

A. Vocab Review

B. TOEIC® Reading Section

The Reading Section consists of 100 questions (from Part 5 to Part 7) presented in written format in the test booklet. Candidates read a variety of materials and respond at their own pace to questions based on the materials. The entire Reading Section takes 75 minutes.

Time Management is the key to success in the Reading section of the TOEIC® test. Your goal is to finish all the items and leave yourself a few minutes to go back to items that you found difficult. Suggested allocation of your time: Part 5 = 20 (15 in JP and KR) minutes Part 6 = 6 (8 in JP and KR) minutes Part 7 = 48 (50 in JP and KR) minutes (Total: 74 minutes with 1 minute to spare) (Total: 73 minutes with 2 minutes to spare in JP and KR)

Part 5: Sentence Completion (40 fill-in-the-blank sentences, each followed by 4 answer choices)

● **Strategies for Part 5**

Begin by reading the four answer choices first to decide what type of question it is.

You should allow yourself

- A. 5 to 10 seconds for items that can be solved by checking before the blank and after the blank only, e.g. Part of Speech and Pronoun items**
- B. up to a maximum of 30 seconds for such items as Vocabulary, Verb Form, etc. Avoid reading the whole sentence unless you need to check the context.**

● **Skill Building Exercise A: Identifying missing parts of speech**

noun	verb	adverb	adjective
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1. Our clothes are offered in aof styles, and they come in all sizes.
2. QQ Trading achievedgrowth during a time when the economic situation was unfavorable.
3. Services need to be moreorganized than they are at present.
4. We will some of the wording in the second version.

● **Skill Building Exercise B:**

1. Our clothes are offered in aof styles, and they come in all sizes.
(A) vary (B) various (C) variety (D) varied
2. QQ Trading achievedgrowth during a time when the economic situation was unfavorable.
(A) rapidness (B) rapid (C) rapidity (D) rapidly

3. Services need to be moreorganized than they are at present.

(A) effect (B) effective (C) effectively (D) effectiveness

4. We will some of the wording in the second version.

(A) modify (B) modifying (C) modifies (D) modified

● **Skill Building Exercise C:**

Apply your knowledge of suffixes to select the best part of speech.

1. **Verb-forming suffixes:** -ify (identify/ modify/ notify) -ize (categorize/ organize/ realize)
-en (broaden/ strengthen)
2. **Noun-forming suffixes:** -sion/ -tion (decision/ presentation) -cy (agency/ emergency)
-ance (performance/ maintenance) -ty (facility/ community/ variety)
-ness (kindness/ fitness) -ment (department/ management)
-ology (biology/ psychology) -sis (analysis/ emphasis)
3. **Adjective-forming suffixes:** -able/ -ible (reliable/ edible) -ic (economic/ drastic)
-ical (economical/ historical) -ful (peaceful/ successful)
-ish (childish/ selfish) -less (doubtless/ painless)
-ous (dangerous/ various) -ive (supportive/ competitive)
-nal (personal/ additional) -cial (financial/ official)
-al (instrumental/ governmental) -id (stupid/ rapid)
4. **Adverb-forming suffixes:** -ly (recently/ effectively)

● **Skill Building Exercise**

1. expectation 2. dependable 3. government 4. clarify 5. expensive 6. governmental
7. continuous
8. productive 9. impressive 10. expansion 11. accurately 12. specialize 13. effective
14. considerable

C. DICTATION

1. Some people areover the
2. have been seated indoors.
3. Some people are waiting at the
4. are being from a truck.
5. An artist is drawing a on the ground.

● **Homework (Vocab)**

1. The new director will be responsible for promoting public relations.
2. Applicants must have a comprehensive knowledge of emergency response methods.
3. The company plans to establish a network of central warehouses to make product distribution more efficient.
4. Our service is temporarily unavailable due to maintenance.
5. Mr. Smith is currently in a board meeting.