



**NEW
TOEIC®
FORMAT**

Building TOEIC® Test-taking Skills

STARTER TOEIC®

Third Edition

Anne Taylor
Casey Malarcher

ASTAR

with MP3 CD

Building TOEIC Test-taking Skills

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Building TOEIC Test-taking Skills

Anne Taylor · Casey Malarcher

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Preface

Starter TOEIC, Third Edition is intended for beginning-level students of English who need to start preparation for the TOEIC. The book is designed to assist students through focused practice while developing familiarity with the format of the TOEIC.

Chapter 1 Grammar Practice

Units within the Grammar Practice chapter outline fundamental grammar points frequently tested on the TOEIC. Each unit begins with a brief explanation of the grammar target, including key points and particular structures of interest in the TOEIC. The units also provide short exercises based on the format of TOEIC grammar questions which allow students to practice their understanding of the grammar point. These exercises include incomplete sentence exercises and word form exercises.

Chapter 2 Listening & Reading Practice

Units within the Listening & Reading Practice chapter are designed as mini practice tests to familiarize students with the kinds of tasks they will encounter on the TOEIC. Additionally, all of the sections of each individual mini practice test are based on unified themes to support student acquisition of common vocabulary and phrases within a controlled framework. Students will also find that the grammar points outlined in Chapter 1 are recycled in corresponding units of Chapter 2 to reinforce recognition of correct usage of the grammar in natural contexts. For example, in Unit 1 of Chapter 2, students will hear through the listening tasks and read through the reading tasks a wide variety of auxiliary verbs (practiced in Unit 1 of Chapter 1) used in correct, natural contexts all related to the theme of health.

Chapter 3 Practice Test

The Practice Test chapter provides students with a full-length practice test, including 100 listening test questions and 100 reading test questions.

Chapter 4 Support

The Support chapter includes reference materials related to the above chapters, including tape scripts for all listening tasks in each unit of Chapter 1 and in the practice test of Chapter 3, answer keys for each mini practice test in Chapter 2 and for the full-length test in Chapter 3, and a blank sample answer sheet for use when taking the full-length practice test.

The simplified grammar and thematically based texts of **Starter TOEIC, Third Edition** provide beginning-level students with access to TOEIC practice materials appropriate for building their test-taking skills without the frustration of encountering overly complicated vocabulary and grammar structures. **Starter TOEIC, Third Edition** provides an excellent foundation for students starting preparation for the TOEIC test.

Introduction

About TOEIC

TOEIC stands for Test of English for International Communication. It is divided into two main sections: Listening and Reading. The Listening section tests the ability to understand spoken English. The Reading section tests the knowledge of grammar and vocabulary usage and the ability to read and understand short passages.

There are a total of 200 questions on the TOEIC test, and the test lasts about 2 hours. All of the items are multiple-choice questions with three or four possible answers. The following chart outlines the organization of the test as of May 2006:

Organization of the TOEIC

Section I: Listening Test

Part I: Picture Description	10 questions
Part II: Questions and Responses	30 questions
Part III: Short Conversations	30 questions
Part IV: Short Talks	30 questions
Listening Total	100 questions
	45 minutes

Section II: Reading Test

Part V: Incomplete Sentences	40 questions
Part VI: Incomplete Texts	12 questions
Part VII: Reading Comprehension	48 questions
Reading Total	100 questions
	1 hour 15 minutes

Grand Total **200 questions** **2 hours**

LISTENING TEST

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

Part I Picture Description

The directions for Part I of the TOEIC appear on the test as follows:

Directions: For each question in this part, you will hear four statements about a picture in your textbook. When you hear the statements, you must select the one statement that best describes what you see in the picture. Then find the number of the question on your answer sheet and mark your answer. The statements will not be printed in your test book and will be spoken only one time.

Look at the sample below.



Now listen to the four statements.

- (A) The woman is using a musical instrument.
- (B) The woman is typing on a computer.
- (C) The woman is playing a video game.
- (D) The woman is sitting behind the table.

Sample Answer

(A) (B) (C) (D)

Statement (B), “The woman is typing on a computer,” best describes what you see in the picture. Therefore, you should choose answer (B).

TIPS

- Preview the picture before the statements are read. Ask yourself, “Who?” “What?” “Where?”
- Focus on the meaning of the statements as a whole.
- Answer the question as quickly as possible. If you don’t know the answer, guess and begin previewing the next picture.

TRICKS

- Incorrect answers may contain similar sounding words.
e.g. The woman is tying at the table.
- Incorrect answers may give wrong pronouns, numbers, and locations.
e.g. He is typing at the table. / There are two typewriters. / The woman is sitting under the table.
- Incorrect answers may include a correct word.
e.g. The typewriter is for sale. / The woman is sitting with some friends.

Part II Questions and Responses

The directions for Part II of the TOEIC appear on the test as follows:

Directions: You will hear a question or statement and three responses spoken in English. They will be spoken only one time and will not be printed in your test book. Select the best response to the question or statement and mark the letter (A), (B), or (C) on your answer sheet.

Now listen to the four statements.

You will hear:
Good morning, John.
How are you?

You will also hear:
(A) I’m fine, thank you.
(B) I’m in the living room.
(C) My name is John.

Sample Answer

(A) (B) (C)

The best response to the question “How are you?” is choice (A), “I’m fine, thank you.” Therefore, you should choose answer (A).

TIPS

- The first word of the question will help you to know what kind of answer is required.
What, where, who, why, how—ask for information.
Do, does, did, are, is, will, can—usually need a “yes” or “no” answer.
- Questions that contain “or” and require a choice never have yes/no answers.
“Did you stay home or go out last night?” “I went to a movie.”
- Sometimes you will hear a statement, not a question. However, it still requires an answer.
“Thanks for dinner.” “You’re welcome.”

TRICKS

- Pay attention to words that sound the same (homonyms).
e.g. *two, too, to*
- Look out for tag questions that are added to the end of statements.
That movie was great, wasn’t it?
- Watch out for indirect answers. Sometimes the answer to a yes/no question does not include the words “yes” or “no.”
“Is there enough gas in the car?” “I just filled it yesterday.”

Part III Short Conversations

The directions for Part III of the TOEIC appear on the test as follows:

Directions: You will hear some conversations between two people. You will be asked to answer three questions about what the speakers say in each conversation. Select the best response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. The conversations will be spoken only one time and will not be printed in your test book.

TIPS

- Look at the question before the dialog begins. If you have time, look at the answers as well.
- While you are listening to the dialog, try to imagine where the speakers are.
- Read all the answers before making your choice.

TRICKS

- Watch out for answers that are true, but are not related to the question. Don't answer too quickly. Read all the options before you choose.
- Watch out for distracting numbers. These may include dates, times, and numbers of things or people. Preview the question to help you listen for the right information.

Part IV Short Talks

The directions for Part IV of the TOEIC appear on the test as follows:

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

TIPS

- Listen closely to the introduction preceding the talk. It will tell you the number of the questions related to the talk. It will also tell you what type of information you will hear (news report, weather report, advertisement, recorded message, announcement, etc.).
- Try to preview the questions before the talk begins. This will help you listen for the information required by the questions.
- Begin to answer the questions as soon as the talk is finished. Don't wait for the speaker.

TRICKS

- Watch out for the same traps that are in Parts I-III.

READING TEST

In this section of the test, you 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

The directions for Part V of the TOEIC appear on the test as follows:

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Example:

Because the equipment is very delicate, it must be handled with -----.

- (A) caring
- (B) careful
- (C) care
- (D) carefully

Sample Answer

(A) (B) (C) (D)

The sentence should read, "Because the equipment is very delicate, it must be handled with care." Therefore, you should choose answer (C).

TIPS

- Don't worry about spelling. Incorrect spelling is never an option in TOEIC answers.
- Look at the words on either side of the blank. They can give you clues about what the correct answer is.
- Read the whole sentence and understand the meaning before you answer.

TRICKS

- Watch out for answers with the wrong word form.
e.g. *drove, drives, driving*
- Watch out for words that use the same beginnings or endings.
e.g. *return, retire, reuse*
- Watch out for commonly misused words.
e.g. *affect/effect, lend/borrow*

Part VI Incomplete Texts

The directions for Part VI of the TOEIC appear on the test as follows:

Directions: Read the texts on the following pages. A word or phrase is missing in some of the sentences. Four answer choices are given below each of these sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Example:

As of June 15th, employees will be ----- to wear full company uniform whenever

1. (A) requiring
(B) requirement
(C) required
(D) require

they are on company premises. This ----- to all employees who work in areas of the

2. (A) considers
(B) applies
(C) works
(D) implements

Sample Answer

- | | | | | |
|----|-------------------------|------------------------------------|------------------------------------|-------------------------|
| 1. | <input type="radio"/> A | <input type="radio"/> B | <input checked="" type="radio"/> C | <input type="radio"/> D |
| 2. | <input type="radio"/> A | <input checked="" type="radio"/> B | <input type="radio"/> C | <input type="radio"/> D |

building accessible by members of the public. The full uniform consists of a white shirt, green pants, and the company tie for men.

The sentences should read “As of June 15th, employees will be required to wear full company uniform when they are on company premises. This applies to all employees who work in areas of the building accessible by members of the public.” Therefore you should choose answers (C) and (B).

TIPS

- Remember that you are looking for the most appropriate word to fill in the blank.
- Read the whole text, not just the words around the blank. Try to get the meaning of the text.

TRICKS

- Watch out for repetition and redundancy
e.g. *keep on continuing, finally at last*
- Watch out for words that don't belong
e.g. *The apples they are fresh.*
- Pay attention to word form and verb tenses
e.g. *nice/nicely, had gone/has gone*

Part VII Reading Comprehension

The directions for Part VII of the TOEIC appear on the test as follows:

Directions: In this part you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

Read the following example.

The Grenville Museum Of Technology is a “hands-on” museum, designed for people to experience science at work. Although this kind of museum may be fairly common nowadays, Grenville was the first of its kind in the U.S. Visitors are encouraged to use, test, and handle the various objects on display. Special demonstrations are scheduled for the first and second Wednesday of each month at 13:30. The museum is open Tuesday-Friday 12:00-16:30, Saturday 10:00-17:30 and Sunday 11:00-16:30. Admission is \$2 for children and \$3 for adults.

At what times during the month can visitors see special demonstrations?

- (A) Every weekend
- (B) The first two Wednesdays
- (C) One afternoon a week
- (D) Every other Wednesday

Sample Answer

- | | | | |
|-------------------------|------------------------------------|-------------------------|-------------------------|
| <input type="radio"/> A | <input checked="" type="radio"/> B | <input type="radio"/> C | <input type="radio"/> D |
|-------------------------|------------------------------------|-------------------------|-------------------------|

The reading selection says that the demonstrations are scheduled for the first and second Wednesdays of the month. Therefore, you should choose answer (B).

TIPS

- As with Part IV, pay attention to the introduction. It will tell you the number of questions and a hint about the type of information in the passage.
- As you read the passage, ask yourself, “Who is it for? Why was it written?”
- First, glance quickly through the passage and read the questions. Then, go back to the passage and try to look for the answers to the questions.

TRICKS

- Many answers use information that appears in the passage. However, they may not directly answer the question.
- As with all sections of the TOEIC, watch out for similar sounding words, confusing numbers, wrong word forms, and words with similar meanings.
- Don't be confused by questions that follow these formats:
e.g. Which of the following is NOT mentioned in the reading?
The text refers to all of the following EXCEPT...
- Simply read the answer choices and find the one that is unfamiliar or incorrect.

Chapter

1

Chapter 1

01 Auxiliary Verbs

- ✓ Auxiliary + present or past participle (-ing, -ed)
- ✓ Auxiliary + basic form of verb
- ✓ Meanings of modal auxiliary verbs

02 Tenses

03 Infinitives and Gerunds

04 Participles and Participle Clauses

05 Negation and Parallel Structure

06 Comparisons

07 Agreement

08 Relative Clauses

09 Modification and Word Order

10 Indefinite Pronouns

11 Voice

12 Conjunctions and Prepositions

What Follows Auxiliary Verbs?

- A. Auxiliary verbs followed by a verb ending in *-ing* or *-ed*:
- The boy is flying a kite.
 - The book was listed as a best seller.
 - The boy has closed the window.
- B. Auxiliary verbs followed by the basic form of the verb:
Modal auxiliaries, *do* in question/negative sentences, or emphatic *do* + infinitive
- Paul may arrive tomorrow.
 - I do believe that he is right.
 - Do you like fish?
 - He does not like playing cards.

Meaning of Key Auxiliary Verbs

- A. **Will**: be willing to; intend to
- I will open the door for you.
 - I will be there at 8:00.
- B. **Shall**: intend to (*formal*); have decided to
- Where shall we sit?
 - We shall ask the committee.
- C. **May / Can**: be possible to do
- Can fish live in the river?
 - It may rain tomorrow.
- D. **Can / Could / May**: be allowed to do
- May I have one?
 - You can take both of them.
- E. **Must**: be necessary; be logically certain
- Note** negative = cannot/can't, must not
- This step must be next.
 - It must be her purse.
- F. **Must / Have to**: be required to do
- Everyone must be on time.
 - They have to work late.
- G. **Should / Ought to / Had better**: be obliged to do
- You should call her.
 - We ought to get there early.
- H. **Should have / Could have + p.p.**: was not true; did not happen
- She should have read the book.
 - They could have won, but they didn't.
- I. **Used to / Would**: did in the past
- We used to talk every day.
 - In the spring, I would plant flowers.

→→ Grammar Practice

Exercises

A. Choose the word or phrase that best completes the sentence.

- He ----- a better job.
(A) may (B) may get (C) may gets (D) may get
- If he had had time, he ----- joined us.
(A) can have (B) had (C) could have (D) certainly had
- He asked her, "----- you like some more coffee?"
(A) Will (B) Shall (C) Would (D) Do
- The baby ----- be hungry, because he just had milk.
(A) cannot (B) must (C) isn't (D) wasn't

B. Choose the word or phrase that best completes the sentence.

Important: Please keep this medicine refrigerated. Do not ----- in

- (A) remain (B) store (C) having (D) take
temperatures above 15 degrees Celsius. Keep out of the reach of children and do not ----- to children under 6 years of age. In the
- (A) giving (B) give (C) have given (D) gave
case of an overdose, take the patient to the emergency room immediately. Consult your doctor if you are already taking other medications.

C. Fill the blank with the appropriate word.

- The government wants to accelerate the ----- of Internet commerce.
(A) grow (B) grows (C) growing (D) growth
- Take the time to fully prepare yourself for interview -----.
(A) succeed (B) succeeding (C) success (D) succession
- , America depends on Africa for 40% of its oil imports.
(A) Interest (B) Interested (C) Interesting (D) Interestingly
- Sustainable ----- is a key indicator of the long-term health of the economy.
(A) produce (B) to produce (C) product (D) productivity

Hints ⇒ Page 40

Chapter 1

01 Auxiliary Verbs

02 Tenses

- ✓ Differences between present tenses
- ✓ Differences between past tenses
- ✓ Usage of WILL
- ✓ Usage of BE GOING TO
- ✓ Present simple in adverbial clauses

03 Infinitives and Gerunds

04 Participles and Participle Clauses

05 Negation and Parallel Structure

06 Comparisons

07 Agreement

08 Relative Clauses

09 Modification and Word Order

10 Indefinite Pronouns

11 Voice

12 Conjunctions and Prepositions

D	7	D	3	C	Z	D	1	C	Answer
				B	Z	B	1	B	
A	7	C	3	C	Z	D	1	A	

Present: Simple, Perfect, and Progressive

- Use **present simple** for routines, habits, or things that are always true.
 - He takes the subway. (every day)
- Use **present progressive** (*is/are -ing*) for a temporary routine or situation.
 - He is taking the subway. (now)
- Use **present perfect** (*have/has -ed*) for a situation where things that happened in the past have a result in the present.
 - **Present perfect** often goes with *just, yet, for, since, ever, never, first time, second time, this week*.
 - He has just cut himself. (We can see the direct immediate result of this action — the blood.)

Past: Simple, Perfect, and Progressive

- Use **past simple** for something that was finished in the past.
 - She traveled in Europe. (at some time in the past)
- Use **past progressive** (*was/were -ing*) for a temporary routine or situation that happened in the past.
 - She was traveling in Europe. (last summer; for one month)
- Use **past perfect** (*had -ed*) for something that happened before a certain point in time in the past.
 - She had traveled in Europe before she decided to study there.

Future: Use of *Will* and Other Words with Future Meaning

- Use **will** for instant decisions.
 - OK. I will accept your offer.
- Use **be going to** for established plans.
 - They are going to buy drinks for the party.
- Use **present simple** instead of future tense in adverbial clauses led by *if, the moment, when, etc.*
 - We will start the moment he arrives.

Exercises

A. Choose the word or phrase that best completes the sentence.

- We'll start when he ----- ready.
(A) will (B) will is (C) will be (D) is
- We ----- at a party two months ago.
(A) meet (B) met (C) have met (D) meeting
- So far, there ----- no word from them.
(A) is (B) was (C) has (D) has been
- When I called on her, Mary ----- her room.
(A) clean (B) cleans (C) cleaning (D) was cleaning

B. Choose the word or phrase that best completes the sentence.

From: The Principal
To: All teachers

I have recently received several ----- from parents about teachers

1. (A) complaints (B) complains (C) complain (D) complaining
being late for class. As you know, school policy is for all teachers to be in their classroom five minutes before the ----- of a lesson. This

2. (A) end (B) start (C) finish (D) introduction
sets a good example for our students. We cannot expect our students to be punctual if we are late ourselves. All teachers must observe school policy.

C. Fill the blank with the appropriate word.

- All things -----, Professor Kim is the best instructor I've ever had.
(A) considered (B) to consider (C) considering (D) considerable
- I'm quite sure this business will -----.
(A) paying (B) pay for (C) pay off (D) paid
- I'm sort of ----- with his flattery.
(A) disgust (B) to disgust (C) disgusting (D) disgusted
- These pills will surely ----- your pain.
(A) ease (B) easy (C) easily (D) easiness

Hints ⇒ Page 40

A	7	D	3	C	Z	V	1	C	Answer
				B	Z	V	1	B	
D	7	D	3	B	Z	V	1	A	