

Incomplete sentences

A

Strategy: Improve your knowledge of pronouns

Use of pronouns is a common feature tested in Part 5. Being aware of how they are used **can** improve your score.

Test tip

Decide what the blank is referring to. Often the sentence in the test will feature both a subject and one or more objects. Decide whether the blank is replacing a subject or an object and choose the correct pronoun.

1 Language building: Subject/object personal pronouns

A For each of the following sentences decide whether the missing word is a subject (S) or object (O). The first one has been done for you.

1. Ms. Smithers will attend the function, but her sister will not be coming with (S)
2. The president and his wife argued right in front of us while pretended not to notice. _
3. I bought my wife a watch but she told me didn't fit properly. _
4. When Jack arrived at the meeting, the other members were already waiting for _
5. While was away at University, Jack's dad wrote to him everyday. _
6. The members were upset that dinner hadn't been arranged for _

B Now choose the best pronoun to fit each blank from the list below, and mark which sentence it best fits. The first one has been done for you.

Subject Pronouns

- | | |
|---------------------------------------|------------------------------|
| <input checked="" type="checkbox"/> I | <input type="checkbox"/> he |
| <input type="checkbox"/> you | <input type="checkbox"/> she |
| <input type="checkbox"/> we | <input type="checkbox"/> it |
| <input type="checkbox"/> they | |

Object Pronouns

- | | |
|-------------------------------|---|
| <input type="checkbox"/> me | <input type="checkbox"/> him |
| <input type="checkbox"/> you | <input checked="" type="checkbox"/> her |
| <input type="checkbox"/> us | <input type="checkbox"/> it |
| <input type="checkbox"/> them | |

C For each of the following sentences decide whether the missing word is a possessive pronoun (P) or a possessive adjective (A). The first one has been done for you.

1. The coat with the red lining is My mother gave it to me. (P)
2. Sally had an accident last week and dented car door. _
3. Are you sure that pen is ? I lost one just like it. _
4. They rarely go to restaurants so it is first time to eat Thai food. _
5. I can't find wallet. Could you lend me \$10? _
6. John said he left his book in here so I guess this one is _

D Now choose the best pronoun to fit each blank from the list below, and mark which sentence it best fits. The first one has been done for you.

Possessive Pronouns

- | | |
|--|-------------------------------|
| <input checked="" type="checkbox"/> mine | <input type="checkbox"/> his |
| <input type="checkbox"/> yours | <input type="checkbox"/> hers |
| <input type="checkbox"/> ours | <input type="checkbox"/> its |
| <input type="checkbox"/> theirs | (not common) |

Possessive Adjectives

- | | |
|--------------------------------|------------------------------|
| <input type="checkbox"/> my | <input type="checkbox"/> his |
| <input type="checkbox"/> your | <input type="checkbox"/> her |
| <input type="checkbox"/> our | <input type="checkbox"/> its |
| <input type="checkbox"/> their | |

Follow up: Compare choices with your partner, then make one or two similar sentences with the pronouns/adjectives you didn't use.

Test tip

Often the answer choices will have both possessive pronouns (e.g. *my*) and adjectives (e.g. *mine*). Look at the sentence to decide whether the blank is modifying a noun (possessive adjective) or replacing it (possessive pronoun).

Grammar note

Possessive adjectives are generally found next to the noun. Sometimes, though, there may be another adjective before the noun.

Test tip

Be aware of indefinite pronoun use tested in the TOEIC

These are some common indefinite pronoun uses tested in the TOEIC.

Some(-one/-body/-where): used for sentences with a positive meaning

No(-one/-body/-where): used to give a negative meaning to a positive sentence

Any(-one/-body/-where): for questions and sentences with a negative meaning

All, any, both, few, many, more, other, several, some: used as plural

Every, each, either, -one: used as singular

2 Test tactic: Indefinite pronouns

Use the tips on common uses of indefinite pronouns in the Test tip to help you choose the answer choice that best matches the sentence. The first one is done for you.

1.**A**.... of the things that local people make would be in high demand on the open market.
(A) Some
(B) Another
(C) Anybody
(D) Nobody
2. told me that I had to submit the request three weeks in advance.
3. I can't think of else we could find a better location for the new branch.
(A) either
(B) someplace
(C) anywhere
(D) both
4. John isn't riding his motorcycle because of its tires are flat.
5. Please send of your receipts to the payroll section for speedy repayment.
(A) all
(B) every
(C) any
(D) many
6. The failed project has left us without working capital for the coming quarter.

3 Tactic practice

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

1. Is there around here I can have these documents color printed?
(A) something
(B) place
(C) anywhere
(D) many place
2. Have you seen the report prepared on the new client?
(A) her
(B) she
(C) hers
(D) she'll
3. I am sure that coat is Tom's because his mother gave it to for his birthday.
(A) he
(B) me
(C) his
(D) him
4. I'd love to go, but I don't have money.
(A) any
(B) many
(C) some
(D) a lot
5. Jane and her new assistant attended the conference.
(A) Either
(B) Did
(C) Both
(D) Can
6. The list included of the members of the board.
(A) no one
(B) either
(C) any
(D) each

Tactics checklist

- For personal pronouns decide whether the blank requires a subject or object pronoun.
- For possessives decide whether the blank is modifying a noun or replacing it.
- Watch for the common uses of indefinite pronouns.

Mini-test

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



You will 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.

1. I'm not sure there was we could have done to get the account.
(A) something
(B) what
(C) anything
(D) way
2. I don't think the director was very to your ideas for revising our sales approach.
(A) receivable
(B) receptacle
(C) reception
(D) receptive
3. For some years the management has tried to a low-stress working environment.
(A) start
(B) place
(C) ensure
(D) give
4. If you hurry, you can probably make it in time to meet plane.
(A) their
(B) she's
(C) air
(D) a
5. If your car isn't fixed by the weekend you are certainly welcome to borrow to pick up your mother.
(A) mine
(B) this
(C) some
(D) other
6. Our lawyers have announced that the bank has requested immediate of all outstanding debt.
(A) borrowing
(B) repayment
(C) returning
(D) loan
7. Our agents have informed us that of the containers were damaged in transit.
(A) one
(B) several
(C) any
(D) much
8. of the management staff realized the amount of time and effort that had gone into the job.
(A) Total
(B) Head
(C) Few
(D) Job
9. How long Mr. Parker held his current position in the company?
(A) did
(B) can
(C) will
(D) has
10. In my opinion of the candidates is particularly suitable for the position.
(A) neither
(B) both
(C) all
(D) either
11. I am sorry to tell you that we will not be your contract for the coming year.
(A) requested
(B) completion
(C) sign
(D) renewing
12. The rental contract stated that the customer would be for any dents or scratches found on the vehicle.
(A) literal
(B) liable
(C) limited
(D) licensed

- A Pronouns allow us to talk without having to repeat the same words over and over again. Look at the story of Goldilocks and the three bears. Replace the words in brackets with pronouns to make the story sound better.

it his someone they she my her their

The story of her (Goldilocks) and them (the three bears)

Once upon a time, there was a little girl named Goldilocks. One day (Goldilocks) (1) went for a walk in the forest. After a while (Goldilocks) (2) came upon a house. The door was open so (Goldilocks) (3) went in.

On the kitchen table, there were three bowls of porridge. Goldilocks was hungry, so (Goldilocks) (4) tasted the porridge from the first bowl.

"(This porridge) (5) 's too hot!" (Goldilocks) (6) exclaimed.

So, (Goldilocks) (7) tasted the porridge from the second bowl.

"(This porridge) (8) 's too cold," (Goldilocks) (9) said.

So, (Goldilocks) (10) tasted the last bowl of porridge.

"Ahhh, this porridge is just right," (Goldilocks) (11) said happily and ate (the porridge) (12) all up.

Goldilocks was very tired, so (Goldilocks) (13) went to the bedroom. (Goldilocks) (14) lay in the first bed, but (the bed) (15) was too hard. Then she lay in the second bed, but (the bed) (16) was too soft. Then (Goldilocks) (17) lay down in the third bed and (the bed) (18) was just right, so (Goldilocks) (19) fell asleep.

Soon the three bears came home.

"(An unknown person) (20) 's been eating (Papa bear's) (21) porridge," growled the Papa bear.

Then Mama bear saw that (an unknown person) (22) had been eating (Mama bear's) (23) porridge too.

Suddenly Baby bear noticed that (an unknown person) (24) had been eating (Baby bear's) (25) porridge too. "And (the unknown person or persons) (26) ate (Baby bear's porridge) (27) all up!"

(The bears) (28) decided to look around (the bear's) (29) house some more and when (the bears) (30) got upstairs to the bedroom, Papa bear growled,

"(An unknown person) (31) 's been sleeping in (Papa bear's) (32) bed."

"(An unknown person) (33) 's been sleeping in (Mama bear's) (34) bed, too" said the Mama bear.

"(An unknown person) (35) 's been sleeping in (Baby bear's) (36) bed and (a female person) (37) 's still there!" exclaimed Baby bear.

Just then, Goldilocks woke up and saw the three bears. (Goldilocks) (38) screamed, "Help!" and ...

- B How do you think it ends? Finish the story, using pronouns correctly. In the next lesson compare your story with your classmates. How was your ending different?

Go to word list and quiz page 183.