Contents

Page: Title:

1 – 2 Changes 1
3 Changes 2
4 Comparing and contrasting
5 – 6 Computers and information technology
7 Condition and requirement
8 – 9 Confusing words
10 – 11 Continuing, repeating and starting again
12 – 13 Contracts
14 – 15 Different situations
16 – 17 Earnings, rewards and benefits
18 – 19 Entertainment, art, sports and the media
20 Food and eating out
21 – 22 Hotels
23 – 24 Job advertising
25 – 26 Job recruitment
27 Joining ideas together: addition, equation and conclusion
28 – 29 Location and direction
30 Meetings and presentations
31 Money matters 1
32 – 33 Money matters 2
34 Obligation and option
35 Opposites 1: verbs and adjectives
36 Opposites 2: adjective prefixes
37 – 38 Opposites 3: verb prefixes
39 Ownership, giving, lending and borrowing
40 Phrasal verbs 1
41 Phrasal verbs 2
42 Phrasal verbs 3
43 Prepositions 1
44 Prepositions 2
45 – 46 Sales and marketing
47 – 48 Shopping and consumerism
49 – 51 Similar meanings 1: nouns
52 – 53 Similar meanings 2: verbs
54 Similar meanings 3: adjectives
55 – 56 Starting and stopping
57 – 58 Travel 1
59 Travel 2
60 – 61 Word forms 1: nouns from verbs
62 – 63 Word forms 2: nouns from adjectives
64 Word forms 3: adjectives from verbs
65 Workplace problems
66 – 76 Answers
Changes 1

Look at the sentence pairs 1 – 24, then complete the second sentence in each pair with a word or expression from the box that its meaning is similar to the first sentence. There are some words / expressions in the box that do not fit in any of the sentences. You do not need to change the form of any of the words / expressions.

1. Last year, 33% of the population worked in secondary industries and 48% worked in the tertiary sector. This year, the figures are 27% and 53% respectively.  
   There has been a _________ of the gap between those working in different sectors of the economy.

2. Last year, the overseas market accounted for 60% of our sales. This year, it only accounts for about 15%.  
   There has been a _________ in overseas sales figures in the last year.

3. People can afford to buy more and live more comfortably than they could twenty years ago.  
   There has been a _________ in the standard of living.

4. Because our company is bigger now than it was two years ago, we need to recruit more employees.  
   Because of the company's _________ over the last two years, we need more workers.

5. American travelers abroad have discovered that they can buy more foreign currency with their dollar.  
   There has been a _________ of the dollar.

6. It is now much harder to import goods into the country than it was a few years ago.  
   There has been a _________ of border controls for imports.

7. In 2002 inflation was running at about 4%, in 2003 it was 4.5%, in 2004 it was 5% and in 2005 it was 5.5%.  
   Between 2002 and 2005, there was a _________ in the rate of inflation.

8. Last year, the company employed 200 people. This year it now has over 1,000 employees.  
   There has been a _________ in the number of employees working for the company.

9. Unemployment figures have dropped by about 2% every year for the last four years.  
   There has been a _________ in unemployment figures over the last four years.

10. Over the next few years, some management positions in the company will be gradually removed.  
    Some management positions will be _________ over the next few years.
11. Because of forecasts for high demand in the future, we need to increase our stock. 
   We need to _________ our stock to cope with future demand.

12. The government will spend less on the welfare system next year. 
   There are going to be _________ in welfare spending next year.

13. Public services are less reliable now than they were five years ago. 
   There has been a _________ in the reliability of public services over the last five years.

14. Nowadays, more and more people are traveling abroad for business and pleasure. 
   There has been _________ in the overseas travel market.

15. Compared with five years ago, more people are shopping in major malls than in local stores. 
   There has been an _________ in the number of people shopping in major malls.

16. Unless your work visibly improves, we will have to recommend a transfer to another department. 
   We need to see some _________ in your work, or we will recommend a departmental transfer.

17. Young Americans want to travel, meet new people and see more of the world than their parents 
   and grandparents did. 
   Young Americans want to _________ their horizons.

18. Over the next two months, we plan to make our office computers faster and more efficient. 
   Over the next two months, we plan to _________ our office computers.

19. We are trying to make the accounting system simpler and more efficient. 
   We are trying to _________ the accounting system.

20. Making the company smaller by laying off a lot of employees has made it much more 
    profitable than it was before. 
    _________ the company has made it much more profitable than it was before.

21. Standards of service have gone down recently, and as a result we have lost a lot of customers. 
    Standards of service have _________ recently, and as a result we have lost a lot of customers.

22. Property prices have gone up, then gone down, then gone up again this year. 
    Property prices have _________ this year.

23. We have made small changes to the rules for applying for instant credit. 
    We have _________ the rules for applying for instant credit.

24. The company is planning to change its marketing division to make it more effective. 
    The company is planning to _________ its marketing division.

Also see Changes 2 on page 3.
Changes 2

The box below contains 27 words used to describe change in different situations. These are all verbs, and they can be found by reading from left to right and from right to left, starting in the top-left corner and following the direction of the arrows. Separate these words, then use some of them to complete sentences 1 – 10 below. In some cases you will need to change the form of the verb (for example, by putting it into its past simple or past participle form).

1. The company cannot refund customers’ money, and goods can only be ________ with a receipt or other proof of purchase.
2. We have made radical changes to the working regulations, and employees are expected to ________ to these over the next few weeks.
3. Our customer call center used to be in Wichita, but last year we ________ it to India, where costs are much lower.
4. The new director has completely ________ the company, from a small local enterprise to a major international concern.
5. The hotel is currently being ________, but will remain open while building work is carried out.
6. Production has been ________ from our Boston site to a new industrial park outside of Portland.
7. Our new memory cards ________ in price, from $35 for a 64Mb card up to $125 for a 2Gb card.
8. The Internet clothing company Pants-2-U.com has ________ its range to include jewelry and watches.
9. After the sales manager lost the company almost $20,000 in a bad deal, the director had no choice but to ________ him to sales assistant.
10. Air fares will be ________ on July 21: domestic flights will go down by 10%, but international flights will go up by 22%.

Also see Changes 1 on pages 1 and 2.
Comparing and contrasting

Complete these sentences with the most appropriate word or expression in **bold**. In one case, all three options are possible.

1. The **contrast** / **compare** / **comparison** in working conditions between our Denver department and our department in Chicago is very noticeable, and employees are now demanding equality in this area.

2. The two companies **differentiate** / **differ** / **different** considerably from each other: one sells to the wholesale market, and one sells directly to retailers.

3. It is often difficult to **differentiate** / **differ** / **contrast** between employees who are off work because they are genuinely ill, and those who are just enjoying a day at home.

4. Our new software program shares some common **characters** / **characterizes** / **characteristics** with those that are already on the market.

5. There's a clear **distinguish** / **distinctive** / **distinction** between starting your own company, and taking over one that already exists.

6. **Compared** / **Compare** / **Comparing** with 15 years ago, home PCs are cheaper, faster and have a much bigger memory.

7. The two products are different in every way: there's absolutely no **compare** / **comparison** / **contrast** between them.

8. Our latest cell phones **similar to** / **alike** / **resemble** those of our main competitor, except that they have more features and are more reliable.

9. There are several **similarities** / **similarly** / **similar** to between our new photocopier and our old one: these include an advanced color facility and a multi-task option.

10. Serious computer hackers can access your personal files and destroy or alter them. **Exactly** / **in the same way** / **Just as**, they can gain access to your Internet banking facility and steal your money.

11. The quality of our products is excellent. **Likewise** / **Alike** / **Likeness**, the price.

12. The TOEFL® exam covers a variety of general English tasks. In contrast to / Although / By way of contrast, the TOEIC® focuses more on business and professional issues.

13. The company has not performed very well during the last quarter. **Nevertheless** / **Even so** / **However**, it has still managed to turn a profit and retain most of its clients.

14. There currently seems to be a large **discrepancy** / **discrimination** / **differential** between the number of people employed in service industries, and those employed in the primary sector.

15. Our new contract states that both parties must give 6 months' notice of termination, **unlike** / **whereas** / **whereby** our old contract had an immediate termination clause.
Computers and information technology

Exercise 1:
Read the text below, in which someone is talking about their computer. Unfortunately, they have used very non-technical language. Replace the words and expressions in **bold** with something more appropriate from the box.

<table>
<thead>
<tr>
<th>CD drive</th>
<th>components</th>
<th>CPU (Central Processing Unit)</th>
<th>desktop</th>
<th>DTP (desktop publishing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>flash drive</td>
<td>hard disk</td>
<td>hard drive</td>
<td>F keyboard</td>
<td>laptop</td>
</tr>
</tbody>
</table>

This is my new (1) computer that sits on top of a table or desk (I’ve also got a (2) small computer that can be carried or placed on your knees). As you can see, there are six main (3) parts to it. The first is the (4) part of the computer that runs it and controls what it does, and this is the most important part. It carries the (5) part that stores and controls the flow of information, including the (6) round thing that is used for storing information. Mine has a particularly high (7) capacity for storing and displaying information, which means that it’s much faster than most. It came with its own (8) computer programs package (including (9) writing, checking and changing texts, (10) calculating in columns of figures, and (11) producing texts and pictures for magazines packages). You can also (12) put in other programs using the (13) sliding tray for carrying round, plastic, information-holding things, or the (14) hole for connecting computer parts to one another (into which you can put a (15) small plastic and metal stick which can hold a lot of information). The other five parts of the computer are the (16) screen that lets you see what your computer is doing, the (17) flat thing with the letters and numbers on it that let you control the computer, the (18) machine that lets you make copies of the documents that you create on your computer, the (19) device for making color copies of photographs and other documents that you can put onto your computer, and last but not least, the (20) device that you hold in your hand and move across your desk to control the cursor.

Exercise 2:
Instructions as above

<table>
<thead>
<tr>
<th>access</th>
<th>attachment</th>
<th>bookmark</th>
<th>browser</th>
<th>chatrooms</th>
<th>crashing</th>
<th>delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>download</td>
<td>email</td>
<td>homepage</td>
<td>Internet</td>
<td>keywords</td>
<td>links</td>
<td>log on</td>
</tr>
<tr>
<td>online</td>
<td>pop-up</td>
<td>provider</td>
<td>search engine</td>
<td>spam</td>
<td>upgrade</td>
<td>virus</td>
</tr>
</tbody>
</table>

Now, in my opinion, the best thing about modern information technology is the (1) network that links millions of computers from around the world. Once you’ve got yourself a / an (2) company that allows you (3) entry, and a (4) program that finds information you can start using this. It’s especially useful if you want to get information about something, go shopping or (5) transfer information, games, music, etc., onto your own computer. You can even "talk" to other computer users in (6) special places where you can leave messages and get instant replies. Most companies have their own (7) special computer pages
that you can look at. Let me (8) **turn the computer on**, enter my code and access the computer system, and I'll show you ours. OK, here we go. Oh no, another (9) **advertisement that suddenly appears on the computer screen**. How annoying. Let me just remove it. That's better.

Now, I can never remember the exact address of our company, so first of all I'll type it into the (10) **program that helps you find the information you want**. OK, Macmillan Publishers Limited. The computer identifies the (11) **most important or main words** and then gives me (12) **connections** to a list of possible sites. This one looks right: www.macmillanenglish.com. I'll click on that. Bingo! Here's our (13) **front page**. You can use this to find the different books that we publish, and if you want you can even buy them (14) **through the computer**. Hmm, this book looks good: Check Your English Vocabulary for TOEIC®. Now, before I (15) **exit this site**, I'll just (16) **add it to my list of favorites** so that I can find it more quickly next time.

Perhaps the most important thing, however, is (17) **a special electronic letter-sending facility**, which allows you to communicate with people around the world in an instant. Let me quickly check mine. Oh dear, nothing very interesting. Mainly a load of (18) **unwanted advertising**. I'll just (19) **remove** it. I don't particularly want to rent a vacation home in Mexico, have my future read by one of America's top astrologers or buy a phone that lets you smell the person you're talking to. There's something here from my sister with a / an (20) **document or file that has been sent with it**. You have to be careful with these: sometimes they contain a (21) **hidden routine placed in the program that destroys or corrupts files**. If you open it, it can do all sorts of horrible things to your computer. I had one last week that kept (22) **shutting down** my computer. I do have a protection package, but it's pretty out of date: I really ought to (23) **bring it up to date**.

*The exercises above contain just a few of the words and expressions related to computers and IT. Many more enter our vocabulary each year. How many others do you know?*
Condition and requirement

Rearrange the letters in **bold** to make words and expressions related to condition and requirement. The first one has been done as an example.

1. **sa nigo sa** customers continue to demand the BD17 model mobile. Telelink will continue to produce it. If demand falls, the line will be discontinued. 
   (Answer = As long as)

2. **seusin** we receive your payment within ten days, we will have to start charging you interest.

3. We will continue to offer you interest-free credit **no incotnido attth** you maintain regular repayments to your account. The minimum monthly repayment is $250.

4. Everyone will get a raise **vognrpid ttha** we meet our sales targets.

5. The main **retncopiinod** for increased consumer spending is a stable economy with low inflation and low interest rates. Without these, people will save rather than spend.

6. (Notice on a fire alarm): **ni eacs fo** fire, break glass.

7. **ni het nvete fo** a delay, all passengers will receive a voucher for a light meal at the airport.

8. We agreed to sign the contract, the only aputonstilii being that it would run for at least five years.

9. The management has **nidnoalitoun** trust in its employees: it knows they will do their best at all times, even if things get difficult.

10. **sumsagin hatt** the flight is on time, we will meet you at LaGuardia airport at ten o'clock.

11. We will proceed with the delivery of spare parts **no teh autonmsspi hatt** your order has remained unchanged.

12. Being able to drive is one of the **quereesisitpr** of the job: if you cannot drive, you will not be considered for the post.

13. Before you accept a job, it is important that you agree with the **remst** and **ioctnsodin** set out in the contract.

14. It is a **nmreiretque** of the company that employees have a physical at least once a year.

15. If you have a query, telephone us at the number above. **niifagl ttha**, send us an email.

16. We need to involve at least 20 people on this project, **ehewotris** it can't go ahead.
Confusing words

The sentences below are all missing one word. Four possible answers follow each sentence. Choose the best answer in each case. Note that each set of answers includes some words that are often confused with one another, either because: (a) they are related to the same topic, but have a different meaning; (b) they look similar but have a different meaning; (c) they are English words which have a similar-looking word in another language but which have a different meaning (we call these words false friends).

1. Try to make your report as _________ as possible: only give us the facts, and not your opinions.
   (a) subjective  (b) objectionable  (c) subjected  (d) objective

2. Environmental inspectors regularly _________ our kitchens and other food preparation areas to make sure they conform to regulations.
   (a) inspect  (b) control  (c) study  (d) analyze

3. _________ workers are often rewarded with higher salaries and other benefits.
   (a) conscious  (b) conscientious  (c) conscience  (d) consciousness

4. Airlines are already increasing their prices on the _________ that fuel prices are going to rise.
   (a) consumption  (b) destruction  (c) assumption  (d) presumption

5. The fire caused a lot of _________ to the building and factory machinery.
   (a) damage  (b) harm  (c) injury  (d) wound

6. Government subsidies helped to _________ many companies from having to close down.
   (a) prevent  (b) preventive  (c) avoidance  (d) avoid

7. The manager made it clear that he intended to _________ down some new rules to enforce workplace discipline.
   (a) lying  (b) lie  (c) laying  (d) lay

8. Cuts in advertising will have a serious _________ on sales.
   (a) effective  (b) effect  (c) affect  (d) affection

9. If you want to take photographs, you will need to apply for a _________.
   (a) permit  (b) permission  (c) permissible  (d) permitting

10. At the meeting, the manager talked _________ about the need for better attendance and punctuality.
    (a) briefly  (b) briefing  (c) shortly  (d) shorts

11. The office will be closed _________ it is being remodeled.
    (a) during  (b) while  (c) for  (d) throughout

12. Can you _________ me on the best course of action to take?
    (a) advisory  (b) advisable  (c) advice  (d) advise

13. Economic _________ slowly stagnated as the recession became worse.
    (a) active  (b) action  (c) activity  (d) activist

14. _________ their regular daytime job, many people do extra work in the evening.
    (a) by  (b) beside  (c) between  (d) besides
15. The computer system crashed on Monday, then again on Wednesday and finally today. These ________ breakdowns are wasting us time and costing us a lot of money.
   (a) continuing   (b) continuous   (c) continuation   (d) continual

16. She was very ________ of our efforts to help.
   (a) appreciable   (b) appreciative   (c) appreciating   (d) appreciate

17. The manager said he believed we would win the contract, but I knew that we didn’t really stand a / an _________.
   (a) possibility   (b) probability   (c) chance   (d) opportunity

18. The proposals he put forward were excellent. ________, it quickly became apparent that they would work when put into practice.
   (a) Moreover   (b) However   (c) Nevertheless   (d) Although

19. We need to remain ________ to the needs of our customers, and react accordingly.
   (a) sensible   (b) sensitive   (c) sensitivity   (d) sensibility

20. A ________ amount of working hours are lost every year because of illness and absenteeism.
   (a) considerate   (b) considerable   (c) consistent   (d) convenient

21. The new salesman refused to wear a tie on ________.
   (a) principle   (b) principality   (c) principal   (d) principally

22. Nobody raised any ________ when we insisted on opening an hour earlier.
   (a) criticism   (b) complaints   (c) protests   (d) objections

23. The museum contains several ________ works of Renaissance art, including two paintings by Raphael, one by Dürer, one by Titian, and an early sketch by Tintoretto.
   (a) worthless   (b) valueless   (c) priceless   (d) useless

24. Despite the recent economic recovery, many people are still looking for ________.
   (a) work   (b) job   (c) profession   (d) career

25. The Avicenna Partnership is a ________ company with a long and successful sales history.
   (a) respectable   (b) respectful   (c) respecting   (d) respective

26. Because of increased operating costs, we have been forced to ________ our prices.
   (a) rise   (b) raze   (c) raise   (d) arise

27. The bank has said it will be happy to ________ us the money, provided we have suitable collateral.
   (a) lend   (b) borrow   (c) lease   (d) rent

28. When we leave the office tonight, ________ me to turn everything off and lock up properly.
   (a) remembrance   (b) reminisce   (c) remember   (d) remind

29. Because of the current ________ situation, we have been forced to close down several of our city center outlets.
   (a) economical   (b) economic   (c) economize   (d) economics

30. Shortly before you hold a meeting, it is a good idea to send everyone in the office a ________ outlining the main points to be discussed.
   (a) memory   (b) remind   (c) memo   (d) memorization
Continuing, repeating and starting again

Exercise 1:
The sentences below all contain a word or expression in bold referring to continuing something, repeating something, or starting something again. In some of the sentences, the word has been used correctly. In others, the wrong word has been used.

Identify which sentences are correct and which are wrong. Replace the words in the wrong sentences with a correct word. You will find these words in the other wrong sentences.

1. Despite repeated warnings, you have failed to show any improvement in your work or your attitude.

2. The production line has been temporarily shut down following a report from the Health and Safety officer, but we hope to ongoing production as soon as possible.

3. The meeting will break for lunch at twelve thirty, and restart at two.

4. I think that we have talked enough about building permits for the new office. I would like to reopen to the previous subject of overdue payments.

5. We like to continuous good relations with our customers, and take any complaints very seriously indeed.

6. The computer crashed on Monday, then again on Wednesday and once more on Friday. If it gives us persevere problems, I suggest we get a new one.

7. A regular, repeated tone means that the person you are trying to call is already on the phone, but a / an maintain tone means that the number you are trying to call is not available.

8. We are worried that work on the new warehouse will progress too slowly unless we offer the contractors more incentives.

9. We understand that you are supposed to retire next month, but we would be delighted if you would carry on working for us after that on a part-time basis.

10. The economic climate is very bad at the moment, and we are losing over $10,000 a month as a result, but I suggest we steady and hope that recovery comes soon.

11. Unfortunately, the latest company report will persist the rumor that we are going to close down some departments.

12. The managing director called, and says he wants us to press on with the proposed changes to the distribution scheme despite opposition from the marketing department.

13. The hotel will be closed for renovations between October 15 and November 20, but will revert in time for the Thanksgiving holiday.

14. The directors have said they are delighted with the commitment you have shown the company this year, and hope that you will be able to perpetuate the good work.

15. If you continual in coming late and taking unauthorized breaks, we will have no option but to dismiss you from your post.
16. Staff absenteeism is a / an keep up problem that we need to resolve as soon as possible.

17. The constant noise from the highway outside the office makes it very difficult to concentrate.

18. As long as the negotiations continue to proceed well, we hope to sign the contract by the end of the month.

19. Unemployment figures have fallen by about 2% every year for the last ten years. It is hoped that this resume decrease will continue.

20. If the government agrees to pursue its current policy of reducing taxation, we can afford to invest more in developing our technology.

Exercise 2:
Complete these sentences using the most appropriate word or expression from Exercise 1. In some cases you will need to change the form of the word (for example, from an adjective to an adverb), and in some cases more than one option is possible.

1. We have asked them __________ to send us the invoice, but they have ignored us every time.

2. The air conditioning is __________ breaking down, usually when it's really hot.

3. Sales figures have been dropping by about 3% a month. If this problem __________, we will have to start making staff cutbacks.

4. Train services between Albion Creek and Elgin City have been suspended while the track is repaired, but will __________ early next week.

5. Learning a language isn't easy. You need to __________ if you want to make any real progress.

6. One of the most important things you should do in this line of work is __________ a sense of humor, especially when things go wrong.

7. The work on the new airport isn’t __________ fast enough, and won’t be ready in time for the beginning of the tourist season.

8. The presentation ended early because of __________ interruptions from the audience.

9. Employee development workshops help our team to develop new and more effective ways of working, but eventually many of them __________ to their old ways.

10. Everyone is delighted with the quality of service you provide. ______ it _____!
CHECK YOUR VOCABULARY FOR TOEIC®

CHECK YOUR VOCABULARY FOR TOEIC®
This workbook contains exercises to help teach and practice the vocabulary students need to be successful in TOEIC® (Test of English for International Communication).

Written for upper-intermediate level learners, this workbook aims to help improve students’ exam performance and is particularly appropriate for students who are hoping to study or train in an English-speaking country.

The topics covered include job descriptions, finance and budgeting, meetings, office technology, travel and entertainment.

Key Features
✓ Tests and improves vocabulary with exercises, word games, puzzles and quizzes
✓ Easy-to-use format with clear instructions and answer key
✓ Ideal for self-study or classroom use

Other titles in the series

MACMILLAN
www.macmillanenglish.com

Use your Macmillan English Dictionary with this book.