SKILL PRACTICE 4 – GRAMMAR FOR TOEIC TEST

Overview

In order to do well on the TOEIC exam, you need to have a strong understanding of English grammar. For simple comprehension and learning, a selection of important grammatical points is introduced in a clear and systematic way.

I. Voice

1. Forming the Passive

A. **Active** sentence: **Subject + Verb + Object**
Passive sentence: Subject + Be + Past Participle + Preposition + Object
→ The manager *fired* John. → John *was fired* by the manager.

B. Using **by** + noun
With the passive, we usually use the preposition *by + noun* if we wish to emphasize who does the action.
→ Ms. Martinez *made* the reservation. → The reservation *was made* by Ms. Martinez.

2. Usage of the Passive

A. Causative verbs like *make, tell*, and *ask* are followed by a *to-infinitive* in passive sentences.

- The secretaries *were made to work* very hard.
- The employees *were asked to stop* making private phone calls.

B. Perceptual verbs like *see, observe*, and *hear* are followed by either a *to-infinitive* for repeated or habitual actions or an *-ing f*orm for an *action in progress* in passive sentences.

- Some new employees *have been seen to eat* in the conference room. (habitual)
- Some new employees *have been seen eating* in the conference room. (action in progress)

C. Phrasal and prepositional verbs that consist of verb + adverb/preposition are treated as one unit when changed into passive.

- No one *has looked at* this report. → This report has not been looked at (by anyone).
- The officer *has taken care of* the problem. → The problem *has been taken care of* (by the officer).

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D. Besides **by**, the prepositions **at**, **with**, and **in** may also be used in passive sentences.

- **at**: be alarmed at, be surprised at
- **with**: be pleased with, be satisfied with, be covered with, be (pre)occupied with
- **at** or **with**: be delighted at/with, be disgusted at/with
- **in**: be interested in, be involved in, be covered in, be engaged in

Practice Exercises

Part 5: Incomplete Sentences

Choose the word or phrase that best completes the sentence.

1. Detroit, Michigan, is the automobile capital of America, as many _____ are manufactured there. (A) transports (B) conveyances (C) aircraft (D) vehicles	9. The Stateson Beverage company _____ establishing a sister company to expand their breakfast cereal line. (A) debate (B) debated (C) has been debated (D) had been debated
2. The event _____ to bring about 2,000 spectators, 20% more than the last one. (A) is expecting (B) is expected (C) was expecting (D) had expected	10. Hank _____ by Shuster and Green ever since he first graduated from university. (A) is employed (B) has been employed (C) is employing (D) will be employing
3. All loan applications must receive final approval by the bank manager before _____. (A) being authorized (B) authorizing (C) is authorized (D) authorization	11. The Department of Transport asked citizens to utilize public transport as roads _____ with people during the holiday. (A) will be crowded (B) will be crowding (C) have crowding (D) have crowded
4. The manager demanded that the financial reports _____ in time for the budget meeting this afternoon. (A) finish (B) are finished (C) be finished (D) finished	12. The _____ of the company was attributed to the hard work and dedication of its staff. (A) failure (B) advantage (C) benefit (D) success

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5. Thousands of customers _____ about their phone service by filling out questionnaires online. (A) were surveyed (B) were surveying (C) had surveyed (D) had been surveying	13. The committee is still _____ the proposal, and no decision will be made until Monday. (A) consider (B) considered (C) considering (D) considers
6. The company was ordered by the _____ to reinstate the employee who was wrongly dismissed. (A) referee (B) judge (C) umpire (D) lawyer	14. The winning bid for the contract to build the new recreation center _____ yet. (A) has not been announcing (B) has not been announced (C) has not announcing (D) has not announced
7. The head of acquisitions _____ with the outcome of the negotiations with his competitor. (A) was satisfied (B) satisfied (C) satisfies (D) is satisfying	15. Transport costs for city residents _____ by the government. (A) are subsidized (B) subsidizes (C) are subsidizing (D) subsidized
8. Kevin _____ at the boardroom 20 minutes after the meeting had started. (A) was arrived (B) is arrived (C) arrived (D) arrives	

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Part 6: Text Completion

Choose the best word or phrase for each blank.

Questions 1 – 4 refer to the following memo.

To: All sales personnel
From: The manager
Subject: Connectivity

It was brought to my **(1)** _____ that a lot of our customers are not aware that their tablets have several options in terms of connection capability. Recently, we have been contacted by several customers asking how to go about setting up their Internet connection or their Bluetooth device. **(2)** _____. When customers were asked for details about their tablet purchase, we discovered that many of these tablets **(3)** _____ at our store. That means the customers left our store without full knowledge of what their device was capable of. Please be sure to advise customers on all of the functions before they leave the store. This way, it will give a good **(4)** _____ of our store and help the customers, too.

Thank you for your cooperation.

1.
(A) ignorance
(B) thought
(C) diligence
(D) attention

2.
(A) Please contact customer support for help with your device.
(B) None of the receipts have been kept.
(C) All accessories are sold separately.
(D) Many didn't know even basic functions of their device.

3.
(A) purchased
(B) being purchased
(C) were purchased
(D) have purchased

4.
(A) imagination
(B) show
(C) impression
(D) sign

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Questions 5 – 8 refer to the following notice.

Help Your Social Activities Department!

Volunteers **(5)** _____ to help plan, organize, and put on social events for the company. We are looking for a total of five men and five women from any and all departments of the company to volunteer their time and creative energy to come up with events that all employees can be **(6)** _____ in.

Volunteers **(7)** _____ commit to a minimum of two hours per week, but those two hours will be filled with fun as you get to know and interact with your colleagues. **(8)** _____. It will have no bearing on your company record. For more information, please speak to the human resources manager. So, if you like to socialize and you like planning parties and events, then come on out and join us!

5.
(A) needed
(B) are needed
(C) needing
(D) are needing

6.
(A) involving
(B) involvement
(C) involved
(D) involve

7.
(A) will be asked to
(B) asking to
(C) ask for
(D) will be asking for

8.
(A) The next event is yet to be organized.
(B) You will need special permission from your superior.
(C) There is a limit on how many people may join.
(D) This is not a mandatory activity for company employees.

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II. Conjunctions and Preposition

1. Coordinating Conjunctions

and: I made a phone call *and* sent an e-mail.	**so:** John was not in his office, *so* I left the document on his desk.
but/yet: We are so busy with our many clients, *yet/ but* management keeps asking us to work harder.	**or:** Do you want to talk now *or* later?
	nor: Dick did not receive a promotion, *nor* did his friend John.

2. Correlative Conjunctions

both A **and** B, **either** A **or** B, **neither** A **nor** B, **not** A **but** B, **not only** A **but (also)** B

- The customer wanted *both* the blue one *and* the red one.
- *Not only* you *but* three other people were selected for the internship.

3. Subordinating Conjunctions

Sequential actions: *when, before, after, until*	**Concession:** *even if, even though, although, though*
Reason: *since, because, now that, seeing that*	**Purpose:** *(so) that, in order that*
Condition: *if, unless, provided, as long as, once*	**Contrast:** *whereas, while*
Simultaneous actions: *while, as, the moment/instant (that)*	**Unreal comparison:** *as if, as though*

4. Distinction Between Conjunctions and Prepositions

Conjunctions are followed by **subject + verb**, while **prepositions** are followed by **a noun, pronoun, or gerund**.

- While you were in a meeting, Ms. Rosen called. vs. Ms. Rosen called during your meeting.
- Although the submission was late, it will be reviewed.

5. Choice of Prepositions

- **for** (how long) vs. **during** (when)
- **by** (completion) vs. **until** (continuation)
- **between** (two or more distinct and individual items) vs. **among** (more than two)

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We were closed *for* two weeks.	vs. We were closed *during* the summer.
Have it done *by* tomorrow.	vs. Use the car *until* this evening.
We have to choose *between* John and Max.	vs. We have to choose *among* many candidates.

Practice Exercises

Part 5: Incomplete Sentences

Choose the word or phrase that best completes the sentence.

1. I have no objections to your attending the conference _____ the entire week. (A) by (B) for (C) with (D) to	9. All products contain traces of peanuts and dairy _____ otherwise stated. (A) because (B) while (C) unless (D) whether
2. This meeting is mandatory, and it does not matter _____ you want to attend or not. (A) whether (B) because (C) however (D) therefore	10. Not _____ does Eric take care of central reservations, but he also runs the marketing department. (A) yet (B) only (C) that (D) unless
3. The moment the announcement was made, the staff started talking _____ the consequences of the news. (A) for (B) with (C) about (D) to	11. The heating technician was called _____ the central air system wouldn't turn on. (A) because (B) whereas (C) and then (D) so that

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4. Friendly relations _____ staff members are encouraged, but management asks staff to behave professionally at all times. (A) among (B) by (C) to (D) for	12. Consumers have become more interested in green energy because of _____ for the environment. (A) matters (B) thoughts (C) concerns (D) issues
5. _____ Frederick was waiting in line for his visa interview, he emailed clients from his phone. (A) Besides (B) While (C) With (D) After	13. We had better diversify our investments _____ there is another worldwide economic crisis. (A) in case (B) whether (C) after (D) and then
6. _____ the sale is over, the company has decided to focus on selling their new products. (A) Now which (B) While (C) Now that (D) Despite	14. _____ this business trip, Ms. Danton hopes to see some of the city. (A) While (B) For (C) With (D) During
7. After the success of the innovative application, the public is eagerly waiting _____ the company's next new product. (A) unless (B) by (C) for (D) to	15. This airline offers free meals and drinks on all domestic flights, _____ that one does not. (A) than (B) whereas (C) so (D) because
8. All new employees were asked to sit _____ during the workshop. (A) because (B) with (C) by (D) together	

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Part 6: Text Completion

Choose the best word or phrase for each blank.

Questions 1 – 4 refer to the following article.

Customer Service Seminar

As an industry-wide **(1)** _____ in customer satisfaction and sales, Harold Gottlieb knows exactly **(2)** _____ to get your employees to keep customers in your store and make the most of it. Mr. Gottlieb has a degree in psychology, with a focus on consumer psychology. This degree, as well as being director of marketing at Alton for over 10 years, has helped him understand the minds of customers.

(3) _____, he has developed several methods of teaching store staff how to talk to customers and has organized seminars to help spread this knowledge. He holds over 100 seminars nationwide per year. **(4)** _____. Because of high demand, space at these sessions is limited. A few spots are still available for his August 10 and 13 sessions.

1.
(A) author
(B) dealer
(C) seller
(D) expert

2.
(A) who
(B) how
(C) why
(D) what

3.
(A) Nevertheless
(B) As a result
(C) Bear in mind
(D) Alternatively

4.
(A) He received the promotion after being recommended for it.
(B) Marketing is the biggest part of success.
(C) Even most of the biggest brands in the country use his tactics.
(D) His book comes out next month.

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Questions 5 – 8 refer to the following advertisement.

Now Hiring: Wattco Tech Stores

Join the Wattco Tech family! Have you heard? Wattco Tech **(5)** _____ a new location in the Center Mills Shopping Center in late August. We are currently accepting applications for cashiers and warehouse staff **(6)** _____ June 30. Interviews will be scheduled for the following week, with **(7)** _____ to begin in late July. Applications can be found on our website. **(8)** _____.

5.
(A) is open
(B) has been opened
(C) is opening
(D) opening

6.
(A) during
(B) for
(C) to
(D) until

7.
(A) trained
(B) training
(C) train
(D) trainer

8.
(A) Positions in management will be considered.
(B) Construction will begin this week.
(C) The interview will only last 30 minutes.
(D) Tell all those who may be interested.

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III. Relatives Clauses

1. Relative Pronouns

A. Who, Which, That

Who is used when the antecedent is a person, while **which** is used when the antecedent is not a person. However, **that** as a relative pronoun can replace either **who** or **which**, and it is preferred especially after **all**, **everything**, **nothing**, **the only**, and **superlatives**.

- The man *who/that* is in the next cubicle is our graphic designer.
- The printer *which/that* broke was bought three months ago.
- All *that* I need is an efficient office assistant to organize my schedule.

B. Which is also used to refer to the entire preceding clause that is separated by a comma.

- This workshop, *which* is only held once a year, is mandatory for all staff. (NOT *that* or *what*)

C. Whose

Possession can be expressed by **whose** whether or not the antecedent is a person. When the antecedent is not a person, **of which** may also be used.

- The man *whose car* broke down is my supervisor.
- Brian introduced a new system, *the name of which* I have forgotten.

2. Relative Adverbs

A. When: Use *when* for day, month, year, time, etc.

B. Where: Use *where* or preposition + which for place.

C. How: Use *how* to replace the way.

D. Why: Use *why* for reason.

- Nobody knows the date *when* registration closes.
- Is this the building *where* (= *in which*) you two work?
- This is *how* (*the way*) we should submit our travel expense report.
- This is the reason (*why*) summer vacation dates are assigned randomly.

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Practice Exercises

Part 5: Incomplete Sentences

Choose the word or phrase that best completes the sentence.

1. Gladstone Technology recently relocated to Boston, _____ is located not too far from New York City. (A) where (B) what (C) which (D) that	9. It was my first boss _____ taught me the importance of time management. (A) whose (B) who (C) this (D) they
2. This is the computer company to _____ I have applied for the position of programmer. (A) what (B) which (C) who (D) that	10. We have an obligation to our customers to make sure they know _____ to use our products correctly. (A) why (B) because (C) which (D) how
3. Please let my assistant know _____ it would be best to contact you. (A) that (B) who (C) what (D) when	11. Marcus Allen is the person _____ you must speak to get the information you need. (A) whom (B) to whom (C) who (D) to who
4. This year's conference will take place in the area of the country I _____ grew up. (A) where (B) in that (C) with that (D) in where	12. James is the one _____ came up with the idea for the new advertising campaign. (A) he's (B) whose (C) he (D) who
5. Brice and Co. is the company that does the catering for all our _____. (A) conferrals (B) conversations (C) citations (D) conferences	13. With no name on the package, the delivery man was unsure _____ to give the package to. (A) for who (B) whom (C) for whom (D) whose

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6. Tom is in charge of _____ all business trips for everyone in the company. (A) organizations (B) to organize (C) organizing (D) organizational	14. Unfortunately, an employee erased the database by _____. (A) error (B) mistake (C) misprint (D) misunderstanding
7. The president liked all the options, so he said we should choose _____ we think is best. (A) whichever (B) whoever (C) whenever (D) however	15. The new project with the international tax accountant _____ we hired last month is not working out well. (A) that (B) whose (C) why (D) when
8. Nobody knew _____ bag this was or why it was sitting in the conference room. (A) who (B) whose (C) which (D) who's	

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Part 6: Text Completion

Choose the best word or phrase for each blank.

Questions 1 – 4 refer to the following advertisement.

Dazzle Design Studios creates performance-ready clothes for any kind of group. Whether you are a local theater group, small choir, or professional dance company, our highly skilled costume designers are **(1)** _____ to help make your vision a reality. **(2)** _____. We have a close relationship with the staff at our production factory and suppliers, **(3)** _____ care deeply about quality. This allows us to provide a wide variety of fabric and designs with a short turnaround. **(4)** _____ can be delivered within a few days, while larger orders can take just two weeks.

1.
(A) available
(B) good
(C) close
(D) recognized

2.
(A) All of our garments are made of 100% polyester.
(B) The outfits are dry-clean only.
(C) You can pick up your order one week from today.
(D) Each outfit is handmade to make sure the designs match your wishes exactly.

3.
(A) which
(B) who
(C) where
(D) whom

4.
(A) Samples
(B) Sample
(C) Sampling
(D) Sampled

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Questions 5 – 8 refer to the following letter.

Dear Ms. Finklestein,

Thank you for coming in last week to interview with us. It was great to meet a talented individual such as yourself. For this position, we received over 100 applications and interviewed about 20 people, **(5)** _____ résumés were filled with so much experience and possibility. We regret to **(6)** _____ you that we have decided to go with another applicant instead. This was not an easy decision for us as everyone was well qualified. However, we had to go with the person that we felt was best suited for the position.

We would like **(7)** _____ you to apply for another position that you might be interested in. Our sister company, Speed Opto Industries, is looking for an accountant at this time. **(8)** _____. Please visit their website and look over the details of the position. I hope that we can work together someday.

Charles Schuster
Hiring Manager

5.
(A) who's
(B) who
(C) whose
(D) whom

6.
(A) inform
(B) file
(C) detail
(D) say

7.
(A) invite
(B) to invite
(C) inviting
(D) invited

8.
(A) We feel you would be a great match for this position.
(B) Everyone in the department must have a degree in finance.
(C) A letter will be sent later this week.
(D) Your résumé will remain on file with us for 6 months.

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