PASS THE TOEIC® TEST

PASS THE TOEIC® TEST
Introductory Course

PASS THE TOEIC® TEST
Intermediate Course

PASS THE TOEIC® TEST
Advanced Course

Everything you need to succeed on the TOEIC test!

First Press ELT
Quality English Language Publications
At a Glance

Pass the TOEIC® Test

Pass the TOEIC Test is the result of extensive research, interviews, piloting, and careful development. This comprehensive TOEIC preparation course provides authentic, up-to-date language practice and skills development for each part of the TOEIC test.

The course takes a clear, step-by-step approach that accurately reflects the content and format of the TOEIC test. Ideal for self-study or class use, the three levels are suitable for high elementary to advanced learners.

- Thorough preview, practice, and consolidation activities build confidence and familiarity with the test.
- TOEIC Grammar and TOEIC Vocabulary sections focus on language that is frequently tested.
- In each part there is a clear focus on the skills students need to achieve their full potential.
- Full-length Listening Comprehension Tests and Reading Tests assess improvement on each section.

- Regular Mini Tests check understanding and monitor progress.
- Accent recognition exercises increase familiarity with the different accents used in the test.
- Practice Tests accurately assess level across the entire test, with extra Practice Tests available online.
- Contains the complete Audio Program, with a detailed Answer Key.
- A companion website accompanies the course, offering a wide range of additional resources for learners and teachers.

Miles Craven

Miles Craven is the author or co-author of several best-selling courses, including Get Real!, Reading Keys, English Grammar in Use Extra, Cambridge English Skills, Listening Extra, Quizzes, Questionnaires and Puzzles, Q, and Breakthrough Plus. Over four million of these publications have been sold worldwide. Miles has worked in English language education since 1988, teaching in schools, colleges, and universities around the world. He has a wide range of experience as a teacher, teacher-trainer, examiner, and materials writer. He currently acts as an advisor for Executive Education programs at The Møller Centre for Continuing Education Ltd., Churchill College, University of Cambridge, specializing in the design and delivery of management training programs for aspiring business leaders.

First Press ELT

First Press ELT is an innovative publisher of English Language Teaching textbooks and online learning resources, specializing in TOEIC preparation.
Key Benefits

Giving students what they want

- lots of authentic practice
- up-to-date content
- all sections clearly related to the TOEIC test
- spotlight on TOEIC grammar and vocabulary
- systematic skills development
- effective test-taking strategies
- clearly presented
- useful lists of common words and phrases
- help with accents and understanding spoken English
- detailed and informative Answer Key

Giving teachers what they need

- easy to use
- flexible format
- online teaching tips
- adaptable to the needs of each class
- well-structured preparation exercises
- photocopiable Worksheets

“Cutting-edge strategies and tactics, combined with extensive practice, put students on the right track for success. This course sets a new benchmark in TOEIC test preparation.”

Professor Mitsuyasu Miyaizaki, Japan
A Structured Approach

Each part begins with a short preview test, to familiarize students and help identify any weaknesses.

Students practice the language and skills they need to boost their TOEIC score.

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“My students really benefit from all the vocabulary and practice. I also like the way the exercises build up the skills they need to do well on the test.”

Lucy Wu, Taiwan

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This section focuses on grammar and vocabulary that is often tested.

Step-by-step guidance helps students improve their test-taking technique.

This summarizes key strategies, giving tips that learners have found useful.

Each part ends with a full-length test to assess progress.

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Pass the TOEIC® Test Introductory Course
Questions with *What*

**Exercise A** Match each question (1–6) with the correct response (a–f).

1. What time are you open?  
2. What did Mrs. Smith ask you to do?  
3. What is the best time to meet?  
4. What will it cost to renew our insurance?  
5. What presentation did you go to?  
6. What do you think of our new website?

   1. a. **It’s very informative and easy to use.**  
   2. b. **How about Friday afternoon?**  
   3. c. **From nine until five every day.**  
   4. d. **I went to one on marketing.**  
   5. e. **She wants me to write a report.**  
   6. f. **About $300, I think.**

**Exercise B** Read the questions and choose the correct response: (A), (B), or (C).

1. What time does your flight leave?  
   (A) Yes, let’s leave.  
   (B) Is that the time?  
   (C) **At five-fifteen.**

2. What was the weather like on your vacation?  
   (A) I hope it’s not raining.  
   (B) It was OK.  
   (C) I didn’t like the hotel.

3. What do you do on Saturdays?  
   (A) I’m looking forward to it.  
   (B) No, I don’t.  
   (C) I usually see my friends.

4. What’s your plan for cutting costs this year?  
   (A) I haven’t decided yet.  
   (B) It cost more than I expected.  
   (C) I hear it’s expensive.

5. What’s your office like?  
   (A) I don’t like to work late.  
   (B) That’s a good idea!  
   (C) It’s pretty big.

6. What kind of business is Jason in?  
   (A) He’s an engineer.  
   (B) Yes, business is good.  
   (C) He’ll be back tomorrow.

**Exercise C** Read the questions. Then listen and choose the correct response: (A), (B), or (C).

1. What was the company’s headquarters like?  
2. What’s the matter with Sanjay?  
3. What drink do you want?  
4. What will you do with your old laptop?  
5. What would you like to discuss?  
6. What did you put in that desk?

**MINI TEST** Questions with *What*

You will hear eight questions that begin with *What*. Each question is followed by three responses. Listen and choose the correct response: (A), (B), or (C).


Score ______/8

Structured progression of activities builds confidence.
Words with Multiple Meanings

In English, the same word can sometimes have more than one meaning. For example, you hear the question "Do you have the right time?" followed by the response "Yes, it's on the right." The word "right" is used for two different meanings: right (correct) and right (opposite of left). The TOEIC test sometimes uses words that have multiple meanings in order to mislead you. This is especially common in Part 2.

Exercise A Read these questions and statements. Choose the correct meaning of the underlined word.

1. You have to come and see us more often.
   a. visit  b. look at
2. We're looking for two cheap metal filing cabinets.
   a. poor quality  b. inexpensive
3. That hotel is very good.
   a. kind  b. high-quality
4. We need to study the report carefully.
   a. learn  b. examine
5. What ______ of work do you do?
   a. can  b. well
6. We're looking for two cheap metal filing cabinets.
   a. poor quality  b. inexpensive
7. This keyboard doesn't ______ to work.
   a. seem  b. become visible
8. Sorry, I think you have the ______ number.
   a. incorrect  b. unsuitable

Exercise B Complete each pair of sentences with the same word.

1. Do you want to stop work and take a ______?
   The machine is expensive so please don't ______ it.
2. I'd like to ______ a room for tonight.
   I'm reading a ______ on time management.
3. Hugo is taking a ______ in business studies at college.
   I never fly business ______ as it's too expensive.
4. I would like a ______ refund, please.
   After the big meal everyone was ______.
5. What ______ of work do you do?
   It was very ______ of you to meet me.
6. I often ______ tennis on the weekend.
   What did you think of the ______ last night?
7. Please tell me your name and ______.
   The president gave a wonderful ______ at the start of the conference.
8. I don't like food that's too spicy or ______.
   It's going to be ______ and sunny all weekend.

Mini TesT: Words with Multiple Meanings

You will hear eight questions or statements, each followed by three responses. Listen and choose the correct response: (A), (B), or (C). Do not be misled by words that sound similar.

Exercise A For each numbered word below (1–5), find three words in the box that sound similar.

1. can 2. well 3. sweet 4. word 5. say

Exercise B Read these questions and statements. Underline the words that sound similar. Then identify the correct response for each question.

1. Where's the report?
   (A) I think James has it.
   (B) There's a report on the coast.
   (C) I'd like some support.
2. Are they coming by plane?
   (A) Please remain seated.
   (B) I'm glad they came.
   (C) No, they're taking a train.
3. What time do you usually get home?
   (A) It's a tough climb.
   (B) Just before nine, usually.
   (C) There's a sign by the phone.
4. When will they advertise the new position?
   (A) The exhibition is on Friday.
   (B) It's a new competition.
   (C) It'll be in Monday's edition of the paper.
5. Should we meet at eight?
   (A) If that's not too late.
   (B) Go straight and turn left.
   (C) Please wait here.
6. Congratulations on winning first prize.
   (A) Can I have fries with that?
   (B) They advised me to go.
   (C) Thanks. It was a big surprise.
7. Are you in charge of the sales promotion?
   (A) No, I think Simon is.
   (B) It's a very large increase.
   (C) I don't use hand lotion.
8. Would you prefer to leave at nine?
   (A) I can ride you.
   (B) It's time to transfer now.
   (C) Yes, if you don't mind.

Mini Tests give authentic test practice at every stage.
Developing Skills

Listening for Main Ideas

In Part 4, you need to show that you have a good overall understanding of the short talks you hear. Questions that test your ability to understand main ideas in a short talk may ask about the speaker, the topic, the audience, the location, and the purpose of the talk.

TIPS Listening for Main Ideas – Part 4 Short Talks

• Look for questions such as Who is speaking? What is the message mainly about? Who is the audience for this talk? Where is the announcement being made? What is the purpose of this talk?
• As you listen, ask yourself these fundamental questions: Who is the speaker? What is the topic of the talk? What is the purpose of the talk?
• Don’t worry about words you miss. You do not need to understand every single word in a short talk in order to understand the main ideas.

EXAMPLE

[M-Am] Good afternoon, everyone. Thank you all for coming. I have called this board meeting because I need to tell you some disappointing news. As you know, recent months here at ARC Pharmaceuticals have not been easy. Orders are currently 50 percent less than they were at the same time last year. What’s more, today I heard from Bensons, our biggest client, that they are going out of business. We can expect tough times ahead. However, since I started this company thirty years ago, we have overcome many challenges. I believe we have the best product on the market and that we can survive.

1. Who is the audience for this talk?
   (A) All staff at ARC Pharmaceuticals
   (B) Employees at Bensons
   (C) Senior managers in a company
   (D) Sales and marketing personnel

2. What is the purpose of this talk?
   (A) To report that the company is having difficulty
   (B) To announce a merger with Bensons
   (C) To give the latest sales figures
   (D) To encourage staff to do their best

3. Who most likely is the speaker?
   (A) The Production Manager
   (B) The Chief Financial Officer
   (C) ARC Pharmaceuticals’ Sales Manager
   (D) The owner of the company

4. What is this report mainly about?
   (A) A transportation trade show
   (B) An industrial dispute
   (C) A union leader’s resignation
   (D) An auto manufacturer

5. Who is the speaker?
   (A) A factory worker
   (B) A local reporter
   (C) A news presenter
   (D) A company president

6. Where is this report being made?
   (A) In a radio studio
   (B) Outside a union headquarters
   (C) At a press conference
   (D) From Derek Brown’s home

7. What is the main purpose of this talk?
   (A) To introduce a speaker
   (B) To thank the audience
   (C) To promote a book
   (D) To present an award

8. What is the woman mostly talking about?
   (A) The importance of local history
   (B) A prominent local historian
   (C) A famous person from the past
   (D) The voyage of The Mayflower

9. Who is the audience for this talk?
   (A) University students studying history
   (B) Local people interested in history
   (C) Members of the Historical Society
   (D) Authors of books on history

10. What is the main purpose of this speech?
    (A) To share experience and knowledge
    (B) To ask for help in the Sales Department
    (C) To announce a merger
    (D) To introduce a new staff member

11. Who is the speaker talking to?
    (A) Lecturers in business
    (B) New company trainees
    (C) People at a sales conference
    (D) Sales and marketing personnel

12. Where is the speech taking place?
    (A) In a factory
    (B) In a restaurant
    (C) In an office building
    (D) In a parking lot

Score ______/12
Reading for Details

In Part 7, you need to show that you can identify and understand important points in the texts you read. Questions about details are the most common type of question in this part of the test.

**TIPS for Reading for Details – Part 7 Reading Comprehension**

- Look for fill-in questions (e.g., questions beginning with What, When, Why, How, etc.)
- Before you read, make sure you know what information you need to read for.
- Look for any headings or titles to help you find the part of the passage you need.
- Don’t read every word. Focus only on finding the information you need.
- Don’t worry about words you do not understand.
- When you find the part you need, read more carefully. Identify any key words or phrases.
- As soon as you have found the information you need, stop reading.

**EXAMPLE**

<table>
<thead>
<tr>
<th>AGENDA</th>
<th>ARGO Summer Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:15</td>
<td>Lunchtime networking</td>
</tr>
<tr>
<td>1:00</td>
<td>Lecture: The Future of Technology, Dan Swanson (I.T. Director)</td>
</tr>
<tr>
<td>2:00</td>
<td>Panel discussion: Opportunities in Europe</td>
</tr>
<tr>
<td>3:30</td>
<td>Lecture: Strategic Management, Hye Kim (Operations Manager)</td>
</tr>
<tr>
<td>4:30</td>
<td>Coffee break</td>
</tr>
<tr>
<td>4:45</td>
<td>Lecture: Innovation, Hans Peterson (Marketing Director)</td>
</tr>
<tr>
<td>5:45</td>
<td>Panel discussion: Growth in Asia</td>
</tr>
<tr>
<td>6:30</td>
<td>Closing speech, Nigella Coopers (C.E.O.)</td>
</tr>
<tr>
<td>7:00</td>
<td>Farewell Dinner, Function Room 1</td>
</tr>
</tbody>
</table>

1. When is the Marketing Director’s afternoon lecture?
   - (A) Immediately after lunch
   - (B) Around 4:00 p.m.
   - (C) A quarter to five
   - (D) After the coffee break

2. What talk is Dan Swanson giving?
   - (A) The Future of Technology
   - (B) Growth in Asia
   - (C) Opportunities in Europe
   - (D) Innovation

3. Who is Nigella Coopers?
   - (A) Operations Manager
   - (B) Marketing Director
   - (C) I.T. Director
   - (D) Chief Executive Officer

**Questions about details are the most common type of question in this part of the test. In Part 7, you need to show that you can identify and understand important points in the texts you read. Reading for Details**

**TIPS**

- As soon as you have found the information you need, stop reading.
- When you find the right part of the text, read carefully.
- Look for any key words related to the information you need to find.

**EXAMPLE**

**Mini Test Reading for Details**

Read this form and choose the most appropriate answer: (A), (B), (C), or (D), for each question.

**BENDIX FURNITURE**

82 Cherry Lane, Biggleswade • Bedfordshire SG21 8PY • Tel: 01767 - 438798 / Fax: 01767 - 438799

Dear Mr. Ames,

Please find below details of the office products you expressed an interest in during your visit to our showroom last Friday. As discussed, we have applied the maximum discount on each item wherever possible.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
<th>Discount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Napoli desk (deluxe)</td>
<td>1</td>
<td>£299</td>
<td>10%</td>
<td>£269.10</td>
</tr>
<tr>
<td>Bergamino desk</td>
<td>1</td>
<td>£559</td>
<td>5%</td>
<td>£533.15</td>
</tr>
<tr>
<td>Oak bookcase</td>
<td>1</td>
<td>£110</td>
<td>8%</td>
<td>£65.20</td>
</tr>
<tr>
<td>Viper metal storage cabinets</td>
<td>1</td>
<td>£225</td>
<td>12%</td>
<td>£201.60</td>
</tr>
<tr>
<td>Milano executive chair (black)</td>
<td>1</td>
<td>£179</td>
<td>10%</td>
<td>£161.40</td>
</tr>
<tr>
<td>OfficePro conference table (black)</td>
<td>1</td>
<td>£795</td>
<td>5%</td>
<td>£756.25</td>
</tr>
<tr>
<td>VAT</td>
<td></td>
<td></td>
<td></td>
<td>£1231.50</td>
</tr>
<tr>
<td>Total with VAT at 20%</td>
<td></td>
<td></td>
<td></td>
<td>£1854.74</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td>£3313.70</td>
</tr>
</tbody>
</table>

- VAT is charged on the total of any order over £5000.
- Expected delivery time is approximately 5 days after order is received.
- Return policy: A cancellation fee of 20% of the order cost will be applied in the event any items are returned to us after delivery.
- All goods are guaranteed for a period of one year from delivery.

We look forward to receiving your order.

Charlie Bryson
Sales Team

1. Which item has the largest discount?
   - (A) Viper metal storage cabinet
   - (B) Oak bookcase
   - (C) Bergamino desk
   - (D) OfficePro conference table

2. How soon after ordering will the items be delivered?
   - (A) The next working day
   - (B) Within three days
   - (C) With a week
   - (D) Over one week

3. When did Mr. Ames visit Bendix furniture?
   - (A) The previous day
   - (B) Over the weekend
   - (C) At the end of last week
   - (D) Sometime last month

4. Why is there no charge for shipping?
   - (A) There is a special promotion.
   - (B) The order exceeds a certain amount.
   - (C) All items have free shipping.
   - (D) Mr. Ames negotiated this separately.

5. How much is the order without VAT?
   - (A) £662.74
   - (B) £926.25
   - (C) £5313.70
   - (D) £3976.44

Score: __________/5

Skills are explained, practiced, and then tested.
Test-Taking Strategies

PART 4 STEPS TO SUCCESS

Practice 1

Quickly read the questions and answer choices for this newscast.

1. What is being announced?
   (A) A merger between two companies
   (B) The collapse of a drug company

Practice 2

Quickly read the questions and answer choices for this voicemail message.

1. What problem with the company’s website does the speaker mention?
   (A) Customers cannot access the website.
   (B) The website does not work well.

Practice 3

Quickly read the questions and answer choices for this announcement.

1. Where is this announcement being made?
   (A) On a plane
   (B) On a bus

Practice 4

Quickly read the questions and answer choices for this short message.

1. What is the aim of this message?
   (A) To compare different movies
   (B) To promote a movie company

Practice 5

Quickly read the questions and answer choices for this speech.

1. Who is the speaker probably addressing?
   (A) Members of the public
   (B) Buyers for large department stores
   (C) Directors at a board meeting
   (D) Managers in a post office

2. How does the Argo 250 compare to its rivals?
   (A) It is more economical to use.
   (B) It is easier to use.
   (C) It is less expensive to buy.
   (D) It is a lot more powerful.

3. How long does the company guarantee the Argo 250?
   (A) For one month only
   (B) For six months
   (C) For one year
   (D) For the life of the product

For each question, identify the information you need to listen for. Note the key words.

Question 1: ____________________________
Question 2: ____________________________
Question 3: ____________________________

On the actual test, you cannot mark the test paper, or make notes. You should quickly preview the questions and identify the key words silently to yourself.

Listen to the speech. As you listen, study the questions and answer choices above. For each question, try to identify the correct answer. Eliminate any answer choices you are sure are incorrect.

Mark your answers.

1. 2 3 4
2. 2 3 4
3. 2 3 4

Students practice the thought processes they need to use in the test.
Strategy Review and Tips

Strategy Review Reading Test – Part 7
Remember, in the test...
Always skim the passage(s) first. Read quickly to get a general idea, and don’t worry about any words you don’t know.
Make sure you know exactly what information you need to find before you look in the passage.
Then scan the passage to quickly find the answer you are looking for.
Eliminate any answers that you are sure are wrong.
Remember that for double readings you sometimes need to refer to both passages to find the answer.
Do not spend too long on one passage. Be aware of the time. If you are not sure of an answer, make a guess and move on.

TIPS
Here is some advice that people taking the TOEIC test have found useful for this part.
Choose the tips you like, and try to use them.

“The first one or two questions usually ask about the topic and purpose. If you skim the passage first, these are fairly easy to answer.” Maria Santos

“As a rule, questions about details come in the same order as the information they relate to in the passage. That means you’ll find the answer for question three lower down the passage than where you found the answer for question two, for example.” Fujiko Nishimura

“In Part 7, never spend long thinking about the answer to a question. If you can’t find the answer in about 30 seconds, take a guess and move on.” Huang Zhao

“Always read the questions first, but don’t read the answer choices as well or this will take more time and confuse you.” Hitoshi Kobayashi

“Often, the correct answer choice paraphrases the information it relates to in the passage, so look out for synonyms.” Bruno Ribeiro

“The first time I took the test, I left a blank for questions I didn’t know. My plan was to return to the difficult questions after I finished... but in the end there wasn’t time, so I lost a lot of marks! Now I always make a guess as I go through, even if I’m not sure.” Sunee Suttikul

TIPS
This section presents an effective, step-by-step approach to use when answering questions on Part 7 of the TOEIC® test.
The steps shown here are designed to help you achieve a higher score when you take the test. By following these steps, you should be able to maximize your score on this part of the test.

1. Quickly skim the passage to get a general idea of the content. Try to pick out any key words and ideas.
2. Read the first question and look at the four answer choices. The first question often asks about the main ideas. Answer the question if you can. If you are not sure of the answer, confirm what information to look for and then return to the passage.
3. Now scan the passage to find the information you need. When you locate the paragraph or section you think you need, slow down and read more carefully until you find the answer.
4. Refer again to the answer choices. Eliminate any answer choices you are sure are incorrect. Then mark your answer. If necessary, make a guess. Then repeat steps 2–4 for the remaining questions.

Skimming
When reading for main ideas, you need to read the passage simply to get a general overview of what it is about. This is called skimming. For example, if you look through a magazine to see what’s inside, or look at a menu, this is skimming. Do not read every word – just focus on the key words that contain important information. Your goal is to get an overall idea of what the text is about. Get used to skimming texts in this way, and you will improve your TOEIC score.

Scanning
When reading for details, you need to read the passage quickly to find the specific information you need. This is called scanning. For example, if you look through a dictionary to find a word, or check what time your favorite program is on TV, this is scanning. Do not read every word – just focus on the information that you are looking for. Your goal is to find specific details. Get used to scanning texts in this way, and you will improve your TOEIC score.
Word Choice
Study these examples of grammar that can often be confused.

<table>
<thead>
<tr>
<th>Example</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are many things we need to do.</td>
<td>Used with countable nouns (problems, people, etc.).</td>
</tr>
<tr>
<td>There are few women in senior management.</td>
<td></td>
</tr>
<tr>
<td>I do not have much work at the moment.</td>
<td>Used with uncountable nouns (time, money, etc.).</td>
</tr>
<tr>
<td>We have little control over the project.</td>
<td></td>
</tr>
<tr>
<td>Here are some tickets for tonight's movie.</td>
<td>Used in positive statements and questions.</td>
</tr>
<tr>
<td>Can I have some help, please?</td>
<td></td>
</tr>
<tr>
<td>I do not have any luggage.</td>
<td>Used in negative statements and questions.</td>
</tr>
<tr>
<td>Are there any letters for me?</td>
<td></td>
</tr>
<tr>
<td>This is so easy, it will not take long.</td>
<td>Used before an adjective (so heavy, so cheap).</td>
</tr>
<tr>
<td>It is such an easy task it will not take long.</td>
<td>Used before an adjective + noun (such a good idea).</td>
</tr>
<tr>
<td>Do not work too hard.</td>
<td>more than is necessary sufficient</td>
</tr>
<tr>
<td>Are there enough chairs?</td>
<td>less than is necessary</td>
</tr>
<tr>
<td>We do not have enough money.</td>
<td></td>
</tr>
</tbody>
</table>

MINI TEST Word Choice
Choose the most appropriate answer: (A), (B), (C), or (D), to complete each sentence.

1. When I got home I was _______ tired that I fell asleep immediately.
   (A) such (B) such a (C) so (D) too

2. Susan looked for a place to park her car, but there were _______ spaces left.
   (A) none (B) no (C) not (D) nothing

3. Would you like _______ assistance with your bags?
   (A) some (B) ever (C) little (D) much

4. There are not _______ work.
   (A) no (B) enough (C) much (D) too

5. Very _______ time problem.
   (A) short (B) few (C) less (D) little

6. Did you take _______ photographs when you were on vacation?
   (A) almost (B) much (C) many (D) most

7. _______ manufacturing companies are having difficulty at the moment.
   (A) The most (B) Most (C) Much (D) Almost

8. James and Bill _______ started working here after high school.
   (A) both (B) either (C) neither (D) ever

Common Grammar “Traps” in the TOEIC® Test
Here are some of the most common grammar “traps” that are used in the TOEIC test.

Diane promised giving us a large discount.
Diane promised to give us a large discount.

Some verbs take to + infinitive (e.g., expect, pretend, manage, tend).

Can you imagine owning your own company?
Can you imagine owning your own company?

Other verbs take the -ing form (e.g., avoid, deny, imagine, mind).

Before I went in, I stopped to read the menu on the door.
Tim only stopped reading when he’d finished the whole book.

A few verbs take either to + infinitive or the -ing form (e.g., remember, stop, regret, try), with a difference in meaning.

All these office furniture is to be sold at auction.
All this office furniture is to be sold at auction.

Uncountable nouns take a singular verb form.

The flight was arriving from Sydney was delayed.
The flight arriving from Sydney was delayed.

Watch out for present and past participles.

We were not offered any refreshments when we arrived.
We were not offered any refreshments when we arrived.

Avoid double negatives.

Kwon said us that the meeting in Seoul went well.
Kwon told us that the meeting in Seoul went well.

Check use of verbs in reported speech (tell someone, say something).

I have wanted always to be a civil engineer.
I have always wanted to be a civil engineer.

Be careful of word order.
We unloaded the cargo as soon as we reached the harbor. Mr. Jones was suspended and subsequently dismissed. I was not sure at first how I could explain the situation. Now that everyone is here, I will begin the presentation. The study was rejected because the data was inaccurate. I was given a bonus because of my superb sales record. Since Adam started work late, he did not stop until nine. I would like a coffee, and maybe a piece of cake as well. Besides the website design, what else did you discuss? Not only was the meal tasty, but also it was cheap. The talk was not dull. On the contrary, it was interesting. John wore a stylish suit, so I looked plain by comparison. Why don’t you stop work and do something else instead? Sales fell in the recession and likewise so did our profits. It was very cloudy, but at least it was not cold. Even though I did not win, I enjoyed the award ceremony. The committee passed the bill, despite local opposition. I may not be on time, but in any case you need not wait. Did Lisa say if/whether she will be at the meeting (or not)? Unless there is a problem, I will see you later for coffee. Pets are welcome provided that they are kept on a leash.

**MINI TEST**  
Choose the most appropriate answer: (A), (B), (C), or (D), to complete each sentence.

1. The ink cartridges for the new office printer are more expensive and ________ our printing costs are now higher.
   (A) as
   (B) due to
   (C) consequently
   (D) now that

2. ________ leasing to independent operators, we also have a large range of trucks and trailers for sale.
   (A) In spite of
   (B) Besides
   (C) Moreover
   (D) However

3. Mr. Garcia is ________ in an important meeting with a client and will not be able to see you for another hour or so, I’m afraid.
   (A) recently
   (B) subsequently
   (C) currently
   (D) before long

4. The weather forecast for the week was terrible, but we ________ decided to go ahead with our planned trip to the beach.
   (A) likewise
   (B) even so
   (C) nevertheless
   (D) alternatively

5. ________ we appreciate all your hard work over recent months, we cannot unfortunately extend your contract beyond the end of

6. This morning’s seminar on group dynamics should start promptly at nine o’clock, ________ all the participants have already arrived.
   (A) unless
   (B) since
   (C) yet
   (D) whether

7. You will be promoted to Pay Grade 7 at the end of the year, ________ you have fulfilled all the necessary criteria and met your targets.
   (A) provided that
   (B) whether
   (C) also
   (D) similarly

8. The chairman does not ________ address new trainees at the start of each year, but this time is an exception.
   (A) especially
   (B) ordinarily
   (C) namely
   (D) conversely

9. There are a few points in your estimate that I would like to query. ________ the distribution costs and delivery times.
   (A) in particular
   (B) as a rule
   (C) in any case
   (D) even so

10. Shaun was worried about finding a parking

**Vocabulary**

**Transitional words and phrases**

Transitional words and phrases connect ideas within sentences and paragraphs. Study these examples to understand their meaning and use.

<table>
<thead>
<tr>
<th>Time</th>
<th>Cause/Effect</th>
<th>Addition</th>
<th>Contrast</th>
<th>Comparison</th>
<th>Concession</th>
<th>Condition</th>
<th>Summary</th>
<th>Example</th>
<th>Paraphrase</th>
<th>Generalization</th>
</tr>
</thead>
<tbody>
<tr>
<td>after, afterward, as soon as, at first/last, before (long), currently, during, immediately, in the end, meanwhile, recently, subsequently</td>
<td>accordingly, as a result, because (of), consequently, due to, for this reason, hence, now that, since, so, therefore</td>
<td>also, as well (as), besides, furthermore, in addition, moreover, not only…but also</td>
<td>alternatively, by comparison, conversely, even so, however, in contrast, instead, on the contrary</td>
<td>in the same way, likewise, similarly</td>
<td>after all, although, at any rate, at least, despite, even though, in any case, in spite of, nevertheless, still, while, yet</td>
<td>if…or, on condition that, provided that, unless, whether…or</td>
<td>finally, in brief, in conclusion, therefore, to sum up</td>
<td>for example, for instance, namely</td>
<td>for example, in particular, specifically</td>
<td></td>
</tr>
</tbody>
</table>

**Word Forms**

Words with Similar Meanings
Word Choice
Prepositions
Words that Look Alike
Conjunctions
Phrasal Verbs
Transitional Words and Phrases
Additional Features

The Audio script shows all the accents used.

15. [F-Cn] [M-Au] What do you think of the hotel?
   (A) Thank you for staying.
   (B) That’s what I think, too.
   (C) It’s nothing special.

16. [M-Br] [F-Am] I’d like to book a table for two.
   (A) How many people will be coming?
   (B) Sorry, those two are reserved already.
   (C) What time will you be arriving?

17. [F-Am] [M-Cn] The accountant isn’t here yet, is she?
   (A) I’m not sure, but I can check for you.
   (B) She didn’t count it.
   (C) I couldn’t hear her very well.

Review Test p105 Track 97
1. D The speaker mentions going to at least one show is a course requirement, and refers to extra credit if listeners write a review. References to college and campus also indicate the audience are drama students.
2. C The announcement states that the event is a four-week festival.
3. B The speaker says you can get your tickets for just $10. (A) relates to the maximum number of tickets listeners can buy. (C) is the regular price without a subsidy. (D) confuses 50 with 15.

Essential Vocabulary
In this section, you will find over 500 useful words and phrases that often appear in the TOEIC® test. Refer to this list to help you prepare whenever you see the Essential Vocabulary icon throughout the book. You can also use this list as a self-study resource.

Occupations
artist, author, auto mechanic, bookseller, businessman/businesswoman, cashier, chef, cleaner, consultant, cook, correspondent, dentist, doctor, electrician, engineer, flight attendant, firefighter, florist, health inspector, hotel manager, information officer, market researcher, mechanic, news presenter, newspaper reporter, painter, pilot, plumber, police officer, professor, realtor, receptionist, researcher, sales clerk, secretary, security guard, student, taxi driver, teacher, telephone engineer, tennis coach, ticket clerk, tour guide, traffic officer, travel agent, waiter, waitress

Relationships

Activities
apply for a job, attend a lecture, buy food, call the office, catch a bus, change a tire, check some figures, check the time, do some work, drive a car, check your e-mail, cook a meal, exercise in the gym, extend a warranty, find a job, get on a plane, give a presentation, give directions, go for a drive, go home, go on a training course, go out with friends, go sightseeing, go to a concert, go to the movie theater, have a meal in a restaurant, have breakfast/lunch/dinner, have a meeting, have a picnic, leave a message, leave work, listen to the radio, look for a job, mail a letter, make a cup of tea/coffee, meet some coworkers, open a bank account, order some food, pay a bill, place an order, plan a party, play a computer game, play golf, play the violin, prepare a presentation, prepare dinner, rent a movie, repair a fault, see a play, send a text message, take a bath, take a break, take a subway, take a vacation, take a walk, visit a client, wait for a train, watch a soccer game, watch TV, work on a report, write an e-mail

Feelings and Emotions
afraid, amused, angry, bored, calm, cold, confident, disappointed, excited, frustrated, hungry, ill, jealous, nervous, pleased, relaxed, sad, sick, thankful, thirsty, tired, unhappy, unwell, upset, worried

Common Words
Here are some of the most common words you will find in the TOEIC® test. Make sure you know what these words mean, and test yourself regularly. You can listen to the words using the CD in the back of this book.

<table>
<thead>
<tr>
<th>accept</th>
<th>block</th>
<th>definite</th>
</tr>
</thead>
<tbody>
<tr>
<td>accommodation</td>
<td>board</td>
<td>degree</td>
</tr>
<tr>
<td>according</td>
<td>boost</td>
<td>delivery</td>
</tr>
<tr>
<td>actually</td>
<td>branch</td>
<td>demand</td>
</tr>
<tr>
<td>additional</td>
<td>brand</td>
<td>department</td>
</tr>
<tr>
<td>adjust</td>
<td>briefcase</td>
<td>detail</td>
</tr>
</tbody>
</table>
Understanding Different Accents

In the Listening section of the TOEIC® test you will hear speakers with American, British, Australian, and Canadian accents. You do not need to identify the different accents. However, being familiar with these accents can help improve your score on the test.

Of course, people from different countries have different accents. Even people from the same country can speak very differently. The American, British, Australian, and Canadian accents used in the TOEIC test are “standard.” This section of Pass the TOEIC Test gives you practice in listening to and understanding “standard” American, British, Australian, and Canadian accents.

Comparing Accents

Exercise A Listen to the way these words are pronounced differently.

<table>
<thead>
<tr>
<th></th>
<th>American</th>
<th>British</th>
<th>Australian</th>
<th>Canadian</th>
</tr>
</thead>
<tbody>
<tr>
<td>water</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>again</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>caught</td>
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<tr>
<td>brother</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>today</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>park</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>beautiful</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>vase</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>tomato</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>convenient</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exercise B Listen to these sentences. Compare the pronunciation.

1. The woman is pouring water in the vase.
2. We went to a beautiful park last weekend.
3. Mr. Hill’s secretary will call you later today.
4. My brother’s a doctor.
5. I hear Jane’s salary has gone up again.
6. Would you like pasta with tomato sauce?
7. The car caught fire, but nobody was hurt.
8. When is a convenient time to meet?

Collocations

Collocations are words that are often used together. Expanding your vocabulary by learning common collocations can help to boost your score in the TOEIC test.

Exercise 1
Write each verb next to the correct set of words.

<table>
<thead>
<tr>
<th>go</th>
<th>pay</th>
<th>win</th>
<th>achieve</th>
</tr>
</thead>
<tbody>
<tr>
<td>results</td>
<td>profit</td>
<td>friendly</td>
<td>set up</td>
</tr>
<tr>
<td>consulting</td>
<td>/ lumber</td>
<td>/ knot</td>
<td>/ put on</td>
</tr>
<tr>
<td>contract</td>
<td>/ metal</td>
<td>/ election</td>
<td>/ post</td>
</tr>
<tr>
<td>your goals</td>
<td>/ success</td>
<td>/ independence</td>
<td>/ be admired</td>
</tr>
<tr>
<td>cold</td>
<td>/ breath</td>
<td>/ bus</td>
<td>/ right of someone</td>
</tr>
<tr>
<td>an exam</td>
<td>/ break</td>
<td>/ risk</td>
<td>/ seat</td>
</tr>
<tr>
<td>your best</td>
<td>/ duty</td>
<td>/ an experi</td>
<td>/ some work</td>
</tr>
<tr>
<td>attention</td>
<td>/ a bill</td>
<td>/ laws</td>
<td>/ each</td>
</tr>
</tbody>
</table>
Pass the TOEIC Test

A thoroughly comprehensive, authentic, and up-to-date preparation course for the TOEIC test. Ideal for self-study or class use, the course builds confidence and boosts test scores for students on the Listening and Reading sections of the TOEIC test.

Key features
✓ over 1,500 high-quality practice items in each level
✓ clear, step-by-step skills development
✓ effective test-taking strategies
✓ full-length review tests for each part
✓ regular Mini Tests assess performance at every stage
✓ full-length Listening Comprehension Test and Reading Test
✓ Grammar and Vocabulary sections focus on language use
✓ Practice Tests for reliable assessment

Plus
✓ complete Audio Program on MP3
✓ detailed Answer Key and full Audioscript
✓ Essential Vocabulary with over 500 key words and phrases
✓ useful accent recognition exercises
✓ website support with free activities for students and teachers
✓ free online Practice Tests

<table>
<thead>
<tr>
<th>TOEIC</th>
<th>A1</th>
<th>A2</th>
<th>B1</th>
<th>B2</th>
<th>C1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Course</td>
<td>200→500+</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Intermediate Course</td>
<td>400→700+</td>
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</tr>
<tr>
<td>Advanced Course</td>
<td>600→900+</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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