

**A**

**Strategy:** Identify the part of speech  
Use your time wisely

Parts of speech are a commonly tested feature. This unit will help you identify the type of word you need quickly and efficiently.

**Test tip**

First decide what kind of word is needed

It is common in Part 5 for the distractors to be different parts of speech. Knowing the type required to fill the blank can help you to pick the correct answer.

**Test tip**

Find the answer choices of the correct type

Once you know what you are looking for, skim the answer choices to find it. Finding the correct type helps eliminate wrong answers, even if you don't understand the meaning.

**Grammar note**

Use suffixes (word endings) to help identify the part of speech, e.g.  
-ed / -ing / -ful / -le (adjective)  
-ly (adverb)  
-ment (noun)

**1 Language building: Know what you are looking for (main parts of speech)**

**A** Read sentences 1–6 and note the part of speech of the word that is missing (noun, verb, adjective or adverb). Compare your ideas with a partner and think of a word that would fit.

- 1. The children were amazed by the ..... insects in the garden.
- 2. Ms. Watkins was ..... pleased with her retirement present.
- 3. While Jane was at college, she ..... to her sister every week.
- 4. The project team found it very difficult to hide their ..... over the rejection.
- 5. The report suggested there was an immediate need to improve cost ..... .
- 6. The delegates seemed to find the presentation very ..... .

**B** The complete questions are shown below. Quickly skim the answers to find the part of speech you noted above.

- 1. The children were amazed by the ..... insects in the garden.
  - (A) color
  - (B) colorful
  - (C) colors
  - (D) coloring
- 2. Ms. Watkins was ..... pleased with her retirement present.
  - (A) terrified
  - (B) terrible
  - (C) terribly
  - (D) terrific
- 3. While Jane was at college, she ..... to her sister every week.
  - (A) writing
  - (B) written
  - (C) write
  - (D) wrote
- 4. The project team found it very difficult to hide their ..... over the rejection.
  - (A) disappoint
  - (B) disappointing
  - (C) disappointedly
  - (D) disappointment
- 5. The report suggested there was an immediate need to improve cost ..... .
  - (A) efficient
  - (B) efficiency
  - (C) efficacious
  - (D) efficiently
- 6. The delegates seemed to find the presentation very ..... .
  - (A) interests
  - (B) interest
  - (C) interesting
  - (D) interestingly

## Test tip

### Manage your time wisely

Answer the easy questions first, very quickly. After you have answered all the easy ones come back and spend a maximum of 20 seconds each on the rest.

## Test tip

### Try to predict answers

On the first pass, try to think of possible answers before you look at the answer choices.

## Test tip

### Don't waste time on questions you don't know

Spending more than 30 seconds on a Part 5 question probably won't help you find the answer. If you don't know the answer, guess and move on.

## Tactics checklist

- Determine the part of speech that fits the blank.
- Look for answer choices of the correct type.
- Think of words that might fit before you look at the answer choices.
- Use the 2-Pass method to answer quickly. If you aren't sure, guess and move on.

## 2 Test tactic: The 2-Pass method

You will have one minute only to read six sentences, think of a word that would fit, then choose the best answer. If you don't know the answer within 10 seconds, move on to the next question.

### Pass 1: Easy questions – 1:00 minute (10 seconds per question)

1. Ms. Jennings suggests ..... increase our sales margin by streamlining our distribution system.  
(A) us to  
(B) plans  
(C) we  
(D) that
2. To ..... an outside call, please dial "9", then the number you wish to reach.  
(A) ring  
(B) telephone  
(C) reach  
(D) place
3. What time does the courier come ..... in the evenings?  
(A) with  
(B) to  
(C) by  
(D) for
4. If shipping costs are not fully covered, ..... for delivery will be the responsibility of the recipient.  
(A) pay  
(B) payment  
(C) paying  
(D) to pay
5. .... an emergency, press the red alarm button.  
(A) In case of  
(B) When  
(C) If encounter  
(D) Due to
6. The director was very ..... in the quality of his accommodations.  
(A) disappointed  
(B) disappointment  
(C) disappointing  
(D) disappoints

### Pass 2: Remaining questions – maximum 20 seconds per question

Go back and answer the questions you didn't answer on the first pass. If you don't know the answer within 20 seconds, guess and move on. Answer all questions within the time limit.

## 3 Tactic practice

- A Read sentences 1–4, decide the part of speech of the missing word, and think of a word that would fit. Compare your ideas with your partner.
1. It has long been ..... that small downturns in the US economy can have a global impact.
  2. The assistant was outraged at the ..... charges of misuse of company property.
  3. Due to his father's bankruptcy, the funds ..... for entry into the expensive university were unavailable.
  4. The city welfare fund collects donations to aid local ..... and underprivileged citizens.

B Choose the correct answer for sentences 1–4 on page 23.

1. (A) say  
(B) known  
(C) define  
(D) identify
2. (A) unproven  
(B) disapproval  
(C) misappropriated  
(D) disproportionately
3. (A) money  
(B) receivable  
(C) payment  
(D) required
4. (A) needing  
(B) needful  
(C) need  
(D) needy

## 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. Spend no more than 30 seconds on each item. If you don't know the answer, guess and move on.

1. Young adults who are ..... with their use of credit, may find themselves in trouble sooner than they expect.  
(A) careless  
(B) uncaring  
(C) carelessly  
(D) uncared for
2. The attorney was warned against trying to ..... the young witness.  
(A) influential  
(B) influence  
(C) influent  
(D) influencing
3. Inexperienced investors are ..... to enter the junk bond market with care.  
(A) advice  
(B) suggest  
(C) advised  
(D) decision
4. The journalist refused ..... the federal investigator the names of his sources.  
(A) talk  
(B) talkative  
(C) telling  
(D) to tell
5. All the components for Hanson scooters are ..... right here in the state.  
(A) make  
(B) production  
(C) building  
(D) manufactured
6. The ..... is likely to have serious repercussions in future negotiations.  
(A) incident  
(B) happened  
(C) accidental  
(D) opportune
7. I don't want to tell her how I actually ..... about the gift.  
(A) liked  
(B) feel  
(C) bought  
(D) opinion
8. I am afraid that the date of ..... we were quoted is too optimistic.  
(A) completion  
(B) finish  
(C) ending  
(D) done

9. The complexity of modern economic systems makes them far from .....  
 (A) believed  
 (B) predictable  
 (C) safety  
 (D) knowing
10. I am not ..... that the consultant's recommendation will help the situation.  
 (A) convince  
 (B) convinced  
 (C) conviction  
 (D) convincing
11. Adam Smith is generally considered to be one of the most ..... philosophers of the eighteenth century.  
 (A) brilliantly  
 (B) impressed  
 (C) importance  
 (D) significant
12. The woman was staring at me ..... as I left the conference hall.  
 (A) intently  
 (B) angered  
 (C) looks  
 (D) to go

## C

### Vocabulary practice

A Read sentences 1–12 and note the part of speech of the word that is missing. Use the abbreviations: noun (n), verb (v), adjective (adj), adverb (adv).

- The owner of the largest factory in town was a very ..... ( *adj* ) member of the town council.
- The company president faced criminal charges because he ..... ( ) money from his workers' retirement fund.
- John's skill in quickly and ..... ( ) solving the problem saved his company thousands of dollars and avoided weeks of lost production.
- The rich businessman made thousands of dollars worth of ..... ( ) to help cancer research each year.
- The salesman made many promises and offers to try to ..... ( ) the manager to purchase his company's product.
- The golf pro stared ..... ( ) at the hole as he carefully lined up his shot.
- An ..... ( ) person always sees the good side of any situation.
- The fact that Mary graduated from a famous university was a ..... ( ) advantage when she started job hunting.
- With 15 million dollars in debt and the bank's refusal of a new loan, the company was forced into ..... ( ).
- Regular exercise and a good diet can ..... ( ) your health and fitness.
- We hired a motorcycle ..... ( ) to deliver the package by hand.
- I don't know what to order. Can you ..... ( ) something that isn't too spicy?

B Note the part of speech for each of the following words. If you aren't sure, confirm the meaning with a classmate or look in the word list on page 162.

|                 |            |             |  |            |  |             |  |
|-----------------|------------|-------------|--|------------|--|-------------|--|
| efficiently     | <i>adv</i> | intently    |  | improve    |  | suggest     |  |
| courier         |            | influential |  | bankruptcy |  | optimistic  |  |
| misappropriated |            | donations   |  | convince   |  | significant |  |

C Now put the words into the sentence that they best fit.

Go to word list and quiz page 162.