

Grammar and Vocabulary

Lesson 8 – A

Topic : Applying and Interviewing

Aim:

1. Learn useful vocabulary related to Applying and Interviewing.
2. Review the Article Generic Non-count Noun

I. VOCABULARY

Exercise 1: Let's review words! (5–6minutes) }

Choose the meaning of the underlined words from the choices that follow. Then practice using the words in your own sentences.

1. A tactful manner , in order to establish a good relationship with the interviewer, is important here.
 - a. considerate
 - b. indiscreet
 - c. gauche
 - d. awkward

2. He embellished his job with invented and extra details.
 - a. hid
 - b. exposed
 - c. increase
 - d. exaggerate

3. Itemize your skills, values, and interests as well as your strengths and weaknesses.
 - a. specified
 - b. documented
 - c. instance
 - d. inventory

4. Shake hands, make eye contact, exude confidence, engage the person you are speaking with, during the interview.
 - a. keep
 - b. hide
 - c. show
 - d. eliminate

5. Also covered in this edition is a quick start guide to getting net savvy, a survival requirement in the Web marketing world.

- a. shrewd
- b. outdated
- c. fluent
- d. literate

Exercise 2: Let's the words!

Which words in the list would you use to complete these sentences? Sometimes you will need to change the form.

application	advertise	advertisement	employer
resignation	resign	employee	employ applicant

1. I saw the _____ for this position in the *New York Times*.
2. Ok, I think we've said enough about Mr. Downing. Can you call the next _____?
3. When she was offered the new job, she sent a letter of _____ to her old _____.
4. We have received _____ for this job from 3,000 people.

II. Grammar Review

An article should NOT precede a non-count noun in the generic sense.

PROBLEM : An article may be used with a generic non-count noun.

SOLUTION : Remove the article if the noun is non-count.

EXAMPLES:

Incorrect : A homework makes students review the lesson.

Correct : Homework makes students review the lesson.

Explanation : Homework is a non-count noun used in a generic sense. Do not use an article.

	Non-count noun	v	n	Prep phrase
Generic	Homework	makes	students	review the lesson

Incorrect : Fast copiers increase the efficiency. Both of us desire the happiness.

Correct : Both of us desire happiness.

Explanation : Happiness is a non-count noun used in a generic sense. Do not use an article.

	pronoun	v	Non-count noun
Generic	Both of us	desire	happiness.

Exercise 1: Let's Try this out!

A: Error Recognition

Identify the one underlined word or phrase that should be corrected or rewritten. Then, write the correct sentence.

1. Luana's effort for posting the resumes proved fruitful.

A B C D

2. She received a congratulations when she got the job.

A B C D

3. Tina has to make the preparations for her upcoming interview.

A B C D

4. Interview can make or break your impressions.

A B C D

5. Nervousnesses and anxieties accompany confidence at the same time during the interview.

A B C D

References:

Barron's How to Prepare for TOEIC Test 2nd Edition – Dr. Lin Lougheed
 Business Basics International Edition – David Grant and Robert McLarty