

Focus: Identifying the part of speech
Using your time wisely

Parts of speech (nouns, verbs, etc.) are a commonly tested feature. This unit will help you identify the part of speech you need quickly and efficiently.

Test tip

First decide what part of speech is needed

Recognizing the part of speech (noun, verb, adjective, etc.) that is needed to fill the blank can help you to choose the correct answer.

Test tip

Find the answer choices of the correct type

Once you know what you are looking for, skim the answer choices to find it. This can help you to eliminate wrong answers.

Grammar note

Use suffixes (word endings) to help identify the part of speech, e.g.
-ed / -ing / -ful / -le (adjective)
-ly (adverb)
-ment (noun)

1 Language building: Know what you are looking for (main parts of speech)

A Read sentences 1–6 and note the part of speech of the word that is missing (noun, verb, adjective or adverb). Compare your ideas with a partner and think of a word that would fit.

1. The guests were amazed by the statues in the garden.
2. Ms. Watkins was pleased with her retirement present.
3. While Jane was at college, she to her sister every week.
4. The project team found it very difficult to hide their over the rejection.
5. The report suggested there was an immediate need to improve cost
6. The delegates seemed to find the presentation very

B The complete questions are shown below. Quickly skim the answers to find the part of speech you noted above.

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. The guests were amazed by the statues in the garden.
(A) color
(B) colorful
(C) colors
(D) colorfully 2. The rise in steel prices has resulted in a increase in our production costs.
(A) considerably
(B) consideration
(C) considerable
(D) considers 3. While Jane was at college, she to her sister every week.
(A) writing
(B) written
(C) write
(D) wrote | <ol style="list-style-type: none"> 4. The project team found it very difficult to hide their over the rejection.
(A) disappoint
(B) disappointing
(C) disappointedly
(D) disappointment 5. I heard that the board gave our project proposal a very review.
(A) favor
(B) favorable
(C) favoring
(D) favorably 6. The delegates seemed to find the presentation very
(A) interests
(B) interest
(C) interesting
(D) interestingly |
|--|---|

Test tip**Manage your time wisely**

Answer the easy questions first, very quickly. After you have answered all the easy ones come back and spend a maximum of 20 seconds each on the rest.

Test tip**Try to predict answers**

On the first pass, try to think of possible answers before you look at the answer choices.

Test tip**Don't waste time on questions you don't know**

Spending more than 30 seconds on a Part 5 question probably won't help you find the answer. If you don't know the answer, guess and move on.

Tactics checklist

- ☒ Determine the part of speech that fits the blank.
- ☒ Look for answer choices with the correct part of speech.
- ☒ Think of words that might fit before you look at the answer choices.
- ☒ Use the 2-pass method to answer quickly. If you aren't sure, guess and move on.

2 Test tactic: The 2-pass method

The 2-pass method is a way to help you use your time more effectively. Go through the questions twice. On the first pass, quickly answer the easy questions. On the second pass, go back and spend a bit more time on the more challenging questions. In total, spend no more than about 30 seconds on a question. The exercise below helps you practice the 2-pass method.

First pass: Answer the easy questions – 1:00 minute (maximum 10 seconds per question)

Take one minute to read the six sentences below. Choose the best answer to each one. If you don't know the answer within 10 seconds, move on to the next question.

1. Ms. Jennings suggests we our sales profits by simplifying our distribution system.
(A) to increase
(B) increase
(C) increases
(D) increasing
2. To an outside call, please dial "9", then the number you wish to reach.
(A) ring
(B) telephone
(C) reach
(D) place
3. What time does the courier come the office in the evenings?
(A) with
(B) on
(C) by
(D) for
4. If shipping costs are not fully covered, for delivery will be the responsibility of the recipient.
(A) pay
(B) payment
(C) paid
(D) to pay
5. an emergency, press the red alarm button.
(A) In case of
(B) When
(C) If
(D) Due to
6. The director was very in the quality of his accommodations.
(A) disappointed
(B) disappointment
(C) disappointing
(D) disappoints

Second pass: Answer the challenging questions – maximum 20 seconds per question

Go back and answer the questions you didn't answer on the first pass. If you don't know the answer within 20 seconds, guess and move on. Answer as quickly as possible, but don't leave any questions unanswered.

3 Tactic practice

- A** Read sentences 1–4, decide the part of speech of the missing word, and think of a word that would fit. Compare your ideas with your partner.
1. It has long been that small downturns in the US economy can have a global impact.
 2. The sales clerk charged me twice for the light bulbs I bought.
 3. Due to disappointing sales, the money for new computers was unavailable.
 4. The city welfare fund collects donations to aid the local ; including underprivileged citizens.

B Choose the correct answer for sentences 1–4 on page 25.

- | | |
|---|---|
| 1. (A) know
(B) known
(C) knowing
(D) knows | 3. (A) require
(B) requires
(C) requiring
(D) required |
| 2. (A) mistake
(B) mistook
(C) mistaken
(D) mistakenly | 4. (A) needing
(B) needful
(C) need
(D) needy |

B**Mini-test**

Now apply what you have learnt at the actual test speed with questions 1–12.



Recommended Time: 6 minutes (or less)

Try using the 2-pass method to help you make the most of the time available. Try to spend no more than about 30 seconds on each item. If you don't know the answer, guess and move on.

- | | |
|---|---|
| 1. Young adults who are with their use of credit may find themselves in trouble sooner than they expect.
(A) careless
(B) uncaring
(C) carelessly
(D) uncared | 5. All the components for Hanson scooters are right here in this state.
(A) to manufacture
(B) manufactures
(C) manufacturing
(D) manufactured |
| 2. The attorney was warned against trying to the young witness.
(A) influential
(B) influence
(C) influentially
(D) influencing | 6. The is likely to have serious repercussions in future negotiations.
(A) incident
(B) incidence
(C) incidentally
(D) incidental |
| 3. Inexperienced investors are to enter this new market with caution.
(A) advice
(B) advisory
(C) advised
(D) advising | 7. Doan Trang was selected to the company at the annual conference.
(A) represent
(B) representing
(C) representative
(D) representational |
| 4. The journalist refused the federal investigator the names of his sources.
(A) tell
(B) told
(C) telling
(D) to tell | 8. Customers requesting a refund must be prepared to wait 4–6 weeks for the request to be processed.
(A) rough
(B) roughly
(C) rougher
(D) roughest |

9. The plot of the movie is too ; its conflicts are either forced or simplistic.
(A) predict
(B) predictable
(C) predicting
(D) predictability
10. Adam Antoniotti is generally considered to be one of the most designers in the fashion industry today.
(A) impression
(B) impressively
(C) impressive
(D) impressing
11. Mr. Yamada is that the consultant's recommendation will help the situation.
(A) convince
(B) convinced
(C) conviction
(D) convincing
12. To enter information on the spreadsheet you will a cell by clicking on it and then type your data.
(A) select
(B) selecting
(C) to select
(D) selection



Vocabulary practice

A Read sentences 1–10 and note the part of speech of the word that is missing. Use the abbreviations: noun (n), verb (v), adjective (adj), adverb (adv).

1. The owner of the largest factory in town was a very (adj) member of the town council.
2. John's skill in quickly and () solving the problem saved his company thousands of dollars and avoided weeks of lost production.
3. The rich businessman made thousands of dollars of () to help medical research each year.
4. The salesman made many promises to try to () the manager to purchase his company's product.
5. The inspector stared () at the components on the moving belt.
6. An () person always sees the good side of any situation.
7. The fact that Mary graduated from a famous university was a () advantage when she started job hunting.
8. Regular exercise and a good diet can () your health and fitness.
9. We hired a motorcycle () to deliver the package by hand.
10. Can you () ways in which we can improve the work-life balance in our department?

B Note the part of speech for each of the following words. If you aren't sure, confirm the meaning with a classmate or look in the word list on page 172.

efficiently		intently		improve		suggest		courier	
influential		optimistic		donations		convince		significant	

C Now put each word into the sentence above that it best fits.

Go to word list and quiz page 172.