

## Answers Day 11 A

- **Fill in the blanks.**

1. It's a small hotel with an **intimate** atmosphere.
2. Dr. Maxwell is an expert on **nutrition**.
3. The desk is **cluttered** with documents.
4. All the chairs are **occupied**.

- **Select the best answer to complete the sentence.**

1. Only RXC employees will have access ..... the cafeteria.  
(A) on (B) **to** (C) with (D) in
2. The inaccurate memo caused problems for those ..... the meeting.  
(A) attend (B) attends (C) **attending** (D) attendee
3. Rising competition separates the strong ..... the weak.  
(A) to (B) on (C) **from** (D) into

### **Part 5 Grammar Items: Preposition vs. Conjunction (2)**

#### **Practice test**

1. .... the hotels are always full during the peak season, we suggest that your room be booked in advance.  
(A) Although (B) Because of (C) In spite of (D) **Because**
2. .... the new computers are arriving next week, so no plans have been made to dispose the old ones.  
(A) But (B) Because (C) Despite (D) **Although**
3. You won't get paid for time off ..... you have a doctor's note certifying your physical condition.  
(A) so (B) In spite of (C) **unless** (D) without
4. The train was delayed ..... an accident at Weybridge Station last night.  
(A) because (B) due (C) owing (D) **because of**
5. The company should try to modernize its plant ..... the economic climate is favorable.  
(A) despite (B) during (C) because of (D) **while**
6. .... busy periods the company's chief engineer seldom gets home before midnight.  
(A) While (B) **During** (C) The duration of (D) When

7. .... you may think that the worst is over, I promise you it is just about to come.

(A) If (B) **Although** (C) Despite (D) In spite of

8. Children in the local area get up early ..... the summer vacation to do their morning exercises in the part nearby.

(A) while (B) **during** (C) when (D) at

9. Rapid Courier Service can make overnight deliveries ..... packages are brought in no later than 6 p.m.

(A) whether (B) with (C) **if** (D) before

10. ABC Enterprises must select a new location for the company-wide training seminar ..... a lack of space at their headquarters.

(A) according to (B) although (C) due to (D) when

11. An invitation ..... the museum's grand opening has already been sent by post.

(A) while (B) in (C) because (D) to

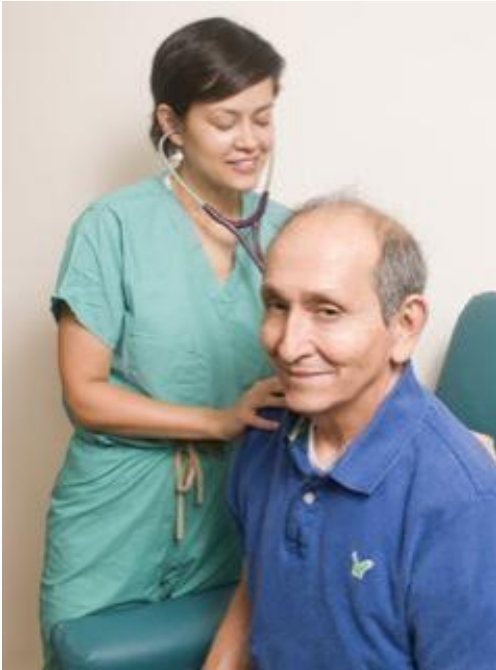
12. In the ..... of a power failure, switch off all electronic devices, exit the room and lock the door.

(A) issue (B) function (C) event (D) pause

## Answers Day 11 A

### 1. Part 1 Practice Test

#### Picture 1



- A. They are being patient at the clinic. - **F**
- B. Both of them are wearing headgear. - **F**
- C. A woman is examining a patient. - **T**
- D. A man is leaning over the bed. - **F**

#### Picture 2



- A. The apples are being arranged. - **F**
- B. The aisle is full of bananas. - **F**
- C. Boxes are being stacked up. - **F**
- D. Some food items have been put into the plastic crates. - **T**

**Picture 3**



- A. The woman is using office equipment. - **T**
- B. The woman is fixing the apparatus. - **F**
- C. A man is talking to the woman. - **F**
- D. There is writing on the wall. - **F**

**Picture 3**



- A. The man is making coffee. - **F**
- B. The waiter is cold. - **F**
- C. The man is washing up. - **F**
- D. The man is pouring liquid into the sink. - **T**

## 2. MATCHING WORDS

a. vehicle - (2) b. produce - (5) c. office equipment - (4) d. musical instrument - (6) e. utensils - (7)  
f. headgear - (8) g. tableware - (1) h. household appliances - (3) i. vessel - (9)

1. Plates, glasses, cutlery
2. Cars, buses, vans
3. Vacuum cleaners, washing machines
4. Photocopiers, fax machines
5. Fruit, vegetables
6. Guitars, flutes, violins
7. Frying pans, bowls, steamers
8. Hats, caps
9. Boat, ship, plane, aircraft

## Answers Day 12

### Vocab Review

#### ● Fill in the blanks

1. Why did the sales manager **resign**?
2. Would you like to share a taxi to the **venue**?
3. Mr. Johnson **acquired** the firm in 1964.
4. His contract is due to **expire** at the end of the month.
5. The TV series has attracted an audience of more than 10 million.

#### ● Select the best answer to complete the sentence.

1. Dr. Johnson is ..... charge of this project.  
(A) at (B) on (C) **in** (D) to
2. You were ..... to be here half an hour ago.  
(A) imagined (B) figured (C) inferred (D) **supposed**
3. She so ..... her mother.  
(A) looks (B) **resembles** (C) likes (D) sees

### Part 5 Grammar Items: Coordinating and Correlative (Double) Conjunctions

#### 1. PRACTICE QUESTIONS

##### Practice 1

These products are ..... designed nor produced for home use and should always be kept out of reach of children.

(A) both (B) also (C) **neither** (D) either

##### Practice 2

Summit's new sneakers are sold in six popular colors ..... come with two pairs of replacement laces.

(A) but (B) or (C) **and** (D) if

##### Practice 3

The sales meeting will be held either in Room 431 ..... in Room 521.

(A) but (B) **or** (C) and (D) not

## 2. PRACTICE Test

1. Every staff member of World Travel Inc. is friendly, attentive and .....  
(A) diligence (B) diligent (C) diligently (D) with diligence
  
2. After discussing the terms of the new fringe benefits plan, ..... management and employees were satisfied.  
(A) both (B) also (C) either (D) too
  
3. Payment of monthly parking vouchers can be made either by personal check ..... by automatic withdrawal from a bank account.  
(A) but (B) both (C) and (D) or
  
4. The author of the book not only wrote the text, ..... selected the illustrations as well.  
(A) neither (B) nor (C) and (D) but
  
5. Ms. Greene has earned the respect ..... of her colleagues in the law firm but also of the clients she represented.  
(A) both (B) not only (C) nor (D) either
  
6. A majority of the customers who completed the survey rated EXA mobile phones as ..... good or excellent.  
(A) both (B) neither (C) nor (D) either
  
7. Dr. White did not know whether to exit the freeway at Orange Avenue ..... to exit the freeway at Cherry Avenue.  
(A) nor (B) or (C) and (D) either
  
8. The fax machine is not working, ..... is the telephone.  
(A) nor (B) or (C) and (D) either
  
9. Mr. Kee visited ..... London and Liverpool to see clients and make some new contacts.  
(A) neither (B) or (C) both (D) either
  
10. Despite her improved performance, Ms. Lee was ..... promoted nor given a raise.  
(A) not only (B) neither (C) so (D) either

**Day 12B Strategy 1 Skill Building Answers are given during the lesson.**

## Answers Day 13

### Vocab Review

#### ● Fill in the blanks

1. What is the **status** of my order?
2. Her Dr. Johnson **accepted** the management **position**?
3. You should **confirm** the meeting time with Mr. Baker.
4. The monthly rent includes all **utilities**, with the exception of telephone charges.
5. You have to show respect for your colleagues, and by the same **token** they have to respect you.

#### ● Select the best answer to complete the sentence.

1. Could you ..... The radio down, please?  
(A) do (B) make (C) let (D) **turn**
2. The rise in sales was attributed ..... the advertising campaign.  
(A) out of (B) **to** (C) into (D) at
3. An outside auditor will visit the factory to determine whether acceptable air-quality standards are being .....  
(A) observe (B) observing (C) **observed** (D) observation

### Part 5 Grammar Items: Subordinating Conjunctions

#### 1. PRACTICE QUESTIONS

##### Practice 1

Most of the restaurants in the town open only on weekends ..... the tourist season is over.

(A) even (B) early (C) always (D) **once**

##### Practice 2

..... Ms. Popolo hears from Dr. Kelly, she will give her manager a telephone call.

(A) Though (B) **As soon as** (C) Because (D) Since

##### Practice 3

North Hamilton is due to decide ..... or not it will back controversial plans for a new coal-fired power station.

(A) **whether** (B) since (C) whereas (D) when



## 2. PRACTICE Test

1. Humanists believe ..... people should be generally nice to each other and help each other out.

(A) after (B) **that** (C) before (D) although

2. Ms. Popolo got the job with a real estate firm ..... she was the best candidate for the position.

(A) before (B) until (C) **because** (D) whether

3. .... Ms. Verdi has been to her manager's house several times, she still can't remember how to get there.

(A) unless (B) except when (C) because (D) **although**

4. Mr. Saito indicated ..... there may soon be an opening for an apprentice technician.

(A) before (B) **that** (C) because (D) although

5. The work crew will have finished ..... the owner arrives tomorrow.

(A) if (B) that (C) because (D) **before**

6. Ms. Hakkonen will wait ..... her assistant finishes typing the letter.

(A) until (B) **that** (C) because (D) if

7. The directors discussed ..... the difficulty could be overcome.

(A) since (B) **how** (C) because (D) although

8. Sales of fuel efficient new cars are increasing rapidly the car industry on the whole is suffering from the economic downturn.

(A) since (B) whether (C) because (D) **whereas**

9. Jane's desk is usually cluttered with papers; her colleague's desk is always neat and clean.

(A) **while** (B) as (C) because (D) unless

**Day 13B Part 2 Strategy 1 Skill Building Answers are given during the lesson.**

## Answers Day 14

### Vocab Review

- **Fill in the blanks**

1. How may I **direct** your call?
2. Don't forget to take your **belongings**.
3. Where can I find a **locksmith** near here?
4. Seats will be assigned on a **first-come, first served** basis.
5. The company plans to hire **additional** workers because of the increased production quota.

- **Select the best answer to complete the sentence.**

1. Payment of monthly parking vouchers can be made by automatic..... from a bank account.  
(A) withdraw (B) withdrawn (C) withdrawing (D) **withdrawal**
  
2. We need to ..... some cuts to the travel budget.  
(A) do (B) **make** (C) lend (D) work
  
3. The company's products are more ..... than those of their competitors.  
(A) innovate (B) innovation (C) **innovative** (D) innovator

### Part 5 Grammar Items: Subordinating Conjunctions

#### 1. PRACTICE QUESTIONS

##### Practice 1

Ms. Connelly and Mr. Church were two of the senior partners ..... visited some prospective clients in China.

- (A) when (B) whose (C) **who** (D) what

##### Practice 2

Sales of the latest car model are flat, ..... is a major surprise for most people in the industry.

- (A) who (B) whose (C) **which** (D) what

##### Practice 3

This company needs a leader ..... abilities are up to the task of rebuilding the company's sluggish sales.

- (A) who (B) **whose** (C) which (D) what

## 2. PRACTICE Test

1. Drivers ..... leave their cars parked on Oxford Street after six o'clock will be ticketed.

(A) whose (B) who (C) which (D) whom

2. When Ms. Popolo and Mr. Holmes had lunch together, she mentioned a book ..... title slipped his memory:

(A) who (B) whom (C) whose (D) that

3. The government official ..... was convicted of stealing cars has been fired from his post at the ministry.

(A) whom (B) whose (C) who (D) which

4. Unfortunately, there are those ..... will probably not respect the arbiter's decision.

(A) whose (B) who (C) whom (D) which

5. The car stopped suddenly..... led to the other cars crashing.

(A) which (B) what (C) it (D) who

6. Ms. Lee doesn't enjoy serving customers ..... likes are difficult to ascertain.

(A) whom (B) which (C) that (D) whose

7. I have a friend ..... grandfather was a famous Himalayan climber.

(A) whom (B) whose (C) that (D) which

**Day 14B Part 2 Strategy 1 Skill Building Answers are given during the lesson.**

## Answers Day 15 A

### Vocab Review

- **Fill in the blanks**

1. The waiter made a mistake on our **bill**.
2. Will the conference be held here or at the **headquarters**?
3. It didn't come out of our regular departmental **budget**.
4. The meeting is about the **upcoming** acquisition.
5. You should probably take the train to **avoid** traffic.

- **Select the best answer to complete the sentence.**

1. The company's establishment of an on-site childcare center is intended to encourage new parents ..... to work.

(A) return (B) returning (C) **to return** (D) returned

2. All receipts for travel expenses should be submitted to Mr. Smith for ..... .

(A) demanding (B) going (C) flying (D) **processing**

3. No plans have been made to dispose ..... the old machine.

(A) on (B) at (C) **of** (D) from

- **Retention of facts and details PDF file Answers.**

Answer Key: 1-A 2-B 3-C

4. media (3) 5. frivolous (2) 6. the Nielsen rating (3) 7. decision (4)

8-C 9-B

**Day 15B Part 2 Strategy 1 Skill Building Answers are given during the lesson.**

# Day 16

## Vocab Review

- **Fill in the blanks.**

1. Is the bank **relocating**?
2. I hope these **statistics** are correct.
3. What is the price for two **round**-trip airfare tickets to Hawaii?
4. When did he send order for new **supplies**?
5. **Admission** to the fitness center is free for all employees and their family members.

- **Select the best answer to complete the sentence.**

1. Who has been appointed to chair the ..... committee?  
(A) **hiring**      (B) hired      (C) hire      (D) to hire
  2. .... the abundant rainfall, water levels are much higher than normal.  
(A) Because      (B) When      (C) **Due to**      (D) That
  3. Rising gas prices are cutting into our profits, so we need to look for alternative ..... methods.  
(A) deliver      (B) **delivery**      (C) delivered      (D) to deliver
- 

## **Part 5 Grammar Items: Relatives (2)**

### **1. PRACTICE QUESTIONS**

#### **Practice 1**

The politician..... the electorate chose was completely new to politics.

- (A) which      (B) whose      (C) **whom**      (D) when

## Practice 2

Dr. Lee is offering a three-hour workshop during ..... he will share some perspectives on effective time management.

(A) which (B) whose (C) that (D) when

## Practice 3

..... has been decided at the board meeting is a surprise to everyone.

(A) Which (B) Whose (C) That (D) What

## Practice 4

Overseas applicants ( A ) live in countries ( B ) Courier International Inc. does not have any offices should send their formal application directly to its headquarters in London.

A: whom/ which/ whose/ who

B: when/ which/ where/ whose

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## 2. Practice Test

1. Jonathan can clearly remember that the day ..... his friend arrived in the country was wet.

(A) on when (B) when (C) where (D) in which

2. The format in ..... the data is presented in this research paper shows how efficient the new assistant is.

(A) that (B) when (C) which (D) where

3. The police are still looking for the weapon ..... the assailant attacked his victim.

(A) with which (B) when (C) by which (D) that

4. The music to ..... the research staff listened last night was by Beethoven.

(A) whose (B) who (C) that (D) which

5. Mr. Honjo wants to know ..... his assistant has been working on.

- (A) which                      (B) whose                      (C) what                      (D) when

6. The university ..... well-established reputation for scientific research is looking for a new physics professor.

- (A) whose                      (B) that has a                      (C) of which a                      (D) which

7. For ..... want to learn to speak English well, there are classes every Saturday morning.

- (A) whose                      (B) those who                      (C) that                      (D) who

8. Mrs. Stein, ..... to an enthusiastic audience at the fashion show, is the chairwoman and founder of Women's World.

- (A) that she spoke                      (B) was spoken                      (C) who spoke                      (D) who she spoke

9. The office design ..... has been proposed by the management is being circulated so that the staff can suggest changes.

- (A) who                      (B) whom                      (C) of which                      (D) that

10. The mountain railway ..... the remote villages rely for their daily needs is in need of rebuilding.

- (A) which                      (B) on which                      (C) of which                      (D) on that

11. .... leaves the office last should switch off the light.

- (A) Who                      (B) Whom                      (C) Whoever                      (D) Whatever

12. .... happens, the company needs to conclude the deal.

- (A) What                      (B) On which                      (C) Whoever                      (D) Whatever

**Day 16B Part 2 Strategy 1 Skill Building Answers are given during the lesson.**

# Day 17

## Vocab Review

- **Fill in the blanks.**

1. Have you sent the brochures out, or are they still here?
2. Will we need extra waiters for the banquet?
3. Who will be covering the morning shift tomorrow?
4. Both the museum and gallery will waive all fees during the national holiday.
5. It is mandatory that drivers take a new photo and renew their driving licenses in order to retain driving privileges.

- **Select the best answer to complete the sentence.**

1. We need to deal with industry ..... as soon as possible.  
(A) emit      (B) emitting      (C) emits      (D) emissions
  2. Everything has been done in accordance ..... the rules.  
(A) to      (B) with      (C) on      (D) for
  3. NXY Flooring took advantage of the ..... Market by opening its shop in Queenstown.  
(A) niche      (B) needed      (C) necessary      (D) nifty
- 

## **Part 5 Grammar Items; Linking Words (Miscellaneous)**

### **1. PRACTICE QUESTIONS**

#### **Practice 1**

The manager told Ms. Suzuki that she shouldn't talk in the cell phone ..... driving.

- (A) even      (B) beside      (C) while      (D) which



## Practice 2

..... the data were analyzed, the results remained consistent.

(A) Even      (B) **However**      (C) Nevertheless      (D) According to

## Practice 3

Some news reports say that Emone Food Company is currently deciding ..... to open a new factory in Milan.

(A) **whether**      (B) even      (C) whereas      (D) on

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## 2. Practice Test

1. .... most job seekers are looking for a permanent job, a temporary position may serve as a bridge to full-time employment.

(A) So      (B) **While**      (C) During      (D) That

2. A new system ..... incorporates the latest data-analysis methods were implemented this week.

(A) of      (B) where      (C) **that**      (D) such

3. Mr. Johnson will support ..... candidate wins.

(A) what      (B) when      (C) that      (D) **whichever**

4. Ms. Lee is a friendly and outgoing person who will do well in sales ..... she has limited experience in this area.

(A) already      (B) as far as      (C) **even though**      (D) whichever

5. Those teaching methods have become ..... prevalent that almost every school in the country is adopting them.

(A) very      (B) such      (C) **so**      (D) still

6. The information guide is intended ..... help address redeployment issues.

(A) which      (B) **to**      (C) for      (D) considerably

7. New recruits at Vickers, da Costa receive three months of intensive training ..... they begin working with clients.

(A) whereas (B) rather (C) before (D) nearly

8. Ms. Lee has created a short list of resources ..... includes recommended books, teacher handbooks, and curricula.

(A) that (B) what (C) whichever (D) almost

9. Sales fell by 10% last year, and ..... the company has to close down one of its factories.

(A) despite (B) because (C) as a result (D) unless

10. Campbell Motor Company manufactures utility vehicles and ..... produces spare parts.

(A) too (B) also (C) as well as (D) either

11. The company managed to increase its market share ..... an effective advertising campaign.

(A) thanks to (B) like (C) whose (D) because

12. The real estate market is still sluggish ..... the historically low interest rates.

(A) moreover (B) whereas (C) instead of (D) in spite of

13. The manager is confident that the large-volume customer will sign the contract ..... the company gives him a better discount.

(A) in addition (B) prior to (C) provided that (D) which

**Day17 B Part 2 Strategy 1 Skill Building Answers are given during the lesson.**

# Day 18

## Vocab Review

- **Fill in the blanks.**

1. The **figures quoted** are approximate only.
2. Didn't you want to be **transferred** to the head office?
3. Jane needs to **extend** her visa this month.
4. I was **charged** too much for this coat.
5. John is a very big **asset** to the publishing house.

- **Select the best answer to complete the sentence.**

1. When his ..... employers learned that he smoked; they said they wouldn't hire him.  
(A) prospect (B) prospector (C) **prospective** (D) prospectus
  2. He ..... himself in with a duplicate key.  
(A) opened (B) **let** (C) went (D) stood
  3. The move is designed to boost sales ..... the peak booking months.  
(A) when (B) on (C) while (D) **during**
- 

## **Part 5 Grammar Items; Verb Forms (a)**

### **1. PRACTICE QUESTIONS**

#### **Practice 1**

Peach cell phones ..... very popular right now because they offer solid performance at a good price.

- (A) to become (B) becoming (C) **are becoming** (D) becomes

## Practice 2

Suarez Corp ..... its merger with Velcorp yesterday to combine their Asia operations.

- (A) announces      (B) has announced      (C) will announce      (D) announced

## Practice 3

Workmen ..... Repairs to the north entrance to the City Museum, so it will reopen to the public as soon as they have finished.

- (A) making      (B) had made      (C) will have been made      (D) have been making

## Practice 4

Ms. O'Sullivan ..... to London to attend the board meeting next week.

- (A) will have flown      (B) has flown      (C) is flying      (D) has been flying

## Practice 5

At the end of next month, Executive Sous Chef Mary Bianca ..... the kitchen at a five-star hotel in London for 5 years.

- (A) has supervised      (B) will have supervised      (C) had been supervising      (D) is supervising

## Practice 6

Mr. Coulter will return to the headquarters in London as soon as he ..... the project here.

- (A) completes      (B) will have completed      (C) will complete      (D) is completing

## 2. Practice Test

1. The directors ..... the merger plan proposed by ABC Corporation.

- (A) discuss      (B) discussing      (C) discussed      (D) to discuss

2. During the school banquet last night, Mr. Greene ..... with an award for excellence in teaching.

- (A) honoring      (B) will be honored      (C) to be honored      (D) was honored

3. The cocktail reception organized by the Office of the Telecommunications Authority ..... with a speech by Professor Adam Johnson from New York.

- (A) open      (B) opened      (C) to open      (D) opening

4. We usually ..... that brand of detergent in stock.

(A) had                      (B) are having                      (C) have been having                      (D) have

5. The manager ..... in the sales department at ABC Corporation since 2006.

(A) have been working                      (B) works                      (C) has worked                      (D) will have worked

6. Peter Johnson ..... Television last night when the electricity suddenly went out.

(A) watched                      (B) was watching                      (C) used to watch                      (D) had watched

7. Mr. Schneider ..... from Italy when he had to leave for London.

(A) had just returned                      (B) just returned                      (C) has just returned                      (D) had been returning

8. Heineken Children's Bookshop makes sure they always ..... the best-selling titles in stock.

(A) has                      (B) will have                      (C) have                      (D) had

9. Please complete the paperwork before ..... in line.

(A) get                      (B) will get                      (C) to get                      (D) getting

10. .... in front of a driveway is not permitted.

(A) You can park                      (B) Park                      (C) Parking                      (D) Having parked

11. Using electronic trading systems instead of dealing over the phone with brokers ..... very popular recently.

(A) will become                      (B) has become                      (C) was become                      (D) becomes

12. The actress recently ..... the Doris Day Award at a ceremony in Hollywood.

(A) receives                      (B) is receiving                      (C) received                      (D) had received

13. At the end of December, the managing director ..... at the company for 25 years.

(A) has worked                      (B) had been working                      (C) will have worked                      (D) is working

**Day 18B Part 2 Strategy 1 Skill Building Answers are given during the lesson.**

## Day 19

### Vocab Review

- Fill in the blanks.

1. Retailers' **inventory** may exist in a warehouse or in a shop.
2. He gave us an **estimate** of the cost of repairing the sink.
3. Why is it taking so long to **process** the **invoices**?
4. Could you **locate** the files on the merger?
5. We offer a competitive salary **commensurate** with experience.

- Select the best answer to complete the sentence.

6. Lemon and lime juice were both temporarily ..... stock.  
(A) away of (B) out (C) into (D) **out of**
2. Two workers were fined for not ..... the correct procedures.  
(A) to follow (B) follow (C) **following** (D) followed
3. The group acquired the site adjacent ..... the broad lane factory.  
(A) in (B) **to** (C) on (D) at

### Part 5 Grammar Items: Verb Forms (b)

#### 1. PRACTICE QUESTIONS

##### Practice 1

Children under twelve must ..... by an adult.

- (A) accompany (B) be accompanying (C) accompanied (D) **be accompanied**

## Practice 2

French classes which were supposed to start on Monday .....due to insufficient attendance.

- (A) canceled      (B) were canceled      (C) is cancelling      (D) will cancel

## Practice 3

According to a survey, consumers who feel optimistic about the future economic situation ..... spending on luxury goods.

- (A) increases      (B) increase      (C) has increased      (D) is increasing

## Practice 4

One of the most popular mystery-detective novels written by Dan Brown ..... *The Da Vinci Code*.

- (A) call      (B) called      (C) is called      (D) are called

## Practice 5

Those feeling sick all the time, especially if most of the sickness is in their gut, .....from one or more food intolerances.

- (A) suffers      (B) is suffering      (C) has suffered      (D) are suffering

## 2. Practice Test

1. The cancer researcher .....and excited about the new advances in medical technology.

- Ⓐ is interesting      Ⓑ is interested      Ⓒ is interested in      Ⓓ is interesting in

2. The game of chess, one of the world most popular games, .....for many centuries.

- Ⓐ were played      Ⓑ playing      Ⓒ has been played      Ⓓ played

3. *The London Journal*, which has a circulation of 100,000, ..... since 1884.

- Ⓐ published      Ⓑ has published      Ⓒ was published      Ⓓ has been published

4. Maestro Tech Computers Ltd. is ..... to providing quality computers at affordable prices.

- Ⓐ dedicating      Ⓑ dedicates      Ⓒ dedicated      Ⓓ dedicate

5. The management teams, following the new guidelines set out by the board, ----- to work closely together to achieve this quarter's financial targets.

- Ⓐ needs      Ⓑ is needing      Ⓒ is needed      Ⓓ need

6. The cost of repairing the damage to the factory after the storm .....to be more than one million yen.

- Ⓐ expects      Ⓑ is expecting      Ⓒ expected      Ⓓ is expected

7. HK Landmark, Inc. .... a business proposal to fulfill a government project and is expecting response by the end of this week.

Ⓐ has submitted   Ⓑ had been submitted   Ⓒ was submitted   Ⓓ will be submitted

### Practice 1 – Word Stress

1. Where have you been?
2. Why don't we meet for lunch tomorrow?
3. What color do you think we should paint the walls?
4. Do you have any suggestions for this evening?
5. What was Mr. Johnson's idea for increasing our sales?

### Practice 2 – Word Stress

1. It's hard to get a taxi at this time of the day.
2. Are we going to need our umbrellas today?
3. Where are you going on your business trip?
4. How may I direct your call?
5. When did you move into this house?



## Practice Test

1. Where have you been?

A. No, not yet. B. It's from Paris. C. **The post office.**

2. Why don't we meet for lunch tomorrow?

A. Because it's in the coffee shop. B. They're working late today. C. **Thanks, I'd love to.**

3. What color do you think we should paint the walls?

A. He's a painter. B. **I prefer green.** C. No, I don't care for it.

4. Do you have any suggestions for this evening?

A. It's his suggestion. B. **We could go to the movies.** C. No, it's right here.

5. What was Mr. Johnson's idea for increasing our sales?

A. No, it's not on sale. B. **He wants to advertise more widely.** C. That's a good price.

6. It's hard to get a taxi at this time of the day.

A. **Yes, it always is.** B. No, thank you. Maybe next week. C. About ten dollars.

7. Are we going to need our umbrellas today?

A. We'll close early today. B. **Yes, it's supposed to rain.** C. To find my umbrella.

8. Where are you going on your business trip?

A. On the second. B. **To Sydney.** C. By plane.

9. How may I direct your call?

A. Thanks for calling. B. **To room service, please.** C. No, it's called.

10. When did you move into this house?

A. It's not moving at all. B. About three times. C. **Almost a year ago.**

## Day 20

### Vocab Review

- **Fill in the blanks.**

1. In general, **incumbents** have a 94 per cent chance of being re-elected.
2. The fare has gone up **effective** today.
3. When does the **warranty** on your computer expire?
4. The wage disagreement was resolved by **arbitration**.
5. He has retired from the board of directors to become the president of one of our **affiliates**.

- **Select the best answer to complete the sentence.**

1. Could you look .....the contract?  
(A) down (B) **over** (C) among (D) below
2. How much will it cost to..... the leaflets printed?  
(A) let (B) own (C) possess (D) **have**
3. Please acknowledge receipt of the letter by signing the ..... form.  
(A) enclose (B) enclosing (C) **enclosed** (D) encloses

## Part 5 Grammar Items; Verb Forms (c)

### 1. PRACTICE QUESTIONS

1. Bags ..... the weight limit are subject to additional charges.  
Ⓐexceed Ⓑexceeded Ⓒ**exceeding** Ⓓexcessive
2. ....100 kg, Mr. Johnson decided to lose weight.  
ⒶWeigh Ⓑ**Weighing** ⒸWeighed ⒹTo weigh

### 2. NON-FINITE VERB EXERCISE

Identify the following non-finite verbs.

1. Worrying can lead to feelings of high anxiety. – **Gerund**
2. Worrying economic signals from China sent stocks sharply down. – **Participle**
3. She is a mother worrying about the future of her children. – **Participle**
4. A worrying report appeared in The Daily Journal. – **Participle**
5. Part of a mother's job is to worry. – **Infinitive**
6. Worried about money and his financial future, he has anxiety attacks. – **Participial Construction**
7. She is a worrying mother. – **Participle**

### 3. Practice Test

1. The land ..... by local businessman, Joe Smith, is ideally located for building the new City Library.  
Ⓐ is donated    Ⓑ donates    Ⓒ **donated**    Ⓓ to donate
2. Earlier this week, a report .....the details of the accident was submitted to the insurance company.  
Ⓐoutline    Ⓑoutlined    Ⓒ**outlining**    Ⓓoutlines
3. .... to secure the contract, ABC Manufacturing has offered to reduce the price of its original proposal by five per cent.  
ⒶTry    Ⓑ **Trying**    Ⓒ Tried    Ⓓ Tries
4. .... to Auckland City Council last year, the land can be used for developing council houses.  
ⒶDonate    ⒷDonating    ⒸBeen donated    Ⓓ**Donated**
5. .... only a few blocks from the beach, Trattoria Alfredo is always packed with surfers.  
ⒶSituate    Ⓑ**Situated**    ⒸSituating    ⒹTo situate
6. Ms. Andrews applied for the public relations position .....in yesterday's paper.  
Ⓐwas advertised    Ⓑadvertising    Ⓒ**advertised**    Ⓓto advertise
7. .... during the last World War, the building is in desperate need of restoration.  
Ⓐ**Built**    ⒷBuilding    ⒸBeen built    ⒹHaving built
8. The discussion session ..... the lecture on communications will give attendees an opportunity to talk to Prof. Honma directly.  
Ⓐfollow    Ⓑfollows    Ⓒ**following**    Ⓓfollowed
9. Bookshops have decided to offer a discount of 25% for Professor Suzuki's new book for 30 days immediately ----- its publication.  
Ⓐwill follow    Ⓑfollows    Ⓒfollowed    Ⓓ**following**

**Part 2 STRATEGY: Understand the type of distractors for Part 2 items.**

1. Who will be making the presentation?
  - (A) Yes, the presentation ended last week.      ×Incorrect Verb Tense
  - (B) The present was for Mike.                      ×Similar-sounding words
  - (C) It has not been decided yet.
  
2. When did Mr. White call to say that he would be delayed?
  - (A) Yes, he did, I think.                              ×Response to the incorrect type of question(Yes/No question)
  - (B) In my office.                                        ×Response to the incorrect type of question(Where question)
  - (C) Around noon.
  
3. You don't know the combination for the lock, do you?
  - (A) Yes, I know the variety of color combinations.      ×Repeated words
  - (B) Yes, they look very nice together.                      ×Incorrect person + Similar-sounding words
  - (C) Sorry, but Susan might know what it is.
  
4. She is the heir to her father's fortune, isn't she?
  - (A) Yes, she tells you what will happen to you in the future.      ×Associated words out of context
  - (B) The air is free for all.                              ×Homophones
  - (C) Yes, she is.
  
5. Wasn't that a fascinating article?
  - (A) It was indeed.
  - (B) It will be finished soon.                      ×Incorrect verb tense
  - (C) Yes, he was fascinating.                      ×Repeated words + incorrect person