

Unit 09 & 12

Part 5: Conjunctions vs Prepositions

Part 6: Letters

Part 7: Triple Passages

PART 5: CONJUNCTIONS VS PREPOSITIONS

1. Conjunctions vs prepositions

2. Common conjunctions and prepositions

3. Language development

| Words | Meaning |
|------------|----------|
| Inspection | |
| | Phản hồi |
| Approval | |
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● Other Prepositions

1. Common prepositions in toeic

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 | | | |

3. Language development

| Words | Meaning |
|-------|---------|
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HOMework

► Exercise 1. Choose the correct answer.

- _____ admission to performances is free, theater enthusiasts are encouraged to donate money to show their support.
 A. Despite
 B. Except
 C. While
 D. Equally
- If you sell your house before the end of this month, your taxes will be reduced by almost 30 percent _____ the sale of your home.
 A. regarding
 B. despite
 C. supposing
 D. regardless of
- Newer branches can be opened worldwide _____ we can properly translate our marketing goals.

- A. as soon as
B. right away
- C. promptly
D. in time for
4. The secretary, Ms. Lucy Tran, has been working _____ 7 a.m. at responding to e-mails.
- A. until
B. since
- C. about
D. at
5. _____ the new Blanco brand of paints met all government standards for safety, it is still toxic if ingested.
- A. In spite of
B. Whatever
- C. Even though
D. Moreover
6. _____ all the alterations to the plan have been approved, they should be submitted to the appropriate office no later than the end of the month.
- A. Like
B. Once
- C. Unless
D. Despite
7. People don't put much importance into a powerful marketing tool; _____, they miss the opportunity to gain more potential customers
- A. now that
B. in case
- C. therefore
D. otherwise
8. Mr. Hatcher is now curious about the general opinion on the matter of formatting a standard _____ deluxe system instead of formatting a premiere one.
- A. so
B. nor
- C. or
D. and
9. The first draft of workshop proposals was due yesterday, _____ the director has granted us a short extension to our surprise.
- A. beyond
B. until
- C. that
D. but
10. People who have wanted to buy a home but couldn't afford to will be able to qualify, _____ interest rates remain moderate.
- A. whereas
B. as if
- C. whether
D. assuming that
11. _____ inexperienced, individuals with the willingness to learn will make a difference in the foreseeable future.

A. Regarding

C. Although

B. Despite

D. Otherwise

12. The applications submitted will not be accepted _____ they are accompanied by photo identification.

A. unless

C. not only

B. until

D. since

13. The health club does not assume responsibility for personal items left _____ in the locker room.

A. in

C. for

B. with

D. to

14. When placing an order with Kalo Electronics, be advised that the product is free of charge if it is not delivered _____ three working days.

A. under

C. before

B. until

D. within

15. _____ Thursday, all employees will be entitled to a free lunch in the cafeteria located on the second floor.

A. Outside

C. Afterward

B. Starting on

D. Instead of

16. Ajax Incorporated is offering a discount to employees _____ recognition of their outstanding contribution to its success.

A. Of

B. under

C. At

D. in

17. They are required to inform the human resources department when resigning due _____ a disagreement over company policy.

A. to

C. on

B. by

D. for

18. This notice provides general guidance on how you can obtain the best available information _____ other sources.

A. over

C. from

B. behind

D. out of

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

C. onto

B. next to

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.

A. in

C. at

B. of

D. for

► Exercise 2. Text completion

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

To: Stacey Johnson sjohnson@toplineelec.com

From: Josh Fleck 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