

## Unit 09 & 12

## Part 5: Conjunctions vs Prepositions

## Part 6: Letters

## Part 7: Triple Passages

## PART 5: CONJUNCTIONS VS PREPOSITIONS

## 1. Conjunctions vs prepositions

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\_\_\_\_\_

## 2. Common conjunctions and prepositions

### 3. Language development

Words	Meaning
Inspection	
	Phản hồi
Approval	


## ● Other Prepositions

### 1. Common prepositions in toeic

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### 2. Fixed prepositional phrases

Words	Meaning	Words	Meaning
in person		Thanks to	
In/with regard to		Except (for)	
In advance		Out of stock	
In addition to		Out of order	
Instead of		At your convenience	
Under construction		At no extra charge	
Under maintenance		Regardless of	
Until further notice			

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### 3. Language development

## HOMEWORK

**Exercise 1. Choose the correct answer.**





19. We are not happy to announce that due to recent cutbacks on members, we won't be able to accept new projects \_\_\_\_\_ further notice.

- A. except
- B. next to
- C. onto
- D. until

20. If you plan to rent equipment, delivery and collection times, plus insurance coverage for any damage should all be dealt with \_\_\_\_\_ advance.

### ► Exercise 2. Text completion

Questions 1 to 3 refer to the following e-mail.

To: Stacey Johnson [sjohnson@toplieelec.com](mailto:sjohnson@toplieelec.com)

From: Josh Fleck [jfleck@toplineelec.com](mailto:jfleck@toplineelec.com)

Date: October 22

## Subject: Strategic Planning

Dear Ms. Johnson

District Management at Topline Electronics would like to inform you about a new development that will be affecting your store. Another competing consumer electronics store will be opening in the Crayville area on November 12.

\_\_\_\_(1)\_\_\_\_. ensure that Topline Electronics does not lose business to this new store, District Management is advising you to run a special sale on our new line of curved UHD televisions. The televisions provide state-of-the-art features at moderate prices. By showing your customers that Topline Electronics offers the best deals in the area, you will be able to maintain customer loyalty. We will be shipping the new televisions to your store \_\_\_\_(2)\_\_\_\_ they are available. We suggest you prepare a prominent display space in your store \_\_\_\_(3)\_\_\_\_ you could feature them. You should also update your website to advertise the sale.

Smooth communication between you and us is vital to effective operational practices. If you

have any questions concerning the new televisions or the marketing campaign in general, please don't hesitate to contact District Management.

Sincerely,

Josh Fleck

District Manager,

Topline Electronics

1.

- A. in order to
- B. so
- C. although
- D. but

2.

- A. while
- B. after
- C. before
- D. as soon as

3.

- A. so that
- B. in order to
- C. to
- D. regarding

Questions 4- 6 refer to the following instructions.

Dear Conference Presenter,

Thank you for agreeing to present a talk at this year's Emerging Markets Conference on September 14. To help the event run as       (4)       as possible, please read the following information.

Firstly, you need to send an electronic copy of the presentation to the conference organizing team at least 48 hours prior to the even. If you do so, the team will be able to check the

audio- visual systems in advance and ensure there are no glitches on the day of the conference.

Secondly, the conference organizers will cover yours travel and accommodation       (5)      

Please get in touch with the Conference World administrator, Julia Parkers, who will make the arrangements for your stay.

Finally, please note that you are not required to attend the rest of the conference sessions.

However, it is hoped that you can make every effort to stay. This       (6)       generate a more lively, enjoyable and

Interesting atmosphere throughout the event

Thanks,

The Team- Conference World

4.

- A. smooth
- B. smoothly
- C. smoothness
- D. smoothing

5.

- A. inconveniences
- B. plans
- C. expenses
- D. invoices

6.

- A. help
- B. will help
- C. helped
- D. helping