

Focus: Completing sentences with prepositions that precede certain prepositional objects.

Directions: Fill in the blanks with the correct prepositions.

1. I met my friend Howard _____ chance _____ the lobby of the Raffles Hotel _____ Singapore.
2. There's a phone number _____ the newspaper that we can call _____ more information.
3. _____ Korea, it is considered bad luck to sign your name _____ a red ink pen.
4. The plumber promised me he would be here _____ least _____ three, but he didn't arrive _____ five.
5. InterSystem's international sales increased _____ 21% _____ 1995 and 2000.
6. Mr. Poernomo asked me to meet him _____ his office _____ the third floor _____ two-thirty, so I need to leave _____ a few minutes.
7. Deborah got _____ trouble _____ her boss for illegally copying software.
8. I always shower _____ the morning, but my roommate showers _____ night.
9. Ms. Vu has been living _____ that apartment building _____ 2460 Vine Street _____ September, but her sister has been there _____ several years.
10. The oil industry is _____ far the most important industry _____ Saudi Arabia.
11. Mr. Demmings bought some property _____ the West Coast _____ the early 1990s.
12. _____ January, all of the office furniture at Office Works will be _____ sale _____ greatly reduced prices.
13. I will arrive _____ Orly Airport _____ Paris _____ around nine o'clock.
14. _____ present, there are no job openings _____ the design department, but there may be an opening _____ a month or two.
15. Some of the most fashionable and expensive stores _____ the United States are _____ Rodeo Drive _____ Los Angeles.
16. Textiles were made _____ hand _____ the invention of the power loom _____ the nineteenth century.
17. Her photo appeared _____ the cover of *Business Watch*, and there was a story about her _____ the magazine as well.
18. I commute to work _____ the city _____ train, but my friend always travels there _____ his own car.
19. Every year, people _____ Mexico celebrate their independence from Spain _____ September 16.
20. _____ 1988 to 1992, he lived _____ a small farm _____ Vermont.

Focus: Reviewing and practicing preposition-choice problems in a format similar to that of Part V of TOEIC.

Directions: Decide which of the choices — (A), (B), (C), or (D) — best completes the sentence.

1. Botswana is famous _____ its diamond mines.
(A) for
(B) of
(C) with
(D) by
2. Padang food is a style of Indonesian food that is eaten _____ one's fingers.
(A) by
(B) with
(C) in
(D) to
3. This package must be in Wellington at least _____ noon Tuesday.
(A) on
(B) at
(C) for
(D) by
4. Ms. Chadwick was disappointed _____ the results of the advertising campaign.
(A) for
(B) of
(C) on
(D) with
5. The cheapest way to move goods overseas is _____, but that is also the slowest way.
(A) by ships
(B) on ship
(C) by ship
(D) to ships
6. _____ the next few months, we hope to arrange a joint venture with a company in the Czech Republic.
(A) Within
(B) With
(C) Since
(D) At
7. Choudhuri was hired because he is familiar _____ the latest developments in biotechnology.
(A) to
(B) with
(C) in
(D) about
8. Most of the delegates arrived _____ limousines.
(A) at
(B) on
(C) in
(D) by
9. The store is open _____ nine to six.
(A) from
(B) at
(C) by
(D) between
10. Bonnie has been married _____ Steve for two years.
(A) with
(B) at
(C) by
(D) to

11. If Mr. Tyler had cooperated _____ us, we could have finished in a couple of hours.

- (A) to
- (B) of
- (C) with
- (D) from

12. This novel is based _____ part on a true story.

- (A) in
- (B) on
- (C) by
- (D) at

F. Connecting Words

Expressions that join words, phrases, and clauses sometimes appear as answers in Part V.

Sample Items: Connecting Words

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

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

The correct pattern is *either A or B*.

2. _____ I knew she had worked in an insurance agency for a year, I did not realize that she was so knowledgeable about health insurance.

- (A) However
- (B) Although
- (C) Despite
- (D) Even

Only the adverb-clause marker *although* correctly completes the sentence. (The marker *even though* would also be correct.)

3. This town is not on the map _____ I have.

- (A) this
- (B) whom
- (C) where
- (D) that

The adjective-clause marker *that* must be used to refer to a thing (*map*).

This part of the lesson discusses the following types of joining words:

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|-----------------------------|------------------------------|
| 1. Coordinate conjunctions | 4. Adjective-clause markers |
| 2. Correlative conjunctions | 5. Adverb-clause markers |
| 3. Noun-clause markers | 6. Prepositional expressions |

Coordinate Conjunctions

These one-word conjunctions are used to join words, phrases, and independent clauses:

Coordinate Conjunction	Use	Example
and	Used for addition.	He wore a red <i>and</i> white tie. Mr. Iachini works at home <i>and</i> at his office.
or	Used for alternatives.	Do you want a sandwich <i>or</i> some soup?
but	Used for contrast.	The house is large <i>but</i> in poor condition.
nor	Used for negative alternatives.	Kent doesn't own a boat, <i>nor</i> does he intend to buy one.
so	Used for effect/cause; means "for this reason."	Ramona did a great job, <i>so</i> she was given a raise.

Correlative Conjunctions

These two-word conjunctions are also used to join words, phrases, and independent clauses.

Correlative Conjunction	Use	Example
both . . . and	Used for addition.	There are vacancies at both the Imperial Hotel <i>and</i> the Sherman Hotel.
not only . . . but also	Used for addition.	She <i>not only</i> has a real estate license <i>but also</i> owns her own real estate company.
either . . . or	Used for alternatives.	You can go <i>either</i> by car <i>or</i> by bus.
neither . . . nor	Used for negative alternatives	He had <i>neither</i> strong financial backing <i>nor</i> a sound business plan.

Exercise

5.15

Focus: Completing sentences with coordinate and correlative conjunctions.

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. My desk is usually cluttered with papers, _____ my co-worker's desk is always neat and clean. A. nor
B. and
2. I do not think we should discuss the proposal now, _____ do I think we should vote on it. C. or
D. but
3. You can use the front door _____ the side door. E. so
4. We ran out of copy paper, _____ we had to borrow some from another department.
5. The fax machine is not working, _____ is the telephone. A. so
6. Are you looking for a new car _____ a used one? B. nor
7. My parents understand a little English, _____ they cannot speak it very well. C. or
D. and
8. The brakes on your bicycle are not working very well, _____ you had better be careful. E. but
9. Ellen plans to buy _____ a minivan or a small truck. A. both
10. Nicolai studied English not only in the United States _____ in the United Kingdom. B. either
C. but also
11. I visited _____ Houston and Dallas to see clients and make some new contacts. D. nor
E. or
12. Neither a tennis court _____ a racquetball court was available for Saturday morning.
13. Gloria's report was _____ precise but also well-organized. A. neither
14. We would like the walls in the boardroom painted a neutral tone — either cream _____ light tan. B. not only
C. and
15. Despite his improved performance, Frank was _____ promoted nor given a raise. D. or
E. but
16. E-mail is both a fast _____ convenient means of communication.

Noun-Clause Markers

These words are used to join noun clauses to main clauses.

Noun-Clause Marker	Use	Example
that	Used when the noun clause is formed from a statement.	<p>Original sentence: Mr. Kee's office is down the hall.</p> <p>Sentence with noun clause: I know <i>that</i> Mr. Kee's office is down the hall.</p>
if/whether	Either of these words can be used when the noun clause is formed from a yes/no question.	<p>Original sentence: Is Mr. Kee's office down the hall?</p> <p>Sentence with noun clause: Do you know <i>if</i> (or <i>whether</i>) Mr. Kee's office is down the hall?</p>
<i>wh-</i> words (what, when, why, where, what size, and so on)	Used when the noun clause is formed from an information (<i>wh-</i>) question.	<p>Original sentences: Where is Mr. Kee's office? What floor is Mr. Kee's office on?</p> <p>Sentences with noun clauses: I wonder <i>where</i> Mr. Kee's office is? Could you tell me <i>what</i> floor Mr. Kee's office is on?</p>

Adjective-Clause Markers

These words join adjective clauses (also called relative clauses) to main clauses. They are sometimes called relative words.

Adjective-Clause Marker	Use	Example
who	Used as the subject of an adjective clause; refers to people.	The employees <i>who</i> were hired last month have completed their training program.
whom	Used as the object of a verb or a preposition in an adjective clause; refers to people.	The woman <i>whom</i> you met is an executive secretary. You should speak to the man to <i>whom</i> the package was sent.
whose	Used to show possession; usually refers to people.	The woman <i>whose</i> jewelry was stolen called the police.
which	Used to refer to things or concepts.	Goods <i>which</i> last for more than four months are called durable goods. The computers <i>which</i> we bought last month are much faster than the old ones. This is one process <i>by which</i> steel can be made.
that	Used in certain adjective clauses in place of <i>who</i> or <i>which</i> ; refers to both people and things.	The family <i>that</i> lives next door to us will be moving soon. The jewelry <i>that</i> was stolen was recovered the following week.
when	Used to refer to time.	This is the time of day <i>when</i> I often feel a little sleepy.
where	Used to refer to places.	That's the site <i>where</i> the company plans to build a new storage facility.

Note: In TOEIC problems, you will not be asked to decide whether *whom* is used correctly in place of *who*, or whether *that* is used correctly in place of *which* or *who*.

Exercise 5.16

Focus: Completing sentences with noun-clause markers or adjective-clause markers.

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 lost; can you tell me _____ I can get back to the Palace Hotel from here? A. how
B. where
2. Did you know _____ Donna was once a golf pro? C. whether
3. I am not sure _____ Paul quit, but he must have had a good reason. D. that
4. I cannot decide _____ I should buy a car or lease one. E. why
5. Do you know _____ Jean-Marc is in his hotel room? A. if
6. I am not sure _____ people were actually at the reception, but over 200 had been invited. B. how much
7. Angel told me _____ I would find the folder. C. where
8. Did you see _____ that magician just did? D. what
E. how many
9. The woman _____ is standing by the water cooler has just started working in the finance department. A. which
10. The friendships _____ I made in college are some of the most valuable ones I have ever made. B. who
11. We are going to spend our vacation in a small town in France _____ my wife once lived. C. where
12. The artist _____ paintings are on the walls of the office building has won several awards for her work. D. when
E. whose
13. I believe it was around July 1 _____ the buy-out took place. A. whom
14. The sales agent with _____ you will be training is named Tony Covello. B. which
15. Anyone _____ car is parked in a red zone will get a parking ticket. C. whose
16. This is the part of the factory _____ the actual production work takes place. D. when
E. where

Adverb-Clause Markers

These words are used to join adverb clauses (also called subordinate clauses) to main clauses. These words are also called subordinate conjunctions. The adverb clause can either precede the main clause or follow it. If the adverb clause comes first, it is set off by a comma.

Adverb-Clause Marker (Time)	Use	Example
before	Means "earlier than the time that."	The game started <i>before</i> I got to the stadium.
after	Means "later than the time that."	You can read this memo <i>after</i> I have read it.
since	Means "from a time in the past until now."	I have not seen Kevin <i>since</i> he returned from Europe.
until	Means "up to the time that."	Freida watched television <i>until</i> her roommate came home.
once	Used to indicate that when one action occurs, another takes place.	<i>Once</i> Gustav arrives, we will start the meeting.
as soon as	Used to indicate that when one action occurs, another takes place.	<i>As soon as</i> we have had lunch, we will resume the discussion.
as	Means "at the same time that."	Martha arrived at the party just <i>as</i> we were leaving.
when	Means "at the same time that."	<i>When</i> I arrived at the office, there was an important message for me.
while	Means "at the same time that." Used when the action of the verb has duration (when it takes some time to complete).	<i>While</i> Belinda was talking on the phone, I waited outside her office.

Other Adverb- Clause Markers	Use	Example
because since	Used for cause/effect.	Mikos joined a health club <i>because</i> (or <i>since</i>) he wanted to get in shape.
although though even though while	Used to show contrast or opposition.	<i>Although</i> (or <i>Though</i> or <i>Even though</i> or <i>While</i>) he was late, he didn't miss his plane.
if	Used to introduce a conditional clause; the condition may be possible or impossible (contrary to fact).	Possible condition: <i>If</i> Sam and Janet invite us, we will go to their party. (They might invite us.) Impossible condition: <i>If</i> Juan were here, he would be upset. (Juan is not here.)
unless	Used to indicate a negative condition; means "if . . . not."	<i>Unless</i> we hurry, we will be late.

Prepositional Expressions

These expressions have the same meaning as certain adverb-clause markers but are used before noun phrases rather than before clauses.

Prepositional Expression	Use	Example
because of due to	These expressions have the same meaning as <i>because</i> .	<i>Because of</i> (or <i>Due to</i>) the bad weather, the garden party was canceled.
despite in spite of	These expressions have the same meaning as <i>although</i> .	<i>Despite</i> (or <i>In spite of</i>) their loss, the team is still in first place.