

C. N. GRIVAS

REVISED
FORMAT

PREPARATION AND PRACTICE TESTS FOR THE TOEIC® TEST

PAGES



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PREPARATION AND PRACTICE TESTS FOR THE TOEIC® TEST



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Published and distributed by: GRIVAS PUBLICATIONS

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First Published June 2019

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INTRODUCTION TO THE TOEIC

The Test of English for International Communication (TOEIC) is an internationally recognized, standardized English test, designed to measure language proficiency at advanced and intermediate levels. It provides an accurate measure of the English capabilities of non-native speakers in listening, reading and grammar.

Many companies, large international organizations, universities and institutions of higher education – particularly engineering and business schools – measure employee and student language ability using the TOEIC test.

In Greece, the TOEIC is recognized in the private sector as well as by ASEP and the Greek government.

ASEP LEVEL	LANGUAGE LEVEL	SCORE
–	Proficiency [C2]	905-990
Very good	Advanced [C1]	785-900
Good	Lower [B2]	505-780
Average	Basic [B1]	405-500

TEST FORMAT OF THE NEW TOEIC

The TOEIC test consists of 200 multiple-choice questions in two sections: Listening Comprehension and Reading Comprehension. The questions are based on real-life work settings in an international environment (e.g. meetings, travel, paperwork, communication, etc.). Test takers respond to the questions by choosing one option from up to four answer choices (A, B, C, D) on a machine-scannable answer sheet.

Section 1 - Listening Comprehension (45 minutes, 100 questions)

- 1 Photographs: 6 questions
- 2 Question-Response: 25 questions
- 3 Conversations: 39 questions (13 conversations with 3 questions each)
- 4 Short Talks: 30 questions (10 talks with 3 questions each)

Section 2 - Reading Comprehension (75 minutes, 100 questions)

- 5 Incomplete Sentences: 30 questions
- 6 Text Completion: 16 questions (4 texts with 4 questions each)
- 7 Reading Comprehension: 54 questions (single passages: 29 questions; double / triple passages: 25 questions)

CONTEXTS FROM WHICH TOEIC TEST QUESTIONS ARE DRAWN

These are some examples of the settings, situations and formats you may find in TOEIC test questions:

Offices: board meetings, committees, letters, memoranda (memos), telephone, fax and email messages, office equipment and furniture, office procedures

Personnel: recruiting, hiring, retiring, salaries, promotions, job applications, job advertisements, pensions, awards

Purchasing: shopping, ordering supplies, shipping, invoices

Technical Areas: electronics, technology, computers, laboratories and related equipment, technical specifications

Travel: trains, airplanes, taxis, buses, ships, ferries, tickets, schedules, station and airport announcements, car rentals, hotels, reservations, delays and cancellations

Corporate Development: research, product development

Dining Out: business and informal lunches, banquets, receptions, restaurant reservations

Entertainment: cinema, theater, music, art, exhibitions, museums, media

Finance and Budgeting: banking, investments, taxes, accounting, billing

General Business: contracts, negotiations, mergers, marketing, sales, warranties, business planning, conferences, labor relations

Health: medical insurance, visiting doctors, dentists, clinics, hospitals

Housing / Corporate Property: construction, specifications, buying and renting, electric and gas services

Manufacturing: assembly lines, plant management, quality control

PART-BY-PART ANALYSIS of the TOEIC TEST

Listening: The first four parts of the exam are in the Listening Section and feature native speakers from America, Canada, Australia and Britain. The entire listening test lasts about 45 minutes. In the actual test, all answers must be marked on the separate answer sheet provided, and not in the test book.

Listening - Part 1: Photographs (6 questions)

For each question, you will hear four statements about a picture in the test book. The statements will NOT be printed in your test book and will be heard only once. When you hear the statements, you must select the one statement A, B, C or D that best describes what you see in the picture. Look at the following examples.

1 You will see:



You will hear:

- A They're working at a desk.
- B They're sitting on the table.
- C They're giving a presentation to the board.
- D The teachers are preparing some work.

Statement A, "They're working at a desk." is the correct answer.

COMMON DISTRACTORS	EXPLANATION
Preposition	"B" uses the preposition on , which would mean they are on top of the desk or table. At would be the correct preposition to make this statement correct.
Wrong scenario	"C" mentions a presentation, which they could be working on, but there is no sign of other people (e.g. board members) in the picture. "D" The women appear to be young business employees, as they are dressed formally and are in a business environment.

2 You will see:



You will hear:

- A He's inside the plane.
- B They're packing for a vacation.
- C He's helping her get on the plane.
- D She's about to trip.

Statement C, "He's helping her get on the plane." is the correct answer.

COMMON DISTRACTORS	EXPLANATION
Preposition	"A" The man has a foot on the steps, but is not inside the plane.
Words in a different context	"B" Even though they may be going on vacation, the bags have already been packed.
Same word - different meaning	"D" The verb "trip" means "fall over". Using the noun, "She is going on a trip" would make this statement correct.

Tips for Part 1

- ✓ Quickly scan the picture before you hear the statements.
- ✓ Note details about any people in the picture such as where they are, what they are doing, what they are wearing and what is different about each person.
- ✓ Note details about the place and any objects, such as what normally happens in that place, what the objects are used for and what they are made of.

Listening - Part 2: Question and Response (25 questions)

You will hear a question or statement and three responses spoken in English. They will NOT be printed in your test book and will be heard only once. You must select the best response, A, B or C.

Look at the following examples.

1 You will see: (A) (B) (C)
(on your answer sheet)

You will hear: Do you speak Italian?

You will also hear:
A No, but I'd like to start classes.
B Rome is an amazing city.
C Yes, I did. I hear you are fluent.

The correct answer is statement A, "No, but I'd like to start classes."

COMMON DISTRACTORS	EXPLANATION
Related word	"B" Mentions Rome, the capital of Italy. It would answer a question such as, "What do you think of Rome?"
Change of subject / object	"C" This would answer a question such as "Did you know I can speak Italian?"

2 You will see: (A) (B) (C)

You will hear: Did you send a full team, or just John?

You will also hear:
A I sent it to you, not John.
B One person would not have been enough.
C I'll decide about that later.

The correct answer is statement B, "One person would not have been enough."

COMMON DISTRACTORS	EXPLANATION
Repeated word(s) from the question	"A" Although the verb "to send" and the name "John" are repeated, this is not a logical response as "it" refers to something, not somebody, being sent.
Wrong question word	"C" The question is about a past decision, so a response that refers to a future decision is wrong. A question such as "Will you send a full team, or just John?" would be needed.

3 You will see: (A) (B) (C)

You will hear: This program is difficult to use, isn't it?

You will also hear:
A No, but it used to.
B Yes. Change the channel.
C Yes, it's quite complex.

The correct answer is statement C, "Yes. It's quite complex."

COMMON DISTRACTORS	EXPLANATION
Repeated word(s) from the question	"A" The verb "to use" is in the question, which makes "used to" a distractor that sounds the same, but it is not a logical answer to the question.
Words in a different context	"B" The phrase "change the channel" tries to cause confusion with the word "program" in the question, which is about a computer / system program, not a TV program.

4 You will see: (A) (B) (C)

You will hear: They've introduced a new rule.

You will also hear: A Then we should follow it.
B Since last January.
C They had reduced it.

The correct answer is statement A, "Then we should follow it."

COMMON DISTRACTORS	EXPLANATION
No question word	"B" This response would require a question such as "How long have they had this new rule?".
Similar-sounding word	"C" This response uses the similar-sounding ending of the words "introduced" and "reduced", but it is not a logical reply.

Types of Questions - Part 2

- Information questions
- Alternative questions
- Tag questions
- Yes / No questions
- Indirect questions
- Negative questions
- Function questions
- Statements

Tips for Part 2

- ✓ Understand what type of response the question is asking for, e.g. an opinion, agreement, or information.
- ✓ Eliminate wrong answers involving similar sounds.
- ✓ Mark your answer after hearing all the choices.

Listening - Part 3: Conversations (39 questions)

You will hear thirteen separate conversations between two or more people. After each conversation, you will be asked to answer three questions about what the speakers have said. Select the best response to each question, A, B, C or D. The conversations are not printed in your test book and will be heard only once.

Look at the following examples.

1 You will hear:

Questions 32 through 34 refer to the following conversation.

MAN: I'll be flying to the annual meeting in London next week.

WOMAN: I thought you said you were so terrified of flying that you'd rather walk! What about taking the train, or driving?

MAN: I don't have the time to be on the road for hours with my schedule. Besides, the only time I ever drove in London, I got hopelessly lost.

WOMAN: I suppose you know best.

32 What are they discussing?

33 What will he do?

34 What can be inferred about the man?

You will see:

32 What are they discussing?
A Office schedules
B Weekend breaks
C Travel arrangements
D Her timetable

33 What will he do?
A Walk
B Go by plane
C Go by car
D Go by train

34 What can be inferred about the man?
A He is unfamiliar with the roads in London.
B He cannot drive very well.
C He does not want to attend the meeting.
D He never listens to her suggestions.

The correct answers are: 32 C; 33 B; 34 A.

EXPLANATION

- 32** "A" The talk is not about office schedules, only his schedule for the trip.
"B" The conversation is about getting to a meeting, so it is not about a break, but about work.
"D" They focus on the man, as only his arrangements and preferences are mentioned.
- 33** "A" Walking is only mentioned to emphasize how scared of flying he is.
"C&D" She mentions the train and car, but he rejects them as only the plane is fast enough.
- 34** "B" He only mentions getting lost – not how well he drives.
"C" Avoiding the meeting is not suggested, particularly as he will fly even though he is scared.
"D" He doesn't agree with her suggestions here, but we don't know if that is always the case.

2 You will hear:

Questions 35 through 37 refer to the following conversation.

WOMAN: Hello, this is Polly from JM Porters. I'm Mr. Jackson's secretary, and I'm calling about some problems we're having with our copier.

MAN: What exactly is wrong with it?

WOMAN: Well, it's making copies very slowly and it keeps going into stand-by mode.

MAN: It doesn't sound too serious – if you refer to the manual, you'll see that in cases like these, you should just turn it off for 15 or 20 minutes so it can cool down. Failing that, we can have an engineer there within half an hour.

- 35** *What is the man's job?*
36 *What is the problem with the copier?*
37 *How long will it take an engineer to get there?*

You will see:

- 35** What is the man's job?
A Secretary
B Call center employee
C Manager
D Engineer
- 36** What is the problem with the copier?
A It is not working fast enough.
B It does not turn on.
C It has been seriously damaged.
D It has no instruction manual.
- 37** How long will it take an engineer to get there?
A More than 15 minutes
B Less than 20 minutes
C Less than 30 minutes
D More than 30 minutes

The correct answers are: 35 **B**; 36 **A**; 37 **C**.

EXPLANATION

- 35** "A" The woman is a secretary, not the man.
"C" The woman works for a manager, but it is unlikely that she would be talking to one about a copier problem.
"D" An engineer can be sent, but the man is clearly dealing with telephone enquiries.
- 36** "B" It does turn on, but is slower than usual; while it continually goes into stand-by mode, it does not completely shut off.
"C" There is no mention of damage, and the man implies that the problem is not serious.
"D" The man mentions an instruction manual she can look at.
- 37** "A & B" 15 or 20 minutes is how long the copier should be turned off for.
"D" Within half an hour means it would take the engineer less than thirty minutes to get there, not more.

Type of Questions - Part 3

- topics
- occupations
- locations
- plans
- reasons
- problems
- suggestions
- time
- inference

Tips for Part 3

- ✓ Quickly look over the questions and answer choices before the conversation starts.
- ✓ While listening, look at the questions and answer choices.
- ✓ There could be a graphic included with the question and answer choices. You should compare what you heard in the conversation with what you can see in the graphic.
- ✓ Use your knowledge of job functions in real-life situations to understand the context.
- ✓ It is not necessary to wait for the questions to be spoken – if you know the answer, mark it at once.
- ✓ You will have about 8 seconds between questions (and between talks) to read the answer choices.

Listening - Part 4: Talks (30 questions)

You will hear ten talks each given by a different, single speaker. After each talk, you will be asked to answer three questions. Select the best answer to each question by marking A, B, C or D. The talks will not be printed in your test book and will be heard only once.

Look at the following examples.

1 You will hear:

You will see:

Questions 71 through 73 refer to the following announcement.

MAN: Your attention please. Passengers waiting for the delayed flight PA70 to New York which was to have left last night are kindly requested to wait a further two hours before boarding. This delay has been unavoidable, due to several lightning strikes hitting the runway at New York's airport yesterday evening. For reasons of safety, extensive checks of the runway are being made. Meanwhile, the airline will be handing out \$15 breakfast vouchers to each passenger, which can be used at any of the terminal's restaurants. Thank you for your patience.

- 71 *Where is this announcement being made?*
72 *What caused the delay?*
73 *What time of day is it?*

- 71 Where is this announcement being made?
A Train station
B Travel agent's
C Airport
D Restaurant
- 72 What caused the delay?
A A crash
B Safety checks
C Strong winds
D A workers' strike
- 73 What time of day is it?
A Morning
B Afternoon
C Evening
D Late at night

The correct answers are: 71 C; 72 B; 73 A.

EXPLANATION

- 71 "A" Passengers, delays and terminals could be at a train station, but not flights or runways.
"B" Travel details are being announced, so passengers have already begun their trip; they are not planning it.
"D" There are restaurants in the terminal, but that is not where the announcement is being made.
- 72 "A" Lightning is mentioned as hitting the runway, but not any kind of plane crash.
"C" A lightning strike is mentioned, but nothing of winds causing problems.
"D" The word strikes in the text does not refer to workers on strike, but to lightning hitting the runway.
- 73 "B & C" As breakfast vouchers are being offered, it must be morning.
"D" The flight should have left late at night but was delayed.

2 You will hear:

Questions 74 through 76 refer to the following announcement.

WOMAN: Hello everyone and welcome to Maxsell's hugely popular annual seminar day. I'd like to inform you all that Dr. Hughes' Customer Psychology seminar is now starting in room 3, and that Mr. Green's session on e-selling will be held an hour later in room 7. Unfortunately, Nick Paulson has had to cancel his Smart Selling Techniques seminar due to a stomach virus, so due to high demand, Professor Weller's Technology Sales seminar will be given again.

- 74 What is the main purpose of the announcement?
75 What can be inferred about the seminars?
76 Who will give the final seminar?

You will see:

Program

Presenter	Time
Dr Hughes	12.00-1.00
Mr Green	1.00-2.00
Prof. Weller	2.00-3.00
Dr Brand	3.00-4.00
N. Paulson	4.00-5.00

- 74 What is the main purpose of the announcement?
A To advertise seminars
B To announce changes in the schedule
C To introduce the speakers
D To suggest a seminar talk
- 75 What can be inferred about the seminars?
A They are very popular.
B They are all given by doctors.
C They have never been held before.
D They focus on computer viruses.
- 76 Who will give the final seminar?
A Doctor Hughes
B Nick Paulson
C Mr. Green
D Professor Weller

The correct answers are: 74 B; 75 A; 76 D.

EXPLANATION

74 "A" People are already at the seminar location, so she would not be advertising the seminars.
"C" The speakers are mentioned as being in certain locations – they are not being introduced.
"D" She is giving information on all the talks – not suggesting any one in particular.

75 "B" A doctor is mentioned as giving one seminar only.
"C" The event is mentioned as being annual, that is every year.
"D" Although two involve technology, the only virus mentioned is an illness.

76 "D" Nick Paulson's seminar has been canceled, so Professor Weller's will be given again at that time.

Types of Questions - Part 4

- general
- detail
- negative
- inference

Tips for Part 4

- ✓ Scan the questions as quickly as possible.
- ✓ Pay close attention to the introduction to understand the type of talk (announcement, telephone message, etc.).
- ✓ While listening, look at the questions and answer choices.
- ✓ Mark your answer immediately if you know it. You don't have to wait for the questions to be spoken.
- ✓ Use the time between the talks to quickly scan the next set of questions.
- ✓ There could be a graphic included with the question and answer choices. You should compare what you heard in the conversation with what you can see in the graphic.

Reading: The Reading Section contains a variety of texts and different types of reading comprehension questions. The entire Reading test lasts 75 minutes. There are 3 parts (parts 5, 6 and 7) and directions are given for each one. In the actual test, all answers must be marked on the separate answer sheet and not in the test book.

Reading - Part 5: Incomplete Sentences (30 questions)

In part 5, there are thirty sentences in which a word or phrase is missing. These sentences test grammar and vocabulary. Four answer choices are given below each sentence. Select the best answer, A, B, C or D to complete the sentence.

Look at the following examples, which demonstrate some of the main question types.

TEST FEATURE	EXPLANATION
<p>101 You will receive a 50% discount bookings are made within the next two weeks.</p> <p>A whether C if B and D that</p>	<p>Connectors: Whether bookings are made or not would be needed. And would connect two separate pieces of information. If is the correct answer as one piece of information is conditional on the other. Provided that would be needed.</p>
<p>102 Mr. Jenkins to another branch; this is his replacement, Ms. Randers.</p> <p>A transfers B to transfer C transferring D has been transferred</p>	<p>Tenses: Mr. Jenkin's transfer occurred at an unspecified time in the past, but affects the present, so the present perfect tense has been transferred is needed.</p>
<p>103 To reduce accidents, all department heads must ensure that equipment is used</p> <p>A responsible C responsibility B responsibly D responsibilities</p>	<p>Derivative forms: Responsibly is the correct answer as an adverb is required after the verb used in the sentence.</p>
<p>104 We would like to offer you a twelve-month to <i>Family Business</i> magazine.</p> <p>A subscription B prescription C description D repetition</p>	<p>Words with similar beginnings or endings: A subscription is an amount of money paid to receive a magazine or newspaper regularly, and is the correct answer. A prescription is an official piece of paper obtained from a doctor. A description tells you what sb / sth is like. Repetition is saying or doing the same thing many times.</p>
<p>105 The board is to vote for the next executive on Monday.</p> <p>A head C main B chief D first</p>	<p>Similar meanings: While all the words are synonyms, the only correct collocation is chief executive.</p>
<p>106 A rapidly growing for automobiles has developed in the Far East.</p> <p>A sale B file C market D proposal</p>	<p>Topic-related vocabulary: A sale is when something is sold. A file is a collection of information / documents. A market is a particular area, country or section of the population that might buy certain goods, and is the correct answer. A proposal is a formal suggestion or plan.</p>

Reading - Part 6: Text Completion (16 questions)

In part 6, there are four texts. Each text has four questions. A word, phrase or sentence is missing in parts of each text. Four answer choices for each question are given, A, B, C or D. Select the best answer to complete the text.

The grammar and vocabulary items that are tested are the same as those in part 5. However, there may be a wider context involved. Look at the following example.

TEST FEATURE

To: Department Heads
From: Managing Director
Subject: Kitchen Facilities

Last week, a new oven and a microwave were installed in the company kitchen **131** _____ there are no hot food vendors in the local area. **132** _____ .

Unfortunately, it was **133** _____ today that the facilities have been misused and are now a potential fire hazard.

Therefore, the oven and microwave are to be **134** _____ from the company's premises.

- 131** A in order
B because
C so as
D due to
- 132** A The facilities were to be used for warming food bought from local food vendors.
B The facilities were for use by all departments.
C The microwave will be purchased next week.
D Local food vendors have moved into the area.
- 133** A notice
B noticing
C noticed
D notify
- 134** A reduced
B removed
C replaced
D reported

EXPLANATION

131 **In order** requires **to / that** so as to connect two clauses.
Because is correct as it connects the clauses.
So as requires **to** in order to connect two clauses, but it would still be wrong in this structure.
Due to requires **the fact that** or **there being** in order to connect two clauses, but it is still wrong here.

132 "A" There are no local food vendors.
"B" Is correct based on the context.
"C" The microwave has already been purchased as it has been installed.
"D" There is no mention of this in the memo.

133 The action occurred in the past, and requires the passive voice. The simple past form in the passive is "was / were" and the past participle.

134 To **reduce** something means to make it smaller in size, less in quantity or lower in price.
To **remove** something means to take it away from a place, which is the logical answer here.
To **replace** something is to use something different in its place, but there is no suggestion that an alternative to the oven and microwave has been found.
To **report** is to give people information.

Grammar phenomena regularly tested in parts 5 and 6

- Verb forms (including tense, aspect and use)
- Conditional forms • "Causative" use of have
- Passive voice • Reported speech • Subjunctive
- Inversion, word order & syntax • Infinitives & gerunds
- Determiners • Subject-verb agreement
- Pronoun agreement / form • Participles
- Nouns (countable & uncountable / compound nouns)
- Connectors and conjunctions • Adjectives & adverbs
- Comparisons • Prepositions • Word form • Clauses

Tips for Part 5 and 6

- ✓ Always try to understand the general meaning and main idea of the sentence.
- ✓ Consider the context, as several options may appear to fit.
- ✓ Carefully consider the structure of long, complex sentences.
- ✓ Identify the missing parts of speech.
- ✓ Read the sentences directly before and after the new sentence in order to understand the context.

Reading - Part 7: Reading Comprehension (54 questions)

In part 7, there are various texts such as magazine and newspaper articles, letters, emails and advertisements. Each text is followed by 2-5 questions, which have four answer choices, A, B, C or D. The first 29 questions are based on "single" texts, where the questions refer to one text only. The last 25 questions are based on "double" or "triple" texts, where either two or three related texts are followed by five questions.

Look at the following single text examples.

TEST FEATURE

Questions 147-148 refer to the following notice.

Attention Animal Lovers

The Belfry Animal Reserve is holding its unique annual fund-raising event. There will be all sorts of fun attractions and ALL the money goes towards helping the animals.

Come and see our birds of prey, exotic species and farm animals. At our kennels, we have many adorable cats and dogs who have been abandoned and are now looking for new caring homes.

Saturday May 10

For further details on events, school visits, volunteering and donating, visit www.belfry.com

147 What is the main purpose of the notice?

- A To advertise a local animal reserve
- B To announce a special event
- C To rescue abandoned animals
- D To educate schoolchildren

148 What can people do while at the event?

- A Buy a bird
- B Feed a farm animal
- C Get a pet
- D Abandon an animal

EXPLANATION

147: The event is at an animal reserve, mentions school visits and has abandoned animals, but none of these are the purpose of the notice. It is announcing an event, described as unique or special, so B is the answer.

148: Birds and farm animals can only be seen, but dogs and cats can be taken home.

Questions 149-151 refer to the following article.

Reassure your employees: If you want more innovation from your people, let them know that their employment is secure, even if their job description changes. **(1)**- People worried about losing their jobs tend to find ways to stretch out the work, not innovative ways to do it better.

Don't demotivate them: Your job as a leader is to get and keep your people motivated and working toward the common goal of the company. **(2)**- So does dismissively telling them that their ideas are "useless". Watch your own actions to be sure you aren't defeating your own efforts by demotivating your people.

Your most important resource: You can have the best high-tech equipment available, but without the right people you have no business. Treat employees with the same care as you do your equipment.

Remember people: Plants can grow and stay healthy even if they are watered only occasionally and kept in the dark. People, on the other hand, function better when they know what is happening. **(3)**- Especially if they are encouraged and are given honest information.

Listen to your employees: It doesn't make any sense to spend time and effort finding and hiring people if you are just going to ignore their input. Honestly evaluate what they have to say, without letting your ego get in the way, and you will probably learn something that benefits your business.

Consider their opinions: Management still has to make the ultimate decision. **(4)**- But, if employees have had the opportunity to make their point of view known, they will be more willing to stand behind the decision, even if they don't agree with it.

149 Where would this article have been published?

- A A popular magazine
- B An educational magazine
- C A business magazine
- D A financial newspaper

150 In which of the positions marked (1), (2), (3) and (4) does the following sentence best belong?

"Demeaning them, especially in front of others, erodes their motivation."

- A (1) C (3)
- B (2) D (4)

151 What is NOT mentioned in the article?

- A Encouraging people
- B Fair wages
- C Job security
- D Honest discussions

EXPLANATION

149: The article is referring to the reader's employees, so it would have been in a business magazine.

150: The sentence refers to eroding motivation, so it fits best in the paragraph about demotivating employees.

151: Only wages are not discussed. Jobs being safe is mentioned at the start, honesty is in the 4th & 5th paragraphs, and encouragement is a general theme.

Now look at this *double* text example. Questions 176-180 refer to the following notice and table.

TRIANGLE RAILROAD, INC.

From: OPERATIONS DEPARTMENT

Date: September 18

Notice to all employees:

In order to increase speed and efficiency, the management has decided to reduce the level of service on some routes. Starting November 6, stops will be eliminated from several of our routes. In addition, meal services will no longer be offered on new direct routes with no intermediate stops.

Eliminating these stops from our routes will allow us to introduce new high-speed express cars and phase out obsolete cars, some of which have been in service for 30 years.

The delay in implementing the change was due in large part to the necessity of obtaining approval from the State Transportation Authority this summer, in the face of opposition from key members of the state legislature and the public.

176 Who probably wrote the announcement?

- A A railroad engineer
- B A government official
- C The head of operations
- D The chief accountant

177 Why have the routes been changed?

- A To cut costs
- B To introduce new equipment
- C To respond to public opinion
- D To reduce passenger demand

178 When will the change take effect?

- A Immediately C In November
- B In September D During the summer

179 What is suggested about public opinion?

- A It is opposed to the changes.
- B It has no interest in the railroad.
- C It is in favor of the upgrade.
- D It wants costs to be cut.

180 On which routes will meal services be eliminated?

- A 1 and 2 C 1 and 4
- B 1 and 3 D 2 and 4

TRIANGLE RAILROAD, INC.		
ROUTE	OLD SERVICE	NEW SERVICE
1	Greenville-Raleigh-Cary-Durham	Raleigh-Durham
2	Durham-Greensboro-Winston-Salem	Durham-Greensboro-Salem
3	Charlotte-Salisbury-Greensboro	Charlotte-Greensboro
4	Raleigh-Sanford-Fayetteville-Wilmington	Raleigh-Fayetteville-Wilmington

EXPLANATION

176: The decision is being announced by the operations department, so the head of the department is most likely to have written it.

177: The second paragraph states the changes will allow new equipment to be introduced.

178: The first paragraph says "starting November 6".

179: The last paragraph mentions opposition from the state legislature and the public.

180: The notice says there will not be meal services on direct routes without stops, which the table shows to be on the new services for routes 1 and 3.

Types of Texts - Part 7

- Advertisements
- Business evaluations
- Charts
- Graphs
- Announcements
- Email messages
- Faxes
- Notes
- Instructions
- Itineraries
- Memorandums (memos)
- Notices
- Informal letters
- Formal letters
- Tables
- Telephone messages
- Tickets
- Vouchers / Coupons
- Invitations
- Calendars
- Business profiles
- CVs / Résumés
- Articles
- Invoices
- Order sheets
- Schedules
- Statements
- Application forms

Types of Questions - Part 7

- main idea
- purpose
- title
- author
- audience
- place of publishing
- detail
- negative questions
- inference questions
- word definition

Tips for Part 7

- ✓ The reading passages require more time than parts 5 and 6.
- ✓ Reading the questions first may help you focus on the relevant parts in the passages.
- ✓ You do not need to understand every word.
- ✓ Pay attention to the type of text and its function.
- ✓ Skim through the text for the main points, i.e. what it's about, who it's for, why it was written.
- ✓ Try and understand the relationship between the double and triple texts.
- ✓ You may want to leave negative questions until last, as it usually takes longer to determine the answer.
- ✓ When trying to understand where in a passage a sentence belongs, read the sentence well to get a good idea of what it is referring to, and then read the sentences directly before and after each of the marked positions in the text in order to understand the context.

PRACTICE ANSWER SHEET

Listening Test

Part 1

- 1 A B C D
- 2 A B C D
- 3 A B C D
- 4 A B C D
- 5 A B C D
- 6 A B C D

Part 2

- 7 A B C
- 8 A B C
- 9 A B C
- 10 A B C
- 11 A B C
- 12 A B C
- 13 A B C
- 14 A B C
- 15 A B C
- 16 A B C
- 17 A B C
- 18 A B C
- 19 A B C
- 20 A B C
- 21 A B C
- 22 A B C
- 23 A B C
- 24 A B C
- 25 A B C
- 26 A B C
- 27 A B C
- 28 A B C
- 29 A B C
- 30 A B C
- 31 A B C

Part 3

- 32 A B C D
- 33 A B C D
- 34 A B C D
- 35 A B C D
- 36 A B C D
- 37 A B C D
- 38 A B C D
- 39 A B C D
- 40 A B C D
- 41 A B C D
- 42 A B C D
- 43 A B C D
- 44 A B C D
- 45 A B C D
- 46 A B C D
- 47 A B C D
- 48 A B C D
- 49 A B C D
- 50 A B C D
- 51 A B C D
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- 55 A B C D
- 56 A B C D
- 57 A B C D
- 58 A B C D
- 59 A B C D
- 60 A B C D
- 61 A B C D
- 62 A B C D
- 63 A B C D
- 64 A B C D
- 65 A B C D
- 66 A B C D
- 67 A B C D
- 68 A B C D
- 69 A B C D
- 70 A B C D

Part 4

- 71 A B C D
- 72 A B C D
- 73 A B C D
- 74 A B C D
- 75 A B C D
- 76 A B C D
- 77 A B C D
- 78 A B C D
- 79 A B C D
- 80 A B C D
- 81 A B C D
- 82 A B C D
- 83 A B C D
- 84 A B C D
- 85 A B C D
- 86 A B C D
- 87 A B C D
- 88 A B C D
- 89 A B C D
- 90 A B C D
- 91 A B C D
- 92 A B C D
- 93 A B C D
- 94 A B C D
- 95 A B C D
- 96 A B C D
- 97 A B C D
- 98 A B C D
- 99 A B C D
- 100 A B C D

Reading Test

Part 5

- 101 A B C D
- 102 A B C D
- 103 A B C D
- 104 A B C D
- 105 A B C D
- 106 A B C D
- 107 A B C D
- 108 A B C D
- 109 A B C D
- 110 A B C D
- 111 A B C D
- 112 A B C D
- 113 A B C D
- 114 A B C D
- 115 A B C D
- 116 A B C D
- 117 A B C D
- 118 A B C D
- 119 A B C D
- 120 A B C D
- 121 A B C D
- 122 A B C D
- 123 A B C D
- 124 A B C D
- 125 A B C D
- 126 A B C D
- 127 A B C D
- 128 A B C D
- 129 A B C D
- 130 A B C D

Part 6

- 131 A B C D
- 132 A B C D
- 133 A B C D
- 134 A B C D
- 135 A B C D
- 136 A B C D
- 137 A B C D
- 138 A B C D
- 139 A B C D
- 140 A B C D
- 141 A B C D
- 142 A B C D
- 143 A B C D
- 144 A B C D
- 145 A B C D
- 146 A B C D

Part 7

- 147 A B C D
- 148 A B C D
- 149 A B C D
- 150 A B C D
- 151 A B C D
- 152 A B C D
- 153 A B C D
- 154 A B C D
- 155 A B C D
- 156 A B C D
- 157 A B C D
- 158 A B C D
- 159 A B C D
- 160 A B C D
- 161 A B C D
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- 190 A B C D
- 191 A B C D
- 192 A B C D
- 193 A B C D
- 194 A B C D
- 195 A B C D
- 196 A B C D
- 197 A B C D
- 198 A B C D
- 199 A B C D
- 200 A B C D

SCORE CONVERSION TABLES

Getting an estimated TOEIC score

Compare the total number of correct answers (raw score) in each of the listening and reading sections of the test to the appropriate section of the tables below.

Add the converted listening and reading scores together to get an estimated total score.

Listening Raw Score	Listening Scaled Score
96-100	495
91-95	450-495
86-90	415-475
81-85	370-450
76-80	340-420
71-75	315-390
66-70	285-360
61-65	255-330
56-60	230-305
51-55	205-275
46-50	175-245
41-45	150-220
36-40	125-185
31-35	100-155
26-30	85-120
21-25	75-100
16-20	55-80
11-15	35-65
6-10	25-40
1-5	10-30
0	0

Reading Raw Score	Reading Scaled Score
96-100	470-495
91-95	430-475
86-90	405-440
81-85	375-420
76-80	350-395
71-75	325-380
66-70	295-350
61-65	265-325
56-60	235-295
51-55	205-270
46-50	170-235
41-45	140-205
36-40	110-175
31-35	90-145
26-30	70-120
21-25	60-90
16-20	45-70
11-15	35-55
6-10	20-40
1-5	10-20
0	5

These score conversion tables are based on historical data from previously administered TOEIC tests. Therefore, your scores on the practice tests may be higher or lower than your scores on the actual TOEIC test.

PREPARATION – UNIT 1

GRAMMAR

TENSES

1 Present Tenses

Simple Present: *I work – I don't work – Do I work?*

- | | |
|--|---|
| <p>1 για συνήθειες ή μόνιμες καταστάσεις</p> <p>2 για προγράμματα, δρομολόγια κλπ. με μελλοντική έννοια</p> <p>3 με ρήματα όπως: <i>accept, admit, advise, agree, apologize, confess, congratulate, declare, deny, disagree, insist, name, order, predict, pronounce, propose, recommend, refuse, request, suggest, swear</i> κλπ.</p> | <p>Mark catches the 8.15 train every morning.
Ron works for a shipping company.</p> <p>The boat leaves at 7.25 tomorrow morning.</p> <p>I declare the meeting open.
They predict the price of gas will go up.
I swear I told nobody about it.</p> |
|--|---|

Present Progressive: *I am working – I'm not working – Am I working?*

- | | |
|---|---|
| <p>1 για πράξη σε εξέλιξη τώρα ή προσωρινά, αυτήν την περίοδο</p> <p>2 για πράξη που επαναλαμβάνεται προσωρινά</p> <p>3 για πράξη που έχουμε προγραμματίσει να κάνουμε στο κοντινό μέλλον</p> <p>4 για κατάσταση που μεταβάλλεται / εξελίσσεται</p> | <p>A meeting is taking place now.
I'm attending some seminars this month.
He's working till late every day this week.
We're meeting a client tomorrow morning.
The situation is getting worse and worse.</p> |
|---|---|

Simple Present Perfect: *I have worked / taken – I haven't worked / taken – Have I worked / taken?*

- | | |
|---|--|
| <p>1 για πράξη που έγινε στο παρελθόν και ο χρόνος δεν αναφέρεται ή εννοείται</p> <p>2 για πράξη που έγινε σε μια χρονική περίοδο που δεν έχει ακόμα τελειώσει</p> <p>3 μετά τα <i>This / It is the first / second / only time ...</i></p> <p>4 μετά τα <i>This / It / He</i> κλπ. + υπερθετικό βαθμό</p> | <p>I have finished typing the report.</p> <p>We've had two meetings this month.</p> <p>This is the first time I've driven a sports car.
He's the best accountant we've ever hired.</p> |
|---|--|

Present Perfect Progressive: *I have been working – I haven't been working – Have I been working?*

- | | |
|---|--|
| <p>1 για πράξη που άρχισε στο παρελθόν και συνεχίζεται στο παρόν (έμφαση στη διάρκεια)</p> <p>2 για πράξη που διήρκεσε στο παρελθόν και έχει ορατά αποτελέσματα στο παρόν</p> <p>3 για να δείξει ενόχληση, θυμό ή έκπληξη για κτ που έκανε κτ</p> | <p>They have been interviewing candidates for three hours / since ten o'clock.</p> <p>The house is spotless. I've been cleaning it all morning.</p> <p>Who has been reading my emails?</p> <p>☐ Προσέξτε: I have known her for ten years.
[OXI: I have been knowing her ...]</p> |
|---|--|

NOTES

1 Stative verbs

Τα παρακάτω ρήματα εκφράζουν κατάσταση (όχι πράξη) και **δεν έχουν χρόνους διαρκείας**.

appear	contain	hear	mind	prefer	smell
appreciate	doubt	imagine	need	realize	suppose
belong	hate	look	owe	recognize	taste
care	have	(= φαίνομαι)	own	require	think
concern	(= κατέχω)	mean	possess	see	(= νομίζω)

Μερικά από αυτά τα ρήματα έχουν χρόνους διαρκείας, αλλά η έννοια αλλάζει.

The band **is appearing** live on the 26th.

Are you having a good time?

We're **seeing** the bank manager on Monday.
(= are meeting)

Why **are you smelling / tasting** the soup?

We've **been thinking** about accepting his offer.

Επίσης: You're **being** silly now.
(= are behaving in a silly way at this moment)

2 Note the difference: **have been to - have gone to - have been in**

He **has been to** Paris twice. (= Έχει πάει και έχει γυρίσει.)

He **has gone to** Paris. (= Είναι εκεί τώρα.)

He **has been in** Paris for a month. (= Βρίσκεται εκεί εδώ κι ένα μήνα.)

PRACTICE

1 Choose the correct answer.

- The new chairman **presents / is presenting** an alternative plan at tomorrow's meeting.
- The new subway system greatly **facilitates / is facilitating** transportation to work.
- The chief financial officer **discusses / is discussing** the budget at this very moment.
- How long **do they have / have they had** this equipment?
- After paying 40% of its debt, the company still **owes / is owing** over \$300,000.
- Meredith **is answering / has been answering** the telephone all morning.
- The climate **gets / is getting** warmer.
- It's the first time I **am faxing / have faxed** invoices.

2 Choose the correct answer.

- I'm sorry, but Mr. Stevens isn't available; he's Chicago on business.
A gone to B been to
- Amanda a difficult time learning the new system.
A has B is having
- The gallery a different artist every week this month.
A features B is featuring
- The roads are wet; it all morning.
A has rained B has been raining
- each other for a long time?
A Do they know B Have they known
- It has been snowing last night.
A since B from
- Mr. Rolan has been London since January. He's on a six-month internship.
A to B in
- This repair job like it was done by a professional.
A doesn't look B isn't looking
- The board about investing in the new technology.
A thinks B is thinking
- I suspect that Helen for a law firm before.
A has worked B has been working
- Is this the best computer you ?
A had ever B have ever had
- Come on, stop it! You impolite.
A are being B are

2 Past Tenses

Simple Past: <i>I worked / took – I didn't work / take – Did I work / take?</i>	
1 για πράξη που έγινε στο παρελθόν σε χρόνο που αναφέρεται ή εννοείται	They signed the contract yesterday.
2 για πράξη που επαναλαμβανόταν συχνά ή για συνήθεια στο παρελθόν	We went to the beach every day while we were on holiday. I loved this music when I was younger.
Past Progressive: <i>I was working – I wasn't working – Was I working?</i>	
• για πράξη σε εξέλιξη σε συγκεκριμένη στιγμή στο παρελθόν	What were you doing at the time of the burglary? They were discussing the issue when I walked in.
Simple Past Perfect: <i>I had worked / taken – I hadn't worked / taken – Had I worked / taken?</i>	
1 για πράξη που είχε ολοκληρωθεί πριν από άλλη πράξη ή συγκεκριμένη στιγμή στο παρελθόν	The tickets had sold out by noon. He had informed everybody of the meeting by the time the manager arrived.
2 μετά τα <i>That / It was the first / second / only time ...</i>	It was the only time he had broken the law.
3 μετά τα <i>That / It / He κλπ. + was + υπερθετικό βαθμό</i>	That was the most ridiculous idea I had ever heard .
Past Perfect Progressive: <i>I had been working – I hadn't been working – Had I been working?</i>	
1 για να τονίσει τη διάρκεια μιας πράξης που γινόταν πριν από άλλη πράξη ή συγκεκριμένη στιγμή στο παρελθόν	He had been looking for a job for months before he found this one. By midnight, she had been surfing the Net for four hours.
2 για πράξη που διήρκεσε στο παρελθόν και τα αποτελέσματά της ήταν ορατά στο παρελθόν	He had been driving all night, so he looked really tired.

NOTES

1 Τα **just, yet, ever, never** και **already** χρησιμοποιούνται με τον Simple Past στα αμερικάνικα Αγγλικά.

British English:

He has just left.
I've already seen it.

American English:

He just left.
I already saw it.

2 Για συνήθειες του παρελθόντος μιλάμε επίσης με τα **used to** και **would**.

I **used to go / would go** camping a lot when I was young.

PRACTICE

1 Choose the correct answer.

- Steve didn't realize his supervisor **watched / was watching** when he took the report.
- By the time he retired, he **had trained / had been training** new employees for twenty years.
- This hotel **was offering / used to offer** a complimentary breakfast to its guests, but it doesn't anymore.
- Our records show that the equipment **worked / was working** properly at the time of shipment.
- We **had been walking / were walking** for half an hour before we got to the hotel.
- Yesterday, the company **announced / was announcing** the appointment of a new Chief Executive Officer.
- Jim soon **realized / was realizing** he liked public relations.
- The reason the store failed was that they **chose / had chosen** an unsuitable location.
- Three years ago, the city **obtained / has obtained** funds to complete the highway.
- She looked tired because she **worked / had been working** hard in the office all day.

2 Choose the correct answer.

- 1 Beth was exhausted because she with customer queries all day.
A had been dealing
B was dealing
- 2 After negotiations to solve the problems with the contract, the merger was called off.
A failed
B have failed
- 3 When the conference started, Martina still typing the reports.
A hasn't finished
B hadn't finished
- 4 When I was a child, I to a restaurant with my parents every Sunday.
A went
B was going
- 5 It was the greatest success until then.
A I have had
B I had had
- 6 Mr. Smith called while I home from work.
A was driving
B drove
- 7 Why the boss yet about the changes you've made?
A didn't you inform
B weren't you informing
- 8 The company this software when I started working here.
A didn't use
B wasn't using

3 Future Tenses

Simple Future: I will work - I won't work - Will I work?	
<ul style="list-style-type: none"> • γενικά για μελλοντικές πράξεις 	The temperature will drop 10°C over the next few days.
be going to + verb	
<ol style="list-style-type: none"> 1 για πράξη που σκοπεύουμε / σχεδιάζουμε / έχουμε προγραμματίσει να κάνουμε στο μέλλον 2 όταν έχουμε ενδείξεις ότι κάτι θα συμβεί πολύ σύντομα 	<p>We're going to hire some extra staff for the summer.</p> <p>Look at those cars! They're going to crash.</p>
Future Progressive: I will be working - I won't be working - Will I be working?	
<ol style="list-style-type: none"> 1 για πράξη που θα είναι σε εξέλιξη σε συγκεκριμένη στιγμή στο μέλλον 2 για πράξη που θα συμβεί στο μέλλον επειδή αποτελεί μέρος προγράμματος ή ρουτίνας 	<p>This time tomorrow, we will be flying to Los Angeles.</p> <p>The President will be visiting Japan next month.</p> <p>There's no need to email him now. I'll be seeing him at the office tomorrow, so I'll let him know then.</p>
Simple Future Perfect: I will have worked / taken - I won't have worked / taken - Will I have worked / taken?	
<ul style="list-style-type: none"> • για πράξη που θα έχει συμβεί πριν από άλλη πράξη ή συγκεκριμένο χρονικό σημείο στο μέλλον 	They are afraid that the rate of unemployment will have doubled by 2024.
Future Perfect Progressive: I will have been working - I won't have been working - Will I have been working?	
<ul style="list-style-type: none"> • για να τονίσει τη διάρκεια μιας πράξης μέχρι μια ορισμένη στιγμή στο μέλλον 	He will have been studying for five years before he gets his degree.

NOTES

- 1 Δεν χρησιμοποιούμε future tenses μετά από τα: **before, after, when, while, once, till / until, as soon as, by the time, the moment / minute (that), if, unless, suppose / supposing (that), provided / providing (that), on condition (that), as long as.**

You must wait here **while** the doctor **is examining** your husband. [OXI: ... ~~will be examining~~ ...]

We can give you a discount **on condition that** you **pay** in cash. [OXI: ... ~~you will pay~~ ...]

The manager won't be happy **when** he **sees** the sales report. (when = όταν)

Αλλά: When will they **announce** the results? (when = πότε)

► Προσέξτε ότι χρησιμοποιούμε **will** μετά από:

I don't know / I'm not sure / I doubt / I wonder + if
I'm not sure if the bank **will give** us the loan.

- 2 Η λέξη **till / until** χρησιμοποιείται με τον **Future Perfect** μόνο σε **αρνητικές προτάσεις.**

They **won't have returned till / until** the 16th.

Αλλά: They **will have returned by / before** the 16th.

- 3 Μελλοντικές πράξεις εκφράζουμε επίσης με:

i) τον simple present:	The movie starts in ten minutes.
ii) τον present progressive:	I'm going to a conference this weekend.
iii) με τα be to:	He is to return on Tuesday. (= is going to return)
be about to:	The match is about to start. (= is going to start very soon)
be on the point of:	The company is on the point of closing down. (= it is going to close down very soon)
be sure / certain / bound to:	Your plan is sure / certain / bound to fail. (= will definitely fail)
be due to:	The new machinery is due to arrive on Friday. (= is expected to arrive)

PRACTICE

Choose the correct answer.

- 1 I'm going to read the newspaper while I **am / will be** traveling to work.
- 2 He doubts if the new one **will be / be** any better.
- 3 This machine will last for years, provided you **will assemble / assemble** it correctly.
- 4 New safety regulations **will be taking / will have taken** effect on July 1st.
- 5 You aren't going until you **have finished / will have finished** all the work.
- 6 The company will launch the new model as soon as the market survey **is / will be** completed.
- 7 By the end of this year, Dobbs **will be serving / will have been serving** on the board longer than any other member.
- 8 Will you please tell him about it the moment you **will see / see** him?
- 9 The report must be finished by the time Mr. Sanchez **comes / will come** back.
- 10 We will have made a decision **by / until** the end of the week.
- 11 They agreed to lend us the car on condition that we **will return / return** it before the weekend.
- 12 Employees **are to receive / will have received** their annual bonus this week.
- 13 We'll go as long as the weather **will be / is** good.
- 14 By the time you **get / will get** there, the meeting will be over.



GRAMMAR

ARTICLES

1 Indefinite Article: a / an

a: πριν από ήχο συμφώνου	a car, a university, a euro, a European city, a one-hour show [one /wλπ/]
an: πριν από ήχο φωνήεντος	an applicant, an hour, an honest man, an NBA player

NOTES

1 Το **a / an** χρησιμοποιείται σε εκφράσεις μέτρησης: once / twice / three times **a** day / **a** week κλπ
 sixty miles **an** hour
 three dollars **a** kilo

2 Το **a / an** δεν χρησιμοποιείται με μη αριθμησίμα ουσιαστικά.

~~a / an~~ { advice, assistance, behavior, damage, equipment, evidence, furniture, help, information, knowledge*, lightning, luck, machinery, permission, progress, thunder, traffic, weather κλπ

*Αλλά: **A first-class / A good knowledge** of computers is required for this job.

2 Definite Article: the

To **the** χρησιμοποιείται με:

1 θάλασσες, ποτάμια, ωκεανούς, κανάλια / διώρυγες, ερήμους, οροσειρές, ομάδες νησιών	the Black Sea, the Mississippi (River), the Atlantic (Ocean), the Panama Canal, the Kalahari Desert, the Andes, the Bahamas
2 όνομα χώρας ή οικογένειας στον πληθυντικό	the Netherlands, the Parkers (ή: the Parker family)
3 ονόματα χωρών που περιλαμβάνουν τις λέξεις: kingdom, states ή republic	the United Kingdom, the United States, the Czech Republic
4 ξενοδοχεία, εστιατόρια, μπαρ / παμπ, κινηματογράφοι, θέατρα, μουσεία, γκαλερί	the Ritz (Hotel), the Red Dragon, the Unicorn, the Plaza, the Apollo Theater, the Natural History Museum, the National Gallery
5 πλοία, εφευρέσεις, εφημερίδες, χορούς	the Titanic, the microscope, the Washington Post, the tango
6 πολιτικά κόμματα, οργανισμούς	the Democrats, the UN (United Nations), the CIA, the FBI Αλλά: UNICEF, NATO (γιατί είναι ακρώνυμα, προφέρονται δηλαδή σαν κανονική λέξη)
7 κτ που θεωρείται μοναδικό	the sun, the moon, the Parthenon, the Statue of Liberty
8 ονόματα εθνικοτήτων που τελειώνουν σε -sh, -ch, -ss ή -ese	the Spanish, the Dutch, the Swiss, the Chinese Αλλά: (the) Americans, (the) Greeks, (the) Italians (το the είναι προαιρετικό για ονόματα που τελειώνουν σε -s)
9 με ορισμένα επίθετα για να αναφερθούμε σε συγκεκριμένη κατηγορία ανθρώπων	the rich, the poor, the old, the elderly, the young, the deaf, the blind, the disabled, the unemployed, the homeless κλπ

To **the** δεν χρησιμοποιείται με:

1 πόλεις, χώρες, ηπείρους, βουνά, νησιά, λίμνες	New York, Canada, Asia, Mount Everest, Malta, Lake Ontario Αλλά: The Hague, (the) Ukraine
2 δρόμους, λεωφόρους, πάρκα, πλατείες	Wall Street, Fifth Avenue, Central Park, Madison Square Garden
3 καταστήματα, αεροδρόμια, σταθμούς, εταιρείες, αεροπορικές γραμμές	Wal-Mart, Kennedy Airport, Grand Central Station, Siemens, Delta Airlines
4 τα περισσότερα περιοδικά, πλανήτες, ασθένειες	National Geographic, Newsweek, Mars, Jupiter, pneumonia, hepatitis, leukemia, cancer, diabetes, malaria Αλλά: (the) flu, (the) mumps, (the) measles
5 χρώματα, γεύματα, παιχνίδια, αθλήματα, μαθήματα	Gray is a dull color. Dinner will be served at seven. Chess is very interesting. Baseball is very popular in America. Math is difficult.
6 γλώσσες	English, German Αλλά: the English / German language
7 τίτλους με ονόματα	President Obama, Doctor Berg
8 Mom, Dad, Aunt / Uncle + όνομα	Aunt Mary is here to see Mom.
9 ποσοστά / αναλογίες, ουσιαστικό + αριθμό	Eighty percent of the students ... Two thirds of my salary ... He's staying in room 249. Chapter four is about ...
10 με τις λέξεις: heaven, hell, nature, paradise, mankind / humankind, society	This must be done for the good of all mankind. the kingdom of heaven; the beauties of nature
11 με το by + μέσα μεταφοράς	by car / bus / train / plane κλπ Αλλά: in my car, in a taxi, on the 6.15 train, on my bike [OXI: by my car, by a taxi, etc.]

NOTES

- 1 He was sent to **prison / jail**. (χωρίς **the** αναφερόμαστε στο χώρο για το σκοπό που υπάρχει)
His family goes to **the prison / the jail** every week to visit him.
(με **the** = πηγαίνουν εκεί ως επισκέπτες)

Το ίδιο ισχύει για: **church, school, bed**.

How often do you go to church?
The tourists went to the church to see ...
What time do you go to school?
I'm going to the school to talk to Jane's teacher.

Η παραπάνω διαφορά δεν ισχύει για τη λέξη **hospital** στα αμερικάνικα Αγγλικά.

Did you know Chris is in **the hospital**?
We'll go to **the hospital** to visit him this evening.

- 2 Χρησιμοποιούμε **a** ή **the** + αριθμησιμο ουσιαστικό ενικού αριθμού όταν μιλάμε γενικά.

A / The leopard can run very fast.
ή: **Leopards** can run very fast. [OXI: ~~The~~ leopards ...]



- 3 To **the** δεν χρησιμοποιείται με μη αριθμήσιμα ουσιαστικά ή σε ουσιαστικά πληθυντικού αριθμού όταν μιλάμε γενικά.

Coffee helps me stay awake. [OXI: ~~The~~ coffee ... (μιλάμε γενικά)]

Αλλά: **The coffee** they serve here is excellent.

Strawberries contain vitamin C. [OXI: ~~The~~ strawberries ...]

Αλλά: **The strawberries** you bought are very sour.

- 4 Παρατηρήστε τις παρακάτω περιπτώσεις:

- i) I prefer **the** Athens of today to **the** Athens of 1970.
It was **the** Christmas of 1990 that they met.
- ii) I play **the piano / guitar / violin** κλπ. [British English]
I play **piano / guitar / violin** κλπ. [American English]
- iii) Our garden looks lovely in **(the)** spring.
Both (the) movies are worth watching.



PRACTICE

- 1 Fill in **the** where necessary.

- 1 Will you be staying at _____ Waldorf-Astoria Hotel?
- 2 The company controls _____ 60 percent of the market.
- 3 He does not work for _____ Sony any longer.
- 4 The company will take the Japanese visitors to _____ Statue of Liberty.
- 5 The advertisement shows a ship being saved in the middle of _____ Atlantic Ocean.
- 6 Our toys are popular with _____ Chinese.
- 7 Is his new office on _____ Wall Street?
- 8 After the reception, we'll meet _____ Professor Smith.
- 9 Did they really go skiing in _____ Alps?
- 10 Government decisions affect all levels of _____ society.
- 11 Is _____ Russian very difficult to learn?
- 12 My cousin works for _____ UNICEF.
- 13 _____ Browns have just moved into their new flat.
- 14 Her parents live in _____ Hague.
- 15 _____ one third of my salary goes on rent.

- 2 Fill in **a, an or the** where necessary.

- 1 Does Tom come to work by _____ train?
- 2 The strike caused _____ serious damage to the company's image.
- 3 He used to be _____ FBI agent, according to his résumé.
- 4 My flight lands at _____ Atlanta airport.
- 5 I'll have the report finished in _____ hour.
- 6 If the accountant is found guilty, will he be sent to _____ prison?
- 7 Intel Corporation pioneered _____ microchip.
- 8 I like _____ ice cream they serve here.
- 9 He was stopped after driving the wrong way down _____ one-way street.
- 10 Have they made _____ great progress this quarter?
- 11 MediaTech's products are aimed at _____ young.
- 12 Statistics show that _____ cancer kills thousands of people every year.
- 13 What time did you go to _____ bed last night?
- 14 _____ giraffes are harmless animals.
- 15 We went there by _____ taxi.

VOCABULARY

Employment - Management

1 Match the words with their definitions.

- | | | | |
|------------------------|-------|---|---|
| 1 full-time | _____ | a | somebody in charge of a particular department / activity; responsible for checking that work has been done properly |
| 2 temporary | _____ | b | for only part of the day or week in which people work |
| 3 shift | _____ | c | complicated and annoying system of official rules or processes |
| 4 paperwork | _____ | d | specific period of time worked by a group of employees who start work as another group finishes |
| 5 part-time | _____ | e | for all the hours that people usually work during the week |
| 6 flextime | _____ | f | routine letters, reports or documents which must be dealt with at work |
| 7 supervisor | _____ | g | continuing to exist for a long time or for all the time in the future |
| 8 permanent | _____ | h | traditional working hours in an office |
| 9 bureaucracy | _____ | i | continuing for a limited period of time |
| 10 nine-to-five | _____ | j | system in which people work a particular number of hours each week / month, but can choose when they start and stop work each day |

2 The following adjectives can be used to describe work / jobs. Tick (✓) those that have a positive meaning.

- | | | | | | |
|---------------|--------------------------|-------------|--------------------------|------------|--------------------------|
| 1 rewarding | <input type="checkbox"/> | 5 dull | <input type="checkbox"/> | 9 hands-on | <input type="checkbox"/> |
| 2 repetitive | <input type="checkbox"/> | 6 creative | <input type="checkbox"/> | 10 secure | <input type="checkbox"/> |
| 3 routine | <input type="checkbox"/> | 7 tough | <input type="checkbox"/> | | |
| 4 stimulating | <input type="checkbox"/> | 8 demanding | <input type="checkbox"/> | | |

3 Replace the word(s) in bold with a word from the box.

want • candidate • résumé • qualifications • references • recruitment

- 1 An **employment** agency can help you find a job. _____
- 2 There are no interesting jobs in the newspaper's **classified** ads today. _____
- 3 Do you have a copy of your **CV**? _____
- 4 Make sure you tell them about your **skills, experience and the exams and courses you have passed**. _____
- 5 You should also have **letters written by people who know you, containing information about your character and abilities**. _____
- 6 He certainly seems to be a strong **applicant**. _____

4 Choose the correct answer.

- 1 The process of choosing a new member of staff from a group of candidates is known as the process.
 A time management B selection
- 2 The small number of candidates selected from all those who have applied for a job is
 A the interview B the shortlist
- 3 Somebody without special skills or training is
 A highly skilled B unskilled
- 4 If a company wants to employ you, they
 A make you an offer B send you a rejection letter
- 5 If you do not want to accept a job offer, you
 A take it up B turn it down
- 6 The ability to decide and act on your own is referred to as using your
 A interpersonal skills B initiative



5 Fill in the correct word.

commute
telecommute

- a work from home using technology to communicate with your office / clients, etc.
- b make a regular journey to work by car, train or bus

telecommute

commute

1 in-house
freelance

- a working within a company
- b doing work for several different companies, often from home, instead of being employed by one particular company

2 volunteer
donate

- a give something such as food or money to a cause / organization which is in need of help, especially a charity
- b offer to do something without being paid

3 fund-raising
non-profit

- a the activity of collecting money for an organization / charity
- b of an organization that doesn't aim to make money

6 Match the words with their definitions.

- | | | |
|-----------|-------|---|
| 1 retire | _____ | a move somebody to a higher position at work |
| 2 promote | _____ | b stop working due to having reached a particular age |
| 3 hire | _____ | c move somebody to a lower position at work |
| 4 demote | _____ | d give somebody a job |

7 Tick (✓) the words which describe somebody who has lost their job through having done something wrong.

dismissed laid off fired made redundant sacked

8 Tick (✓) the correct preposition. More than one answer may be possible.

	DISPLAY	LEAVE	BUSINESS	DEBT	THE BOARD
IN					
ON					

	DEMAND	A COMMITTEE	A SHOP WINDOW	GOOD TERMS WITH	DUTY	STOCK
IN						
ON						

9 Fill in the correct word.

ladder • sharing • consultant • management • learning

- career _____ = series of levels which somebody moves up and down within an organization or profession
- lifelong _____ = idea of continuous (re)training to stay employable
- job- _____ = part-time system whereby two people divide the hours of work and the pay of one full-time job
- business _____ = an expert who is employed to give advice to businesses
- time _____ = the way in which somebody organizes how they spend their time at work

10 Put the words in the correct columns.

salary • overtime pay • vacation • travel allowance
commission • maternity leave • pay • wage • time off

money received for work every week / month	extra money & benefits on top of salary / pay	time not spent at work
_____	_____	_____
_____	_____	_____
_____	_____	_____

11 Choose the odd word out.

- business – company – firm – department
- personnel department – human resources (HR) – technical support
- headquarters – branch office – head office – central office
- entrepreneur – executive – director – board member
- Vice President (VP) – Chief Executive Officer (CEO) – President – Managing Director (MD)
- middle manager – department manager – founder – department head
- walkout – industrial action – strike – labor union

12 Put the words into the correct box.

remote • domineering
 authoritarian • morale boosting
 dynamic • motivational
 communicative • unapproachable

CHARACTERISTICS OF MANAGERS	
POSITIVE	NEGATIVE
_____	_____
_____	_____
_____	_____
_____	_____

13 Fill in the correct word(s).

a post • a résumé • a salary • a contract

1 terminate } _____ 2 receive } _____
 sign } _____ pay } _____
 enter into } _____ earn } _____

3 update } _____ 4 take up } _____
 send } _____ advertise } _____
 submit } _____ accept } _____

14 Tick (✓) the words that go with the word in capitals.

	progress	business	research	decisions	plans	a training course	arrangements
MAKE							
DO							

15 Match the words with their definitions.

- 1 **feedback** _____ a a situation in which somebody treats another person unfairly, especially so others can profit from their work
- 2 **advancement** _____ b a social system whereby people get power / money according to their abilities
- 3 **consultation** _____ c the act of organizing / controlling all the details of another person's work in a way that they find annoying
- 4 **exploitation** _____ d advice, criticism or information on how good sth or sb's work is
- 5 **micromanagement** _____ e progress or promotion in a job
- 6 **meritocracy** _____ f the act of discussing something with a group of people before making a decision about it

DERIVATIVES

1 Choose the correct answer.

- | | |
|---|---|
| <p>1 The boss's example us to work harder.
 A inspired C inspiration
 B inspiring D inspirational</p> <p>2 She is looking for a new job.
 A act C active
 B action D actively</p> <p>3 The factory uses the latest
 A technical C technique
 B technology D technician</p> | <p>4 Markets are not very nowadays.
 A predict C prediction
 B predictable D predictor</p> <p>5 She is not given important tasks because she is
 A relied C reliance
 B reliable D unreliable</p> <p>6 John has been at the company since its
 A creating C creation
 B creative D creativity</p> |
|---|---|

2 Complete the table.

	VERB	ABSTRACT NOUN	CONCRETE NOUN	ADJECTIVE(S)
1	centralize		-	/ (de)centralized
2			promoter	promotional
3	survive	survival		
4	equip		-	equipped
5		length	-	lengthy
6		necessity	-	(un)

3 Complete the sentences with the correct form of the word in capitals.

- | | |
|--|------------------|
| 1 Many of our _____ have gone out of business over the last year. | DEBT |
| 2 After working together for five years, they terminated the _____. | PARTNER |
| 3 Susan has a _____ to arrive late on Monday mornings. | TEND |
| 4 He works for a research company as a _____ engineer. | CHEMISTRY |
| 5 We have received new equipment, but its _____ will not take place until next week. | INSTALL |
| 6 That pharmaceutical company has made many _____ discoveries. | SCIENCE |

4 Similar beginnings / endings

Choose the correct answer.

- | |
|---|
| 1 Many readers to this magazine.
A subscribe B prescribe C describe D inscribe |
| 2 As soon as he realized his mistake, Simon quickly his comments.
A subtracted B distracted C extracted D retracted |
| 3 The bank called to tell us that our July payment was and must be paid immediately.
A overlapped B overpaid C overdue D overdrawn |
| 4 John has a three o'clock with the human resources manager.
A assignment B appointment C attachment D assessment |

5 Choose the correct answer.

- 1 The new management is trying to reduce costs.
 - A labor
 - B labored
 - C laborer
 - D laboring
- 2 Checks usually require the to sign the back of them.
 - A paying
 - B payee
 - C payable
 - D payer
- 3 They made a very offer that we couldn't decline.
 - A attracting
 - B attracted
 - C attractive
 - D attraction
- 4 The country is going through economic times.
 - A settler
 - B settled
 - C settlement
 - D unsettled
- 5 This region's economic has been a great success.
 - A develop
 - B developed
 - C developing
 - D development
- 6 Has the done enough to help small businesses survive the crisis?
 - A govern
 - B governing
 - C government
 - D governor

6 Complete the table.

	VERB	ABSTRACT NOUNS	CONCRETE NOUN	ADJECTIVE(S)
1	estimate		estimate	estimated
2		opposition / opposite	-	/ opposed / opposing
3	volunteer	-		(in)voluntary
4		replacement	-	(ir)
5	categorize		-	categorical
6		inclusion	-	

7 Complete the sentences with the correct form of the word in capitals.

- 1 The businessman had a(n) _____ collection of art. PRICE
- 2 Mr. Stevens is a highly _____ member of the board. INFLUENCE
- 3 This is an extremely _____ job with lots of pressure. DEMAND
- 4 China is this country's largest _____ of electronic goods. SUPPLY
- 5 The bar is under new _____ . OWNER
- 6 We were shocked by the _____ that the accountant had been stealing from the company. DISCOVER

8 Similar beginnings / endings

Choose the correct answer.

- 1 Mr. Jones questioned the of the proposal.
 - A openness
 - B consciousness
 - C awkwardness
 - D effectiveness
- 2 Pharma Inc. is a of a larger company called Medicomp.
 - A subscriber
 - B subsidiary
 - C subordinate
 - D subsistence
- 3 Due to the weakening economy, next year's sales are difficult to
 - A forecast
 - B foreclose
 - C forego
 - D forestall
- 4 The company was able to all responsibility for the accident.
 - A disclaim
 - B proclaim
 - C exclaim
 - D acclaim

READING

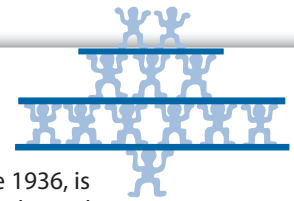
Below are examples of reading texts commonly found in TOEIC – an advertisement, a fax, a note – and the type of questions that accompany them. Read the texts and then choose the correct answers.


- In which department will the successful candidates be working?
 - Sales
 - Administration
 - Accounts
 - Technical support
- How should candidates contact the company?
 - By phone
 - By mail
 - By email
 - By fax

MOODY-BALLEWS

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 • goal-oriented? • a college graduate (post-graduate degrees are an advantage)?
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 Closing date: Sept. 15th.





Moody-Ballews, Inc.
New York, N.Y.

FAX TO:
848 249-6768
1/1

Dear Mr. Stearns,

I am interested in applying for the position advertised in the *New York Times*. As you can see from my attached résumé, I am a twenty-seven-year-old graduate with a degree in marketing and economics and would welcome the opportunity to join a market leader such as yourselves.

I am currently employed as a marketing manager at Max-Mart, where I manage a successful sales team. This position involves a great deal of responsibility as well as requiring me to use my initiative. It has also allowed me to demonstrate my numeracy skills and computer literacy. I have previously earned extra income as a telemarketer - work which demands considerable people skills. In my free time, I have served as a volunteer for several non-profit organizations, mainly assisting in fund-raising campaigns.

I am available for an interview at your convenience. References from my previous employers are available on request.

I look forward to hearing from you.

Sincerely,
Michael Patton

Martin,

I've shortlisted this applicant as he not only has all the necessary qualifications, but his work experience suggests that he's got the right interpersonal abilities too. He might have the motivational skills to boost the sales staff's morale. Please call him to arrange an interview for me and be sure to emphasize the various employment contract options - I think he might be interested in an agreement with bonuses. I called his last employer and it sounds as if he may have had some problems with his immediate supervisor - hopefully I'll get a clearer picture when I meet him.

Richard

- What is the purpose of the fax?
 - To make a complaint
 - To place an order
 - To ask for a job interview
 - To request a recommendation
- Why would Michael be an effective manager?
 - He is computer-literate.
 - He has experience.
 - He has worked for a charity.
 - He has a degree in marketing.
- What does the writer ask Martin to do?
 - Interview the applicant
 - Reject the application
 - Be flexible about employment terms
 - Call the applicant's former employer
- What is **NOT** mentioned regarding Michael Patton?
 - His educational qualifications
 - His leadership skills
 - His previous experience
 - His skill with numbers

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