

Lesson 5

Sentence Completion

Lesson Outline

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 - A. *Word Choice*
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 - G. *Gerunds, Infinitives, and Simple Forms*
- **Review Test**

Format

Part V

This section consists of forty sentences, each missing one or more words. Below each sentence are four words or phrases. Your job is to decide which of these four choices produces a complete, grammatical, and logical sentence when it is put into the sentence.

Tactics

Part V

1. Begin by reading each item carefully. Try to guess what word or words are missing. Look for these words or similar words among the answer choices.
2. The most common testing point in Part V involves word choice. You can identify these items because the four answer choices look alike or have similar meanings. Use the context of the sentence to help you choose the answer, and look for any grammar clues that help you eliminate distractors.
3. The second most common type of item in Part V involves word form. You can recognize these because the answer choices are all forms of the same word. Use the endings of the words to determine which choice is correct in the context of the sentence.
4. Verb problems are the third most common item type in Part V. The answer choices for these items are four forms of the same verb. Look for time words and other clues.
5. If the correct choice is not obvious, eliminate choices that are clearly incorrect and guess. Put a mark by items that you found difficult so that you can come back to them if you have time. Never leave any items unanswered.
6. Never spend too much time on any one item.
7. As soon as you finish Part V, go on to Part VI.

Directions: This part of the test consists of incomplete sentences. Beneath each sentence, four words or phrases appear. Mark the answer choice — (A), (B), (C), or (D) — that best completes the sentence.

Look at the example

1. Mr. Morales read over the contract with great _____.

- (A) interesting
- (B) interest
- (C) interested
- (D) interestingly

This sentence should correctly read "Mr. Morales read over the contract with great interest." Therefore, the best answer is (B).

1. We did not have _____ questions for the lecturer.

- (A) none
- (B) any
- (C) some
- (D) no

2. The company could save money if it bought a fleet of more _____ vehicles.

- (A) economize
- (B) economic
- (C) economics
- (D) economical

3. The cafeteria begins serving lunch at noon and stays open _____ three.

- (A) to
- (B) by
- (C) until
- (D) within

4. I cannot work at home because there are too many _____ there.

- (A) attractions
- (B) detractors
- (C) distractions
- (D) contractors

5. Mr. Nakamura was put in charge of the media department, _____ was recently reorganized.

- (A) who
- (B) in which
- (C) which
- (D) which it

6. The Sherman Hotel has very reasonable _____ for single rooms.

- (A) rates
- (B) fares
- (C) fees
- (D) bills

7. Marbelis is looking for a job in _____ advertising or public relations.

- (A) both
- (B) or
- (C) neither
- (D) either

8. We are planning _____ out to dinner tonight.

- (A) taking our clients
- (B) our clients going
- (C) our clients will go
- (D) to take our clients

9. Jerry made his children _____ on Saturday.

- (A) do some chores
- (B) some chores were done
- (C) to do some chores
- (D) they did some chores

10. Anna _____ in this department since January.

- (A) have been working
- (B) works
- (C) has worked
- (D) has been worked

Testing Points and Skill-Building Exercises

Part V is a test of grammar, usage, and vocabulary. There is a wide range of testing points, and any list of these will be incomplete. However, certain patterns appear again and again. Most Part V items on a given TOEIC test fit into one of the six testing-point categories given in this book.

A. Word Choice

Word-choice problems are the most common type of item in Part V. Usually, around 40% to 50% of all items involve word choice. Most of these items primarily test your knowledge of vocabulary, but some test your knowledge of grammar as well. This part of the lesson discusses four types of word-choice problems:

- Words with similar forms
- Function words with similar meanings
- Content words with similar meanings
- Problems involving grammar clues

Words with Similar Forms

Answer choices similar in form look alike in some way. For example, they may have the same prefix (*submit*, *subtract*, *subside*, *subsist*). They may have the same root (*interception*, *concept*, *reception*, *acceptance*). They may have the same suffix (*subsidize*, *sanitize*, *satirize*, *serialize*). The four terms may be linguistically unrelated but have similar spellings or pronunciations (*hearty*, *hardy*, *handy*, *healthy*). Combinations of these are also possible — two choices may have the same prefixes and two the same suffixes, for example.

Sample Item: Words with Similar Forms

1. I can't work at home because there are too many _____ there.

- (A) attractions
- (B) detractors
- (C) distractions
- (D) contractors

Only the word *distractions* — meaning something that takes away attention — completes this sentence in a logical, meaningful way.

Focus: Completing sentences with expressions that are similar in form.

Directions: Decide which of the expressions on the right best completes each sentence on the left, and write the letter of that expression in the blank. For each set of items, there is one expression on the right that will not be used. After you complete the exercise, look up words that you are unfamiliar with in a dictionary.

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|--|-----------------|
| 1. This fax from Mr. Dubitski was _____ at 11 a.m. Eastern Standard Time. | A. transplanted |
| 2. Ms. Ingram was _____ to the marketing department from the executive office staff. | B. transferred |
| 3. Most food products are _____ by truck. | C. transported |
| | D. transmitted |
| 4. The government appointed a labor mediator to act as a _____ in the dispute between the union and the auto industry. | A. refusal |
| 5. The _____ was defeated by a few votes. | B. referendum |
| 6. There was no chance of breaking the deadlock because of both sides' _____ to negotiate. | C. refugee |
| | D. referee |
| 7. The heat was so _____ that the firefighters had to evacuate the building. | A. intense |
| 8. When he dropped the bag, the _____ spilled out on the floor. | B. contents |
| 9. Margaret _____ that she is completely innocent of the charges. | C. intends |
| | D. contends |
| 10. I will be happy to provide a _____ for you when you apply for another job. | A. conference |
| 11. I am going to attend a business _____ in Toronto next week. | B. inference |
| 12. He always treats his boss with respect and _____. | C. reference |
| | D. deference |
| 13. Martha Lyons was elected to the city _____ in the last election. | A. console |
| 14. The pilot examined the instruments on his _____. | B. counsel |
| 15. Mr. Aalberg has provided valuable _____ to our firm on matters of international trade. | C. consul |
| | D. council |
| 16. This is entirely a work of _____; none of the characters is based on an actual person. | A. faction |
| 17. Only a small _____ of the small businesses that open this year will still be operating in ten years. | B. fraction |
| 18. Lubrication reduces _____. | C. friction |
| | D. fiction |

19. When he was threatened with a lawsuit, Mr. Renaldi _____ his previous statements.
20. His muscles _____ involuntarily.
21. I finally _____ Mr. Hapsa in Cairo and gave him the message.
22. International Brands' advertising campaign was such a success that the company was _____ by orders for its new product.
23. The engine was in such bad condition that it had to be completely _____.
24. I read some wonderful reviews of this play in the newspaper, but personally, I found it _____.
25. The truck driver decided to pull over at a rest stop to take a nap because he _____ a little sleepy.
26. The pharmacist on the first floor _____ the prescription that the doctor had given the patient.
27. Ms. Sinclair was embarrassed because her husband _____ asleep during the ballet performance.
28. Mr. Zamora was prepared to _____ at the trial, but the judge didn't call on him to present any evidence.
29. Whom should we _____ in case of an accident?
30. The two nations will probably _____ the trade treaty this month.
31. Ms. Fanconi has _____ to the *Wall Street Journal* for over twenty years.
32. The name of the company that occupied this building before we did is still _____ in stone above the front entrance.
33. Ms. Simms _____ the suspect in such detail that the police were able to locate him in no time.
34. Race officials use flags to _____ drivers during a race.
35. Although the director did not _____ her to work on our project, the product manager decided to help us out anyway.
36. The olive branches on the flag of the United Nations _____ world peace.
- A. retracted
B. contracted
C. detracted
D. contacted
- A. overrated
B. overwhelmed
C. overreacted
D. overhauled
- A. filed
B. felt
C. filled
D. fell
- A. testify
B. fortify
C. ratify
D. notify
- A. inscribed
B. described
C. subscribed
D. transcribed
- A. signify
B. sign
C. assign
D. signal

Function Words with Similar Meanings

Some answer choices don't look alike but have related definitions. Usually, all four choices have similar definitions, but sometimes choices have opposite meanings. Sometimes the words involved are function words (words used primarily to show grammatical relationships).

Sample Item: Function Words with Similar Meanings

1. We did not have _____ questions for the lecturer.

- (A) none
- (B) some
- (C) any
- (D) no

Choices (A) and (D) are negative words and cannot correctly be used with the negative auxiliary *did not*. Choice (B), *some*, can be used in affirmative statements and questions.

Certain function words are closely related and often appear in the same items. Following is a list of some of these expressions with sentences that illustrate their use and explanatory notes.

enough I don't have *enough* money to buy that sweater now. Besides, I don't think it's big *enough* for me.
too It's *too* expensive to buy right now.
so The suitcase was *so* heavy that I could barely lift it.
such It was *such* a heavy suitcase that I could barely lift it.

- *Enough* is used to indicate that there is the correct amount of something needed to accomplish a certain goal.
- *Too* is used to indicate that there is more than the correct amount.
- *So* is used before an adjective (*so heavy*).
- *Such* is used before an adjective and a noun (*such a heavy suitcase*).
- Both *enough* and *too* are generally used with infinitives; *so* and *such* are generally used with *that* clauses.

most *Most* people enjoy music.
most of the *Most of the* people at the concert seemed to enjoy it.
almost *Almost* all the parking spaces were taken.
the most This is *the most* exciting book I have read in a long time.

- *Most* means "the majority." It is used to speak of a large, generalized group (*most people*).
- *Most of the* is used to speak of a specific group (*most of the people at the concert*).
- *Almost* means "nearly." *Almost all the parking spaces* means nearly all of them.
- *The most* is used with the superlative form of some adjectives (*the most exciting*).

yet Has Henrik arrived *yet*?
still No, he is *still* not here.
anymore Trisha does not live in that apartment complex *anymore*.
already She has *already* found another place to live.

- *Yet* and *still* both mean “up to now.” *Yet* is used chiefly in questions and negative statements, and usually comes at the end of a clause.
- *Still* is used in all types of sentences: questions, statements, and negative statements.
- *Anymore* is used to indicate that something is not happening now. It occurs in questions and negative statements, and usually comes at the end of a clause.
- *Already* is used to indicate that something has happened before now. It is used in statements and questions.

any Do you have *any* change?
No, I don't believe I have *any*.
some Can I have *some* soup?
Sure, there's *some* in the pot.

- *Any* is used in questions and negative statements.
- *Some* is used in questions and affirmative statements.

ever Have you *ever* gone skydiving?
No, and I do not *ever* plan to go.
never I have *never* been skydiving either, but I would like to go.

- *Ever* is used in questions and negative statements.
- *Never* is used in affirmative statements.

no There was *no* coffee in the pot.
none There was *none* left.
not This is *not* coffee — it's tea.
I do *not* want any tea.

- *No* is used before nouns (*no coffee*) and certain comparative words (*no sooner, no longer*).
- *None* means “not any” or “not one.”
- *Not* is a function word that makes almost any word or words negative.

after We will go to dinner *after* the theater.
We will go to dinner *after* the play is over.
afterwards We will go to the theater first and to dinner *afterwards*.

- *After* is used as a preposition before nouns (*after the theater*) or as an adverb-clause marker before a clause (*after the play is over*).
- *Afterwards* is an adverb and is usually used at the end of a clause.

much Will the trip take *much* time?
many Yes, it will be *many* hours before we arrive.
little There is a *little* money in the wallet.
few There are a *few* dollars.
amount There is a large *amount* of work that has not been done.
number There are a *number* of jobs that must be done.

- The terms *much*, *little*, and *amount* are used with noncount nouns (*time*, *money*, and *work*).
- The terms *many*, *few*, and *number* are used with countable nouns (*hours*, *dollars*, and *jobs*).

alike Field hockey and soccer are *alike* in many respects.
like *Like* soccer, field hockey is a fast-paced game.
Field hockey, *like* soccer, is a fast-paced game.
Field hockey is *like* soccer in that both are fast-paced.
similar (to) Your leather coat and mine are *similar*.
Your leather coat is *similar to* mine.
the same (as) Your leather coat and mine are nearly *the same*.
Your leather coat is *the same size as* mine.

- *Alike* is used in the pattern "A and B are alike."
- *Like* is used in these patterns: "Like B, A . . .," "A, like B, . . .," and "A is like B. . . ."
- *Similar* is used in the patterns "A and B are similar" and "A is similar to B."
- *The same* is used in the patterns "A and B are the same" and "A is the same as B."

between Relations *between* the two countries are cordial.
among The man divided his estate *among* his four children.

- *Between* is used to refer to two entities.
- *Among* is used to refer to more than two.

Focus: Word-choice problems with function words.

Directions: Underline the word in parentheses that best completes each sentence.

1. The bill for lunch was (so / such) high that I decided to put it on my credit card.
2. Mr. Ridgeway decided to invest (any / some) money in hotels in Eastern Europe.
3. There was not (enough / too much) tape to seal the package properly.
4. I had (such / so) a bad flight that I (ever / never) intend to fly on that airline again.
5. (Most / Almost) of the rice grown in this country is exported.
6. We have sold (many / much) computer chips to that firm.
7. I intend to see that film eventually, but I have not had a chance to see it (still / yet).
8. (Less / Fewer) people attended the conference this year.
9. Betina does not work here (still / anymore).
10. (Like / Similar to) Miami, Los Angeles has a mild climate.
11. (No / Not) meals are served on this flight.
12. The Malay language and the Indonesian language are (like / alike) in (almost / most) every respect.
13. There are not (some / any) apartments available in that price range.
14. There is (too much / enough) wind today to fly a kite — it feels like a hurricane out there.
15. Large (numbers / amounts) of fertilizer and water are required for high-yield hybrid crops.
16. (Alike / Like) most professionals, doctors work long hours.
17. Mr. Olowu has (already / still) returned to Nigeria.
18. The capital city has (such / so) a large, rapidly growing population that city officials have (no / not) been able to solve the problem of waste disposal there.
19. (Among / Between) (most / the most) impressive buildings in the city of Hanoi is the Opera House.
20. (Little / Few) research has been done in that field (anymore / yet).

Content Words with Similar Meanings

Some items involve not function words but content words — usually nouns, verbs, and adjectives — with similar meanings.

Sample Item: Content Words with Similar Meanings

1. The Sherman Hotel has very reasonable _____ for single rooms.

- rates
- fees
- fares
- bills

The four answer choices are all nouns with related definitions; they all deal with the idea of payment or cost. *Fees* are payments for certain services. *Fares* are payments for transportation. *Bills* are written statements of charges. *Rates* are used for hotel costs.

Exercise 5.3

Focus: Completing sentences involving content words with similar meanings.

Directions: Decide which of the expressions on the right best completes each sentence on the left, and write the letter of that expression in the blank. For each set of items, there is one expression on the right that will not be used. After you complete the exercise, look up words that you are unfamiliar with in a dictionary.

- | | |
|---|--------------|
| 1. I am going to _____ a vacation in late August. | A. keep |
| 2. Let's _____ lunch at Alfredo's Restaurant tomorrow. | B. take |
| 3. Before you _____ a decision, consider all the facts. | C. make |
| | D. have |
| 4. How much was the _____ for dinner? | A. bill |
| 5. You must pay a _____ to enter the national park. | B. payment |
| 6. My plane _____ to Los Angeles was quite reasonable. | C. fee |
| | D. fare |
| 7. After twenty-five years with the firm, Mr. Osumi _____. | A. reduced |
| 8. Gary was _____ because he was constantly late for work. | B. dismissed |
| 9. The company _____ the salaries of some of its executives in order to cut its expenses. | C. resigned |
| | D. fell |
| 10. Ice cream and other frozen foods are located in the next _____. | A. line |
| 11. We have to turn left at the next intersection, so you should get in the left _____. | B. row |
| | C. lane |
| 12. I had to stand in _____ for fifteen minutes. | D. aisle |

13. Sylvie bought a _____ of French bread to make sandwiches. A. loaf
14. I would like a _____ of butter on my toast. B. cut
15. There is just a _____ or two of orange juice left. C. pat
- D. drop
-
16. Mr. Rizal began working here when he was in his _____ twenties. A. deep
17. At the peak of the flood, the water in the streets was as _____ as the water B. high
in the shallow end of a swimming pool. C. late
18. Temperatures tomorrow are expected to be in the _____ thirties. D. far
-
19. The doctor _____ the emergency surgery under very adverse conditions. A. acted
20. When Ms. Gautier accepted the award for her designs, she said that she had B. performed
_____ success through lots of hard work and a little good luck. C. accomplished
21. For some reason, Agnes _____ as though she didn't know us. D. achieved

Problems Involving Grammar Clues

In some word-choice problems, grammar clues can indicate the correct answer, or at least help you eliminate distractors.

Sample Item: Problems Involving Grammar Clues

1. The shift manager _____ everyone go home a half-hour early on Friday afternoon.
- (A) allowed
- (B) let
- (C) permitted
- (D) got

The verb *let* has the same meaning as *allowed* and *permitted*. However, only *let* is used with the simple form of the verb (*go*). The verbs *permitted*, *allowed*, and *got* are all followed by a full infinitive (*to go*).

Focus: Using grammar clues to complete word-choice problems.

Directions: Underline the form that correctly completes the sentence. (See the Answer Key for an explanation of the grammar clues.)

1. The boss (said / told) that I had to work late.
2. (Visitors / Guests / Tourists) to the site should sign in here.
3. The new computer is (two / twice / double) as fast as the old one.
4. Nelson's uncle (proposed / suggested / advised) him to study management information systems.
5. The (shipment / merchandise / goods) are stored in the warehouse.
6. Suyarat was (looking / seeing) out the window of the plane.
7. Do you want to (pay / purchase / buy) for this with a check?
8. If I (say / tell) you a secret, do you promise not to talk to anyone about it?
9. My new apartment is (close / near / nearby) to the Medical Center.
10. The St. James Hotel has set (standards / models / samples) for excellence in the hospitality industry.
11. He is (regarded / considered) as an expert in the field of biotechnology.
12. Nancy (listened / heard) the governor's speech on the radio.
13. According to a recent survey, one out of three women in France (wears / has / puts) perfume every day.
14. Ms. Nguyen received an important (mail / message) this morning.
15. How do you (account / explain) for this discrepancy?