PART I: SHORT DIALOGUES  
(Questions 1-15)  
Instructions: Choose the best answer to complete the following dialogues.

A: _______ (1.) _______?  
B: T-O-N-Y.

1.  
   A. Can I call your name  
   B. Could I have your name, please  
   C. May I have your family name, please  
   D. How do you spell your first name, please

A: _______ (2.) _______?  
B: I am attending a business meeting.

2.  
   A. What do I do now  
   B. When is your meeting  
   C. What is the purpose of your visit  
   D. Do you come here with your friend
A: Hello, is that the Immigration Bureau? I am a student from Cambodia.  
_____ (3.) _____?

B: Yes, how can I help you?

A: I plan to study at a university in Thailand. _____ (4.) _____?

B: The appropriate visa for studying is “Non-immigrant Visa” category “ED”

A: _____ (5.) _____?

B: The visa will allow you to stay in Thailand for one year on the condition that you notify your address to the Immigration Office every 90 days.

A: Thank you very much for your information.

B: _____ (6.) _____

3. A. Can I help you  
   B. What can I do for you  
   C. I would like to get some information  
   D. I’m looking for someone to check my visa

4. A. What is the visa used for  
   B. What is the passport that I can apply for  
   C. Can I use the “non-ED” visa for studying  
   D. What is the appropriate visa I should apply for

5. A. How can I notify my visa  
   B. What kind of visa should I apply for a 1 year stay  
   C. Can you allow me to stay in Thailand for one year  
   D. How long can I stay in Thailand with this type of visa

6. A. This is my duty  
   B. You’re welcome  
   C. You’re very kindness  
   D. Welcome to Thailand
A: Could I have a look at your passport, please?
B: Here you are.

A: __________(7.) __________ do you intend to stay in Thailand?
B: __________(8.) __________. I have a flight to Malaysia in 5 hours.

7.  A. When
    B. How long
    C. How many
    D. What time

8.  A. I’m not sure
    B. I’m in transit
    C. How can I stay in Thailand
    D. I don’t want to live in Thailand

A: What are you going to do here in Thailand?
B: I am here for a holiday.

A: __________(9.) __________?
B: I have a reservation at the Marriot Hotel.
A: Thank you. __________(10.) __________.

9.  A. Where can I contact you
    B. Where do you want to go
    C. Where are you going to stay
    D. Do you like to stay at the hotel

10. A. You’re welcome
     B. Have a good flight
     C. Have a good time in Thailand
     D. You can stay longer as you can
A: _________(11.) _________. Please go to the desk over there and get a stamp. There will be a fine to pay.

B: I am sorry _________(12.) _________ . I have been ill.

A: _________(13.) _________?

B: I’m not sure.

A: Please go to the desk over there. Show them all the relevant documentation. You should have reported to the Immigration Department before your departure date.

B: _________(14.) _________?

A: It is 20,000 baht, sir.

B: What! And if I don’t have that?

A: _________(15.) _________ , sir. Everything will be explained at the desk over there.

B: OK. But this is really not fair.

11. A. Where can I pay the fee
    B. How long do you stay here
    C. You would like to stay longer
    D. You have overstayed your visa

12. A. I can’t understand
    B. I didn’t realize that
    C. What does this mean
    D. I stay with my family

13. A. Do you take any medicines
    B. Do you know which hospital to go to
    C. Do you want me to go to the hospital
    D. Do you have any medical documentation

14. A. Where can I pay the fine
    B. What is the maximum fine
    C. How much money do you have
    D. How many banknotes do you have

15. A. You may be allowed
    B. You may be executed
    C. You may be prosecuted
    D. You may be overstayed
PART II: Grammar

(Questions 16-30)

Instruction: Choose the best answer.

   B: Yes, Mr. Brown. Please follow me.
   A. is appointing
   B. am appointing
   C. has an appointment
   D. have an appointment

17. A: Do you work here, Susan?
   B: No, I work _________ Nikon Company. I’m _________.
   A. for / a receptionist
   B. for / a reception
   C. at / receptionists
   D. at / a reception

18. A: ________ you ________ me your name, please?
   B: OK. My name is Bastiaan Ragas. I come from the Netherlands.
   A. What / give
   B. Where / give
   C. Have / give
   D. Could / give

19. A: May I ask _________, Ms. Baxter?
   B: Yes, I am 30 years old.
   A. how old you are
   B. how old are you
   C. how old were you
   D. how old you were

20. A: So, you _________ in Germany?
    B: Yes, I _________ in Hamburg.
    A. were born / was born
    B. were born / were born
    C. was born / was born
    D. was born / were born
21. A: How will I _________ him?
   B: He is thin with brown hair and black eyes.
   A. recognize
   B. recognized
   C. recognizes
   D. recognizing

21. A: What’s the purpose of your _________?
   B: Just for traveling.
   A. visit
   B. visits
   C. visiting
   D. visitation

23. A: Is Jane thin or heavily _________?
   B: No, she is so thin!
   A. built
   B. build
   C. builds
   D. building

24. A: What colour is Mary’s _________ complexion?
   B: Her complexion is _________.
   A. skin / rather gray
   B. skin / very weak
   C. skinny / rather gray
   D. skinny / very weak

25. A: Where are you going to stay in Bangkok?
   B: I have a _________ at the Dusit Thani Hotel.
   A. reserve
   B. reserves
   C. reserved
   D. reservation
26. You can

A. smoke / smokes
B. smoke / smoking
C. smoking / smoke
D. smoking / smokes

27. Please _________ at the Royal Thai Embassy or Thai Consulate-General when you intend to submit your application.

A. enquire
B. enquires
C. enquired
D. enquiring

28. Foreigners entering Thailand are not permitted to work regardless of their type of visa, _________ they are granted a work permit.

A. unless
B. because
C. even
D. though

29. The appropriate visa _________ is “Non-immigrant Visa” category “I:D”.

A. studies
B. studying
C. for study
D. for studying

30. A: I don’t understand. What do you mean?
B: Your passport is forged. You will be _________ as per regulations.

A. investigate
B. investigates
C. investigated
D. investigating
PART III: Reading

Passage 1: (Questions 31-35)

Instructions: Read the passage and choose the best answer.

General Information about Thai Visas

A foreign citizen who wishes to enter the Kingdom of Thailand needs to “obtain” a visa from a Royal Embassy or a Royal Thai Consulate-General. However, nationals of certain countries do not require a visa if they meet visa “exemption” requirements.

“Foreigners” who enter Thailand for tourism purposes will be allowed to stay in the Kingdom for a period of not exceeding 30 days. Also, countries which hold “bilateral agreements” with Thailand will be exempted from the visa requirements.

31. Which of the following words has an opposite meaning for the word “obtain”?  
   A. incur  
   B. hold  
   C. lose  
   D. accomplish

32. The word “exemption” means _______________.  
   A. accountability  
   B. assumption  
   C. property  
   D. privilege

33. Which of these words is NOT true for the word “foreigner”?  
   A. Outlander  
   B. Old hack  
   C. Expatriate  
   D. Displaced Person

34. Which is TRUE about the article?  
   A. All foreigners are allowed to enter Thailand without a visa.  
   B. A foreigner needs to accomplish a visa regardless of his nationality.  
   C. Foreigners can get a tourist visa for a period of more or less 30 days.  
   D. Foreigners are exempted for visa if they are regular tourists of the country.
35. "Bilateral Agreement" is a formal agreement of two countries to

A. specify how many times migration takes place to other territories.
B. exchange ideas and knowledge for their respective leaders regarding migration.
C. ensure that migration takes place in accordance with agreed principles and procedures.
D. assure that their products and people will stay inside the country without a need for importation.

Passage 2: (Questions 36-42)

Instructions: Read the passage and choose the best answer.

**Immigration Detainee**

Immigration detention is the policy of holding individuals suspected of visa violations, illegal entry or "unauthorized" arrival, and those subject to "deportation" and removal in detention until a decision is made by immigration authorities to grant a visa and release them into the community, or to "repatriate" them to their country of departure. On the other hand, a practice of "compulsory" detention or imprisonment of people seeking "political asylum" or those who are considered to be illegal immigrants will undergo mandatory detention.

36. The word "unauthorized" means ____________________.

A. legal
B. official
C. contraband
D. constitutional

37. Which word has a different meaning with the word "deportation"?

A. Exile
B. Approval
C. Relegation
D. Displacement

38. The word "repatriate" means ____________________.

A. to restore ones citizenship
B. to refresh country's allegiance
C. to return to the country of origin
D. to repay all the fees for punishment

39. Which word means "compulsory"?

A. Free
B. Optional
C. Imperative
D. Voluntary
40. Political Asylum means

A. the detention of a person who made criminal acts in a foreign country
B. the repatriation of all foreigners who made illegal acts in a foreign land
C. the protection of a person who is persecuted in his own country for his political opinions
D. the restoration of a person’s political ideas presented to another country to lengthen his visa

41. Which statement is TRUE about immigration detention?

A. Holding an individual passport at the immigration section due to inappropriate visa.
B. Holding individuals due to certain disease or sickness diagnosed upon his arrival.
C. Holding individuals due to suspicious and unauthorized arrival or departure.
D. Holding individuals due to large amount of liquor on his baggage.

42. Which statement is TRUE about “mandatory detention”?

A. It is a force detention for immigrants with incomplete requirements for visa.
B. It is a force detention for people seeking refuge from their country of origin.
C. It is a force detention for foreigners who committed unnecessary behavior inside the airport.
D. It is a force detention for natives who want to travel abroad with no necessary documents or visa.

Passage 3: (Questions 43-45)
Instructions: Read the passage and choose the best answer.

Sarah McGregor is an English teacher for primary students in Bangkok. She is an Australian “national” and currently holds Non-Immigrant visa. Because of heavy workloads and school activities, Sarah failed to have her 90-day-report at the Immigration Office for three days and so she has to pay a fine of 2000 baht.

43. The word “national” from the article means ________________.

A. public
B. domestic
C. countrywide
D. native

44. Which is NOT true about Sarah McGregor?

A. She is too busy to comply with school job standards.
B. She intends to renew her Non-Immigrant visa to stay on her job.
C. She failed to notify the immigration office about her stay in the country.
D. She paid 2000 baht as a punishment for failing to report at the immigration.
4.5. Which statement is true about the article?

A. Every foreign worker needs to accomplish their respective work first before complying with immigration requirements.
B. Every foreign worker is entitled to work under a specified visa provided by their company.
C. All foreign workers need to visit immigration office every third month to notify the consulate about their existence in the country.
D. All foreign workers need to visit immigration office every third month before their visa expires and apply for its extension.

Passage 4: (Questions 46-60)
Instructions: Read the passage and choose the best answer.

In an effort to conserve fuel, reduce traffic congestion and encourage greater use of public transportation, police in Bangkok City are enforcing new driving restrictions through the use of specially marked license plates. These restrictions apply to all vehicular traffic within a two-mile radius of the city center and are effective Monday through Friday.

Vehicles with an "A" license plate are considered essential to city services and may travel and park freely in the city center. Police, fire and emergency vehicles are examples of vehicles that would be issued an "A" license plate. Public transportation vehicles such as buses and taxis will be issued a "K" license plate, and they too may travel freely through the city center, though they may not park anywhere within the city center.

Delivery vehicles will be issued a "B" license plate, which allows them access to the city center for loading and unloading between 8 and 10 am and 4 to 6 pm only. There is no restriction on deliveries over the weekend. Shop and business owners within the city center will be issued a "Q" license plate, which allows them access to their place of business; however, parking within the city center must be off-street.

Privately owned vehicles with an "X" license plate may be driven and parked within the city center on Monday, Wednesday and Thursday only. Vehicles issued an "Z" license plate may be driven and parked within the city center on Tuesday, Wednesday and Friday only.

Bangkok City police are authorized to ticket and arrange for the immediate towing of vehicles violating these new license ordinances. The objective of these changes is to make the city center less congested and more pedestrian-friendly.

46. To "conserve fuel" could also mean

A. to drive one's car only when needed
B. to carefully plan your car's itinerary
C. All of the above
D. None of the above
47. All four choices are synonymous with the word “restriction” except:
   A. prohibition
   B. limitation
   C. constraint
   D. provision

48. What type of license plate that allows a vehicle to travel and park freely in the city center?
   A. “A” License Plate
   B. “K” License Plate
   C. “X” License Plate
   D. “Z” License Plate

49. Public transportation vehicles such as buses and taxis will be issued a “K” license plate, and they too may travel freely through the city center, and can park anywhere within the city center.
   A. True
   B. False

50. All four choices have the same meaning with the word “essential” except
   A. necessary
   B. vital
   C. irrelevant
   D. important

51. According to the passage, a package delivery service may deliver boxes of medications to a pharmacy in the city center
   A. at any time of day
   B. on weekends only
   C. between 8 am and 10 am
   D. between 8 am and 6 pm only

52. According to the passage, what type of license plate will be assigned to Lucy, who owns a clothing store in the city center?
   A. Q license plate
   B. X license plate
   C. B license plate
   D. Z license plate

53. Privately owned vehicles with an “X” license plate may be driven and parked within the city center only on Monday, Wednesday, Thursday and in some special cases Friday as well.
   A. True
   B. False
54. According to the passage, Mrs. Jackson drives a Volvo with a Z license plate and may drive and park within the city center

A. on any Monday  
B. on any Friday  
C. before 9am or after 7pm on any day  
D. for loading and unloading purposes only

55. According to the passage, drivers with an X or Z license plate may drive and park in the city center on any Wednesday.

A. True  
B. False

56. Bangkok City police are authorized to ticket and tow the vehicles violating these new license ordinances.

A. True  
B. False

57. The following words have the same meaning with the word “congested” except

A. crowded  
B. jammed  
C. obstructed  
D. open

58. According to the passage, which of the following statements is TRUE?

A. Vehicles with an A license plate may travel freely but may not park freely in the city center.  
B. The purpose of these new plates is to reduce traffic volume in Bangkok during the holidays.  
C. City police may choose to either ticket or tow vehicles violating these new license ordinances.  
D. The new driving restrictions apply to all vehicles driving within the boundaries of the city center.

59. The word “authorize” also means

A. prohibit  
B. allow  
C. restrict  
D. reject

60. The article above is all about

A. transporting goods  
B. conserving fuel  
C. city police  
D. emergency vehicles

END OF PRE-TEST
41. **What is the man doing?**
   (A) Mailing a letter.
   (B) Replying to e-mail. \(\checkmark\)
   (C) Answering the phone.
   (D) Repairing the computer.

42. **What does the woman want to do?**
   \(\checkmark\) (A) Have lunch.
   (B) Drink coffee.
   (C) Go to bed.
   (D) Take a seat.

43. **When will the man meet the woman?**
   (A) At noon.
   (B) In ten minutes.
   (C) At 5:00.
   (D) In fifteen minutes.

44. **Where does this conversation take place?**
   (A) In an apartment.
   (B) In an office.
   \(\checkmark\) (C) On a plane.
   (D) At a hotel.

45. **What will the woman do?**
   \(\checkmark\) (A) Sleep.
   (B) Work.
   (C) Cook.
   (D) Read.

46. **How does the man feel?**
   (A) Bored.
   (B) Tired.
   (C) Angry.
   (D) Hungry. \(\checkmark\)

47. **What is the man’s job?**
   (A) Clock repair person.
   \(\checkmark\) (B) Receptionist.
   (C) Telemarketer.
   (D) Usher.

48. **What time is the woman’s appointment?**
   \(\checkmark\) (A) 1:00.
   (B) 4:00.
   (C) 8:00.
   (D) 9:00.

49. **What will the woman do?**
   (A) Make a call.
   \(\checkmark\) (B) Sit down.
   (C) Play ball.
   (D) Make a new appointment.

50. **When does the woman plan to invite people for dinner?**
   (A) Tuesday.
   \(\checkmark\) (B) Thursday.
   (C) Friday.
   (D) Saturday.

51. **Who will she invite?**
   (A) Business associates.
   (B) School friends.
   \(\checkmark\) (C) Neighbors.
   (D) Her sisters.

52. **How many guests does she plan to have?**
   (A) Two.
   (B) Four.
   \(\checkmark\) (C) Six.
   (D) Ten.
53. When will they go to the presentation?
   (A) 9:00.
   (B) 11:00.
   (C) 1:00.
   (D) 2:00.

54. What is the presentation about?
   (A) Cooking.
   (B) Books.
   (C) Trains.
   (D) Games.

55. What does the man want to do after the presentation?
   (A) Go home.
   (B) Have lunch.
   (C) Buy a watch.
   (D) Look around.

56. When is the report due?
   (A) Monday.
   (B) Tuesday.
   (C) Wednesday.
   (D) Thursday.

57. What kind of report is it?
   (A) A news report.
   (B) A management report.
   (C) An expense report.
   (D) A meeting report.

58. How does the man feel about the situation?
   (A) Sad.
   (B) Frightened.
   (C) Ill.
   (D) Mad.

59. Where does this conversation take place?
   (A) In a hotel.
   (B) At a restaurant.
   (C) At the beach.
   (D) In an apartment building.

60. What is the woman's favorite thing about the place?
   (A) The restaurants.
   (B) The pool.
   (C) The beds.
   (D) The fitness room.

61. What will the man do all day?
   (A) Sleep.
   (B) Eat.
   (C) Swim.
   (D) Exercise.

62. Where does the conversation take place?
   (A) In a waiting room.
   (B) In a store.
   (C) In a post office.
   (D) In a library.

63. What does the woman want?
   (A) A book.
   (B) Adhesive tape.
   (C) Envelopes.
   (D) Letter paper.

64. What does the man suggest doing?
   (A) Placing an order.
   (B) Using the smaller size.
   (C) Looking somewhere else.
   (D) Getting a bigger box.
65. **How many** phone calls did they answer?
   (A) Two.
   (B) Four.
   (C) Nine.
   **(D) Ten.**

66. What is the woman waiting for?
   (A) An e-mail message.
   (B) A phone call.
   **(C) A package.**
   (D) A letter.

67. What does the man want help with?
   **(A) Writing a report.**
   (B) Sending mail.
   (C) Cleaning his office.
   (D) Fixing his computer.

68. **How** will the woman pay?
   (A) By check.
   (B) With a credit card.
   **(C) In cash.**
   (D) With a money order.

69. What is the woman buying?
   (A) Cards.
   **(B) Shoes.**
   (C) A book.
   (D) A purse.

70. **How much** does her purchase cost?
   (A) $17.50.
   **(B) $25.**
   (C) $75.
   (D) $100.
PART 4

Directions: You will hear some talks given by a single speaker. You will be asked to answer three questions about what the speaker says in each talk. Select the best response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. The talks will not be printed in your test book and will be spoken only one time.

71. Where would this announcement be heard?
   (A) On a train.
   (B) At an airport.
   (C) In an airplane.
   (D) On a bus.

72. Who is speaking?
   (A) A pilot.
   (B) A tour guide.
   (C) A weather forecaster.
   (D) A passenger.

73. What can be seen from the window?
   (A) A cemetery.
   (B) Radar screens.
   (C) Some woods.
   (D) A mountain.

74. Where is the tour?
   (A) In a garden.
   (B) In a forest.
   (C) In a museum.
   (D) In a flower shop.

75. What does the tour guide ask the participants to do?
   (A) Pick some flowers.
   (B) Wear warm clothes.
   (C) Stay in their seats.
   (D) Clean the windows.

76. Where is the first stop?
   (A) Under the trees.
   (B) On the left.
   (C) By a river branch.
   (D) To the rear.

77. Who is the message intended for?
   (A) City garbage collectors.
   (B) Community bus drivers.
   (C) Kids with school on Saturdays.
   (D) Members of the community.

78. What was the clean-up drive like last year?
   (A) There were free refreshments.
   (B) Fifty people showed up.
   (C) It wasn't successful.
   (D) There were no participants.

79. What time will the clean-up drive begin?
   (A) 10:00 A.M.
   (B) 1:00 P.M.
   (C) 3:00 P.M.
   (D) 3:15 P.M.

80. What is Dr. Quimby Jones's profession?
   (A) Radio show host.
   (B) Medical doctor.
   (C) Professor.
   (D) Farmer.

81. What is the last item on the radio program?
   (A) A talk about economics.
   (B) Reading letters and e-mails from listeners.
   (C) A discussion about agriculture.
   (D) Answering telephone calls.

82. How long does the entire radio show last?
   (A) Ten minutes.
   (B) Thirty minutes.
   (C) One hour.
VERB TENSE

Look for time expressions in the sentence to help you decide on the verb tense: every day, last week, tomorrow, etc. Another clue is to look at the tense of other verbs in the sentence. Remember that some verbs can only be used in certain tenses.

STRATEGIES FOR VERB TENSE ITEMS

ASK YOURSELF THESE QUESTIONS:

1. Is there a time expression in the sentence? If so, does the verb tense agree with the meaning of the time expression?
   
   INCORRECT  [I work in this department since 1994.]
   
   CORRECT    I’ve worked in this department since 1994.

2. Does the sentence have two clauses (an independent clause and a dependent clause)? If so, is the tense of the verb in the dependent clause correct?
   
   INCORRECT  [Ms. Martin tested the copying machine before she buys it.]
   
   CORRECT    Ms. Martin tested the copying machine before she bought it.

3. Is the verb being used as a static verb? That is, does it describe a state rather than an action? If so, check to make sure the verb is not a progressive form (-ing). Note: Seem, know, and other verbs are always static. Become, be, and other verbs can describe a state or an action.
   
   INCORRECT  [I am understanding what he’s saying.]
   
   CORRECT    I understand what he’s saying.

Practice

Mark the choice that best completes the sentence.

1. When the messenger ________, will you please give him this package?
   
   (A) will arrive  (C) arriving
   
   (B) arrives  (D) would arrive
   
   (B) is correct

2. The assistant to Ms. Brigham ________ more responsible in the last year.
   
   (A) is becoming  (C) has become
   
   (B) has been becoming  (D) becomes
   
   (B) is correct

3. The Paris branch of our bank ________ five years ago today.
   
   (A) opens  (C) opened
   
   (B) has opened  (D) was opening
   
   (B) is correct
4. The consultant ______ the results of his recommendations by the end of the month.
   (A) knows (B) does know (C) has known (D) will know

5. My supervisor promises that I ______ a raise next year.
   (A) would get (B) should get (C) will get (D) get

6. After you ______ enough practice, it will be easy for you to do.
   (A) have had (B) will have (C) had (D) are having

7. The boss ______ for those reports all morning.
   (A) is waiting (B) waits (C) has been waiting (D) will waiting

8. I ______ something very strange, like burning wires.
   (A) am smelling (B) smell (C) smelling (D) had smelled

9. You can take those files to the records room unless _______.
   Kim ______ it first.
   (A) does (B) will do (C) is doing (D) had done

10. We ______ at that restaurant in a few months.
    (A) don’t eat (B) won’t eat (C) haven’t eaten (D) didn’t eat

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**TWO-WORD VERBS**

Two-word verbs such as look at, get by, take in are usually common verbs (look, get, take, etc.) combined with other words that are often prepositions (at, by, in, from, out, etc.).

**STRATEGIES FOR TWO-WORD VERB ITEMS**

**ASK YOURSELF THESE QUESTIONS:**

- Are you unsure about the meaning? If so, check your dictionary. There are no rules about two-word verbs that will help you predict their meaning.
Practice

Mark the choice that best completes the sentence.

1. The new lawyer has gone to ______ the file.
   (A) look away  (B) look into  (C) look for  (D) look out

2. Who will ______ the advertising manager’s projects while she is on vacation?
   (A) take away  (B) take up  (C) take over  (D) take off

3. The personnel officer believes that we can ______ with our present staff.
   (A) get off  (B) get by  (C) get up  (D) get on

4. The chairwoman decided to ______ sending the letter until Monday.
   (A) take on  (B) keep up  (C) put off  (D) pick up

5. Could you show me how to ______ the copy machine?
   (A) take hold  (B) turn on  (C) find out  (D) leave off

6. Please ______ this article for any typos or other errors.
   (A) check into  (B) look for  (C) look over  (D) check up

7. Did I tell you? I ______ Ms. Flynn at the conference.
   (A) ran over  (B) ran into  (C) found out  (D) brought up

8. I can’t find the Simpson will anywhere. I ______!
   (A) give up  (B) give out  (C) give over  (D) give back

9. You don’t need to give me your decision right now. ______.
   (A) Check it over.  (B) Look at it over.  (C) Think it over.  (D) Turn it over.

10. When you get to Hong Kong, are you going to ______ Mr. Cao?
   (A) call on  (B) call off  (C) look through  (D) pick off
Review these strategies for Part 5 of the new TOEIC test.

- For word family items, ask yourself:
  Do you need a noun, adjective, adverb, or verb?

- For similar word items, ask yourself:
  Do answer options contain similar letters or spellings?
  Do options refer to the same topic, but with different meanings?

- For preposition items, ask yourself:
  Do you need to refer to a specific time, day, date, or city?
  Are the preposition choices logical?

- For conjunction items, ask yourself:
  What do you need to join and what conjunction is needed?
  Are the conjunction choices logical?

- For adverb of frequency items, ask yourself:
  Is the position of the adverb correct?
  Are the adverb choices logical?

- For causative verb items, ask yourself:
  What is the form of the verb in the noun clause?
  Who performs the action?

- For conditional sentence items, ask yourself:
  Is the condition real or unreal?
  Is the condition in the present, past, or future?

- For verb tense items, ask yourself:
  What time expressions are in the sentence?
  If there are two clauses in the sentence, are the verb tenses appropriate?
  Is there a stative verb?

- For two-word verb items, ask yourself:
  Is the meaning of the two-word verb logical?
STRATEGY PRACTICE

DIRECTIONS: Read the following statements and choose the word or phrase that best completes the sentence. Use the strategies you have learned.

1. The office manager prefers her coffee with cream _____ sugar.
   (A) but (C) and  
   (B) nor  (D) plus

2. Office hours will be from 8:30 _____ 5:00.
   (A) at  (C) by  
   (B) to  (D) toward

3. If the secretary _____ where the missing files are, we can stop looking for them.
   (A) knew (C) had known  
   (B) would know (D) knows

4. The cashier has to turn the key _____ to open the safe.
   (A) clocked (C) clockwise  
   (B) clock (D) clocking

5. The chairman of the board is not _____; he has been married for two years.
   (A) singular (C) only  
   (B) single (D) sole

6. When the president arrived, everyone _____.
   (A) has left already (C) already left  
   (B) had already left (D) left already

7. Mr. Hao was able to get the envelopes _____ before the mail carrier arrived.
   (A) addressed (C) were addressing  
   (B) were addressed (D) being addressed

8. Since many of our clients insist on French food, we _____ make reservations for lunch at the restaurant Lion d’Or.
   (A) often have (C) have to often  
   (B) have to often (D) often have to

9. _____ you finish typing that report, make five copies of it and give it to all of the officers.
   (A) While (C) But  
   (B) When (D) Although

10. Let’s have this letter _____ by express mail.
    (A) sends (C) sent  
    (B) send (D) being sent
11. Since we need to know who belongs to this organization, could you have the computer do a printout of the entire ______?  
(A) membership  (C) members  
(B) remembrances  (D) memories  

12. Ms. Parker was very ______ with the answers the job applicant gave during the interview.  
(A) impress  (C) impression  
(B) impressionable  (D) impressed  

13. I'll stay late tonight if we ______ by 5:00.  
(A) did not finish  (C) had not finished  
(B) do not finish  (D) will not finish  

14. The final draft will be completed ______ Wednesday.  
(A) to  (C) on  
(B) at  (D) from  

15. The benefits program ______ in the next few months.  
(A) had changed  (C) changed  
(B) were changed  (D) will be changed  

16. Mr. Honda is a terrific worker. He ______ two promotions this year.  
(A) has been giving  (C) was given  
(B) gave  (D) giving  

17. If we keep ______ like this, we should be done before the deadline.  
(A) working  (C) to work  
(B) worked  (D) work  

18. I don't need those statistics right now, but please have them ready ______ five o'clock.  
(A) on  (C) in  
(B) by  (D) since  

19. I'll be home for dinner unless the boss ______ me to work overtime.  
(A) will ask  (C) asks  
(B) is asking  (D) asked  

20. Make sure you get these contracts ______ before you meet with the lawyer.  
(A) signed  (C) signing  
(B) to sign  (D) sign
Directions: Read the following passages and choose the word or phrase that best completes the blanks. Use the strategies you have learned.

Questions 1–4 refer to the following letter.

624 South Wells Street
Reno, Nevada 89400

Mr. Norm Thompson
97 Vine Circle
Reno, Nevada 89400

Dear Mr. Thompson:

I want to rent an apartment. My friend says that you are a good __________. It’s quiet, and

1. (A) landlord (B) occupant
   (C) tenant (D) painter

and that you own apartments in different parts of the city. Can I rent an apartment from you?

My family needs a new place to live. We love our __________. It’s quiet, and

2. (A) neighbor (B) neighborly
   (C) neighboring (D) neighborhood

it’s close to my job. However, our apartment is __________ small for us. There

3. (A) too (B) a lot
   (C) some (D) enough

are four of us: my wife, our two children, and me. We need a larger apartment. We are looking for one with three bedrooms and a large kitchen.

We live near Plumas Pass, and we would like to stay in this area. If you have an apartment in Plumas Pass that is __________ now, please let me know. Thank you for your help.

4. (A) distant (B) occupied
   (C) available (D) expensive

Sincerely,

Fabian Ricardo

Fabian Ricardo
Montalvo Industries announced Friday that it will take on 100 new ___________ employees over the next 6 months.

5. (A) employees  (B) merchants  (C) customers  (D) products

"Our market is expanding," said company CEO Shirley Henrico, "so we need to ___________ our production. That's why we need to hire more workers." The company plans ___________ a new, larger factory on the outskirts of the city, which will be equipped with all the latest technology. "We are building a very modern factory," said Ms. Henrico. "We are very proud of ___________."