

C Grammar exercises

1 Complete the sentences with the correct form of the words in parentheses.

- 1 Maris _____ (*collect*) shipments from the airport on Mondays.
- 2 You are too late. Your plane _____ (*take off*) right now.
3. Today Jane _____ (*not work*) late because she's finished the report.
- 4 _____ (*you finish*) work at 3 P.M.?
- 5 They _____ (*currently take*) inventory of the stock room.

2 Choose the best ending to complete the sentences.

- 1 Mr. Smith uses a company car _____ a when he travels to conferences. /
b because the public transportation drivers are on strike.
- 2 Stacy is preparing her presentation so _____ a she closes her front door.
b she wants some privacy.
- 3 Does John input Myrna's data _____ a because she is too busy?
b because she has a meeting later?
- 4 He is locking his desk drawer _____ a when he puts anything valuable in it.
b because he has some money there.
- 5 Jenny clears the papers from her desk _____ a before she goes home.
b because she is on holiday next week.

3 Underline the correct form of the verb.

- 1 A. Jamie looks/is looking for some new office furniture.
B. I don't know why. Her furniture still looks/is looking new to me.
- 2 A: I don't have / 'm not having any success in getting this printer to work.
B: Oh, that printer doesn't work when the paper supply is exhausted. We
have/are having some in the supply room.
- 3 A: Jake always enjoys/is enjoying trade fairs.
B: Well, he really enjoys/is enjoying this year's trade fair.
- 4 A: I think/am thinking about quitting my job now.
B: Really? I don't think! 'm not thinking that is a very good idea.
- 5 A: I see/am seeing that we need to reserve a place in the exhibition area.
B: Yes, we do. I see/am seeing one of the organizers about a place today.

TOEIC® TIP

In Listening Part 2, choices that include the same words and same tense as those in the question are frequently *not* the correct choices.

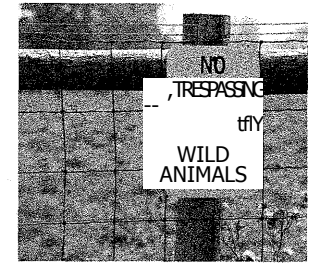
Example: *Is Mrs. Murphy thinking about replacing our equipment?*

Correct Answer: *Yes, she found a good deal.*

Incorrect Answer: *No, she is just thinking about replacing it.*

Incorrect Answer: *Yes, she is replacing the equipment.*

4 Use the instructions to write a command.



- Cars may be coming. You should look both ways at a stop sign. 2 The company does not want you to smoke in this area. 3 The bike route is safer to ride on than the highway. 4 You should not trespass because of the wild animals.

You can see the whole lesson from your teacher, please ask them to send it to you before the class.

テキスト全文はレッスン受講時に担当講師よりお受け取りください。