

Text completion

A

Strategy: Choose the correct word: prepositions and conjunctions

Prepositions and conjunctions are a common feature of English writing. Understanding the ways they are used can help you choose the correct answer.

Test tip

Choose the correct preposition
Prepositions are often tested in Parts 5 and 6. Familiarize yourself with some common patterns to help you eliminate wrong answers quickly.

1 Language building: Prepositions

English uses many prepositions to represent time, location, movement/direction and position.

Time

A Choose the correct prepositions from the box on the right to complete the text. The first one has been done for you.

Mr. Sanchez will be arriving **on** Monday the 25th (1) 5 o'clock. This will be his first visit here (2) April last year, so he hasn't seen our new factory (3) more than nine months. We are keen to show him the new production line, which opened (4) June, so we'll take him there (5) the 27th.

on
in
on
at
for
since

Follow up: Now discuss with your partner how to complete the following statements about time prepositions.

- is used for times of the day.
- is used for days and dates.
- is used for months, years, and seasons.
- is used for lengths of time.
- is used to refer to a point in time in the past.

Position

B Three common prepositions of position are *in*, *on* and *at*. Familiarize yourself with some common patterns of usage for these words.

in	on	at
She's in the living room. She's in her office. She's in bed. She lives in Manhattan.	They are on the table. They are on the bus. I found them on the floor.	He's at the bank. He's at work. He's at home. Meet me at the corner of 11th and Broadway.

Follow up: Ask and answer the following "where" questions with your partner. Be careful which preposition you choose in your answer.

- Where do you usually leave your keys?
- Where do you usually meet your friends?
- Where do you spend most of your time?
- Where do you study English?

Direction

- C Choose the correct prepositions from the box on the right to complete the text. The first one has been done for you.

I walk out of my house at 8 o'clock, get (1) my car, and drive (2) a parking lot, which is about five minutes on foot from my office. After parking, I walk (3) a short pedestrian street and then (4) the corner. From there I can see my office (5) the street. The traffic is always busy, but there is a tunnel that I generally walk (6) to get to the other side.

out of
along
through
around
to
into
across

Follow up: Now describe your journey from your home/office to where you are now.

Test tip

Compare two halves of a sentence

For questions testing conjunctions, compare the two halves and consider their relationship. Use this information to help you choose the correct conjunction.

2 Test tactic: Conjunctions

- A Conjunctions are used to join two parts of a sentence together and express their relationship. If the answer choices are conjunctions, look at the two halves of the sentence before and after the conjunction to help you choose the correct word. Choose the appropriate conjunction from the box below to complete the following sentences.

1. The train journey takes more than an hour E the train can only reach 25 miles per hour.
2. He passed the initial interview failed the second interview.
3. You can apply now wait until the position becomes available in future.
4. In winter the weather is generally cold wet.
5. It is not polite to wear shoes in the house to blow your nose loudly.

A and B nor C but D or E because

- B Other conjunctions occur in natural pairs. Learn to recognize these patterns to help you identify the correct choices quickly. Study the list on the left for thirty seconds. Then answer the questions on the right as quickly as possible.

both ... and
not only ... but also
either ... or
neither ... nor
whether ... or

1. We have the service to suit you, you want to travel in luxury, or arrive as soon as possible.
(A) not only
(B) whether
(C) both
2. Entering the building requires not only a keycard, a fingerprint scan.
(A) but also
(B) or
(C) and
3. We will have to take the bus, or get a taxi in order to reach the office in time.
(A) neither
(B) both
(C) either

Tactics checklist

- Eliminate wrong prepositions quickly.
- Compare the two parts of a sentence to choose conjunctions.

3 Tactic practice

Use the tactics you have practiced to answer the following questions. Read the questions, and quickly eliminate any definitely wrong answers before choosing the correct answer choice.

Questions 1–4 refer to the following letter.

Dear Mr. Anderson,

Thank you very much for the letter you sent us on September 17th, inquiring about the

1. (A) to
(B) with
(C) of
(D) from

availability of replacement parts for the CX232 fan heater. Please accept my apology for being unable to give you a definitive answer this time.

2. (A) at
(B) on
(C) by
(D) with

Unfortunately, our principle supplier of this part, HX Industries, was badly affected by a fire at one of their main manufacturing plants, this has left us with a deficit of replacement parts.

3. (A) but
(B) and
(C) because
(D) whether

We are currently seeking an alternative supplier, and hope to be able to conclude a deal the end of the month. We will request immediate delivery of all parts required then.

4. (A) until
(B) in
(C) on
(D) by

We will be happy to notify you as soon as we receive information to confirm this. Thank you for your continued interest in our company.

Yours sincerely,

Hamilton S. Williams

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CEO Fantech

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 article.

Travelers the Tei Kai region have long been impressed by its towering mountains to the north,

1. (A) visiting
- (B) to visit
- (C) visited
- (D) visit

and desert plains to the south. Long known as an economically backward region, it has, the last fifty

2. (A) while
- (B) since
- (C) for
- (D) in

years, undergone something of a transformation. The construction of the Wan Hei dam enabled engineers to channel the waters of the Gang River for agricultural purposes. The result has been an ever expanding corridor of greenery spreading the once barren land, and a subsequent rise in the population and wealth

3. (A) through
- (B) to
- (C) along
- (D) without

of the region. The benefits to may, however, spell bad news for some former residents, as falling

4. (A) environment
- (B) industry
- (C) agriculture
- (D) investment

numbers of the rare Eastern desert fox in the last ten years have shown the effects on local wildlife.

Questions 5–8 refer to the following article.

Ineffective hiring practices lead to customer dissatisfaction. In order to improve the quality of the applicants being hired, managers can take a number of staffing decisions each stage of the hiring process.

5. (A) for
(B) at
(C) by
(D) in

1) Having a clear job description is critical as it provides the necessary information which staffing decisions are based.

6. (A) around
(B) for
(C) upon
(D) with

2) the recruiting process begins recruiters need to consider the possible

7. (A) As long as
(B) During
(C) Before
(D) While

sources of recruits, including databases of previous qualified but not selected applicants.

3) During the pre-screening stage recruiters should consider using telephone interviews to make decisions regarding which applicants to consider further. It is also essential to applicants' professional references.

8. (A) follow up on
(B) take care of
(C) look out for
(D) give out

Following these simple guidelines can have considerable impact on the efficiency and effectiveness of employee hiring.

Questions 9–12 refer to the following memo.

From: Hank Jennings
To: Arnault Pascale
Subject: Visit to QMG

Dear Arnault,

This is just a quick note to explain the agenda for your upcoming visit to QMG, March 27th.

9. (A) at
(B) on
(C) in
(D) around

On the first day, you'll be met the airport and taken to your hotel. I hope you like the place

10. (A) at
(B) on
(C) from
(D) by

we found for you. On the second day, we'll bring you into the office, and show you around the new production line. you leave, I'll make sure you have a chance to talk to

11. (A) While
(B) During
(C) Before
(D) Since

our production line manager, Jim Tavarey, as he is the man we'll be sending to Orleans next month to help you set up your factory.

I am looking forward next week. I hope you have a pleasant flight over.

12. (A) to talk to you
(B) meeting you
(C) our meeting
(D) to meeting you

Hank

Grammar practice

Read the following email and fill the gaps with either prepositions or conjunctions from the boxes on the left. Be careful – there are two extra words in each box. Compare your choices with a partner in the next lesson.

To: Hernando Gonzales
Re: upcoming trip to Dallas

Dear Mr. Gonzales,

We are very much looking forward to finally meeting you next week. We are all excited to hear about your proposals (1) the solar electric generator at the developers' conference (2) the 25th. (3) I believe this is your first trip (4) Dallas, I will be sending my assistant, Colin, to meet you (5) the airport.

I understand your flight is due to arrive (6) around 4:30 p.m. It should take (7) 30 minutes to get (8) customs and immigration, so I have asked Colin to meet you (9) the arrivals gate by 5:00.

We have arranged a hotel and evening meal for you, (10) you can relax when you arrive. Don't feel that you need to bring a tuxedo (11) other formal wear. We'll take you to somewhere (12) the corner from the office, where you can get a taste of the real Dallas.

If you have any questions (13) you leave, then don't hesitate to contact me.

Paul McCawley

on
for
to
as

in
at
by

at
outside
before

about
around
through

so
or
because

next to
around
before

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