MATCHING WORDS



1-() 2-() 3-() 4-() 5-() 6-()

Answer Key: 1. cart - d 2. car trunk - a 3. Traffic cone - c 4. umbrellas - e 5. trash can-b

PART 5 STRATEGIES

• STRATEGY 1: Read all of the 4 choices before reading the sentence. Know the two types of answer choices.

Example 1

The recent increase in tourism has done less to improve the business of small retailers in this area than we predicted.

(A) original (B) criminated (C) originally (D) originality

Example 2

Conference participants interested in industrial development should..... schedule a visit to Auckland's factories.

(A) recently (B) definitely (C) practically (D) fortunately

• STRATEGY 2: TIME MANAGEMENT

- Example 3 He is a person (creative / create creation/creatively).
- Example 1 You have to think (Creative/ create / creation/creatively)
- Example 5 I would like to propose the of a new project. (creative/ create/ creation/creatively).
- Example 6 Nuclear warfare could destroy all (creative/ create/ creation/creatively).

Exercise

- 1. The report stresses theof eating plenty of fresh fruit and vegetables.
- (A) necessary (B) necessity (C) necessarily (D) necessitate
- 2. The human resources manager who interviewed the candidate over the phone said that she lacks the skills for the job.
- (A) necessary (B) necessity (C) necessarily (D) necessitate
- 3. The fact that something is cheap doos not mean it is of low quality.
- (A) necessary (B) necessity (C) necessarily (D) necessitate
- 1. Reduction in government spending will further cuts in public services.
- (A) necessary (B) necessity (C) necessarily (D) necessitate
- 5. Rutes for the use of recreational facilities do not include tax and are subject to change without (A) signal (B) necessity (C) report. (D) notice

Answers Day 2 A

• Fill in the blanks.

- 1. You usually do not need to visit baggage claim.
- 2. Check the magazines in the seat pocket.
- 3. They loaded all their equipment into backpacks.
- 4. The plane has landed and is taxiing to the gate.
- 5. Make sure that the boarding pass for your connecting flight is on yourself.

• Select the best answer to complete the sentence.

- 1. Use those maps to.....where your arriving and departing gates are located,
 - (A) go (B) run (C) determine (D) occur
- 2.the flight, check the magazines in the seat pocket.
 - (A) when (B) while (C) in case (D) during
- 3. Listen closely..... the announcements.
 - (A) on (B) to (C) at (D) from

• Skill Building Exercise A: Identifying missing parts of speech

- 1. Our clothes are offered in a **noun** of styles, and they come in all sizes.
- 2. QQ Trading achieved adjective growth during a time when the economic situation was unfavorable.
- 3. Services need to be more adverb organized than they are at present.
- 4. The need for skilled workers will verb dramatically over the next decade.

• Skill Building Exercise B: Identifying correct word forms

- 1. Our clothes are offered in a.....of styles, and they come in all sizes.
 - (A) vary (B) various (C) variety (D) varied
- 2. QQ Trading achieved...... growth during a time when the economic situation was unfavorable.
 - (A) rapidness (B) rapid (C) rapidity (D) rapidly
- 3. Services need to be more......organized than they are at present.
 - (A) effect (B) effective (C) effectively (D) effectiveness
- 4. The need for skilled workers will.....dramatically over the next decade.
 - (A) increase (B) increasing (C) increasingly (D) increased

Skill Building Exercise C: Identifying word suffixes

```
    expectation
    Dependable
    Government
    Clarify
    Expensive
    Gegovernmental
    continuous
    productive
    impressive
    expansion
    accurately
    productive
    fective
    Considerable
```

Answer Key: 1. n 2. Adj 3.n 4. v 5. adj 6. adj 7. adj 8. adj 9. adj 10.n 11. adv 12.v 13. adj 14. adj

• Day 2 B Answers are during the lesson

Answers Day 3

• Fill in the blanks.

- 1. He calculated the likelihood of success.
- 2. Why did the sales manager resign?
- 3. The offer is valid for travel before the end of June.
- 4. Mr. White is in charge of this project.
- 5. She's stapling some documents together.
- 6. They're sitting opposite each other.
- 7. All the seats on the bus are occupied.

Select the best answer to complete the sentence.

- 1. One of Mr. Bianco's primary duties is the of the corporate food service.
 - (A) manage (B) manages (C) manageable (D) management
- 2. We are pleased to offer you a complimentary copy of our magazine, Country Living.
 - (A) popularly (B) popularity (C) popular (D) popularize
- 3.among traders in the City is heating up.
 - (A) Competes (B) Competitive (C) Competitively (D) Competition
- 4. Adriana Montagna's artwork....combines classical elements with modern materials and techniques.
 - (A) skill (B) skilled (C) skillful (D) skillfully
- 5. Goods should be supplied within 28 days after the of your order.
 - (A) receipt (B) receive (C) receivable (D) received
- 6. Mr. Schweizer has worked under my.....as an editorial assistant for the past five years.
 - (A) supervised (B) supervision (C) supervise (D) supervisory

Day 3 B Answers are during the lesson

Vocab Review

• Fill in the blanks.

- 1. The merchandise will arrive by truck at noon.
- 2. Plates have been set in the sink.
- 3. There is a ladder leaning against the building.
- 4. The drug is only sold with a prescription.
- 5. He works for a pharmaceutical company.
- 6. Candidates interested in the position should submit their résumés to the Office of Human Resources.
- 7. There have been a lot of changes during the past two decades.

• Part 5 Grammar Items; Parts of Speech (4)

1.	Outsourcing can be anuse of time and money for some businesses. (A) efficacy (B) efficiency (C) efficient (D) efficiently
2.	The vitamin supplements you've ordered areout of stock. (A) current (B) currently (C) currency (D) concurrent
3.	America's airlines havehigher productivity than European ones. (A) signify (B) significance (C) significant (D) significantly
4.	Presidential candidate Anne Winters has been comparativelyin maintaining her privacy. (B) success (B) succeeded (C) successful (D) successfully
5.	What me was their ability to deal with any problem. (A) impression (B) impressed (C) impressive (D) impressively
6.	The boxer won the World Championship for the thirdyear. (A) success (B) succeed (C) successively (D) successive

Example 1



- A. There are buildings near a lake. T
- B. The land in this area is very flat. F
- C. The water is very calm. T
- D. People are swimming in the lake. F
- E. There are houses on the hillside. F
- F. People are boating on the river. F
- G. Trees are reflected in the water. T

Example 2



- A. The men are working to install pipes. T
- $B. \ \ A$ lot of people are watching the men working. F
- C. A man is driving a car. F
- D. A man is using a scoop to dig the ground. F
- E. The two men in the front are wearing hard hats. T
- F. Two men are placing a traffic cone on the ground. F
- G. Two men are operating a compressor. F

David Stanley: Shawnigan Lake School

Example 3



- A. He's holding a screwdriver. T
- B. He's using an electric saw. F
- C. He's wearing glasses. T
- D. He has been working for a while. F

Vocab Review

• Fill in the blanks

- 1. The sluggish economy adversely affected sales of automobiles.
- 2. The hotel suite offers a fully equipped kitchen:
- 3. There will be a public meeting to help determine Hasting Airport's future.
- 4. They are sitting across from each other.
- 5. Produce has been put on display outside the store.
- 6. The man is pouring a beverage into a cup.

Select the best answer to complete the sentence.

- 1. CAL Bank has signed an agreement with SST Corporation to the largest ATM network in the area.
 - (A) compliment (B) implement (C) instrument (D) accomplishment
- 2. The ship is being loaded cargo.
 - (A) with (B) out of (C) into (D) by
- 3. The chairs are on top of each other.
 - (A) stayed (B) sat (C) stacked (D) stood

Part 5 Grammar Items; Parts of Speech (5)

Exercise

- 1. Seniors should be able to fully in society under optimal conditions.
- (A) participate (B) participation (C) participant (D) participating
- 2. The meeting venue can be reached from the Los Angeles International Airport,
- (A)easy (B)ease (C) easiness (D)easily
- 3. The athlete had an year by winning age group titles at both the Qualifying Tournament and The Championships.
- (A) exceptional (B) exception (C) exceptionally (D) except

- 4. As a result of the process of globalization and growing interdependence in the economic, social and environmental fields, an increasing number of issues cannot be addressed by countries individually. (A) effect (B) effective (C) effectively (D) effectiveness
- 5. are underway for the Formula 1 Canadian Grand Prix at Circuit Gilles Villeneuve.
- (A) Preparatory (B) Preparations (C) Prepares (D) Preparedness
- 6. The assistant manager threw away the copies of the merger proposal.
- (A) mistook (B) mistakenly (C) mistaken (D) mistakes
- 7. Recent research has shown that businesses making a good first...... on their customers retain them for longer:
- (A) impress (B) impressive (C)impressed (D) impression

1. Skill Building Exercise

Picture 1



- A. The traffic is being directed by an officer. F
- B. Cars are waiting at the traffic lights. F
- C. There is no traffic. -T
- D. The drivers have turned on their car lights. F
- E. The area has been roped off. T
- F. Rain water covers some of the road. T
- G. The road is blocked off T

2. Matching words

Answer Key: 1-d 2-a 3-c 4-f 5-e 6-b 7-g

Answers Day 6 A

Vocab Review

• Fill in the blanks

- 1. Laboratory equipment refers to the various tools and equipment used by scientists working in a laboratory.
- 2. The company's new website appeals to people of all ages.
- 3.Cars are parked in a row.
- 4. She is adjusting a microscope.
- 5. People are gathered together.

	lacktriangle	Select the	best answer	to com	plete the	<u>e sentence.</u>
--	--------------	------------	-------------	--------	-----------	--------------------

-
1. Vickers. Da Costa provides investment techniques for its clients. (A) innovation (B) innovator (C) innovative (D) innovate
2. There have been thousands of job this year in Miami's tourism industry (A) open (B) opening (C) opens (D) openings
3. The speaker explained why the new program is for calculating data. (A) effect (B) effects (C) effective (D) effectively

Part 5 Grammar Items; Parts of Speech (6)

Exercise

1. If you're about to make hotel for the first time, there are a few things you ought to know. (A) reserves (B) reservists (C) reservations (D) reservoirs
2. The budget proposal for the next fiscal year should be examined extremely(A) care (B) careful (C) carefully (D) carefree
3 the sales quota is the first priority for the company's sales representatives. (A) Achievable (B) Achieve (C) Achieving (D) Achievement
4. Cyclists who use the streets and off road "mountain bikers" need to be clearly
5. The final report of the Water and Global Change program, an

- 6. Small firms are being warned to keep a close eye on their energy meter readings, because the regional power company had been estimating the electricity usage.
- (A) inaccurate (B) inaccurately (C) inaccuracy (D) inaccuracies
- (A) diligence (B) diligently (C) most diligent (D) diligent

1. Skill Building Exercise A



- A. People are walking side by side. F
- B. People are going shopping. F
- C. People are waiting next to the vehicle. F
- D. People are crossing the street. F
- E. People are waiting at the traffic signal. T
- F. People have just walked out of skyscrapers. T
- G. People are looking in all different directions. T



- A. The people are rowing the boat. \mathbf{F}
- B. They are racing. T
- C. They are wearing glasses. F
- D. The water looks very calm. F
- E. All the boats are on their sides. F
- F. They are wearing helmets. T
- G. They are fish in the sea. F
- H. There are fish in the sea. F
- I. Boats are being launched into the sea. F
- J. One ship is upright. F

2. Exercise B Answers are given during the lesson.

Vocab Review

lacktriangle	Fill	in	the	bl	an]	ks

- 1. There are some skyscrapers in the distance.
- 2. Some tools are lying on the floor.

(A) sharply (B) sharp (C) sharpness (D) sharpen

(A) thoroughness (B) thoroughly (C) thorough (D) more thorough

5. The department head evaluated every aspect of each interviewee's performance.

- 3. She's facing the audience.
- 4. The mayor paid tribute to the work of volunteers.
- 5. I would like to know whether I have any outstanding debts.

 Select the best answer to complete the sentence.
1. Soave Corp. encourages people Its new brand perfume.
(A) sample (B) to sample (C) samples (D) sampled
2. The manager allows us to dress on Fridays.
(A) casually (B) casual (C) casualty (D) casualties
3 the meeting, I would like to address our problems regarding the staff shortage. (A) Onto (B) While (C) When (D) During
Part 5 Grammar Items; Parts of Speech (6)
Exercise
1. The publisher's chief editor advised the author to arrange the chapters in of increasing difficulty.
(A) ordered (B) orderly (C) order (D) ordering
2. The government was able to address the country's economic difficulties and consequently was re
elected last year.
(A) various (B) vay (C) variance (D)variety
3. The new cellphone model was because it outperformed its competitors in terms of reliability.
(A) succeed (B) successful (C) successfully (D) success
4. Due to its main rival closing half its stores, Woodman Furniture, Inc.'s sales rose last year to the
delight of shareholders.

- 6. Advancements in computer technology have meant greater in the speed of transferring data over the internet.
- (A) consisting (B) consistently (C) consistent (D) consistency
- 7. The new edition of Kilman's Business Dictionary contains an updated index so that users may look up terms.
- (A) easily (B) ease (C) easiest (D) easy
- 8. Due to the high number of immigrants over the past 5 years, the of gas in the city has risen dramatically.
- (A) consumer (B) consumed (C) consume (D) consumption

1. Skill Building Exercise A



- A. Three men are watching a game sitting behind a railing. F
- B. They're wearing caps. T
- C. The stadium is filled with spectators. T
- D. Three people are playing tennis. F
- E. They've just eaten hotdogs. F
- F. Three men are sitting in the stadium. F
- G. Two men are getting cabs. F



- A. The people are sitting together for lunch. F
- B. The co-workers are preparing a report. F
- C. The people are in the business meeting. T
- D. One lady is waving at the other people. F
- E. There are paper holders on the table. F
- F. The people work for the same company. F
- G. Their meeting has just begun. F
- H. The woman speaking is the manager. F
- I. They are working on a proposal together. F
- J. Two women and two men are seated round a table. T

2. Exercise B Answers are given during the lesson.

Vocab Review

• Fill in the blanks

- 1. Applicants must have a comprehensive knowledge of emergency response methods.
- 2. Diners have been seated indoors.
- 3. Some people waiting at the intersection.
- 4. An artist is drawing a portrait on the ground.
- 5. The company plans to establish a network of central warehouses to make product distribution more efficient.

Select the best answer to complete the sentence.

The new director will be responsible prompting public relations.

 (A) to (B) at (C) on (D) for

 Good of being from a truck.

 (A) unload (B) unloaded (C) unloading (D) unloads

 Our service is temporarily unavailable maintenance.

 (A) because (B) up to (C) due to (D) when

Part 5 Grammar Items; Pronouns (1)

Practice Question

1. Skill Building Exercise A

- 1. He cut (himself) while he was shaving this morning.
- 2. This camera is not (mine). = my camera
- 3. His shoes are expensive, but (hers) are cheap. = her shoes
- 4. I met an old friend of (mine).
- 5. What language do (they) speak in Canada?
- 6. Please see (yourself or yourselves) and make (yourself or yourselves) at home.
- 7. You must do it (yourself).
- 8. The fire went out by (itself).
- 9. (We) should love our parents.
- 10. I believe human nature is good in (itself).

2. Skill Building Exercise B

- 1. (We/ Our/ Us) assistant manager is Mr. White.
- 2. (They/ Their/ Them) are kind to (we/ our/ us).
- 3. That is (he/his/him) desk and this is (I/my/mine).
- 4. I would like to introduce (me/ myself/ mine).
- 5. I (my/ me/ myself) want to do it.
- 6. John was hired as an assistant manager five months ago, and (himself/ him/ he) is now in line for a promotion.

Answers Day 8 B

1. Skill Building Exercise A

Example 1



- A. Twi paintings have been hung on the wall. T
- B. There are drawings in the kitchen. F
- C. The chairs are stacked on top of each other. F
- D. The bottles are below the chessboard. F
- E. The air-conditioning unit is on the right-hand side of the window. F
- F. Two round chairs are next to the square table. F
- G. The flower is shiny. F
- H. There are some knives and forks in the drawers. F
- I. There are some cushions leaning against the table. F
- J. The coffee machine is near the window. ${\bf F}$
- K. There is a cup by the sofa. F
- L. Some flowers are above the table. F
- M. A cat is sleeping under the dining table. F
- N. Dishes have been placed in a cupboard. F

Example 2



- A. A woman is watering a plant. F
- B. Some people planting trees. F
- C. The potted plant is between the chair and the armchair. ${\bf T}$
- D. Some chairs are lined up by the side of the boardroom table. ${\bf F}$
- E. The plant has been watered. F
- F. A table has been moved upside down. F
- G. The armchair is in front of the plant. F

2. Skill Building Exercise B Answers are given during the lesson.

Vocab Review

	Fill	lin	the	hl	anl	ks
_	A 444		LIIL		MIL	

- 1. I would like to thank you for your prompt reply.
- 2. Mandy has frequently requested a cubicle away from the air conditioner.
- 3. A vendor the selling food in the market.
- 4. Vending machines are located in the corner.
- 5. He's pushing a wheelbarrow.

•	Select the	best answer to	complete tl	ne sentence.
_	DCICCE CITE	Dest alls well to	COMPLETE C	it believine

1. Even relatively low amount of air pollution can a community's health (A) affect (B) effect (C) affects (D) effects
2. There has been progress with the design of our new ad posters.(A) signify (B) significant (C) signification (D) significantly
3. The Singapore dollar has gradually strengthened the US dollar. (A) in (B) at (C) against (D) from

Part 5 Grammar Items; Pronouns (2)

1. Skill Building Exercise

1. The manager and are working hard on the budget problems. (A) me (B) mine (C) I (D) my
2. By registering your software with us, we will be able to provide with information on updates and future releases.
(A) you (B) your (C) yours (D) yourself
3. Small business owners can often respond quickly to new economic trends because of extremely focused customer bases. (A) they (B) them (C) their (D) theirs
4. You should give a holiday from time to time. (A) you (B) your (C) yours (D) yourself
5. Mr. Goodall will need to make copies of all of the receipts, so it is advisable for you to keep in one file. (A) him (B) it (C) us (D) them

6 Please inform us of your availability for next week so that can set up an interview as soon as possible. (A) we (B) our (C) us (D) ourselves
2. Practice Test
1. Workers can help make the company more eco-friendly by recycling wastepaper at the office. (A) theirs (B) their (C) them (D) they
2. Mary was promoted to assistant manager a few months ago, and is now ready to apply for a top managerial position.(A) herself (B) her (C) hers (D) she
3. A widely used logo helps a company retain its customers by reminding the public of presence in the market. (A) its (B) they (C) it (D) them
4. In acknowledgement of Professor Lancey's outstanding contribution to
5. We hope to send tax documents to you by the end of the month. (A) you (B) your (C) yours (D) yourself
6. Although Zimmerman has been successful at his job, he does not consider an expert. (A) he (B) his (C) him (D) himself
7. Sales department members must obtain permission from supervisors before applying for travel reimbursement. (A) they (B) them (C) their (D) theirs
8. Customers who register for a membership card can get a ten per cent discount on first purchase. (A) they (B) them (C) their (D) theirs
9. Meiji Electronics did not hire additional help because the research manager is certain that he can complete the project by
10. Mr. Lee will travel to the management seminar in London on

1. Skill Building Exercise A

Example 1



- A. The man is removing something from the window. \mathbf{F}
- B. The man is repairing the kitchen plumbing. T
- C. The man is wearing protective clothing. \mathbf{F}
- D. The man is walking in the kitchen. F

Example 2



- A. They're spreading a cloth on a table. \mathbf{F}
- B. The chairs have been pushed in. T
- C. The table are being set. F
- D. Waiters are serving beverages to the customers. ${\bf F}$

2. Skill Building Exercise B Answers are given during the lesson.

Vocab Review

• Fill in the blanks

- 1. Economists predict there will be more investment opportunities by the end of this year.
- 2. She's serving a beverage.
- 3. Please refer to the section in your training manual entitled "Rules and Regulations".
- 4. The new agreement will mutually benefit both organizations.
- 5. She's removing her glasses.

• Select the best answer to complete the sentence.

1. They have signed anagreement. (A) exclude (B) exclusive (C) exclusively (D) excluded
2. They're waving the people. (A) out of (B)onto (C) into (D) at
3. Companies seem about investing money in research and development.

Part 5 Grammar Items; Preposition vs. Conjunction (1)

(A) cautions (B) caution (C) cautious (D) cautiously

1. PRACTICE QUESTIONS

Practice 1

Dr. Johnson will have to go to the airport to catch the next plane to Milan his presentation is finished.

(A) in spite of (B) because (C) as soon as (D) during

Practice 2

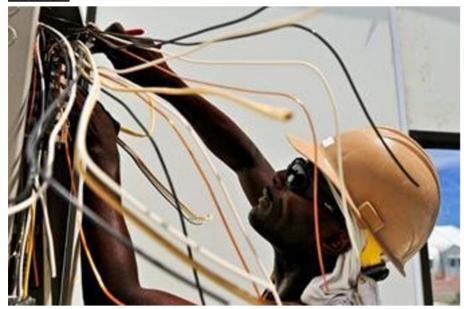
...... its high cost of living, New York is popular among young people for its convenience. (A) Because (B) In spite of (C) Even though (D) Due to

2. Skill Building Exercise

- the wine festival parade, Constitution Avenue from 7th to 17th Streets will be closed to traffic.
 (A) Because (B) Although (C) Despite (D) Because of
 Construction will begin on the new park all city permits are authorized.
 (A) in (B) due to (C) during (D) as soon as
- 3. recent reports of stomach illnesses in the area, the local government has announced it will begin extensive tests of the area's water supply.
- (A) While (B) Due to (C) Except for (D) As soon as

- 4. the franchise has only been open for one year, it has been quite successful in establishing a large client base.
- (A) When (B) In spite of (C) Although (D) According to
- 5. I cannot say when, there's a possibility of a general strike.
- (A) But (B) In spite of (C) Despite (D) Although

Part 1 Practice Test



- A. The electricians is wearing a detective hat. F
- B. He is opening an electrical fuse box.- F
- C. He is fixing electrical wires. T
- D. He is wearing rubber gloves. F



- A. The woman is folding the merchandise on the bed. ${\bf F}$
- B. The bed is being made. T
- C. There are no pillows on the bed. \mathbf{F}
- D. The woman is leaning over her desk. \mathbf{F}



- A. The man is changing his tie. F
- B. The man is fixing a wire in the car. \mathbf{F}
- C. The man is changing a tire. T
- D. The man is going to retire. F



- A. The woman is talking on the cellphone. F
- B. The woman is chatting to someone on the phone. ${\sf T}$
- C. The woman is smiling at the audience. F
- D. The woman is lying on the grass. F



- A. The woman is standing on the metal stool. ${\bf F}$
- B. The woman is fixing a light fixture. T
- C. The woman is mending a broken bulb. F
- D. The woman works for an electrical company. F



- A. He's playing the guitar. F
- B. He's a member of a rock and roll band. F
- C. He's wiring the apparatus. \mathbf{F}
- D. He's adjusting a microphone. T



- A. A man is loading a box onto a truck T
- B. Cars are moving in the same direction.- **F**
- C. People are loading boxes into the trunk of a car. F
- D. A boy is the moving books. F



- A. They're having some food. F
- B. They're washing up in the kitchen. $\,$ $\,$ F
- C. They're preparing some food.. T
- D. They're dining at a cafeteria. \mathbf{F}