

ESL PRO SYSTEMS

Structure Workbook  
for the  
TOEIC® Test



# Study Guide for Parts V and VI of the TOEIC® Test

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## Table of Contents

<b>1. Introduction to the TOEIC® test</b> .....	<b>4</b>
1.1 What is the TOEIC® test? .....	4
1.2 How is the TOEIC® test scored? .....	5
1.3 What contexts can be found in the TOEIC® test? .....	6
1.4 Where can you take a TOEIC® test? .....	7
<b>2. Reading Section Overview</b> .....	<b>7</b>
Part V - Incomplete Sentences .....	7
Part VI - Error Recognition .....	8
Part VII - Reading Comprehension .....	8
<b>3. Typical Grammar Points Tested in Parts V and VI</b> .....	<b>9</b>
3.1 Word Choice .....	9
3.1.1 Word families .....	9
3.1.2 Similar words .....	11
3.2 Verb Tenses .....	13
3.2.1 Simple present tense .....	14
3.2.2 Present continuous tense .....	15
3.2.3 Present perfect tense .....	16
3.2.4 Present perfect continuous tense .....	17
3.2.5 Simple past tense .....	18
3.2.6 Past continuous tense .....	18
3.2.7 Past perfect tense .....	19
3.2.8 The future .....	20
Verb Tense Exercises .....	22
3.3 Modal Verbs .....	24
3.3.1 Should / ought to / had better .....	24
3.3.2 Will and Would .....	25
3.3.3 May, might, and could .....	25
3.3.4. Can, could, and be able to .....	26
3.3.5. Must and have to .....	26
3.3.6. Need not, don't have to, and must not .....	27
Modal Verb Exercises .....	29
3.4 Passive Sentences .....	32
Passive Sentence Exercises .....	33
3.5 Questions .....	35
Question Exercises .....	37
3.6 Nouns .....	38
Noun Exercises .....	41
3.7 Articles .....	42
Article Exercises .....	45
3.8 Adjectives and Adverbs .....	47
Adjective and Adverb Exercises .....	50

3.9 Clauses .....	52
Clause Exercises .....	54
3.10 Prepositions .....	56
Preposition Exercises .....	58
3.11 Subject-Verb Agreement.....	60
Subject-Verb Agreement Exercises .....	61
<b>4. Mini-Test for Parts V &amp; V.....</b>	<b>64</b>
Part V .....	64
Part VI .....	71
<b>Answer Key .....</b>	<b>76</b>
Verb Tense Exercises .....	76
Modal Verb Exercises .....	77
Passive Sentence Exercises.....	78
Question Exercises .....	79
Noun Exercises .....	79
Article Exercises.....	80
Adjective and Adverb Exercises .....	81
Clause Exercises .....	82
Prepositions.....	83
Subject-Verb Agreement Exercises .....	84
Mini-Test for Parts V & VI.....	84
Part V .....	84
Part VI .....	89

# 1. Introduction to the TOEIC® test

## 1.1 What is the TOEIC® test?

**TOEIC®** is an acronym that stands for the *Test of English for International Communication*. It was developed by Educational Testing Service (ETS) of Princeton, New Jersey, a nonprofit organization that administers other examinations such as the TOEFL® test and GRE®. The TOEIC® test is an English language proficiency test for people whose first language is not English. It is specifically designed for the assessment of English as it is used in the global workplace, with over 1.5 million tests administered each year.

Language specialists prepare the material for the TOEIC® test. The TOEIC® Committee of Examiners establishes overall guidelines for the test content and specifications. All the content, questions, specifications, and final test forms are reviewed for cultural and racial bias and content appropriateness, according to established Educational Testing Service (ETS) procedures.

The TOEIC® test is a paper-and-pencil test that consists of 200 multiple-choice questions divided into two sections, Listening Comprehension and Reading. Each section is separately timed. The Listening Comprehension section takes approximately 45 minutes to complete, and the Reading section takes approximately 75 minutes.

Section I of the test, *Listening Comprehension*, measures the ability to understand English as it is spoken in North America. The stimulus material and oral questions are recorded in standard North American English, and the response options are printed in the test books. This section consists of 100 questions and is delivered by audiocassette. There are four parts in this section:

*Part I: Photographs - 20 items - 4 answer choices*

*Part II: Question-Response - 30 items - 3 answer choices*

*Part III: Short Conversations - 30 questions - 4 answer choices*

*Part IV: Short Talks - 20 items - 4 answer choices*

Section II of the TOEIC® Test, *Reading*, consists of 100 questions presented in written format in the test booklet. Examinees read a variety of passages and respond to the questions at their own pace. As mentioned earlier, the Reading section lasts approximately 75 minutes. There are three parts in the Reading section as follows:

*Part V: Incomplete Sentences - 40 items - 4 answer choices*

*Part VI: Error Recognition - 20 items - 4 answer choices*

*Part VI: Reading Comprehension - 40 items - 4 answer choices*

While taking the TOEIC® test, examinees answer the test questions by marking one of the letters (A), (B), (C), or (D) with a pencil on a separate answer sheet. Although the actual test takes approximately two hours to finish, additional time is necessary to allow examinees to complete certain forms and questionnaires. Thus, the entire time allotted for a complete TOEIC® test may be closer to two and a half hours.

## 1.2 How is the TOEIC® test scored?

The number of correct answers he or she got determines an examinee's score on the TOEIC® test. The number of correct answers in each section is then converted to a scale score. Three scale scores are given for each examinee: a Listening section sub-score, a Reading section sub-score, and a Total score that consists of the sum of the Listening and Reading section sub-scores. Each sub-score can range from 5 to 495. The total score ranges from 10 to 990. The statistical procedures used to convert scores to a common scale ensure that TOEIC® test scores indicate similar levels of English proficiency.

The TOEIC® test is not a "pass" or "fail" type of test. Companies use the TOEIC® test to set their own standards and may require employees to have a certain minimum TOEIC® test score because a corresponding level of English is needed in their workplace. Language schools may also use TOEIC® test scores as a "level check" for placement purposes or, in some cases, to test learners' progress. Therefore, a TOEIC® test score is normally used to determine whether an examinee will or will not meet the standards set by a particular company or learning institution.

To give you an approximate idea of what a TOEIC® test score means, take a look at this chart:

855+	Advanced
705-850	High intermediate
455-700	Intermediate
355-450	Low Intermediate
-350	Elementary

As mentioned earlier, corporations may have minimum TOEIC® test scores set for certain jobs. For example, one company may require a receptionist to have a minimum TOEIC® test score of 400, while another company may require a minimum score of 800 for an executive position overseas.

### 1.3 What contexts can be found in the TOEIC® test?

The purpose of the TOEIC® test is to provide an accurate indication of how well an examinee can comprehend English in the global workplace. Therefore, much of the content of a TOEIC® exam is based on international business settings and situations. Examples of contexts from which questions may be written include:

- Travel: trains, planes, buses, taxis, ships, ticket booths, stations, hotels, schedules, announcements, reservations, delays, and cancellations.
- Offices: meetings, interviews, recruiting, hiring, firing, training, salaries, transfers, promotions, pensions, awards, faxes, phone calls, email, memos, and messages.
- Manufacturing: plant management, assembly lines, and quality control.
- Health: doctor and dentist offices, clinics, hospitals, medical insurance, and accidents.
- Entertainment: museums, music, theatre, cinema, dining out, and art.
- Housing/corporate property: buying and renting, telephone and electricity service, construction, and renovation.
- Finance and budgeting: banking, investing, accounting, borrowing and lending, taxation, purchasing, and billing.
- Technology: IT, laboratories, and technical specifications.
- Corporate development: research and product development (R&D), expansion, and contract negotiation.
- Purchasing: shopping, ordering supplies, invoices, shipping, complaints, and inquiries.

## 1.4 Where can you take a TOEIC® test?

The TOEIC® test can be arranged through companies or other organizations that require employees or job applicants to take this test. Many English language schools also offer TOEIC® exam preparatory classes and official tests. The TOEIC® test is available throughout the world - check the official website at [www.toeic.com](http://www.toeic.com) for more information.

## 2. Reading Section Overview

In this section of the test, you will have a chance to show how well you understand written English. There are three parts to this section, with special directions for each part.

### Part V - Incomplete Sentences

In this part of the test, four words or phrases, marked (A), (B), (C), and (D), are given beneath each sentence. You are to choose the one word or phrase that best completes the sentence. Then, on your answer sheet, find the number of the question and mark your answer. This part of the TOEIC® test has forty questions.

#### EXAMPLE:

Don't you think it is time you \_\_\_\_\_ smoking?

- (A) gave up
- (B) giving up
- (C) have given up
- (D) to give up

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Answer: (A) *gave up*. The past tense form of the verb following the expression *it's time (that) you...* is required. Therefore, choices (B) and (C) are incorrect. Choice (D) would be correct if *you* was omitted or *for* was included before *you*.

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