

HOMEWORK

Identify the correct tense for each sentence.

1. John raised vegetables and later sold them.
2. John sold vegetables that he had raised.
3. Renee washed the car when George arrived.
4. Renee had washed the car when George arrived.
5. Betty taught for ten years.
6. Betty has taught for ten years.
7. Saturday I will finish my housework.
8. By Saturday noon, I will have finished my housework.

TOEIC 1- 6 Text Completion

Student's Manual

In Part VI you will read four passages of text, such as an article, a letter, a form and an e-mail. In each reading passage there will be three blanks to fill in. You will read four possible choices for each blank. You should read the entire passage to make sure you choose the correct choice in context.

EXERCISES

To: Bob Smith <bobsmith@citylegal.com>
From: Barbara Jones <barbara@paperpaper.net>
Date: July 18th
Subject: Invoice correction
Dear Mr. Smith,

- 1 This letter is to inform you of a mistake in the last invoice _____ on June 14th.
 - a. we will send
 - b. that was sent
 - c. we are sending
 - d. to send

- 2 In the invoice, we incorrectly billed you for three cases of A4 copy paper. By mistake we did not charge you the correct amount which _____ four cases, not three.
- should have been
 - will be
 - has been
 - will being
- 3 We apologize for the error. If it is convenient for you, we will just add the unpaid amount of one case of A4 paper ____ your next billing.
- about
 - over
 - on
 - up

Public Notice: Landscaping Job

- 4 The city council has recently agreed to spend an estimated three million dollars _____ the city park near the harbor.
- has developed
 - will be developed
 - develop
 - to develop
- 5 Local landscaping contractors are encouraged to visit the city council website (www.harborcit-cc.org) with regards to the bidding policy ____ the said project.
- about
 - in
 - at
 - of
- 6 All bids _____ submitted by August 13, 2010.
- were
 - must be
 - will be
 - have been

25 October
Ms. Sally Salhit
Channel 3 TV
2000 Pine Road
Buffalo, New York
Dr. Ms. Salhit,

7 I am writing to request permission to use portions of your recent episode about the migrating patterns on black bears in your recent episode of 'Animals of the North' that _____ November 15th.

- a. aired
- b. covered
- c. hunted
- a. portrayed

8 All excerpts from your television show would only be shown to students at Westside High. As an educational institution _____ limited means

- a. which
- b. that
- c. with
- d. were

9 We are unable to pay for any of the content with monetary compensation, but we would give your show proper _____ as the sole provider of the content

- a. evaluation
- b. remuneration
- c. destination
- d. recognition

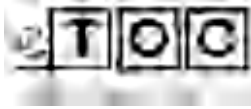
To: Tim Belic <timbelic@yaboo.mail>
From: Melisa Brent <mb@cablestream.net>

Mr. Belic,

10 Thank you for your letter informing us that your cable package _____ contains many of the channels you ordered.

- a. still
- b. already
- c. not yet
- d. no longer

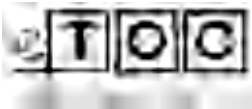
- 11 Over the weekend, our facilities experienced a rare _____ failure that caused some cable channels to be disrupted.
- technique
 - technician
 - technical
 - technically
- 12 Our technicians insist that the problem will be fixed shortly. We will notify you when services _____ resumed.
- are
 - had
 - have been
 - will have been



HOMEWORK:

1. Titan Tire terminated Mr. Carson's employment because of poor job _____ and punctuality.
- perform
 - performing
 - performance
 - performer
2. The new on-line ordering system has proven to be more _____ among the company's younger customers.
- productive
 - popular
 - famous
 - modern
3. After years away from the work place, Ms. Yamata was feeling a bit _____ about her upcoming job interview.
- homesick
 - nervous
 - frequent
 - impossible

4. Cyber Technologies decided to _____ its new computer game in time for the holidays.
- a. detect
 - b. permit
 - c. launch
 - d. respond
5. The on-line _____ of The Daily Post is scheduled to debut before the end of the year.
- a. binding
 - b. model
 - c. addition
 - d. edition



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