

## **HOMEWORK:**

Kindly give the definition of the following words and make the sentence.

1. **dwindle**
2. **futile**
3. **proponent**

## **TOEIC 2-5 Incomplete Sentence**

Part V marks the beginning of the reading skills section. In this section you will read a sentence that has one blank spot. There will be four choices of words or phrases to choose from. You will have to choose the one that you think completes the sentence. When the sentence is complete it must be grammatically correct.

1. The end of year sales seminar will be held on \_\_\_\_\_ Saturday the 12th or Sunday the 13th.
  - a. both
  - b. either
  - c. neither
  - d. or
  
2. The management of City Cable is \_\_\_\_\_ sorry for the interruption of services on Saturday.
  - a. quickly
  - b. gladly
  - c. deeply
  - d. lately
  
3. Mr. and Mrs. Spellborn will be joining the party late due to \_\_\_\_\_ son's school play.
  - a. they
  - b. their
  - c. theirs
  - d. them
  
4. The software she \_\_\_\_\_ at the trade fair last week did not come with a manual.
  - a. purchase
  - b. purchasing

- c. purchases
  - d. purchased
5. The last \_\_\_\_\_ for the new position did very poorly on his interview.
- a. applying
  - b. application
  - c. applicant
  - d. appliance
6. The contract for the new leasing agreement is \_\_\_\_\_ ready for you to sign. a) once
- a. soon
  - b. now
  - c. forever
7. The new loading dock for incoming delivery trucks plans \_\_\_\_\_ by the end of this month.
- a. opened
  - b. open
  - c. to open
  - d. opening
8. We were not satisfied with the \_\_\_\_\_ of the paper menus, so we sent them back.
- a. thick
  - b. thickly
  - c. thickness
  - d. thicker
9. Meeting Room B will be unavailable \_\_\_\_\_ the next three weeks due to repairs.
- a. in
  - b. over
  - c. at
  - d. about
10. In case of computer failure or malfunction, please \_\_\_\_\_ to the technical manual for assistance.
- a. inquire
  - b. browse
  - c. check
  - d. refer
11. Please fill out your paper work \_\_\_\_\_ company guidelines.
- a. in accordance with

- b. accordingly
  - c. according
  - d. accord
12. The Sales Department, in light \_\_\_\_ the recent drop in sales, warns that earnings may be down this quarter.
- a. of
  - b. by
  - c. at
  - d. on
13. As part of its new fall sales \_\_\_\_\_, Mika Motors will offer big rebates on all new vehicles.
- a. promoted
  - b. promote
  - c. promoting
  - d. promotion
14. Guests of the hotel can \_\_\_\_\_ a free breakfast buffet coupon at the concierge desk.
- a. consume
  - b. refund
  - c. obtain
  - d. inquire
15. Staff filing travel expense accounts are reminded to fill out their applications as \_\_\_\_\_ as possible.
- a. long
  - b. timely
  - c. inaccurately
  - d. loud

## HOMEWORK: Fill in the blanks

### 1. or/and/neither/either/both

- a. He forgot to bring \_\_\_\_\_his sweater and his jacket.
- b. She will come \_\_\_\_\_Saturday or Sunday.
- c. He can \_\_\_\_\_ speak German nor French.
- d. I can come now \_\_\_\_\_later.

### 2. change to adverb

- a. He left the classroom (quick)\_\_\_\_\_.
- b. She (glad)\_\_\_\_\_told me why she won the game.
- c. We (deep)\_\_\_\_\_regret to tell you you did not get the job.
- d. I have not seem him (late)\_\_\_\_\_.

### 3. them/their/theirs/they

- a. \_\_\_\_\_are not coming to the meeting.
- b. That is \_\_\_\_\_ house over there.
- c. That table is \_\_\_\_\_.
- d. We just saw \_\_\_\_\_ last night.

### 4. word usage of "purchase"

- a. We never \_\_\_\_\_products online.
- b. She usually \_\_\_\_\_everything by credit card.
- c. We will be \_\_\_\_\_a new car soon.
- d. They just \_\_\_\_\_a new house two monts ago.

### 5. appliances/applying/application/applicants

- a. He is \_\_\_\_\_for the new management position.
- b. Please fill out this\_\_\_\_\_ and then wait your turn.
- c. There are five \_\_\_\_\_for the job - all women.
- d. \_\_\_\_\_like toaster and blenders make good gifts.