

TOEIC LESSON MANAGEMENT (25- minute lesson)

GENERAL INSTRUCTIONS

- A. Orient student on what he/she will do in each type of test. Do this only on chapter 1. **For the remaining chapters; you don't have to do the orientation.**
- B. Student must type his/her answer on the Skype chat box.

PART V: MISSING WORDS

- A. Tell student that this part of test is like a grammar test.
- B. They will fill in some missing words either in the form of the different **parts of speech.**
- C. Process student's answer one at a time.
- D. If student commits mistake, make him/ her understand why his choice is not the correct answer.

REVIEW HOMEWORK from TOEIC 2-4
(refer to TOEIC 2-4 for answers)

PART 5 MISSING WORDS ANSWERS

1. We were not satisfied with the _____ of the paper menus, so we sent them back.

- A) thick
- B) thickly
- C) thickness
- D) thicker

2. Meeting Room B will be unavailable _____ the next three weeks due to repairs.

- A) in
- B) over
- C) at
- D) about

3. Please fill out your paper work _____ company guidelines.

- A) in accordance with
- B) accordingly
- C) according
- D) accord

4. After years away from the work place, Ms. Yamata was feeling a bit ----- about her upcoming job interview.

- A) homesick
- B) nervous
- C) frequent
- D) impossible

5. Seminar participants are required to show identification ----- entering the hall.

- A) in order to
- B) for
- C) they
- D) upon

6. The former CEO's resignation has had little or no ----- on the company's share price.

- A) value
- B) reduction
- C) impact
- D) trading

7. While Ms. Montelo was at one meeting, her assistant was _____ another one for her.

- A) arrange
- B) arranged
- C) arrangement
- D) arranging

8. The sales manager decided to _____ his trip to Kuala Lumpur till next month

- A) call on
- B) put on
- C) call off (trip)
- D) put off

9. The vice-president refused to resign and denied doing anything _____.

- A) shorthanded
- B) underhanded
- C) backhanded
- D) red-handed

10. Operations will continue as usual _____ the director's absence.

- A) despite
- B) yet
- C) nevertheless
- D) when

11. _____ the auditor went over the books several times, he was still unable to find the error.

- A) Despite
- B) Although
- C) Even
- D) Nevertheless

12. Gabriela has been taking business law classes _____ for the last several years.

- A) on and off
- B) up and down
- C) back and forth
- D) in and out

13. Only the _____ of the building is going to be remodeled.

- A) insides
- B) inner indoors
- C) outing
- D) external

14. Mr. Johnston considers his greatest _____ to his appointment as head of his department.

- A) achieve
- B) achieved
- C) achievable
- D) achievement

15. According to a spokesman for Gomarco Industries, the company is planning neither to lay off workers _____ to reduce workers' hours.

- A) not
- B) nor
- C) or
- D) and

16. You can have your office painted _____ color you like.

- A) however
- B) which
- C) whatever
- D) anything

17. Miss Kwang can use my office while she's here, and you and I can share _____.

- A) room 202
- B) bothersome
- C) your
- D) mine

18. It's important that Mr. Andrade be _____ tomorrow's sales seminar

- A) at the time of
- B) a time for
- C) on time for
- D) in time to

19. All our branch offices now send packages _____ the central shipping facility.

- A) across
- B) among
- C) through
- D) by

20. During a period of expansion, a firm often requires an increased number of _____ to perform the additional labor.

- A) employed
- B) employees
- C) employment
- D) employers