workstations.
12. (A) The man is exercising.
(B) The gymnast is stretching.
(C) The woman is watching a movie.
(D) The manager will exercise her rights.
13. (A) The flight is boarding.
(B) The passenger is being served.
(C) The cook is preparing the food.
(D) The man is traveling without a tie.
14. (A) The workers are buying new glasses.
(B) The technicians are examining the equipment.
(C) The golfers are playing a round.
(D) The carpenters are measuring the table.
15. (A) The computers are shutting down.
(B) The passenger pigeons are flying home.
(C) The rain is falling on the station.
(D) The train is stopping at the platform.
16. (A) The children are playing on the beach.
(B) The oil rig is under construction.
(C) The gas station is closed.
(D) The soil is very rich.
17. (A) The meat is being arranged in rows.
(B) The musicians are performing in the hall.
(C) The conference is in session.
(D) The participants are leaving the auditorium.

18. (A) The cargo is being loaded.
 (B) The flight attendants are assisting the passengers.
 (C) The goods are being placed on the shelf.
 (D) The playing time is very long.
19. (A) They're playing golf.
 (B) They're having tea at the club.
 (C) They're swinging the bat.
 (D) They're driving to the gulf.
20. (A) She's performing on stage.
 (B) She's having her hair cut.
 (C) She's enclosing the space.
 (D) She's working at the control panel.

PART II (PAGES 250–251)

Example:

Good morning, John. How are you?

- (A) I am fine, thank you.
 (B) I am in the living room.
 (C) My name is John.
21. Why don't we eat Chinese food tonight?
 (A) The Chinese have an ancient culture.
 (B) That sounds like a good idea.
 (C) Because we're out of fuel.
22. How often does this commuter train arrive?
 (A) Every twelve minutes.
 (B) Not on Sundays.
 (C) Arrivals to the left.
23. Are there four of you in your party?
 (A) Yes, the party begins at four.
 (B) No, they're here.
 (C) No, there are only three.
24. What are you doing with that folder?
 (A) I use it to file my papers.
 (B) It usually goes on top.
 (C) The capital of Kenya is Nairobi.
25. Where does the executive committee meet?
 (A) In one month.
 (B) At regular intervals.
 (C) In the conference room.
26. Who is going to fix the leak?
 (A) He likes the heat.
 (B) The plumber will.
 (C) They're arriving this week.
27. Why are the shades drawn?
 (A) Since it was too long.
 (B) Because I don't like the sun.
 (C) The windows are open.
28. May I use your phone?
 (A) Yes, go ahead.
 (B) International calls have to go through the operator.
 (C) She's used to that system.
29. Where was Dr. Siddiqui born?
 (A) The keys are on the table.
 (B) Her nurse is bored.
 (C) He was born in England.
30. When are we going to eat?
 (A) I'm not going with you.
 (B) We'll probably eat around six.
 (C) The meeting is at eight.
31. How much does the printer cost?
 (A) The printer's office is down the street.
 (B) It's three hundred and fifty dollars.
 (C) An inkjet model is available.
32. Why did you change brokers?
 (A) Because the old firm was too conservative.
 (B) I have only small change.
 (C) The door lock is broken.
33. When is the second showing of the movie?
 (A) In two hours.
 (B) At the cinema.
 (C) For a fee.
34. What type of sandwich would you like?
 (A) Have him type this today.
 (B) I would like a hamburger.
 (C) We love the beach.
35. How is the traffic around here?
 (A) It's pretty busy.
 (B) Pick it up this afternoon.
 (C) Here's your order.
36. How about going out for lunch?
 (A) Look out for pedestrians.
 (B) Sorry. I have to finish this report.
 (C) He has problems with his lungs.
37. Have you ever visited Thailand?
 (A) Yes, I usually wear a tie.
 (B) Yes, we have a room with a view.
 (C) No, I've never been there.

38. Are most of your clients Asian?
 (A) No, most of them are Latin American.
 (B) Yes, it's still aching.
 (C) The list of buyers is available.
39. Could I get a pair of those shoes in a larger size?
 (A) His eyes are blue.
 (B) She has small feet.
 (C) I'll see if we have them.
40. Whose desk is this?
 (A) It's hers.
 (B) It's the one near the door.
 (C) Don't sit on it.
41. Could I get the number for PanLatin Publishing?
 (A) Their books are very high quality.
 (B) We don't have a listing under that name.
 (C) The numbers are very high.
42. How far away is the post office?
 (A) The mail comes twice a day.
 (B) The schedule has been posted.
 (C) It's two blocks that way.
43. Will the bus be on time?
 (A) It's six o'clock.
 (B) It usually is.
 (C) My watch is slow.
44. Who turned off the heat?
 (A) I have caught a cold.
 (B) The car turned left.
 (C) I did, because I was hot.
45. How many employees work for you?
 (A) The task was very easy.
 (B) Currently we have forty-five people.
 (C) The labor union is very strong.
46. What kind of music do you like?
 (A) Personally, I like jazz.
 (B) They were very kind during my visit.
 (C) She's been ill for three days.
47. Why is this place so dirty?
 (A) His shirt isn't clean.
 (B) The children have picked up their toys.
 (C) The cleaning service didn't come this week.
48. Did I get any messages?
 (A) Yes, your son's teacher called.
 (B) You must have missed her.
 (C) The package is here.
49. Which train will get me downtown the quickest?
 (A) The express doesn't run on Sundays.
 (B) The bullet train should be the fastest.
 (C) You can follow the tracks.
50. Could you recommend a good restaurant?
 (A) The bill hasn't come yet.
 (B) The menu is quite complicated.
 (C) I like the café across the street.

PART III (PAGES 252-254)

51. *Man* Can you check to see if Ms. Kamata's figures are correct?
Woman Yes, I can do that right now.
Man OK. After you finish, send them out with today's mail.
52. *Woman* This brochure has information about the folk village.
Man Thank you. Do I take bus 135 to get there?
Woman Yes, that bus stops half a block north of the village hotel.
53. *Man* It's so hot today. And my air conditioner quit working.
Woman I still remember when the heat in your car went out last winter.
Man I know. I don't have good luck with things like this.
54. *Woman* Do you have an extra minute?
Man Yes, I do. What do you need?
Woman I need you to look at this new architectural model that I've designed.
55. *Man* The marketing department's budget has been raised again this quarter.
Woman So is that going to affect our department at all?
Man I don't really think so. Our budget is independent of all the other departments.

56. *Woman* Why are you here in Washington, D.C.?
Man I'm here working for my embassy temporarily. I'm an agricultural specialist.
Woman That sounds interesting. Have a good stay.
57. *Man* This cake looks delicious.
Woman I hope it tastes as good as it looks.
Man I'm sure it will.
58. *Woman* I can't find my wallet in my purse! I must've left it at home.
Man Do you need some money for a taxi?
Woman Could you lend me some? I'll pay you back tomorrow.
59. *Woman* Your request for overtime has been denied.
Man Why? I need that extra time!
Woman Because everyone else completed the work within the allotted time.
60. *Man* Do you have these shoes in black?
Woman Yes, we do. What size do you wear?
Man I usually wear a size ten, but sometimes I wear a ten and a half.
61. *Woman A* Look at the monitor! Our flight has been delayed for two hours.
Woman B Well, why don't we have a bite to eat and look around the duty-free shop?
Woman A OK. I'll have to use my credit card though.
62. *Man* Welcome to Hotel Amrop. May I help you?
Woman Yes. I need a room for the evening, but I don't have a reservation.
Man I am sorry, Madame. We have no rooms available for the entire weekend.
63. *Woman* I'm very excited to hear Dr. Penzek speak this evening.
Man Yes, he's a very good speaker. I saw his keynote address last year.
Woman Really? I missed that speech, but I heard good reports.
64. *Man A* My wife and I are sorry we can't join you for dinner, but we've already made other plans.
Man B That's too bad. I wish you could come to meet my partner and her husband.
Man A Maybe we can arrange another time next month.
65. *Man* What's your opinion of my report on the Kuwaiti refinery plant?
Woman Frankly, there's not much new information in it, and it's a little disorganized.
Man Really? I know the organization could be better, but I thought the details were useful.
66. *Man* How long does it take to get to Rome?
Woman If you're flying, it will take two hours. If you're driving, it will probably take a full day.
Man I'd like to enjoy the scenery, so I think I'll drive.
67. *Woman* When are you going to Lagos?
Man I can't remember. I have to go to Brussels on the second, and I know it's sometime after that.
Woman Well, please check, because my brother's graduation is on the twenty-fifth, and we must attend.
68. *Woman* Can we get together on Friday to discuss the NJK matter?
Man I'm not sure. I'll have to look at my calendar to see if I'm free then.
Woman Let me know today. This is very important, and we need to go over it as soon as possible.

69. *Man* I'm really mad. My supervisor wants me to write an instruction booklet, but he won't give me any help.
- Woman* Have you asked him for assistance?
- Man* Yes. Every time I mention it, he says he's busy.
70. *Man* I'm sorry. Ms. Carrera is out of the office right now. Is there something I can help you with?
- Woman* No. She's the person I need to talk to. Do you know when she'll be back?
- Man* She should be back soon. She would've called by now if she were not coming back this afternoon.
71. *Woman* I've looked around your store and I can't seem to find any tea.
- Man* The tea's in aisle seven, near the coffee.
- Woman* I looked there already. I must've missed it.
72. *Man* Is it OK if I write a check for twenty dollars over the amount?
- Woman* I can't cash checks at night. The cashiers only keep fifty dollars' worth of change in the registers. There's an ATM machine by the exit though.
- Man* OK. I'll use that instead.
73. *Woman* Excuse me, are you a member of this club?
- Man* No, but my son is taking tennis lessons here.
- Woman* I was thinking of signing my daughter up for lessons. I didn't know if I had to join the club in order to do that.
74. *Man* Who's next?
- Woman* I'd like three pounds of roast beef, three pounds of Swiss cheese, and some buns.
- Man* I've got roast beef and Swiss cheese, but you'll have to go to the bakery section for the buns.
75. *Woman* That painting looks really nice above your desk.
- Man* Thank you. My wife thought it would be perfect for my office.
- Woman* She obviously has very good taste in art.
76. *Man A* This printer is not working right.
- Man B* I know. It won't print any graphs or files from my computer.
- Man A* We should probably call a technician to fix it, or see if someone in the office next door can take a look at it.
77. *Man* Have you noticed that Mr. Curtiss only talks about himself? He never asks how others are doing.
- Woman* Yes. He's very self-centered.
- Man* I know. The other day I came to work on crutches, and he didn't even ask me what happened.
78. *Man* Do you like this coat, or should I get the gray one?
- Woman* I like them both, but I think the gray one fits you better.
- Man* OK. I'll get the gray one. It's less expensive anyway.
79. *Man* Our staff had lunch today at that Korean restaurant around the corner from our office.
- Woman* How was it? I heard they remodeled.
- Man* The food was tasty and the decor was a big improvement, very modern and bright.
80. *Woman* Did you get the package that I mailed to you?
- Man* Yes, I did. Thank you very much for the Danish pastries. They were excellent.
- Woman* I'm glad you liked them. We bought them in Copenhagen.

PART IV (PAGES 255–256)

Questions 81 and 82 refer to the following advertisement.

Are you bothered by clutter in your basement? Is there confusion in your kitchen? If you need more storage space for your belongings, call Custom Cabinetmakers. We specialize in building the shelves, cabinets, and closets that will keep your home neat and tidy. Call today for a free estimate.

Questions 83 through 85 refer to the following announcement.

I just want to add that I'm glad everyone came to today's luncheon, and I hope you all enjoyed yourselves. I also want to send out my sincere thanks to our hosts, the consul general and Mrs. Singh, for their gracious hospitality in providing the catering and offering their home for today's event. I hope you can all join us in three weeks for our Spring Gala at the Forest Hills Resort.

Questions 86 through 88 refer to the following recording.

Cineplex Sunset is now showing a double feature of *Moonlight over Lisbon* and *Speeding Faster*. *Moonlight over Lisbon* is the story of a classical guitarist and his rise to fame. *Speeding Faster*, starring Elina Sarrafian and Umit Kakounnen, details the lives of two female race car drivers and the turns their careers take. Show times are at 6:00, 8:00, and 10:30 P.M. with matinees at 2:30 P.M. on Saturdays and Sundays.

Questions 89 through 91 refer to the following announcement.

The Thunder Bay Professional Fire Fighters' Association will be holding their third annual art auction on Saturday, September 27, at 6:00 P.M. at the Labor Hall of Ontario. Two original oils by Buchtman and Van der Marits will be up for bidding. There will be collectible sports cards, animation gels, and many prints by a wide range of contemporary artists. Also available are three sculptures by Ontario native White Cloud Lafayette, depicting life in the early part of this century. Proceeds from the auction go to benefit fire safety awareness in Ontario. Tickets are thirty dollars per person at the door of the Labor Hall. Dinner will be served.

Questions 92 and 93 refer to the following weather report.

It is going to be cold and dreary today with a high of 34 degrees and plenty of freezing rain and sleet. So if you plan on going out, be sure you dress warmly and take an umbrella.

Questions 94 through 97 refer to the following announcement.

During 1994, civil war destroyed much of Colberia's economy, especially the infrastructure of the capital, Soloniki. Businesspeople fled the country, taking money and expertise with them. Most of them will not return. Colberia is richly endowed with fresh water, rain forests, and petroleum resources and had been a producer and exporter of timber, oil, and agricultural products. War, however, has greatly destroyed the economic good times that Colberia once enjoyed. Political instability now threatens its prospects for economic reconstruction and for the return of the two million refugees who fled to neighboring countries.

Questions 98 through 100 refer to the following message.

You have reached Mainframe International. Our office hours are from 9 until 6 Monday through Friday and 9 to 12 on Saturday. Please leave a message and your call will be returned on the next working day. Thank you for calling Mainframe.



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STUDENT CD

1 Program introduction

Listening Comprehension Review

2 Part I: Directions

3 Part I: Questions 1-20

4 Part II: Directions

5 Part II: Questions 21-40

6 Part II: Questions 41-50

7 Part III: Directions

8 Part III: Questions 51-62

9 Part III: Questions 63-80

10 Part IV: Directions

11 Part IV: Questions 81-82

12 Part IV: Questions 83-85

13 Part IV: Questions 86-87

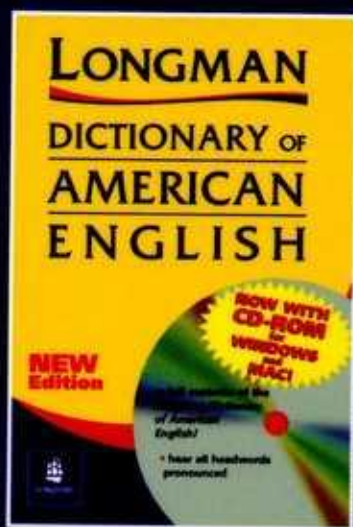
14 Part IV: Questions 88-90

15 Part IV: Questions 91-93

16 Part IV: Questions 94-95

17 Part IV: Questions 96-98

18 Part IV: Questions 99-100



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