

Lesson 5

Sentence Completion

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Format

Part 5

This part of the TOEIC® test consists of forty sentences, each missing one or more words. Below each sentence are four words or phrases. Your job is to decide which of these four choices produces a complete, grammatical, and logical sentence when it is put into the sentence.

Tactics

Part 5

1. Begin by reading each item carefully. Try to guess what word or words are missing. Look for these words or similar words among the answer choices.
2. The most common testing point in Part 5 involves word choice (vocabulary). You can identify these items because the four answer choices look alike or have similar meanings. Use the context of the sentence to help you choose the answer, and look for any grammar clues that help you eliminate distractors.
3. The second most common type of item in Part 5 involves word form. You can recognize these because the answer choices are all forms of the same word. Use the endings of the words to determine which choice is correct in the context of the sentence.
4. Verb problems are the third most common item type in Part 5. The answer choices for these items are four forms of the same verb. Look for time words and other clues.
5. If the correct choice is not obvious, eliminate choices that are clearly incorrect and guess. Put a mark by items that you found difficult so that you can come back to them if you have time. Never leave any items unanswered.
6. Never spend too much time on any one item.
7. As soon as you finish Part 5, go on to Part 6.

Directions: This part of the test consists of incomplete sentences. Beneath each sentence, four words or phrases appear. Mark the answer choice — (A), (B), (C), or (D) — that best completes the sentence.

Look at the example

Mr. Morales read over the contract with great _____.

- (A) interesting
- (B) interest
- (C) interested
- (D) interestingly

This sentence should correctly read "Mr. Morales read over the contract with great interest." Therefore, the best answer is (B).

1. We did not have _____ questions for the lecturer.
 - (A) none
 - (B) any
 - (C) some
 - (D) no
2. The company could save money if it bought a fleet of more _____ vehicles.
 - (A) economize
 - (B) economic
 - (C) economics
 - (D) economical
3. The cafeteria begins serving lunch at noon and stays open _____ three.
 - (A) to
 - (B) by
 - (C) until
 - (D) within
4. I cannot work at home because there are too many _____ there.
 - (A) attractions
 - (B) detractors
 - (C) distractions
 - (D) contractors
5. Mr. Nakamura was put in charge of the media department, _____ was recently reorganized.
 - (A) who
 - (B) in which
 - (C) which
 - (D) which it
6. The Sherman Hotel has very reasonable _____ for single rooms.
 - (A) rates
 - (B) fares
 - (C) fees
 - (D) bills
7. Marbelis is looking for a job in _____ advertising or public relations.
 - (A) both
 - (B) or
 - (C) neither
 - (D) either
8. We are planning _____ out to dinner tonight.
 - (A) taking our clients
 - (B) our clients going
 - (C) our clients will go
 - (D) to take our clients

9. Jerry made his children _____ on Saturday.

- (A) do some chores
- (B) some chores were done
- (C) to do some chores
- (D) they did some chores

10. Anna _____ in this department since January.

- (A) have been working
- (B) works
- (C) has worked
- (D) has been worked

Testing Points and Skill-Building Exercises

Part 5 is a test of grammar, usage, and vocabulary. There is a wide range of testing points, and any list of these will be incomplete. However, certain patterns appear again and again. Most Part 5 items on a given TOEIC® test fit into one of the seven testing-point categories given in this book.

A. Word Choice

Word-choice problems are the most common type of item in Part 5. Usually, around 40% to 50% of all items involve word choice. Most of these items primarily test your knowledge of vocabulary, but some test your knowledge of grammar as well. This part of the lesson discusses four types of word-choice problems:

- Words with similar forms
- Function words with similar meanings
- Content words with similar meanings
- Problems involving grammar clues

Words with Similar Forms

Answer choices similar in form look alike in some way. For example, they may have the same prefix (*submit*, *subtract*, *subside*, *subsist*). They may have the same root (*interception*, *concept*, *reception*, *acceptance*). They may have the same suffix (*subsidize*, *sanitize*, *satirize*, *serialize*). The four terms may be linguistically unrelated but have similar spellings or pronunciations (*hearty*, *hardy*, *handy*, *healthy*). Combinations of these are also possible — two choices may have the same prefixes and two the same suffixes, for example.

Sample Item: Words with Similar Forms

I cannot work at home because there are too many _____ there.

- (A) attractions
- (B) detractors
- (C) distractions
- (D) contractors

Only the word *distractions* — meaning something that takes away attention — completes this sentence in a logical, meaningful way.