

Exercise

5.5

Focus: Reviewing and practicing all types of word-choice problems in the Part V TOEIC format.

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

- Investments in genetic engineering firms _____ down slightly last year.
(A) went
(B) declined
(C) reduced
(D) jumped
- Our products are carefully _____ before they are shipped to wholesalers.
(A) projected
(B) detected
(C) inflected
(D) inspected
- The various departments must _____ their activities more carefully.
(A) cooperate
(B) correlate
(C) coordinate
(D) coronate
- Penelope auditioned for a _____ in the play, but she did not get it.
(A) role
(B) character
(C) piece
(D) line
- _____ can understand this manual; it just does not make sense.
(A) Somebody
(B) No one
(C) Anyone
(D) Everybody
- The process _____ about an hour to complete.
(A) takes
(B) spends
(C) has
(D) was
- Smoking is permitted only in specially _____ areas.
(A) defined
(B) described
(C) denied
(D) designated
- You can read about this problem in an _____ edition of the magazine.
(A) uprising
(B) outgoing
(C) outfitting
(D) upcoming
- We lifted the package out of the _____ of the car.
(A) trunk
(B) track
(C) truck
(D) trek
- Ms. Yoosten has _____ finished preparing the financial statement.
(A) more or less
(B) little or no
(C) more and more
(D) sooner or later

11. Mr. Hamilton was _____ that Liza was the best person for the job.
- (A) competent
 - (B) confident
 - (C) consonant
 - (D) consequent
12. The nurse took a blood _____ from Mr. Galindo.
- (A) sample
 - (B) example
 - (C) model
 - (D) selection
13. What time does the store _____?
- (A) close
 - (B) finish
 - (C) end
 - (D) complete
14. In order to start the machine, _____ this key to the right.
- (A) spin
 - (B) cross
 - (C) turn
 - (D) press
15. The president of NFX Media Corporation is a _____ professional soccer player.
- (A) once
 - (B) previous
 - (C) former
 - (D) past

B. Word Forms

In Section A of this lesson, you looked at problems in which the answer choices consisted of four different but related words. In this section, you will see items in which the answer choices consist of four forms of the same base word. In some of these items, each answer choice represents a different part of speech: noun, verb, adjective, or adverb. In other items, there is more than one form of a noun, verb, or adjective.

Sample Item: Word Forms

1. The company could save money if it bought a fleet of more _____ vehicles.
- (A) economize
 - (B) economic
 - (C) economics
 - (D) economical

All four choices are forms of the same base word. Choice (A) is a verb, choice (C) a noun. Choices (B) and (D) are both adjectives. An adjective is required to modify the noun *vehicles*. The adjective *economic* means "related to an economy;" *economical* means "efficient and inexpensive."

To answer these questions, you should be able to identify the forms that are given as adjectives, nouns, verbs, or adverbs, and to recognize which best fits into the blank in the sentence.

Nouns

Nouns name persons, places, things, and concepts. Concrete nouns refer to physical things, and abstract nouns refer to qualities and concepts. Most of the nouns that are tested in this section are abstract nouns.

Some common noun endings:

- <i>tion</i>	information	- <i>ery</i>	recovery
- <i>dom</i>	freedom	- <i>ship</i>	friendship
- <i>ence</i>	experience	- <i>tude</i>	solitude
- <i>ance</i>	acceptance	- <i>ism</i>	industrialism
- <i>ity</i>	creativity	- <i>cracy</i>	democracy
- <i>hood</i>	brotherhood	- <i>logy</i>	biology
- <i>ness</i>	happiness	- <i>ment</i>	experiment

Common endings for nouns that refer to persons:

- <i>er</i>	writer	- <i>ee</i>	retiree
- <i>or</i>	governor	- <i>ic</i>	comic
- <i>ist</i>	psychologist	- <i>ian</i>	technician

Verbs

Verbs may be action verbs or linking verbs.

She *exercises* every day. (action verb)

They *seem* upset. (linking verb)

Common verb endings:

- <i>ize</i>	sanitize	- <i>ify</i>	satisfy
- <i>en</i>	lengthen	- <i>ate</i>	incorporate
- <i>er</i>	recover		

Adjectives

Adjectives modify nouns, noun phrases, and pronouns. Most adjectives tested in this section refer to abstract qualities.

- Adjectives are used before nouns.

a *prosperous* business

a *common* occurrence

- Adjectives are used after the verb *to be* and other linking verbs.

That song is *sad*.

She looks *sleepy*.

That doesn't seem *important*.

Common adjective endings:

- <i>ate</i>	moderate	- <i>y</i>	sunny
- <i>ous</i>	ominous	- <i>ic</i>	economic
- <i>al</i>	normal	- <i>ical</i>	logical
- <i>ing</i>	interesting	- <i>ial</i>	remedial
- <i>ed</i>	bored	- <i>ory</i>	sensory
- <i>able</i>	comfortable	- <i>less</i>	hopeless
- <i>ible</i>	sensible	- <i>ive</i>	competitive
- <i>ish</i>	sluggish	- <i>ly</i>	friendly
- <i>ile</i>	fertile	- <i>ful</i>	colorful

Adverbs

Most of the adverbs seen in word-form problems are adverbs of manner. These adverbs are formed by adding the suffix *-ly* or *-ally* to an adjective.

quickly reasonably precisely enthusiastically

- Adverbs are most often used to modify verbs. They may come before or after the main verb, or at the end of the sentence.
He *eagerly* accepted the challenge.
Ms. Isgaard spoke *forcefully* to the audience.
Wilson met his sales quota *quickly*.
- Some adverbs are used to modify adjectives and occur before those adjectives.
His mail-order business has been *moderately* successful.
This bulletin is *slightly* out-of-date.
- A few adverbs have the same form as adjectives.
fast hard high
- The adverb form of *good* is *well*.
José did a *good* job on the contract. His boss congratulated him for doing so *well*.

Exercise 5.6

Focus: Completing sentences with the correct word 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.

- | | |
|---|----------------|
| 1. What do you _____ me to do? | A. advice |
| 2. You should ask Paul for some _____. | B. advise |
| 3. Do you really feel that changing jobs at this time is _____ ? | C. advisor |
| | D. advisable |
| 4. What this country needs is a few more honest _____. | A. politics |
| 5. I make it a point never to discuss religion or _____ at dinner. | B. political |
| 6. Anne Toshira won the election even though she did not have as much _____ experience as her opponent. | C. politicians |
| | D. politically |
| 7. Is your insurance company going to reimburse you for your _____? | A. lost |
| 8. When did you _____ your watch? | B. losing |
| 9. I was unable to retrieve the _____ data. | C. lose |
| | D. loss |

10. Who is going to _____ for your cat while you are out of town?
 11. _____ drivers often cause accidents.
 12. Follow the directions _____, or you will make a mistake.
 13. You can _____ yourself with this issue by reading these briefs.
 14. _____ with computers can help you get a job.
 15. I am not _____ with that account.
 16. Economists fear that the recession may _____ next year.
 17. She was _____ offended by his unkind remark.
 18. Divers without their own supply of oxygen can descend to a maximum _____ of around 100 feet.
 19. My _____ specializes in working on European cars.
 20. I cannot fix this machine; I'm not _____ inclined.
 21. The train crash was due to human error, not _____ failure.
 22. I cannot afford a new laptop computer, so I am looking for a good _____ one.
 23. On a desert island, money would be _____.
 24. _____ of this software will not believe how simple it is to operate.
- A. care
 B. carefully
 C. careless
 D. careful
- A. familiar
 B. familiarly
 C. familiarize
 D. familiarity
- A. deep
 B. deepen
 C. depth
 D. deeply
- A. mechanic
 B. mechanism
 C. mechanical
 D. mechanically
- A. uses
 B. users
 C. used
 D. useless

Exercise 5.7

Focus: Reviewing and practicing word-form problems in the Part V format.

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

1. Mr. Uhl will _____ the technical manual into German.
 (A) translate
 (B) translation
 (C) translator
 (D) translatable
2. The management team encourages everyone to make _____.
 (A) suggests
 (B) suggestions
 (C) suggestible
 (D) suggestive

3. This toy requires some _____ at home.
- (A) assembled
 - (B) assemble
 - (C) assembler
 - (D) assembly
4. If a product is _____ packaged, it will get consumers' attention.
- (A) attractively
 - (B) attraction
 - (C) attract
 - (D) attractive
5. There has been a lot of _____ about this new scheme.
- (A) exciting
 - (B) excite
 - (C) excitable
 - (D) excitement
6. Mr. Hall has a lot of common _____.
- (A) sensibility
 - (B) sensitivity
 - (C) sense
 - (D) sensation
7. Boston's Back Bay is a beautiful _____ containing many fine old houses.
- (A) neighborhood
 - (B) neighbor
 - (C) neighboring
 - (D) neighborly
8. When can we expect _____ of those parts?
- (A) delivery
 - (B) deliver
 - (C) deliverance
 - (D) deliverer
9. Gomarco Enterprises' environmental problems were revealed by a team of _____ journalists from a local television station.
- (A) investigation
 - (B) investigate
 - (C) investigators
 - (D) investigative
10. Ms. Henderson _____ her point of view very well.
- (A) defensive
 - (B) defendant
 - (C) defended
 - (D) defense
11. The personnel manager read all the _____ herself.
- (A) applications
 - (B) applies
 - (C) applicants
 - (D) applicators
12. I went to a wonderful exhibit of _____ art at a gallery on Drew Street.
- (A) photographer
 - (B) photography
 - (C) photograph
 - (D) photographic

C. Word Choice/Word Forms

Some Part V items are a combination of word-choice problems and word-form problems.

Sample Item: Word Choice/Word Forms

1. Yusef's work is _____ excellent.

- consistently
- constructive
- consequently
- consistent

This problem requires you to choose between adjective forms (*consistent* and *constructive*) and adverb forms (*consistently* and *consequently*). It also requires you to choose between words with different meanings. In problems where there is one pair of related words (such as *consistent* and *consistently*) and two unrelated words, the correct answer is usually one of the two related words. In this case the adverb *consistently* (A).

Exercise 5.8

Focus: Solving sentence-completion items that are a combination of word-choice and word-form problems.

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

1. Exercise can help _____ stress.
 - (A) reduction
 - (B) induce
 - (C) reduce
 - (D) deduction
2. In its year-end report, the corporation reported _____ levels of profit.
 - (A) record
 - (B) recommend
 - (C) recommendation
 - (D) recording
3. Pacific Rim Travel _____ in arranging trips and tours to Asia.
 - (A) specialties
 - (B) concentrations
 - (C) focuses
 - (D) specializes
4. We discussed this matter at a _____ early-morning briefing.
 - (A) late
 - (B) recent
 - (C) lately
 - (D) recently

5. The national air travel system was _____ by a pilots' strike.
- (A) parallel
 - (B) paralysis
 - (C) paradox
 - (D) paralyzed
6. Our firm still has an _____ to buy that piece of land.
- (A) optional
 - (B) optical
 - (C) optimism
 - (D) option
7. You need a _____ from the Ministry of Forestry to cut down trees in this area.
- (A) permission
 - (B) remission
 - (C) permit
 - (D) commit
8. According to this article, Peerless Tools is one of the most _____ firms in the machine-tool industry.
- (A) competitive
 - (B) contemplative
 - (C) compatibility
 - (D) competition
9. To make the proper decision, voters must be _____ on the issue.
- (A) uninformed
 - (B) informed
 - (C) unformed
 - (D) informal
10. This system allows us to forecast costs with greater _____.
- (A) precision
 - (B) prediction
 - (C) procession
 - (D) predictable
11. These new developments may bring about a _____ in the communications industry.
- (A) resolution
 - (B) revolutionary
 - (C) resolve
 - (D) revolution
12. Zesta Soups is a _____ owned subsidiary of Consolidated Foods.
- (A) wholesome
 - (B) full
 - (C) thoroughly
 - (D) wholly

D. Verbs

Answer choices of this type of problem consist of four forms of the same verb. The verb forms may be main verbs or auxiliary verbs plus main verbs.

Sample Items: Verbs

1. Anna _____ in this department since January.

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

In choice (A), *have* does not agree with the singular subject, *Anna*. Choice (B) incorrectly uses the simple present tense; the phrase *since January* indicates that the present perfect is needed. Choice (D) incorrectly uses the passive form of the verb.

2. An evening dress _____ at formal functions.

- (A) wearing
- (B) is worn
- (C) is wore
- (D) wears

Choice (A), an *-ing* form used alone, cannot function as a main verb. In choice (C), the past tense (*wore*) is used incorrectly in place of the past participle. Choice (D) is an active form; a passive form is required.

Correct answer choices in this section have the following characteristics:

Correct Tense

Time words in the sentences provide clues as to which tense to choose. In the first sample item, the phrase *since January* indicates that the present perfect should be used. Look at these sentences:

He _____ to Brazil *a month ago*.

She _____ ballet *since she was a child*.

Ali *always* _____ a cup of coffee as soon as he *gets* to work.

In the first sentence, the phrase *a month ago* indicates that a past-tense verb is needed.

In the second, the clause *since she was a child* indicates that the present perfect tense is required.

In the third, the word *always* and the use of the present tense in the second clause (*gets*) suggest that the simple present tense should be used.

Correct Voice (Active or Passive)

You may have to choose between active and passive verb forms. In the first sample item, choice (D) incorrectly involves the passive because the subject (*Anna*) performs the action rather than receives it. In the second sample item, choice (D) incorrectly uses the active voice; the subject (*evening dress*) receives the action rather than performs it.

Agreement of Subject and Verb

Singular verbs (*is, has, was, does*, and so on) must be used with singular subjects. Plural verbs (*are, have, were, do*, and so on) must be used with plural subjects. In the first sample item, choice (A) is incorrect because the plural verb *have* does not agree with the subject.

Correct Form of Irregular Verbs

Verb-form problems often involve verbs with irregular forms, especially those with different past tense and past participle forms. In the second sample item, choice (C) is incorrect because the past tense is used after the auxiliary verb *is*.

In some verb-form problems, infinitives (*to* + the simple form), *-ing* forms, and past participles are incorrect choices because they are used in place of main verbs. Used alone, these forms can never function as main verbs. For example, in the second sample item, choice (A) is incorrect because the *-ing* form cannot serve as a main verb.

Many items require you to choose between simple forms of the verb, *-ing* forms, and past participles. Here are some hints for selecting the correct forms:

- **The simple form follows all modal auxiliaries.**

might be	can stay	should hurry
must know	could take	may sell

(Certain similar auxiliary verbs require infinitives.)

ought to go	used to play	have to hurry
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- **The simple form is used in *that* clauses after certain verbs and adjectives.**

(This verb form is sometimes called the present subjunctive.)

Verbs:

ask	recommend
advise	request
demand	suggest
insist	urge
propose	

Adjectives:

better	mandatory
essential	necessary
imperative	vital
important	

I insist that Bill *accompany* us.

It's essential that everyone *work* overtime this week.

The passive form is *be* + past participle.

I recommend that Judith *be promoted*.

- **The past participle is used after a form of *have* in all perfect forms of the verb.**

has said	had called	should have gone
have run	will have read	could have decided

- **The *-ing* form is used after a form of *be* in all progressive forms of the verb.**

is sleeping	has been writing	should have been wearing
was studying	had been drawing	will be waiting

- **The past participle is used after a form of *be* in all passive forms of the verb.**

is worn	had been promised
is being considered	will have been missed
were told	might have been canceled
has been shown	would have been lost