

Incomplete sentences

A

Strategy: Improve your knowledge of suffixes and prefixes

Knowledge of suffixes and prefixes can help you guess the meaning of unfamiliar words. This unit will familiarize you with some of the most common forms.

Test tip

Learn suffixes to identify nouns and verbs

Questions that require nouns or verbs are common in the TOEIC test. Learning to recognize noun and verb suffixes will help you to choose the right one.

1 Test tactic: Noun and verb suffixes

- A The words below feature some of the most common suffixes used with nouns and verbs. For each word decide whether it is a noun or a verb.

cooperation	<input type="checkbox"/> N	<input type="checkbox"/> V	simplify	<input type="checkbox"/> N	<input type="checkbox"/> V	security	<input type="checkbox"/> N	<input type="checkbox"/> V
criticize	<input type="checkbox"/> N	<input type="checkbox"/> V	quickness	<input type="checkbox"/> N	<input type="checkbox"/> V	widen	<input type="checkbox"/> N	<input type="checkbox"/> V
partnership	<input type="checkbox"/> N	<input type="checkbox"/> V	activate	<input type="checkbox"/> N	<input type="checkbox"/> V	assistance	<input type="checkbox"/> N	<input type="checkbox"/> V
department	<input type="checkbox"/> N	<input type="checkbox"/> V	celebration	<input type="checkbox"/> N	<input type="checkbox"/> V	realize	<input type="checkbox"/> N	<input type="checkbox"/> V

- B Now look at the list of suffixes and mark whether each is a noun or verb suffix.

-tion/-sion	<input type="checkbox"/> noun	<input type="checkbox"/> verb	-ise/-ize	<input type="checkbox"/> noun	<input type="checkbox"/> verb
-ity	<input type="checkbox"/> noun	<input type="checkbox"/> verb	-en	<input type="checkbox"/> noun	<input type="checkbox"/> verb
-ness	<input type="checkbox"/> noun	<input type="checkbox"/> verb	-ate	<input type="checkbox"/> noun	<input type="checkbox"/> verb
-ment	<input type="checkbox"/> noun	<input type="checkbox"/> verb	-(i)fy	<input type="checkbox"/> noun	<input type="checkbox"/> verb
-ance/-ence	<input type="checkbox"/> noun	<input type="checkbox"/> verb	-ship	<input type="checkbox"/> noun	<input type="checkbox"/> verb

- C For each sentence below, first decide if it requires a noun or verb, then choose the best word of the correct type to fit the gap.

investigation	identify	devastate	repetitiveness	criticize
document	internship	renovate	dependence	soften

1. The stockholders have called for a(n) to find out where the money went.
2. Jon's boss would often loudly him for even the smallest mistakes that he made.
3. Doing a(n) is a good way for students to get work experience.
4. Miller Manufacturing's on one supplier caused serious problems when that company went bankrupt.
5. A consultant was hired to the company's main weaknesses, and suggest solutions.
6. Bill panicked when he realized he had left a key on his desk at home.
7. The company spent millions to its main office in order to impress its customers.
8. Officials worry that the hurricane will the coastal areas if it changes its course.
9. Many people dislike the of working on a factory assembly line.
10. Cyclists often use special pads to the seat for long-distance rides.

Test tip

Being able to guess the meaning of unknown words is important for all parts of the test. Learning common prefixes can help you guess the meaning of words you don't know.

2 Test tactic: Use prefixes to help decide the best answer

A Look at the list of some of the most common prefixes below. Match the prefix to the meaning on the right. The first one is done for you.

1 dis-	discomfort (n), discontinue (v)	<input type="checkbox"/> a badly or wrongly
un-	unable (adj), unfasten (v)	
non-	non-fiction (adj), non-political (adj)	<input checked="" type="checkbox"/> b reverses the meaning
im-/in-/ir-/il-	inconvenient (adj), illegal (adj)	
2 co-	co-founder (n), cooperate (v)	<input type="checkbox"/> c between
3 sub-	submarine (n), subsection (n)	<input type="checkbox"/> d joint or together
4 inter-	interaction (n), international (adj)	<input type="checkbox"/> e again or back
5 re-	re-organization (n), review (v/n)	<input type="checkbox"/> f below, under
6 over-	overwork (v), overpriced (adj)	<input type="checkbox"/> g too much
7 mis-	mislead (v), misunderstanding (n)	

B Now use your understanding of prefixes to help you choose the best word to complete each sentence.

- | | |
|--|-------------------------|
| 1. The company's bid was rejected because the quality of their work was | a misheard |
| 2. Jake Thomson and Phil Greene the project, each looking after one team. | b disconnect |
| 3. There is a(n) in each room to allow all the staff to communicate easily, even between different floors. | c unwrap |
| 4. After the plane crash they needed to completely the damaged runway. | d impatient |
| 5. Many people believe that lawyers are and charge too much for their services. | e co-supervise |
| 6. Sorry, I think I you. I thought you said you were going to book the meeting room. | f overpaid |
| 7. He didn't pay his phone bill so they came to his line. | g resurface |
| 8. The children couldn't wait to their presents on Christmas Day. | h non-refundable |
| 9. I often get very if there is heavy traffic when I am in a hurry. | i intercom |
| 10. Since the gift was in the sale it was | j sub-standard |

Tactics checklist

- Learning common prefixes can help you guess the meaning of words you don't know.
- Learn suffixes to identify nouns and verbs.

3 Tactic practice

Use the tactics you have practiced to answer the following questions.

1. The two presidents maintained a close despite their rival businesses.
(A) friendly
(B) friend
(C) friendship
(D) friends
2. Efforts were made to the sizes of track gauge across Europe in the late twentieth century.
(A) standard
(B) standards
(C) standardization
(D) standardize
3. The program seems easy to use, but the interface needs to be
(A) simplified
(B) simply
(C) simplest
(D) simplification
4. My tennis racket will need to be to return it to its original condition.
(A) circumscribed
(B) restrung
(C) detached
(D) mishandled
5. He transferred from the parent company to one of its smaller
(A) partnerships
(B) subsidiaries
(C) conglomerates
(D) multinationals
6. To resolve their differences, an was employed to deal with the two sides.
(A) investigation
(B) intermediary
(C) assistance
(D) impatient

B

Mini-test

Now apply the *Test tactics* at the actual test speed with questions 1–12.



You have 6 minutes to complete 12 items. To use your time wisely, use the 2-pass method you learnt in Unit 5.1. Spend no more than 30 seconds on each item. If you don't know the answer, guess and move on.

1. Disagreements over the of the design eventually led to a court case.
(A) owner
(B) ownership
(C) owning
(D) owned
2. The addition of steel girders was designed to the roof support beams.
(A) strong
(B) strongly
(C) strength
(D) strengthen
3. It is essential to fully on the operation of the machinery in order to avoid accidents.
(A) concentration
(B) concentrating
(C) concentrate
(D) concentrates
4. He was known in the business for his attitude and astute business sense.
(A) uncompromising
(B) international
(C) preventative
(D) secretarial

5. The levels of adult in the developing world have fallen by five percent in the last ten years.
- (A) educational
 - (B) immortality
 - (C) illiteracy
 - (D) supervision
6. The trip to Boston will be postponed until next week, there is an improvement in the weather.
- (A) because
 - (B) since
 - (C) for
 - (D) unless
7. Plans to the highway from four to six lanes were blocked by the local government.
- (A) wide
 - (B) width
 - (C) narrow
 - (D) widen
8. The meeting will have to be to a later date.
- (A) arranged
 - (B) rescheduled
 - (C) planned
 - (D) prepared
9. This is the kind of decision that only a businessman can make.
- (A) hard-nosed
 - (B) wide-eyed
 - (C) straight-lipped
 - (D) flat-headed
10. The contract if the parties hadn't come to a last-minute agreement.
- (A) was canceled
 - (B) could be canceled
 - (C) would have been canceled
 - (D) might not have canceled
11. Gift giving is considered standard amongst hosts, and guests should feel no to return the favor.
- (A) oblige
 - (B) obliged
 - (C) obliges
 - (D) obligation
12. Tax is available for those with dependents earning less than the statutory minimum.
- (A) refund
 - (B) relief
 - (C) compensation
 - (D) awareness

Vocabulary practice

Use the following words to complete the crossword puzzle below. Two have been done for you. Refer to the word list on page 176 if you need help.

devastate
impatient
criticize

interaction
mislead
obligation

overstocked
~~uncompromising~~
renovate

illiteracy
discontinue
intermediary

Across

1. Showing no willingness to reduce their demands or back down
3. To have too much of a product or item
6. An inability to read and write
7. Somebody who carries messages to try to bring about agreement
8. Seriously damage or destroy
9. Upset or annoyed at having to wait
10. To complain about something you think is wrong
11. To make something like new again

Down

2. To cause somebody to have a false opinion or belief
4. To stop doing something
5. Something that must be done because of legal or moral duty
6. Activity between two or more people or things

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⁵								L														
				⁶					E													
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Go to word list and quiz page 176.