

Text completion

A

Strategy: Choose the correct verb form: future, perfect

This unit will familiarize you with the way that future and perfect forms are used and how they can appear in the TOEIC test.

Test tip

The sentence gives clues to the correct future form

Look for future time markers like *next*, *tomorrow*, *upcoming*, etc.

Watch for forms of the verb to be (*is/are*) which may indicate a continuous form.

1 Language building: Using the future form

A Look at the common future forms shown in the examples below.

will/be going to – plus base verb form

Examples

Are you going to play tennis on Saturday?

They're going to buy the parts in Australia.

Do you think they will accept the offer?

I won't go to the show tomorrow.

Present continuous – *am/is/are*
plus verb + *-ing*

Examples

I'm meeting the chairman at 3.00.

He isn't coming to Paris next week.

Are they bringing the documents?

B Complete the sentences with the correct form of the verb.

1. Will they (send) us the agenda?
2. I'm (discuss) the contract with them at the upcoming meeting.
3. I'm going to (see) him at next May's sales meeting.
4. I promise that I will (send) the invoices to you by the end of the week.
5. He isn't (take) the samples to the customer.
6. Why aren't they going to (meet) the schedule?

Follow up: Now write one true *will/going to*, and one true present continuous (future) sentence about yourself. You could write about a job, studies, holidays, travel, or other plans. Compare with a partner.

Test tip

The sentence gives clues to the correct perfect form

Look for future time markers like *how long, ever, since*. *Have/had been* usually indicates the continuous form.

2 Test tactic: Choose the correct perfect form

A Look at the form shown in the examples below.

Perfect simple (past/present/future)

– *has/have/had* + past participle

Examples

Have you ever played at St. Andrews?

He hasn't seen the new outlines yet.

He had already eaten by the time I arrived.

Perfect continuous (past/present)

– *has/have/had been* + verb + *-ing*

Examples

They have been discussing the plans for more than three hours.

He hadn't been paying the sales staff for several months, prior to the closure.

B Choose the correct form of the verb to complete the sentences.

- How long have you (employ) by your present company?
(a) been employed
(b) being employed
(c) employed
(d) be employed
- Bill has been (work) in Belgium since 1994.
(a) worked
(b) works
(c) working
(d) worker
- The interviewer had already been (wait) for an hour when she arrived.
(a) waiter
(b) waits
(c) waited
(d) waiting
- I hadn't (have) a chance to meet the new director before the conference.
(a) having
(b) have
(c) had
(d) been having

Follow up: Now write one true perfect simple, and one true perfect continuous sentence about yourself. You could write about past experiences or jobs and hobbies you have been doing for some time. Compare with a partner.

Tactics checklist

- ☑ Watch for word clues for future forms.
- ☑ Watch for word clues for perfect forms.
- ☑ Sometimes you may have to read the other sentences to find out when the action happens.

3 Tactic practice

Use the tactics you have practiced to complete the following. For each answer underline the words that helped you and compare your answer with a partner.

Questions 1-4 refer to the following letter.

Dear Mr. Blackburn,

I'm writing about the position in the accounting department that we spoke about last month. As you know I to work for a year to save money before

1. (A) was planned
(B) had been planning
(C) will plan
(D) was going to plan

returning to school to finish my masters course.

I'm afraid since we spoke, my situation has changed. Recently I have come into a bit of money and I be able to afford to return to school earlier than I had originally

2. (A) to
(B) can
(C) going to
(D) will

thought possible. I start my course this coming September which means that I will

3. (A) am going to
(B) did
(C) want
(D) am hoping

have to refuse your offer of a job for the coming year.

I really hope this won't cause you any inconvenience. You have been extremely kind to my family and me. Without your help we wouldn't able to secure the loan on the new

4. (A) be
(B) be going to
(C) have been
(D) have

equipment for the farm last year.

Thank you again for your offer, and all your help.

Sincerely

Brad Jenkins

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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.

Questions 1–4 refer to the following newspaper story.

Problems at Beeton Steel

Beeton Steel Company this afternoon that they will be closing their Milltown plant

1. (A) renounced
(B) denounced
(C) pronounced
(D) announced

at the end of this year. John Leighton, a spokesman for Beeton reported that costs at the facility had been rising for some time and at recent talks the company to resolve a six-month-long labor

2. (A) had failed
(B) will fail
(C) fails
(D) could have failed

dispute. Union officials are claiming that this result in a loss of over 2000 jobs for the Milltown area

3. (A) unfortunate
(B) will
(C) did
(D) unfair

and have accused Beeton of closing the plant as a move to break the union. They have promised strikes and protests in all Beeton factories the closure is canceled.

4. (A) after
(B) when
(C) unless
(D) if

Questions 5–8 refer to the following advertisement.

The classical music event of the season!

Fans of classical music are in for a rare treat in December. The famed Dusseldorf Chamber Orchestra a one-night performance of Handel's Xerxes at the Rondel Theatre.

5. (A) has given
(B) gave
(C) will be giving
(D) gives

The DCO is touring North America from October until the new year and we are very lucky that they to make a stop in our fair city. Based upon the glowing reviews their performances

6. (A) decide
(B) will have decided
(C) have been decided
(D) have decided

have this year already, this is going to be a night true music lovers will never forget.

7. (A) received
(B) given
(C) done
(D) seen

This is likely to be the last tour for famed conductor Vasily Krampfstein, as he has announced his retirement, so be sure not to miss this in a lifetime opportunity.

8. (A) sometimes
(B) always
(C) never
(D) once

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Questions 9–12 refer to the following notice.

Annual PAWS Fundraiser

The Pollville Animal Welfare Society would like to announce its annual fundraising dinner. For over 25 years PAWS, protected and provided a home for thousands of abused

9. (A) had been rescuing
(B) rescues
(C) will rescue
(D) has rescued

and abandoned animals in Pollville and surrounding Duxham county.

This year they are hoping to \$4500 to provide a new roof for the shelter and repair the

10. (A) take
(B) raise
(C) prepare
(D) donate

damage caused to the fence in the large livestock run by the recent tornado.

As usual the dinner to be held in the Pollville community hall and will be followed by

11. (A) is going
(B) will
(C) plans
(D) is planning

a series of amusing skits put on by our PAWS-patrol volunteers from Duxham High School and then square-dancing with music by our very own Paw McGruder.

12. (A) instruments
(B) provided
(C) playing
(D) performance

The tickets are \$25 and may be purchased in all local shops.

Come on down and have a great time supporting a worthy local cause.

C**Grammar practice**

Match the sentence beginnings on the left to the best ending on the right.
The first one is done for you.

- | | |
|---|---|
| 1. The annual conference has been ... | <input checked="" type="checkbox"/> ... ask for increased taxes on foreign livestock imports. |
| 2. The famed musician announced that he is ... | <input type="checkbox"/> ... meeting Joe to study for the upcoming math test. |
| 3. The agricultural board announced that they will ... | <input type="checkbox"/> ... denounced the court decision to take the child away from her parents. |
| 4. Although Kenji had read the word before, he had ... | <input type="checkbox"/> ... won't start negotiations until the rebels have renounced violence and surrendered their weapons. |
| 5. I'm afraid I can't come to the party tonight. I am ... | <input type="checkbox"/> ... will change the cargo invoices and send them to us next week. |
| 6. Several protesting religious and social groups have ... | <input type="checkbox"/> ... going to refuse the multi-million dollar recording contract. |
| 7. The man lost his job several years ago and since then has been ... | <input type="checkbox"/> ... going to leave all her money to worthy charities. |
| 8. The minister of the war-torn country stated on TV that they ... | <input type="checkbox"/> ... I'll quickly get tired of the inconvenience and long travel times. |
| 9. I spoke to the shipping agent and he said he ... | <input type="checkbox"/> ... been rescued, he was placed in a secure and loving home. |
| 10. I may enjoy the quiet of living in the country but I'm sure ... | <input checked="" type="checkbox"/> ... canceled this year due to lack of money. |
| 11. The rich woman decided that she was ... | <input type="checkbox"/> ... living in an abandoned car. |
| 12. A month after the abused dog had ... | <input type="checkbox"/> ... never heard it pronounced. |

D**Further study****Truth or lies**

- A** Make three sentences about the most interesting things you have done.
Two should be true, one should be a lie.

Examples

I have scuba dived.

I have ridden an elephant.

I have slept in the Sahara desert.

Tell a partner and see if they can guess which one is the lie!

- B** Now make three sentences (two true, one lie) about things you plan to do in the future and play the same game.

Go to word list and quiz page 176.