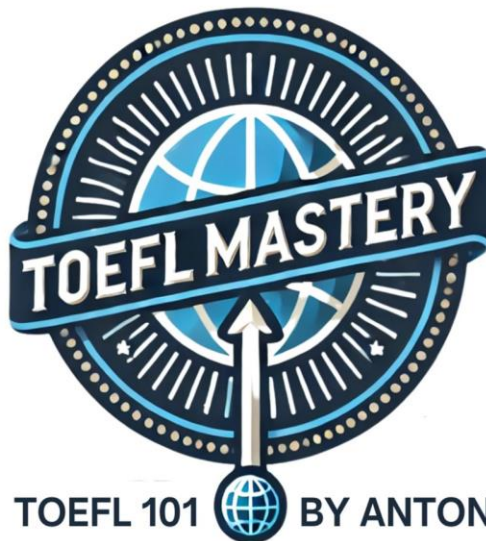


ANTON



TOEFL 101  BY ANTON

TOEFL MASTERY

Inspired From Longman
(Deborah Phillips)
Created For The People

TOEFL MASTERY Inspired From Longman (Deborah Phillips) Created For The People

Anton

Welcome to TOEFL Mastery, a resource designed to guide you through the path of mastering the TOEFL exam. This book is inspired by the insights of Deborah Phillips' Longman Preparation Course for the TOEFL, with a focus on providing practical strategies, tips, and exercises to help you succeed.

Language proficiency opens doors to countless opportunities, and the TOEFL exam is often the gateway to achieving your academic and professional goals. Whether you are a student seeking admission to a university, a professional looking to enhance your credentials, or someone eager to explore new opportunities, TOEFL Mastery is here to support you every step of the way.

This book is created for the people, with no intention of profit. My hope is that it serves as an accessible, valuable tool for anyone preparing for the TOEFL exam. The strategies and exercises within these pages are designed not only to help you improve your English language skills but also to help you approach the exam with confidence and clarity.

As you embark on your TOEFL journey, remember that mastery comes with patience and practice. I encourage you to use this book as a guide, revisiting sections as needed, and challenging yourself to push beyond your limits.

Thank you for trusting TOEFL Mastery as your companion in this important phase of your educational and professional journey.

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TOEFL MASTERY

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PREFACE

Welcome to *TOEFL Mastery*, a resource designed to guide you through the path of mastering the TOEFL exam. This book is inspired by the insights of Deborah Phillips' *Longman Preparation Course for the TOEFL*, with a focus on providing practical strategies, tips, and exercises to help you succeed.

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As you embark on your TOEFL journey, remember that mastery comes with patience and practice. I encourage you to use this book as a guide, revisiting sections as needed, and challenging yourself to push beyond your limits.

Thank you for trusting *TOEFL Mastery* as your companion in this important phase of your educational and professional journey.

With gratitude,
Anton
Malang, Indonesia, 2025

P.S. You can express your thanks by sending email to me at hadicoba1888@gmail.com. I just hope that you will make prayers for me and my family's health, success, and abundance. Thank you.

P.P.S. If you have any ideas or suggestions that can improve this book, kindly send me an email. I will update the book accordingly! Thank you!

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CHAPTER 1

Structure And Grammar

1.1.

SKILL 1: SUBJECT AND VERB

1.1.1. MATERIALS

- **Subjects and Verbs in Sentences**

In English, **every sentence needs at least one subject and one verb**. Problems with subjects and verbs are common in TOEFL questions. These problems might include:

- **Missing a subject or a verb.**
- **Having an extra subject or verb.**
- **Example 1:**

_____ **was backed up for miles on the freeway.**

Options:

- (A) Yesterday
 - (B) In the morning
 - (C) Traffic
 - (D) Cars
- There's already a verb: **was**, but there's no subject!
 - The correct answer is **C (Traffic)** because "traffic" is singular and matches the verb **was** (singular).
 - **A** and **B** are not subjects.
 - **D (Cars)** is plural, so it doesn't match the singular verb **was**.

- **Example 2:**

Engineers _____ for work on the new space program.

Options:

(A) necessary

(B) are needed

(C) hopefully

(D) next month

- There's a subject: **Engineers**, but no verb.
- The correct answer is **B (are needed)** because it's a verb that makes the sentence complete.
- The other options are not verbs, so they don't work.

- **Example 3:**

The boy _____ going to the movies with a friend.

Options:

(A) he is

(B) he always was

(C) is relaxing

(D) will be

- The subject is **The boy**, and part of the verb is **going**. But it needs another part (a form of "be") to be complete.
- The correct answer is **D (will be)** because it completes the verb: **will be going**.
- **A** and **B** add an unnecessary subject ("he").
- **C** adds an unnecessary verb part ("relaxing").

- **Key Points:**

1. **A sentence needs one subject and one verb.**
2. Check if the subject and verb match (singular/plural).
3. Don't add extra subjects or verbs unless necessary.

1.1.2. EXERCISES

Indicate if the sentences are correct (C) or incorrect (I).

1. Last week went fishing for trout at the nearby mountain lake.
2. A schedule of the day's events can be obtained at the front desk.
3. A job on the day shift or the night shift at the plant available.
4. The new computer program has provides a variety of helpful applications.
5. The box can be opened only with a special screwdriver.
6. The assigned text for history class it contains more than twenty chapters.
7. The papers in the wastebasket should be emptied into the trash can outside.
8. Departure before dawn on a boat in the middle of the harbor.
9. Yesterday found an interesting article on pollution.
10. The new machine is processes 50 percent more than the previous machine.
11. A flock of birds flying over the ocean yesterday.
12. The team practices every day after school.
13. The weather in the mountains unpredictable during winter.
14. She loves reading novels in her free time.
15. The students was excited about the upcoming trip.
16. There is a lot of work to finish before the deadline.
17. My brother and his friends plays soccer every weekend.
18. The car with the broken taillight parked in the driveway.
19. A list of required materials is posted on the noticeboard.
20. The dog barking loudly in the middle of the night.
21. Computers have revolutionized the way people work.
22. The children in the park enjoys feeding the ducks.
23. A decision about the proposal will be announced soon.
24. The basket full of apples were left on the counter.
25. She working late every night this week.
26. The professor explains the material clearly during lectures.

27. There a lot of cars in the parking lot today.
28. The book on the shelf covered in dust.
29. His ideas always challenges traditional thinking.
30. The lights in the office turn off automatically at 8 p.m.
31. The report about the new findings very detailed and informative.
32. He is studying for his final exams right now.
33. Several problems with the equipment reported last week.
34. The movie is starts in 15 minutes.
35. A bouquet of flowers delivered to her office this morning.
36. The man sitting on the bench under the tree.
37. Everyone in the group were excited to participate in the project.
38. A large number of tourists visiting the museum every year.
39. The train was arriving late due to technical issues.
40. The documents on the desk needs to be reviewed immediately.
41. This recipe requires only three ingredients.
42. A pair of shoes were left in the hallway overnight.
43. The instructions provided by the teacher are clear and easy to follow.
44. They cooking dinner together in the kitchen.
45. The water in the pool is too cold for swimming today.
46. Many options available for the project proposal.
47. The bird building a nest in the tall tree.
48. The presentation scheduled for tomorrow afternoon.
49. The team has prepared thoroughly for the competition.
50. The books on the shelf was arranged neatly in alphabetical order.

Tips to Identify Correct and Incorrect Sentences:

1. **Check if there is both a subject and a verb.**
2. **Make sure the subject matches the verb (singular or plural).**
3. Look for extra or missing subject/verb elements.

1.1.3. ANSWERS

Here's the **answer sheet** for the exercises. Each sentence is marked as **Correct** or **Incorrect** with a brief explanation for the incorrect ones.

1. **Last week went fishing for trout at the nearby mountain lake.**
 - **Incorrect:** Missing subject (Who went fishing?).
2. **A schedule of the day's events can be obtained at the front desk.**
 - **Correct**
3. **A job on the day shift or the night shift at the plant available.**
 - **Incorrect:** Missing verb (should be "is available").
4. **The new computer program has provides a variety of helpful applications.**
 - **Incorrect:** Extra verb ("has" or "provides", not both).
5. **The box can be opened only with a special screwdriver.**
 - **Correct**
6. **The assigned text for history class it contains more than twenty chapters.**
 - **Incorrect:** Extra subject ("it" is unnecessary).
7. **The papers in the wastebasket should be emptied into the trash can outside.**
 - **Correct**
8. **Departure before dawn on a boat in the middle of the harbor.**
 - **Incorrect:** Missing verb (What about the departure?).

9. **Yesterday found an interesting article on pollution.**
 - **Incorrect:** Missing subject (Who found the article?).
10. **The new machine is processes 50 percent more than the previous machine.**
 - **Incorrect:** Extra verb ("is" or "processes", not both).
11. **A flock of birds flying over the ocean yesterday.**
 - **Incorrect:** Missing verb (What did the flock do?).
12. **The team practices every day after school.**
 - **Correct**
13. **The weather in the mountains unpredictable during winter.**
 - **Incorrect:** Missing verb (should be "is unpredictable").
14. **She loves reading novels in her free time.**
 - **Correct**
15. **The students was excited about the upcoming trip.**
 - **Incorrect:** Subject-verb disagreement (should be "were excited").
16. **There is a lot of work to finish before the deadline.**
 - **Correct**
17. **My brother and his friends plays soccer every weekend.**
 - **Incorrect:** Subject-verb disagreement (should be "play soccer").
18. **The car with the broken taillight parked in the driveway.**
 - **Incorrect:** Missing verb (should be "is parked").
19. **A list of required materials is posted on the noticeboard.**
 - **Correct**
20. **The dog barking loudly in the middle of the night.**
 - **Incorrect:** Missing verb (should be "is barking").
21. **Computers have revolutionized the way people work.**
 - **Correct**
22. **The children in the park enjoys feeding the ducks.**
 - **Incorrect:** Subject-verb disagreement (should be "enjoy feeding").

23. **A decision about the proposal will be announced soon.**
○ **Correct**
24. **The basket full of apples were left on the counter.**
○ **Incorrect:** Subject-verb disagreement (should be "was left").
25. **She working late every night this week.**
○ **Incorrect:** Missing verb (should be "is working").
26. **The professor explains the material clearly during lectures.**
○ **Correct**
27. **There a lot of cars in the parking lot today.**
○ **Incorrect:** Missing verb (should be "are a lot of cars").
28. **The book on the shelf covered in dust.**
○ **Incorrect:** Missing verb (should be "is covered").
29. **His ideas always challenges traditional thinking.**
○ **Incorrect:** Subject-verb disagreement (should be "challenge").
30. **The lights in the office turn off automatically at 8 p.m.**
○ **Correct**
31. **The report about the new findings very detailed and informative.**
○ **Incorrect:** Missing verb (should be "is very detailed").
32. **He is studying for his final exams right now.**
○ **Correct**
33. **Several problems with the equipment reported last week.**
○ **Incorrect:** Missing verb (should be "were reported").
34. **The movie is starts in 15 minutes.**
○ **Incorrect:** Extra verb (should be "starts").
35. **A bouquet of flowers delivered to her office this morning.**
○ **Incorrect:** Missing verb (should be "was delivered").
36. **The man sitting on the bench under the tree.**
○ **Incorrect:** Missing verb (should be "is sitting").

37. **Everyone in the group were excited to participate in the project.**
- **Incorrect:** Subject-verb disagreement (should be "was excited").
38. **A large number of tourists visiting the museum every year.**
- **Incorrect:** Missing verb (should be "visit the museum").
39. **The train was arriving late due to technical issues.**
- **Correct**
40. **The documents on the desk needs to be reviewed immediately.**
- **Incorrect:** Subject-verb disagreement (should be "need to be reviewed").
41. **This recipe requires only three ingredients.**
- **Correct**
42. **A pair of shoes were left in the hallway overnight.**
- **Incorrect:** Subject-verb disagreement (should be "was left").
43. **The instructions provided by the teacher are clear and easy to follow.**
- **Correct**
44. **They cooking dinner together in the kitchen.**
- **Incorrect:** Missing verb (should be "are cooking").
45. **The water in the pool is too cold for swimming today.**
- **Correct**
46. **Many options available for the project proposal.**
- **Incorrect:** Missing verb (should be "are available").
47. **The bird building a nest in the tall tree.**
- **Incorrect:** Missing verb (should be "is building").
48. **The presentation scheduled for tomorrow afternoon.**
- **Incorrect:** Missing verb (should be "is scheduled").

49. **The team has prepared thoroughly for the competition.**
- **Correct**
50. **The books on the shelf was arranged neatly in alphabetical order.**
- **Incorrect:** Subject-verb disagreement (should be "were arranged").

1.2.

SKILL 2: OBJECT OF PREPOSITIONS

1.2.1 MATERIALS

- **Objects of Prepositions**

An **object of a preposition** is a word (noun, pronoun, gerund, or noun clause) that comes **after a preposition** like **in, at, of, to, by, on, behind**, etc. Together, they form a **prepositional phrase**.

For example:

- (After his exams) Tom will take a trip (by boat).
 - **Exams** is the object of the preposition **after**.
 - **Boat** is the object of the preposition **by**.

- **Why Is This Important?**

On the TOEFL test, objects of prepositions can **confuse you** because they might look like the subject of a sentence.

Remember:

- An object of a preposition **cannot** be the subject of the sentence.
- **Example TOEFL Question:**

With his friend, _____ found the movie theater.

- (A) has
- (B) he
- (C) later

(D) when

1. Look for the **subject** and the **verb**.
 - The verb is **found**, but there is no subject yet.
 2. Don't mistake **friend** as the subject.
 - **Friend** is the object of the preposition **with**, so it cannot be the subject.
 3. You need a subject to complete the sentence.
 - The correct answer is **(B) he**.
 4. Answers **(A)**, **(C)**, and **(D)** cannot act as the subject.
-

▪ **Key Tips:**

1. A **preposition** is always followed by an **object** (a noun, pronoun, gerund, or noun clause).
2. **Objects of prepositions** are **not the subject** of the sentence.

1.2.2 EXERCISES

Each of the following sentences contains one or more prepositional phrases. The prepositional phrases that come before the verb has been marked for you Underline the subjects once and the verbs twice. Indicate if the sentences are correct (C) or incorrect (I).

1. The interviews (by radio broadcasters) were carried live by the station.
2. (In the last possible moment) (before takeoff) took his seat in the airplane.
3. At the neighborhood flower shop, flowers in quantities of a dozen or a half dozen can be delivered for free.
4. The progressive reading methods at this school are given credit for the improved test scores.
5. For the last three years at various hospitals in the county has been practicing medicine.
6. In the past a career in politics was not considered acceptable in some circles.
7. Shopping in the downtown area of the city it has improved a lot in recent years.
8. At the building site the carpenters with the most experience were given the most intricate work.
9. For the fever and headache took two aspirin tablets.
10. The report with complete documentation was delivered at the conference.
11. (Under the bridge) (near the park) lives a colony of birds.
12. (Without proper guidance) the students unable to complete the project.
13. The books (on the shelf) (in the library) were covered in dust.
14. (During the heavy storm) (in the evening) caused severe flooding.
15. A decision (about the new policy) (from the board) is expected tomorrow.
16. (In the final minutes of the game) (on the field) was an incredible play.

17. (Behind the curtain) (in the dark room) the magician prepared his next trick.
18. (For years) the evidence (of the crime) remained undiscovered.
19. (After dinner) (in the dining hall) prepared coffee for everyone.
20. A car (with tinted windows) (in the driveway) was stolen last night.
21. The best results (in the competition) (for the past decade) belong to the local team.
22. (Near the coast) (along the cliffs) grows a rare type of flower.
23. (During the final exam) students with study guides was allowed to use them.
24. (Across the desert) (under the scorching sun) traveled the caravan.
25. (In the deepest part of the forest) (beneath the old trees) hides an ancient ruin.
26. The man (in the red jacket) (on the left) his application is missing.
27. The packages (from the warehouse) (by the delivery team) were delivered early.
28. (Through the long tunnel) (under the mountain) emerged a speeding train.
29. (With every mistake) (in the experiment) learned valuable lessons.
30. The files (in the locked cabinet) (near the manager's desk) were misplaced.
31. (After the deadline) (in the evening) submitted the report.
32. The jewelry (in the display case) (at the front of the store) was quite expensive.
33. (On the balcony) (overlooking the ocean) he enjoying the sunset.
34. (In the corner of the classroom) (beside the bookshelf) was a stack of papers.
35. A new strategy (for the campaign) (in the coming weeks) is being planned.

36. (Above the clouds) (near the peak of the mountain) flew an eagle.
37. (Under the old oak tree) (in the park) sat two children with their dog.
38. The recipes (from the cookbook) (in the kitchen drawer) is missing some steps.
39. (During the performance) (on the main stage) the actor forgot his lines.
40. (At the beach) (before the sun had set) built a magnificent sandcastle.
41. A solution (to the problem) (from the research team) has been proposed.
42. (In the classroom) (on the blackboard) written instructions for the students.
43. (Beside the fireplace) (on the mantle) were photographs of the family.
44. (By the end of the day) (with great relief) completed the task.
45. The houses (in the neighborhood) (by the lake) have beautiful gardens.
46. (Under the surface of the water) (near the coral reef) swims a colorful fish.
47. (In the corner of the room) (next to the door) sat an old rocking chair.
48. The letters (from overseas) (in the mailbox) arrived this morning.
49. (Across the road) (near the small café) standing a woman with an umbrella.
50. The repairs (to the building) (after the storm) are still ongoing.

1.2.3 ANSWERS

1. Correct (C)

- Subject: *The interviews*
- Verb: ==were carried==

2. Incorrect (I)

- Missing subject.
- Verb: ==took==
- Correction: He took his seat (in the last possible moment before takeoff).

3. Correct (C)

- Subject: *flowers*
- Verb: ==can be delivered==

4. Correct (C)

- Subject: *The progressive reading methods*
- Verb: ==are given==

5. Incorrect (I)

- Missing subject.
- Verb: ==has been practicing==
- Correction: A doctor has been practicing medicine (for the last three years at various hospitals).

6. Correct (C)

- Subject: *a career in politics*
- Verb: ==was not considered==

7. Incorrect (I)

- Extra subject ("it").
- Verb: ==has improved==
- Correction: Shopping (in the downtown area of the city) has improved a lot in recent years.

8. Correct (C)

- Subject: *the carpenters with the most experience*
- Verb: ==were given==

9. Incorrect (I)

- Missing subject.
Verb: ==took==
 - Correction: He took two aspirin tablets (for the fever and headache).
10. Correct (C)
- Subject: *The report with complete documentation*
 - Verb: ==was delivered==
11. Correct (C)
- Subject: *a colony of birds*
 - Verb: ==lives==
12. Incorrect (I)
- Missing verb.
 - Correction: The students were unable to complete the project (without proper guidance).
13. Correct (C)
- Subject: *The books*
 - Verb: ==were covered==
14. Incorrect (I)
- Missing subject.
 - Verb: ==caused==
 - Correction: The heavy storm (in the evening) caused severe flooding.
15. Correct (C)
- Subject: *A decision*
 - Verb: ==is expected==
16. Incorrect (I)
- Missing subject.
 - Verb: ==was==
 - Correction: An incredible play (in the final minutes of the game) occurred on the field.
17. Correct (C)
- Subject: *the magician*
 - Verb: ==prepared==

18. Correct (C)
- Subject: *the evidence of the crime*
 - Verb: ==remained==
19. Incorrect (I)
- Missing subject.
 - Verb: ==prepared==
 - Correction: She prepared coffee for everyone (after dinner in the dining hall).
20. Correct (C)
- Subject: *A car with tinted windows*
 - Verb: ==was stolen==
21. Correct (C)
- Subject: *The best results*
 - Verb: ==belong==
22. Correct (C)
- Subject: *a rare type of flower*
 - Verb: ==grows==
23. Incorrect (I)
- Subject-verb agreement error.
 - Verb: ==was== (should be "were")
 - Correction: Students (with study guides during the final exam) were allowed to use them.
24. Correct (C)
- Subject: *the caravan*
 - Verb: ==traveled==
25. Correct (C)
- Subject: *an ancient ruin*
 - Verb: ==hides==
26. Incorrect (I)
- Missing verb for "The man."
 - Correction: The man (in the red jacket) is missing his application.
27. Correct (C)

- Subject: *The packages*
 - Verb: ==were delivered==
28. Correct (C)
- Subject: *a speeding train*
 - Verb: ==emerged==
29. Incorrect (I)
- Missing subject.
 - Verb: ==learned==
 - Correction: The scientists learned valuable lessons (with every mistake in the experiment).
30. Correct (C)
- Subject: *The files*
 - Verb: ==were misplaced==
31. Incorrect (I)
- Missing subject.
 - Verb: ==submitted==
 - Correction: He submitted the report (after the deadline in the evening).
32. Correct (C)
- Subject: *The jewelry*
 - Verb: ==was==
33. Incorrect (I)
- Verb form is incorrect.
 - Correction: He was enjoying the sunset (on the balcony overlooking the ocean).
34. Correct (C)
- Subject: *a stack of papers*
 - Verb: ==was==
35. Correct (C)
- Subject: *A new strategy*
 - Verb: ==is being planned==
36. Correct (C)
- Subject: *an eagle*

- Verb: ==flew==
37. Correct (C)
- Subject: *two children with their dog*
 - Verb: ==sat==
38. Incorrect (I)
- Subject-verb agreement error.
 - Verb: ==is== (should be "are").
 - Correction: The recipes (in the kitchen drawer) are missing some steps.
39. Correct (C)
- Subject: *the actor*
 - Verb: ==forgot==
40. Incorrect (I)
- Missing subject.
 - Verb: ==built==
 - Correction: They built a magnificent sandcastle (at the beach before the sun had set).
41. Correct (C)
- Subject: *A solution*
 - Verb: ==has been proposed==
42. Incorrect (I)
- Missing verb.
 - Correction: Written instructions (on the blackboard in the classroom) were for the students.
43. Correct (C)
- Subject: *photographs of the family*
 - Verb: ==were==
44. Incorrect (I)
- Missing subject.
 - Verb: ==completed==
 - Correction: They completed the task (by the end of the day with great relief).
45. Correct (C)

- Subject: *The houses*
 - Verb: ==have==
46. Correct (C)
- Subject: *a colorful fish*
 - Verb: ==swims==
47. Correct (C)
- Subject: *an old rocking chair*
 - Verb: ==sat==
48. Correct (C)
- Subject: *The letters*
 - Verb: ==arrived==
49. Incorrect (I)
- Missing verb.
 - Correction: A woman (across the road near the small café) is standing with an umbrella.
50. Correct (C)
- Subject: *The repairs*
 - Verb: ==are ongoing==

1.3.

SKILL 3: APPOSITIVES

1.3.1. MATERIALS

- **What is an Appositive?**

An **appositive** is a noun or phrase that gives more information about another noun. It often comes before or after the noun and is separated by commas. The appositive means the same thing as the noun it describes.

For example:

Sally, the best student in the class, got an A on the exam.

- "Sally" is the subject.
- "The best student in the class" is the appositive (it describes Sally).

You can remove the appositive, and the sentence still makes sense:

Sally got an A on the exam.

- **Why Are Appositives Tricky?**

On tests like the TOEFL, appositives can confuse you because they look like the subject of the sentence, but they are not.

Example 1:

_____, George, is attending the lecture.

- (A) Right now
- (B) Happily

- (C) Because of the time
- (D) My friend

Here, "George" is not the subject (it's an appositive). The sentence needs a subject. The correct answer is:

(D) My friend, George, is attending the lecture.

- **Appositives Can Be at the Beginning**

An appositive can also come **before** the subject.

Example 2:

_____, Sarah rarely misses her basketball shots.

- (A) An excellent basketball player
- (B) An excellent basketball player is
- (C) Sarah is an excellent basketball player
- (D) Her excellent basketball play

In this case, the subject is "Sarah." The appositive should describe Sarah without adding a verb. The correct answer is:

(A) An excellent basketball player, Sarah rarely misses her basketball shots.

- **Key Rules to Remember About Appositives:**

1. An **appositive** gives extra information about a noun.
2. An appositive is **not the subject** of the sentence.
3. Appositives are usually set off by **commas**.
4. Appositives **don't have verbs** in them.

- **Appositive Structures:**

1. **Subject, APPOSITIVE, Verb**
2. Example: **Tom, a great mechanic, is fixing the car.**
3. **APPOSITIVE, Subject Verb**
4. Example: **A great mechanic, Tom is fixing the car.**

1.3.2. EXERCISES

Indicate if the sentences are correct (C) or incorrect (I).

1. The son of the previous owner, the new owner is undertaking some fairly broad changes in management policy.
2. Last semester, a friend graduated cum laude from the university.
3. Valentine's Day, February 14, is a special holiday for sweethearts.
4. At long last, the chief executive officer, has decided to step down.
5. Tonight's supper, leftovers from last night, did not taste any better tonight than last night.
6. The only entrance to the closet, the door was kept locked at all times.
7. In the cold of winter, a wall heating unit, would not turn on.
8. The new tile pattern, yellow flowers on a white background, really brightens up the room.
9. The high-powered computer the most powerful machine of its type, was finally readied for use.
10. A longtime friend and confidant, the psychologist was often invited over for Sunday dinner.
11. The captain of the team, an experienced player, led the team to victory.
12. The recipe, a family secret for generations, was shared at the potluck.
13. The famous artist, the painting, attracted a lot of attention at the gallery.
14. My sister, the youngest in the family, has just graduated from high school.
15. A well-known architect, the new library building, has won several awards.
16. The historical novel, a fascinating read, was well-received by critics.

17. Our neighbor, an elderly gentleman, has a wonderful garden.
18. The teacher's assistant, the grade report, was handed out yesterday.
19. A daring explorer, Marco Polo traveled to distant lands.
20. The CEO of the company, a dynamic leader, inspired the employees.
21. The garden, a mix of roses and tulips, blooms beautifully in spring.
22. A lovely evening dinner, the sunset, was enjoyed by the couple.
23. My favorite movie, a timeless classic, is still popular today.
24. The photographer, known for her wildlife images, won the award.
25. The noisy engine, the car's main problem, was finally repaired.
26. The national anthem, the ceremony, was sung before the event began.
27. The judge, known for his fairness, gave a well-reasoned verdict.
28. A sweet gift, the box of chocolates, delighted everyone.
29. The little boy, afraid of the dark, wouldn't go into the basement.
30. A large library with hundreds of books, the school, offers many resources.
31. The speech, a heartfelt tribute to the retiring teacher, moved the audience to tears.
32. The coach's strategy, the game, was closely followed by the players.
33. A brilliant scholar, Dr. Martin received many accolades for her research.
34. The essay, written by one of the students, received the highest grade.

35. An exciting project, the proposal, was submitted to the committee yesterday.
36. The dessert, a creamy chocolate mousse, was the highlight of the meal.
37. My grandfather, a skilled carpenter, built this rocking chair by hand.
38. A tropical paradise, the island, attracted many tourists.
39. The violinist, known for her flawless performances, played beautifully.
40. A hardworking farmer, the man worked from sunrise to sunset.
41. A favorite pet, the dog, barked at the strangers.
42. The planet Jupiter, the largest in the solar system, has 79 known moons.
43. The painting, a masterpiece of the Renaissance, was displayed in the museum.
44. A fun activity for children, the kite, was flown in the park.
45. My aunt, a talented musician, taught me how to play the piano.
46. An impressive building, the skyscraper, towers above the city.
47. The movie, directed by a famous filmmaker, received critical acclaim.
48. The chef, famous for his signature dishes, hosted a cooking show.
49. The document, an important historical record, was kept in the archive.
50. A lovely painting, the portrait, was admired by the visitors.

1.3.3. ANSWERS

1. Correct
 - Subject: *The new owner*
 - Verb: ==is undertaking==
 - Appositive: (the son of the previous owner)
2. Correct
 - Subject: *a friend*
 - Verb: ==graduated==
 - Appositive: (Last semester)
3. Correct
 - Subject: *Valentine's Day*
 - Verb: ==is==
 - Appositive: (February 14)
4. Incorrect
 - Misplaced commas around the appositive.
 - Correction: At long last, the chief executive officer has decided to step down.
5. Correct
 - Subject: *Tonight's supper*
 - Verb: ==did not taste==
 - Appositive: (leftovers from last night)
6. Correct
 - Subject: *The only entrance to the closet*
 - Verb: ==was kept==
 - Appositive: (the door)
7. Incorrect
 - Misplaced commas around the appositive.
 - Correction: In the cold of winter, a wall heating unit would not turn on.
8. Correct
 - Subject: *The new tile pattern*
 - Verb: ==brightens==
 - Appositive: (yellow flowers on a white background)
9. Incorrect
 - Missing commas around the appositive.

- Correction: The high-powered computer, the most powerful machine of its type, was finally readied for use.
10. Correct
- Subject: *The psychologist*
 - Verb: ==was invited==
 - Appositive: (A longtime friend and confidant)
11. Correct
- Subject: *The captain of the team*
 - Verb: ==led==
 - Appositive: (an experienced player)
12. Correct
- Subject: *The recipe*
 - Verb: ==was shared==
 - Appositive: (a family secret for generations)
13. Incorrect
- Incorrect appositive structure.
 - Correction: The famous artist's painting attracted a lot of attention at the gallery.
14. Correct
- Subject: *My sister*
 - Verb: ==has graduated==
 - Appositive: (the youngest in the family)
15. Incorrect
- Appositive is not correctly structured.
 - Correction: A well-known architect designed the new library building, which has won several awards.
16. Correct
- Subject: *The historical novel*
 - Verb: ==was well-received==
 - Appositive: (a fascinating read)
17. Correct
- Subject: *Our neighbor*
 - Verb: ==has==
 - Appositive: (an elderly gentleman)
18. Incorrect
- Appositive misplaced.

- Correction: The teacher's assistant handed out the grade report yesterday.
19. Correct
- Subject: *Marco Polo*
 - Verb: ==traveled==
 - Appositive: (A daring explorer)
20. Correct
- Subject: *The CEO of the company*
 - Verb: ==inspired==
 - Appositive: (a dynamic leader)
21. Correct
- Subject: *The garden*
 - Verb: ==blooms==
 - Appositive: (a mix of roses and tulips)
22. Incorrect
- Incorrect appositive usage.
 - Correction: The couple enjoyed a lovely evening dinner while watching the sunset.
23. Correct
- Subject: *My favorite movie*
 - Verb: ==is==
 - Appositive: (a timeless classic)
24. Correct
- Subject: *The photographer*
 - Verb: ==won==
 - Appositive: (known for her wildlife images)
25. Correct
- Subject: *The noisy engine*
 - Verb: ==was repaired==
 - Appositive: (the car's main problem)
26. Incorrect
- Incorrect appositive structure.
 - Correction: The national anthem was sung during the ceremony.
27. Correct
- Subject: *The judge*

- Verb: ==gave==
 - Appositive: (known for his fairness)
28. Incorrect
- Appositive incorrectly placed.
 - Correction: A sweet gift, the box of chocolates delighted everyone.
29. Correct
- Subject: *The little boy*
 - Verb: ==wouldn't go==
 - Appositive: (afraid of the dark)
30. Incorrect
- Incorrect placement of appositive.
 - Correction: The school, a large library with hundreds of books, offers many resources.
31. Correct
- Subject: *The speech*
 - Verb: ==moved==
 - Appositive: (a heartfelt tribute to the retiring teacher)
32. Incorrect
- Misused appositive structure.
 - Correction: The coach's strategy for the game was closely followed by the players.
33. Correct
- Subject: *Dr. Martin*
 - Verb: ==received==
 - Appositive: (A brilliant scholar)
34. Correct
- Subject: *The essay*
 - Verb: ==received==
 - Appositive: (written by one of the students)
35. Incorrect
- Incorrect appositive usage.
 - Correction: An exciting project was submitted to the committee yesterday.
36. Correct
- Subject: *The dessert*

- Verb: ==was==
 - Appositive: (a creamy chocolate mousse)
37. Correct
- Subject: *My grandfather*
 - Verb: ==built==
 - Appositive: (a skilled carpenter)
38. Incorrect
- Misused appositive.
 - Correction: A tropical paradise, the island attracted many tourists.
39. Correct
- Subject: *The violinist*
 - Verb: ==played==
 - Appositive: (known for her flawless performances)
40. Correct
- Subject: *The man*
 - Verb: ==worked==
 - Appositive: (A hardworking farmer)
41. Incorrect
- Misplaced appositive.
 - Correction: A favorite pet, the dog barked at the strangers.
42. Correct
- Subject: *The planet Jupiter*
 - Verb: ==has==
 - Appositive: (the largest in the solar system)
43. Correct
- Subject: *The painting*
 - Verb: ==was displayed==
 - Appositive: (a masterpiece of the Renaissance)
44. Incorrect
- Incorrect appositive usage.
 - Correction: A fun activity for children is flying kites in the park.
45. Correct
- Subject: *My aunt*

- Verb: ==taught==
 - Appositive: (a talented musician)
46. Incorrect
- Misplaced appositive.
 - Correction: The skyscraper, an impressive building, towers above the city.
47. Correct
- Subject: *The movie*
 - Verb: ==received==
 - Appositive: (directed by a famous filmmaker)
48. Correct
- Subject: *The chef*
 - Verb: ==hosted==
 - Appositive: (famous for his signature dishes)
49. Correct
- Subject: *The document*
 - Verb: ==was kept==
 - Appositive: (an important historical record)
50. Incorrect
- Misplaced appositive.
 - Correction: A lovely painting, the portrait was admired by the visitors.

1.4.

SKILL 4: PRESENT PARTICIPLE

1.4.1. MATERIALS

A **present participle** is the **-ing form** of a verb, like "talking" or "playing." It can either be part of the **verb** or act as an **adjective**.

- **When is a Present Participle Part of the Verb?**

A present participle is part of the verb when it comes **with a form of "be"** (is, are, was, were, etc.).

Example:

- **The man is talking to his friend.**

"Is talking" = the verb.

- **When is a Present Participle an Adjective?**

A present participle is an adjective when it **is not paired with "be"** and describes a noun.

Example:

- **The man talking to his friend has a beard.**
 - "Talking" = an adjective describing "man."
 - The verb is "has."
- **How Can Present Participles Confuse You?**

Present participles can trick you because they look like verbs, but they're not always part of the verb.

Example Question:

- **The child playing in the yard is my son.**
 - "Playing" is an adjective describing "child," not part of the verb.
 - The verb is "is."

If you think "playing" is part of the verb, you might incorrectly add another verb like "is" or "was." However, the sentence already has a complete verb ("is"), so no extra verb is needed.

- **Key Points to Remember**
 1. A present participle is part of the verb when paired with "be."
 - **The boy is running.** ("is running" = verb)
 2. A present participle is an adjective when it's not paired with "be."
 - **The boy running down the street fell.** ("running" = adjective, "fell" = verb)

That's it! 😊 Present participles are simple if you just check for the verb "be."

1.4.2. EXERCISES

Indicate if the sentences are correct (C) or incorrect (I).

1. The companies offering the lowest prices will have the most customers.
2. Those travelers are completing their trip on Delta should report to Gate Three.
3. The artisans were demonstrating various handicrafts at booths throughout the fair.
4. The fraternities are giving the wildest parties attract the most new pledges.
5. The first team winning four games is awarded the championship.
6. The speaker was trying to make his point was often interrupted vociferously.
7. The fruits were rotting because of the moisture in the crates carrying them to market.
8. Any students desiring official transcripts should complete the appropriate form.
9. The advertisements were announcing the half-day sale received a lot of attention.
10. The spices flavoring the meal were quite distinctive.
11. The musicians practicing in the rehearsal room were preparing for their concert.
12. The teacher explaining the lesson was interrupted by a loud noise in the hallway.
13. The boats carrying passengers across the lake arrived safely at their destinations.
14. The hikers climbing the steep trail stopped frequently to rest.
15. The animals grazing in the field appeared calm and undisturbed.
16. Those people waiting in line for hours finally got their tickets.
17. The new policy requiring employee evaluations is effective immediately.

18. The children laughing in the park were enjoying a game of tag.
19. The cars parked along the street during the parade were towed away.
20. The volunteers distributing supplies to the needy worked late into the night.
21. The storms forming in the Atlantic Ocean this season have been unusually strong.
22. The students participating in the competition received certificates of recognition.
23. The engines running on diesel fuel emit less carbon dioxide than gasoline engines.
24. The books sitting on the shelf are covered in dust.
25. The doctor examining the patient found no serious injuries.
26. The chef preparing the elaborate meal received praise from the diners.
27. The singers performing in the auditorium received a standing ovation.
28. The architects designing the new building presented their plans to the committee.
29. The painters working on the mural completed it ahead of schedule.
30. The scientists analyzing the data discovered a significant pattern.
31. The travelers arriving late at the airport missed their flight.
32. The firefighters rescuing the stranded family were hailed as heroes.
33. The witnesses describing the accident gave conflicting statements.
34. The researchers conducting the study published their findings in a journal.
35. The birds nesting in the tree chirped loudly at dawn.
36. The actors rehearsing for the play practiced their lines tirelessly.

37. The students working on the group project struggled to meet the deadline.
38. The tourists visiting the museum admired the ancient artifacts.
39. The engineers designing the bridge ensured it could withstand earthquakes.
40. The marathon runners crossing the finish line were greeted with applause.
41. The farmers planting crops in the early spring hoped for good weather.
42. The passengers boarding the train found their assigned seats.
43. The workers installing the solar panels finished earlier than expected.
44. The athletes competing in the finals performed exceptionally well.
45. The participants answering the survey shared their opinions openly.
46. The authors writing the book collaborated on every chapter.
47. The volunteers helping with the cleanup worked tirelessly.
48. The parents watching their children at the playground chatted among themselves.
49. The robots performing repetitive tasks on the assembly line increased efficiency.
50. The instructors giving extra lessons to students helped improve exam results.

1.4.3. ANSWERS

1. The companies offering the lowest prices will have the most customers.

C

- Subject: companies
- Verb: will have
- Present participle: offering (Adjective, describing the companies)

2. Those travelers are completing their trip on Delta should report to Gate Three.

I

- Subject: travelers
- Verb: should report
- Present participle: completing (Verb, but "should report" is the main verb)
- Correction: "Those travelers completing their trip on Delta should report to Gate Three."

3. The artisans were demonstrating various handicrafts at booths throughout the fair.

C

- Subject: artisans
- Verb: were demonstrating
- Present participle: demonstrating (Verb, part of "were demonstrating")

4. The fraternities are giving the wildest parties attract the most new pledges.

I

- Subject: fraternities
- Verb: are giving
- Present participle: attract (Adjective, but it should be part of the main sentence structure)
- Correction: "The fraternities giving the wildest parties attract the most new pledges."

5. The first team winning four games is awarded the championship.

C

- Subject: team
- Verb: is awarded
- Present participle: winning (Adjective, describing the team)

6. The speaker was trying to make his point was often interrupted vociferously.

I

- Subject: speaker
- Verb: was trying
- Present participle: interrupted (Verb, but it should be part of the sentence structure)
- Correction: "The speaker, trying to make his point, was often interrupted vociferously."

7. The fruits were rotting because of the moisture in the crates carrying them to market.

C

- Subject: fruits
- Verb: were rotting
- Present participle: carrying (Adjective, describing the crates)

8. Any students desiring official transcripts should complete the appropriate form.

C

- Subject: students
- Verb: should complete
- Present participle: desiring (Adjective, describing the students)

9. The advertisements were announcing the half-day sale received a lot of attention.

I

- Subject: advertisements

- Verb: were announcing
 - Present participle: received (Verb, but it should be part of the main sentence structure)
 - Correction: "The advertisements announcing the half-day sale received a lot of attention."
10. The spices flavoring the meal were quite distinctive.

C

- Subject: spices
 - Verb: were
 - Present participle: flavoring (Adjective, describing the spices)
11. The musicians practicing in the rehearsal room were preparing for their concert.

C

- Subject: musicians
 - Verb: were preparing
 - Present participle: practicing (Adjective, describing the musicians)
12. The teacher explaining the lesson was interrupted by a loud noise in the hallway.

C

- Subject: teacher
 - Verb: was interrupted
 - Present participle: explaining (Adjective, describing the teacher)
13. The boats carrying passengers across the lake arrived safely at their destinations.

C

- Subject: boats
- Verb: arrived
- Present participle: carrying (Adjective, describing the boats)

14. The hikers climbing the steep trail stopped frequently to rest.

C

- Subject: hikers
- Verb: stopped
- Present participle: climbing (Adjective, describing the hikers)

15. The animals grazing in the field appeared calm and undisturbed.

C

- Subject: animals
- Verb: appeared
- Present participle: grazing (Adjective, describing the animals)

16. Those people waiting in line for hours finally got their tickets.

C

- Subject: people
- Verb: got
- Present participle: waiting (Adjective, describing the people)

17. The new policy requiring employee evaluations is effective immediately.

C

- Subject: policy
- Verb: is
- Present participle: requiring (Adjective, describing the policy)

18. The children laughing in the park were enjoying a game of tag.

C

- Subject: children
- Verb: were enjoying
- Present participle: laughing (Adjective, describing the children)

19. The cars parked along the street during the parade were towed away.

C

- Subject: cars
- Verb: were towed
- Present participle: parked (Adjective, describing the cars)

20. The volunteers distributing supplies to the needy worked late into the night.

C

- Subject: volunteers
- Verb: worked
- Present participle: distributing (Adjective, describing the volunteers)

21. The storms forming in the Atlantic Ocean this season have been unusually strong.

C

- Subject: storms
- Verb: have been
- Present participle: forming (Adjective, describing the storms)

22. The students participating in the competition received certificates of recognition.

C

- Subject: students
- Verb: received
- Present participle: participating (Adjective, describing the students)

23. The engines running on diesel fuel emit less carbon dioxide than gasoline engines.

C

- Subject: engines
- Verb: emit

- Present participle: running (Adjective, describing the engines)
24. The books sitting on the shelf are covered in dust.
C
- Subject: books
 - Verb: are covered
 - Present participle: sitting (Adjective, describing the books)
25. The doctor examining the patient found no serious injuries.
C
- Subject: doctor
 - Verb: found
 - Present participle: examining (Adjective, describing the doctor)
26. The chef preparing the elaborate meal received praise from the diners.
C
- Subject: chef
 - Verb: received
 - Present participle: preparing (Adjective, describing the chef)
27. The singers performing in the auditorium received a standing ovation.
C
- Subject: singers
 - Verb: received
 - Present participle: performing (Adjective, describing the singers)
28. The architects designing the new building presented their plans to the committee.
C
- Subject: architects
 - Verb: presented

- Present participle: designing (Adjective, describing the architects)
29. The painters working on the mural completed it ahead of schedule.

C

- Subject: painters
 - Verb: completed
 - Present participle: working (Adjective, describing the painters)
30. The scientists analyzing the data discovered a significant pattern.

C

- Subject: scientists
 - Verb: discovered
 - Present participle: analyzing (Adjective, describing the scientists)
31. The travelers arriving late at the airport missed their flight.

C

- Subject: travelers
 - Verb: missed
 - Present participle: arriving (Adjective, describing the travelers)
32. The firefighters rescuing the stranded family were hailed as heroes.

C

- Subject: firefighters
 - Verb: were hailed
 - Present participle: rescuing (Adjective, describing the firefighters)
33. The witnesses describing the accident gave conflicting statements.

C

- Subject: witnesses

- Verb: gave
 - Present participle: describing (Adjective, describing the witnesses)
34. The researchers conducting the study published their findings in a journal.
- C
- Subject: researchers
 - Verb: published
 - Present participle: conducting (Adjective, describing the researchers)
35. The birds nesting in the tree chirped loudly at dawn.
- C
- Subject: birds
 - Verb: chirped
 - Present participle: nesting (Adjective, describing the birds)
36. The actors rehearsing for the play practiced their lines tirelessly.
- C
- Subject: actors
 - Verb: practiced
 - Present participle: rehearsing (Adjective, describing the actors)
37. The students working on the group project struggled to meet the deadline.
- C
- Subject: students
 - Verb: struggled
 - Present participle: working (Adjective, describing the students)
38. The tourists visiting the museum admired the ancient artifacts.
- C
- Subject: tourists

- Verb: admired
 - Present participle: visiting (Adjective, describing the tourists)
39. The engineers designing the bridge ensured it could withstand earthquakes.
- C
- Subject: engineers
 - Verb: ensured
 - Present participle: designing (Adjective, describing the engineers)
40. The marathon runners crossing the finish line were greeted with applause.
- C
- Subject: marathon runners
 - Verb: were greeted
 - Present participle: crossing (Adjective, describing the marathon runners)
41. The farmers planting crops in the early spring hoped for good weather.
- C
- Subject: farmers
 - Verb: hoped
 - Present participle: planting (Adjective, describing the farmers)
42. The passengers boarding the train found their assigned seats.
- C
- Subject: passengers
 - Verb: found
 - Present participle: boarding (Adjective, describing the passengers)
43. The workers installing the solar panels finished earlier than expected.
- C

- Subject: workers
 - Verb: finished
 - Present participle: installing (Adjective, describing the workers)
44. The athletes competing in the finals performed exceptionally well.
- **C
- **
- Subject: athletes
 - Verb: performed
 - Present participle: competing (Adjective, describing the athletes)
45. The participants answering the survey shared their opinions openly.
- C
- Subject: participants
 - Verb: shared
 - Present participle: answering (Adjective, describing the participants)
46. The authors writing the book collaborated on every chapter.
- C
- Subject: authors
 - Verb: collaborated
 - Present participle: writing (Adjective, describing the authors)
47. The volunteers helping with the cleanup worked tirelessly.
- C
- Subject: volunteers
 - Verb: worked
 - Present participle: helping (Adjective, describing the volunteers)

48. The parents watching their children at the playground chatted among themselves.

C

- Subject: parents
- Verb: chatted
- Present participle: watching (Adjective, describing the parents)

49. The robots performing repetitive tasks on the assembly line increased efficiency.

C

- Subject: robots
- Verb: increased
- Present participle: performing (Adjective, describing the robots)

50. The instructors giving extra lessons to students helped improve exam results.

C

- Subject: instructors
- Verb: helped
- Present participle: giving (Adjective, describing the instructors)

1.5.

SKILL 5: PAST PARTICIPLE

1.5.1. MATERIALS

A past participle can be tricky because it can be either a **verb** or an **adjective** in a sentence.

- **What is a past participle?**
- A **past participle** is the form of a verb that usually ends in **-ed** (e.g., painted, cleaned) but some verbs have irregular past participles (e.g., written, gone).
- Past participles are often used with **have** or **be** (e.g., has painted, was written).
- **When is the past participle a verb?**
- A past participle is part of the **verb** when it's used with **have** or **be** (forms like **is, was, are, have**).

Examples:

- **She has painted** this picture. (**has painted** is the verb)
- **The poem was written** by Paul. (**was written** is the verb)
- **When is the past participle an adjective?**
- A past participle is an **adjective** when it is **not** used with **have** or **be**, but instead describes a noun.
- In this case, the past participle is describing a noun, not acting as a verb.

Examples:

- The **television purchased** yesterday was expensive. (Here, **purchased** is an adjective, describing the television.)
- The **poem written** by Paul appeared in the magazine. (Here, **written** is an adjective, describing the poem.)
- **Important tip for TOEFL questions:**

In TOEFL questions, you might see a sentence where you need to decide whether the past participle is part of the verb or an adjective.

Example:

- **The packages mailed at the post office will arrive Monday.**
If you look closely, **mailed** is not part of the verb. The verb is **will arrive**. So, **mailed** is an **adjective** describing the packages.
Correct Answer: "just" (because **mailed** is an adjective, and there's no need for a helping verb).
- **Key points to remember:**
 1. **Past participles** often end in **-ed**, but some are irregular (like **written**, **gone**).
 2. It can be:
 - Part of the **verb** when used with **have** or **be**.
 - An **adjective** when not used with **have** or **be**.

1.5.2. EXERCISES

Indicate if the sentences are correct (C) or incorrect (I).

1. The book written by the author were published last week.
2. The project completed by the team before the deadline.
3. The documents sent by the company is under review.
4. The package was shipped by the courier were lost.
5. The shoes bought by Mary was too small.
6. The results of the experiment conducted by the scientists is available.
7. The painting drawn by the artist was selling for a high price.
8. The workers hired by the company were completed the task.
9. The food prepared by the chef are delicious.
10. The email sent by the manager were read by all employees.
11. The documents written by the lawyer was signed by the client.
12. The cake baked by my mother are delicious.
13. The plan was rejected by the committee were finalized.
14. The books are arranged on the shelf has dust on them.
15. The project completed on time was a success.
16. The new employees trained by the manager are ready to start.
17. The cake baked by my grandmother is delicious.
18. The meal prepared by the chef was exceptional.
19. The movie watched by the audience was a hit.
20. The answers provided by the students were helpful.
21. The reports was completed yesterday.
22. The equipment used by the staff were stored in the warehouse.
23. The painting hung on the wall is beautiful.
24. The project was completed by the team was successful.
25. The interview was conducted by the HR manager was very insightful.
26. The documents were filed by the assistant was very important.

27. The office was cleaned by the staff were in perfect condition.
28. The assignment given by the teacher is due next week.
29. The job offered by the company was a great opportunity.
30. The report written by the consultant is being reviewed by the team.
31. The students who were questioned during the interview was nervous.
32. The shirt was designed by the fashion expert is very stylish.
33. The dishes washed by the volunteers were clean.
34. The task was completed ahead of schedule.
35. The documents signed by the manager are now filed.
36. The case studied by the researchers has led to a new discovery.
37. The instructions followed by the team were clear.
38. The announcement made by the president was well received.
39. The decision made by the committee were final.
40. The cake made by my friend was delicious.
41. The work finished by the team was impressive.
42. The letter written by the author were interesting.
43. The tasks done by the employees were finished early.
44. The report written by the assistant was detailed.
45. The steps taken by the government were successful.
46. The car driven by my cousin was very fast.
47. The new dress bought by my sister was expensive.
48. The house sold by the agent was very old.
49. The assignments given by the professor were difficult.
50. The concert attended by the audience was amazing.

1.5.3. ANSWERS

1. The book written by the author were published last week. (I)
Explanation: Incorrect. "Were" does not agree with the singular subject "book."
Correct: The book written by the author **was** published last week.
2. The project completed by the team before the deadline. (I)
Explanation: Incorrect. Missing a verb.
Correct: The project **was completed** by the team before the deadline.
3. The documents sent by the company is under review. (I)
Explanation: Incorrect. "Is" does not agree with the plural subject "documents."
Correct: The documents sent by the company **are** under review.
4. The package was shipped by the courier were lost. (I)
Explanation: Incorrect. The sentence contains two verbs ("was shipped" and "were").
Correct: The package shipped by the courier **was** lost.
5. The shoes bought by Mary was too small. (I)
Explanation: Incorrect. "Was" does not agree with the plural subject "shoes."
Correct: The shoes bought by Mary **were** too small.
6. The results of the experiment conducted by the scientists is available. (I)
Explanation: Incorrect. "Is" does not agree with the plural subject "results."
Correct: The results of the experiment conducted by the scientists **are** available.
7. The painting drawn by the artist was selling for a high price. (I)
Explanation: Incorrect. "Was selling" is not correct here.

Correct: The painting drawn by the artist **was sold** for a high price.

8. The workers hired by the company were completed the task. (I)

Explanation: Incorrect. "Were completed" should not be used here.

Correct: The workers hired by the company **completed** the task.

9. The food prepared by the chef are delicious. (I)

Explanation: Incorrect. "Are" does not agree with the singular subject "food."

Correct: The food prepared by the chef **is** delicious.

10. The email sent by the manager were read by all employees. (I)

Explanation: Incorrect. "Were" does not agree with the singular subject "email."

Correct: The email sent by the manager **was** read by all employees.

11. The documents written by the lawyer was signed by the client. (I)

Explanation: Incorrect. "Was" does not agree with the plural subject "documents."

Correct: The documents written by the lawyer **were** signed by the client.

12. The cake baked by my mother are delicious. (I)

Explanation: Incorrect. "Are" does not agree with the singular subject "cake."

Correct: The cake baked by my mother **is** delicious.

13. The plan was rejected by the committee were finalized. (I)

Explanation: Incorrect. "Were" does not fit here.

Correct: The plan was rejected by the committee **and** finalized.

14. The books are arranged on the shelf has dust on them. (I)

Explanation: Incorrect. "Has" does not agree with the plural subject "books."

- Correct:** The books are arranged on the shelf **and** have dust on them.
15. The project completed on time was a success. (C)
Explanation: Correct. The sentence is correct.
16. The new employees trained by the manager are ready to start. (C)
Explanation: Correct. The sentence is correct.
17. The cake baked by my grandmother is delicious. (C)
Explanation: Correct. The sentence is correct.
18. The meal prepared by the chef was exceptional. (C)
Explanation: Correct. The sentence is correct.
19. The movie watched by the audience was a hit. (C)
Explanation: Correct. The sentence is correct.
20. The answers provided by the students were helpful. (C)
Explanation: Correct. The sentence is correct.
21. The reports was completed yesterday. (I)
Explanation: Incorrect. "Was" does not agree with the plural subject "reports."
Correct: The reports **were** completed yesterday.
22. The equipment used by the staff were stored in the warehouse. (I)
Explanation: Incorrect. "Were" does not agree with the singular subject "equipment."
Correct: The equipment used by the staff **was** stored in the warehouse.
23. The painting hung on the wall is beautiful. (C)
Explanation: Correct. The sentence is correct.
24. The project was completed by the team was successful. (I)
Explanation: Incorrect. This sentence contains two verbs ("was completed" and "was").
Correct: The project completed by the team **was** successful.
25. The interview was conducted by the HR manager was very insightful. (I)

Explanation: Incorrect. This sentence contains two verbs ("was conducted" and "was").

Correct: The interview conducted by the HR manager **was** very insightful.

26. The documents were filed by the assistant was very important. (I)

Explanation: Incorrect. This sentence contains two verbs ("were filed" and "was").

Correct: The documents filed by the assistant **were** very important.

27. The office was cleaned by the staff were in perfect condition. (I)

Explanation: Incorrect. This sentence contains two verbs ("was cleaned" and "were").

Correct: The office cleaned by the staff **was** in perfect condition.

28. The assignment given by the teacher is due next week. (C)

Explanation: Correct. The sentence is correct.

29. The job offered by the company was a great opportunity. (C)

Explanation: Correct. The sentence is correct.

30. The report written by the consultant is being reviewed by the team. (C)

Explanation: Correct. The sentence is correct.

31. The students who were questioned during the interview was nervous. (I)

Explanation: Incorrect. "Was" does not agree with the plural subject "students."

Correct: The students who were questioned during the interview **were** nervous.

32. The shirt was designed by the fashion expert is very stylish. (I)

Explanation: Incorrect. This sentence contains two verbs ("was designed" and "is").

- Correct:** The shirt designed by the fashion expert **is** very stylish.
33. The dishes washed by the volunteers were clean. (C)
Explanation: Correct. The sentence is correct.
34. The task was completed ahead of schedule. (C)
Explanation: Correct. The sentence is correct.
35. The documents signed by the manager are now filed. (C)
Explanation: Correct. The sentence is correct.
36. The case studied by the researchers has led to a new discovery. (C)
Explanation: Correct. The sentence is correct.
37. The instructions followed by the team were clear. (C)
Explanation: Correct. The sentence is correct.
38. The announcement made by the president was well received. (C)
Explanation: Correct. The sentence is correct.
39. The decision made by the committee were final. (I)
Explanation: Incorrect. "Were" does not agree with the singular subject "decision."
Correct: The decision made by the committee **was** final.
40. The cake made by my friend was delicious. (C)
Explanation: Correct. The sentence is correct.
41. The work finished by the team was impressive. (C)
Explanation: Correct. The sentence is correct.
42. The letter written by the author were interesting. (I)
Explanation: Incorrect. "Were" does not agree with the singular subject "letter."
Correct: The letter written by the author **was** interesting.
43. The tasks done by the employees were finished early. (C)
Explanation: Correct. The sentence is correct.
44. The report written by the assistant was detailed. (C)
Explanation: Correct. The sentence is correct.

45. The steps taken by the government were successful. (C)
Explanation: Correct. The sentence is correct.
46. The car driven by my cousin was very fast. (C)
Explanation: Correct. The sentence is correct.
47. The new dress bought by my sister was expensive. (C)
Explanation: Correct. The sentence is correct.
48. The house sold by the agent was very old. (C)
Explanation: Correct. The sentence is correct.
49. The assignments given by the professor were difficult. (C)
Explanation: Correct. The sentence is correct.
50. The concert attended by the audience was amazing. (C)
Explanation: Correct. The sentence is correct.

1.6.

EXERCISES FOR SKILLS 1-5

1.6.1. QUESTIONS

1. The Amazon River ___ the largest river in the world by discharge.
(A) it is
(B) is
(C) being
(D) it was
2. ___ the invention of the printing press, books were expensive and rare.
(A) Before
(B) It was before
(C) When
(D) While
3. Penguins, ___, are excellent swimmers but cannot fly.
(A) flightless birds
(B) they are flightless birds
(C) that are flightless birds
(D) being flightless birds
4. The Sahara Desert ___ almost all of North Africa.
(A) it covers
(B) covers

- (C) covering
(D) it covered
5. A dolphin, ___, is an intelligent marine mammal.
(A) it is aquatic
(B) being aquatic
(C) an aquatic creature
(D) which is aquatic
6. Fossils ___ in sedimentary rocks are often well-preserved.
(A) finding
(B) found
(C) to find
(D) they are found
7. Franklin D. Roosevelt ___ president of the United States in 1933.
(A) becoming
(B) became
(C) becomes
(D) to become
8. The process of photosynthesis, ___ sunlight into energy, is vital for plants.
(A) which converts
(B) converting
(C) converts
(D) it converts
9. Yellowstone National Park ___ the first national park in the world.
(A) was
(B) being
(C) it was
(D) which was
10. The Golden Gate Bridge, ___ in 1937, is a symbol of San Francisco.
(A) completed

- (B) completing
(C) which completed
(D) was completed
11. The chemical formula for water ___ two hydrogen atoms and one oxygen atom.
(A) including
(B) includes
(C) to include
(D) it includes
12. ___ the pioneers traveled westward, they faced many hardships.
(A) As
(B) It was
(C) While
(D) During
13. Glass is a material ___ from sand, soda ash, and limestone.
(A) is made
(B) made
(C) making
(D) that makes
14. Mount Everest ___ the tallest mountain on Earth.
(A) it is
(B) is
(C) being
(D) was
15. Hurricanes, ___ powerful storms, often cause widespread damage.
(A) they are
(B) are
(C) being
(D) which are

16. The Great Wall of China ___ over 13,000 miles.
(A) extending
(B) extends
(C) extend
(D) extended
17. Diamonds, ___ for their brilliance, are formed deep within the Earth.
(A) known
(B) being known
(C) are known
(D) they are known
18. The Wright brothers ___ the first successful powered flight in 1903.
(A) achieved
(B) achieve
(C) achieving
(D) were achieved
19. The Statue of Liberty, ___ by France, stands in New York Harbor.
(A) was gifted
(B) gifting
(C) gifted
(D) it was gifted
20. The Nile River, ___ through Egypt, is the longest river in Africa.
(A) flowing
(B) flowed
(C) flow
(D) flows
21. At the equator, the sun ___ directly overhead twice a year.
(A) passes
(B) passing

- (C) it passes
(D) passed
22. The Mona Lisa, ___ by Leonardo da Vinci, is one of the most famous paintings in the world.
(A) painting
(B) painted
(C) was painted
(D) is painting
23. The Grand Canyon ___ millions of years by the Colorado River.
(A) was carved
(B) carved
(C) is carving
(D) carving
24. The Eiffel Tower, ___ in Paris, is an iconic landmark.
(A) located
(B) locating
(C) is located
(D) it is located
25. The Pacific Ocean ___ the largest and deepest ocean on Earth.
(A) being
(B) is
(C) was
(D) it is
26. ___ of Saturn are primarily composed of ice particles and rocky debris.
(A) The rings
(B) It is the rings
(C) Rings
(D) That the rings
27. Bacteria ___ under a microscope are invisible to the naked eye.
(A) observing
(B) observed

- (C) are observed
(D) being observed
28. Martin Luther King Jr. ___ the "I Have a Dream" speech in 1963.
(A) delivered
(B) delivering
(C) delivers
(D) was delivered
29. The Amazon Rainforest, ___ a vital role in regulating Earth's climate, is under threat.
(A) plays
(B) playing
(C) played
(D) it plays
30. A rainbow ___ when sunlight passes through water droplets in the atmosphere.
(A) forming
(B) formed
(C) forms
(D) is forming
31. The moon, ___ Earth's natural satellite, affects the tides.
(A) being
(B) it is
(C) which is
(D) is
32. The Gutenberg printing press ___ in the 15th century revolutionized communication.
(A) inventing
(B) invented
(C) invention
(D) was invented

33. The giant panda, ___ only in China, is a vulnerable species.
(A) finds
(B) found
(C) finding
(D) is found
34. The periodic table ___ by Dmitri Mendeleev organizes elements by their properties.
(A) creating
(B) created
(C) creates
(D) was creating
35. The Leaning Tower of Pisa ___ due to unstable foundations.
(A) tilts
(B) tilting
(C) is tilt
(D) tilted
36. At room temperature, water ___ a liquid.
(A) remains
(B) remain
(C) remaining
(D) is remained
37. The human brain, ___ billions of neurons, is incredibly complex.
(A) containing
(B) contains
(C) contain
(D) it contains
38. The Taj Mahal, ___ as a symbol of love, is in India.
(A) known
(B) it is known
(C) knowing
(D) which known

39. The Pacific Northwest ___ a temperate rainforest climate.
(A) having
(B) has
(C) had
(D) is having
40. Fossil fuels, ___ oil and coal, are nonrenewable resources.
(A) such as
(B) like as
(C) it is
(D) example
41. The speed of light, ___ approximately 300,000 kilometers per second, is a fundamental constant.
(A) is
(B) being
(C) it is
(D) at
42. The honeybee, ___ an essential pollinator, is declining in population.
(A) it is
(B) being
(C) an
(D) which
43. The Pyramids of Giza ___ one of the Seven Wonders of the Ancient World.
(A) is
(B) being
(C) are
(D) were
44. The invention of the light bulb ___ night into day.
(A) to turn
(B) turns
(C) turned
(D) turning

45. Hurricanes, ___ in tropical regions, are powerful storms.
(A) forming
(B) formed
(C) forms
(D) are forming
46. Galileo ___ the telescope to study the heavens.
(A) using
(B) used
(C) use
(D) uses
47. The Great Barrier Reef, ___ off the coast of Australia, is the world's largest coral reef.
(A) locating
(B) located
(C) is located
(D) locates
48. DNA, ___ the genetic blueprint of life, contains instructions for building proteins.
(A) being
(B) which is
(C) it is
(D) as
49. The Hoover Dam, ___ on the Colorado River, provides hydroelectric power.
(A) built
(B) building
(C) it was built
(D) builds
50. The Grand Canyon ___ layers of rock that reveal Earth's history.
(A) has
(B) having

- (C) is having
(D) had
51. The International Space Station, ___ by multiple countries, orbits the Earth.
(A) operates
(B) operating
(C) operated
(D) is operating
52. The piano, ___ one of the most popular musical instruments, has 88 keys.
(A) which
(B) being
(C) it is
(D) is
53. The first artificial satellite, Sputnik, ___ by the Soviet Union in 1957.
(A) launched
(B) was launched
(C) it launched
(D) launching
54. The ozone layer, ___ in the Earth's stratosphere, protects life by blocking ultraviolet radiation.
(A) is located
(B) locating
(C) located
(D) was located
55. Chocolate, ___ from cacao beans, is a popular treat worldwide.
(A) made
(B) making
(C) is made
(D) it is made

56. The Earth's crust, ___ into tectonic plates, is in constant motion.
- (A) dividing
 - (B) divided
 - (C) is divided
 - (D) divides
57. An earthquake ___ by the sudden release of energy in the Earth's crust.
- (A) causes
 - (B) is caused
 - (C) caused
 - (D) causing
58. The Internet ___ communication and information sharing.
- (A) revolutionizing
 - (B) revolutionizes
 - (C) revolutionized
 - (D) revolutionize
59. Elephants, ___ the largest land animals, live in herds.
- (A) being
 - (B) are
 - (C) which are
 - (D) is
60. Venus, ___ as the "Morning Star," can be seen just before sunrise.
- (A) knowing
 - (B) known
 - (C) is known
 - (D) was known
61. The Appalachian Mountains, ___ in the eastern United States, are among the oldest in the world.
- (A) located
 - (B) locating

- (C) is located
(D) are located
62. The sun, ___ energy through nuclear fusion, sustains life on Earth.
(A) producing
(B) produces
(C) it produces
(D) produce
63. The Eiffel Tower ___ every evening with lights.
(A) illuminates
(B) illuminating
(C) illuminated
(D) is illuminated
64. Coral reefs, ___ ecosystems, are home to diverse marine species.
(A) they are fragile
(B) fragile
(C) which are
(D) being
65. The English Channel, ___ France and England, is a busy waterway.
(A) separated
(B) separates
(C) separating
(D) is separating
66. Polar bears, ___ the Arctic, are excellent swimmers.
(A) inhabiting
(B) inhabit
(C) are inhabiting
(D) inhabited
67. The Milky Way Galaxy, ___ billions of stars, is our home galaxy.
(A) containing

- (B) contains
(C) it contains
(D) is containing
68. Hurricanes ___ over warm ocean waters are strengthened by moisture.
(A) forms
(B) formed
(C) forming
(D) are forming
69. The leaning tower, ___ of unstable foundations, is a popular tourist attraction.
(A) because
(B) which is
(C) as a result
(D) because of
70. The chemical element gold, ___ as Au, is highly valued.
(A) knowing
(B) known
(C) it is known
(D) is known
71. The aurora borealis, ___ as the northern lights, is a natural light display.
(A) knowing
(B) known
(C) is known
(D) it is known
72. The Empire State Building ___ as the tallest building in the world from 1931 to 1970.
(A) served
(B) serving
(C) was serving
(D) serves

73. The Andean condor, ___ in South America, has one of the largest wingspans of any bird.
- (A) which is found
 - (B) found
 - (C) is found
 - (D) it is found
74. The Hubble Space Telescope ___ many stunning images of the universe.
- (A) capturing
 - (B) captured
 - (C) captures
 - (D) it captures
75. The human skeleton, ___ of 206 bones, supports the body and protects internal organs.
- (A) it consists
 - (B) consisting
 - (C) consists
 - (D) is consisting
76. The Industrial Revolution, ___ in the 18th century, transformed manufacturing.
- (A) beginning
 - (B) began
 - (C) begun
 - (D) begins
77. The Colorado River, ___ through the Grand Canyon, is a vital water source.
- (A) flowing
 - (B) flows
 - (C) flowed
 - (D) it flows
78. The Renaissance, ___ as a cultural revival, began in Italy.
- (A) knowing
 - (B) known

- (C) it is known
(D) was known
79. The invention of the airplane ___ travel across continents.
(A) revolutionized
(B) revolutionizes
(C) revolutionizing
(D) is revolutionized
80. The Pacific Plate ___ the movement of the Earth's crust.
(A) influences
(B) influencing
(C) influence
(D) influenced
81. The solar system ___ the Sun and everything orbiting it.
(A) includes
(B) including
(C) include
(D) included
82. The Great Lakes, ___ between the United States and Canada, contain 21% of the world's surface freshwater.
(A) located
(B) are located
(C) locating
(D) it is located
83. The blue whale, ___ in the ocean, is the largest animal on Earth.
(A) living
(B) lives
(C) it lives
(D) lived
84. The Trojan War, ___ in Greek mythology, inspired many ancient works of literature.
(A) retelling
(B) retold

- (C) is retold
(D) told
85. The Amazon Rainforest, ___ for its biodiversity, produces much of the world's oxygen.
(A) being known
(B) known
(C) is known
(D) it is known
86. The piano, ___ for its versatility, is used in many musical genres.
(A) being
(B) known
(C) which
(D) it is
87. The atmosphere ___ essential gases that support life.
(A) containing
(B) contain
(C) contains
(D) is containing
88. The Brooklyn Bridge, ___ Manhattan and Brooklyn, was completed in 1883.
(A) connected
(B) connects
(C) connecting
(D) is connecting
89. The Arctic Circle, ___ a frigid climate, is home to polar bears.
(A) has
(B) having
(C) had
(D) is having
90. The International Date Line, ___ at roughly 180 degrees longitude, separates two calendar days.
(A) is locating

- (B) located
(C) is located
(D) locates
91. Ancient Egyptian pyramids, ___ as tombs, are architectural marvels.
(A) knowing
(B) known
(C) are known
(D) they are known
92. The kangaroo, ___ in Australia, is famous for its jumping ability.
(A) found
(B) which finds
(C) finding
(D) is found
93. The cell, ___ the basic unit of life, was first observed in 1665.
(A) it is
(B) known
(C) is known
(D) being
94. The Eiffel Tower ___ its design for the 1889 World's Fair.
(A) celebrated
(B) celebrating
(C) celebrates
(D) is celebrating
95. Volcanoes ___ molten rock, ash, and gases during eruptions.
(A) releasing
(B) released
(C) release
(D) releases
96. The Great Wall of China, ___ to protect against invasions, is a historical monument.
(A) built

- (B) builds
(C) building
(D) it is built
97. The Atlantic Ocean ___ the second-largest ocean on Earth.
(A) it is
(B) being
(C) is
(D) was
98. A meteorite, ___ Earth's atmosphere, often burns up before hitting the ground.
(A) entering
(B) enters
(C) entered
(D) it enters
99. The Mars rover ___ data about the planet's surface.
(A) collects
(B) collecting
(C) collected
(D) collection
100. The Amazon River Basin, ___ by dense rainforest, is vital to global ecosystems.
(A) surrounding
(B) surrounds
(C) surrounded
(D) it is surrounded

1.6.2. ANSWERS

1. **(B) is**

Explanation: "The Amazon River" is the singular subject, so the singular verb "is" is correct.

2. **(A) Before**

Explanation: "Before" introduces a time-related clause about the invention of the printing press.

3. **(A) flightless birds**

Explanation: "Flightless birds" is a noun phrase that identifies penguins without adding unnecessary verbs or subjects.

4. **(B) covers**

Explanation: The present tense "covers" matches the singular subject "The Sahara Desert."

5. **(C) an aquatic creature**

Explanation: "An aquatic creature" provides a concise description of a dolphin.

6. **(B) found**

Explanation: "Found" is the past participle used as an adjective to describe "fossils."

7. **(B) became**

Explanation: "Became" is the correct past tense verb for Franklin D. Roosevelt's action in 1933.

8. **(A) which converts**

Explanation: The clause "which converts sunlight into energy" provides additional information about photosynthesis.

9. **(A) was**

Explanation: The past tense "was" correctly indicates Yellowstone's historical significance.

10. **(A) completed**

Explanation: "Completed" is the past participle describing the Golden Gate Bridge's construction.

11. **(B) includes**

Explanation: The singular verb "includes" matches the subject "The chemical formula for water."

12. **(A) As**

Explanation: "As" indicates the condition under which the pioneers traveled westward.

13. **(B) made**

Explanation: "Made" is the past participle used as an adjective to describe "a material."

14. **(B) is**

Explanation: "Mount Everest" is singular, so the present tense "is" matches the subject.

15. **(D) which are**

Explanation: "Which are powerful storms" provides extra information about hurricanes.

16. **(B) extends**

Explanation: The singular verb "extends" matches the singular subject "The Great Wall of China."

17. **(A) known**

Explanation: "Known" is the correct past participle used as an adjective to describe "diamonds."

18. **(A) achieved**

Explanation: "Achieved" is the past tense verb that matches the historical context of 1903.

19. **(C) gifted**

Explanation: "Gifted" is the past participle used to describe the Statue of Liberty's origin.

20. **(A) flowing**

Explanation: "Flowing" is the present participle describing the Nile River's movement through Egypt.

21. **(A) passes**

Explanation: The singular verb "passes" agrees with the singular subject "the sun."

22. **(B) painted**

Explanation: "Painted" is the past participle used to describe the Mona Lisa.

23. **(A) was carved**

Explanation: The passive voice "was carved" indicates the Grand Canyon was shaped by the Colorado River.

24. **(A) located**

Explanation: "Located" is the past participle used to describe the Eiffel Tower's position.

25. **(B) is**

Explanation: "The Pacific Ocean" is singular, so the verb "is" is correct.

26. **(A) The rings**

Explanation: "The rings" is the subject of the sentence.

27. **(B) observed**

Explanation: "Observed" is the past participle used as an adjective to describe bacteria.

28. **(A) delivered**

Explanation: "Delivered" is the past tense verb used to describe Martin Luther King Jr.'s action.

29. **(B) playing**

Explanation: "Playing" is the present participle describing the Amazon Rainforest's role.

30. **(C) forms**

Explanation: The singular verb "forms" agrees with the singular subject "A rainbow."

31. **(C) which is**

Explanation: "Which is" introduces a clause giving additional information about the moon.

32. **(B) invented**

Explanation: "Invented" is the past participle modifying "The Gutenberg printing press."

33. **(B) found**

Explanation: "Found" is the correct past participle used as an adjective to describe "The giant panda."

34. **(B) created**

Explanation: The past participle "created" modifies "The periodic table" and describes its origin.

35. **(A) tilts**

Explanation: The singular verb "tilts" matches the singular subject "The Leaning Tower of Pisa."

36. **(A) remains**

Explanation: The singular verb "remains" agrees with the singular subject "water."

37. **(A) containing**

Explanation: "Containing" is the present participle modifying "The human brain."

38. **(A) known**

Explanation: "Known" is the past participle used as an adjective to describe "The Taj Mahal."

39. **(B) has**

Explanation: The singular verb "has" agrees with the singular subject "The Pacific Northwest."

40. **(A) such as**

Explanation: "Such as" correctly introduces examples of fossil fuels (oil and coal).

41. **(A) is**

Explanation: The singular verb "is" matches the singular subject "The speed of light."

42. **(B) known**

Explanation: "Known" is the correct past participle describing "The honeybee."

43. **(C) are**

Explanation: "The Pyramids of Giza" is plural, so the verb "are" matches the subject.

44. **(C) turned**

Explanation: The past tense "turned" matches the historical context of the invention of the light bulb.

45. **(A) forming**

Explanation: The present participle "forming" describes hurricanes in the context of their origin.

46. **(B) used**

Explanation: "Used" is the past tense verb that describes Galileo's action.

47. **(B) located**

Explanation: "Located" is the past participle used as an adjective to describe the Great Barrier Reef's position.

48. **(B) which is**

Explanation: "Which is" introduces a nonessential clause giving additional information about DNA.

49. **(A) built**

Explanation: "Built" is the past participle modifying "The Hoover Dam."

50. **(A) has**

Explanation: The singular verb "has" matches the singular subject "The Grand Canyon."

51. **(C) operated**

Explanation: "Operated" is the past participle describing how the International Space Station is managed.

52. **(A) which**

Explanation: "Which" introduces a clause providing additional information about the piano.

53. **(B) was launched**

Explanation: The passive voice "was launched" indicates Sputnik's historical launch by the Soviet Union.

54. **(C) located**

Explanation: "Located" is the past participle used as an adjective to describe the ozone layer's position.

55. **(A) made**

Explanation: "Made" is the past participle describing how chocolate is produced from cacao beans.

56. **(B) divided**

Explanation: "Divided" is the past participle describing how the Earth's crust is split into tectonic plates.

57. **(B) is caused**

Explanation: The passive voice "is caused" describes the effect of the sudden release of energy.

58. **(B) revolutionizes**

Explanation: "Revolutionizes" is the singular verb agreeing with the subject "The Internet."

59. **(C) which are**

Explanation: "Which are the largest land animals" adds additional information about elephants.

60. **(B) known**

Explanation: "Known" is the past participle describing how Venus is recognized.

61. **(A) located**

Explanation: "Located" is the past participle modifying "The Appalachian Mountains."

62. **(A) producing**

Explanation: "Producing" is the present participle describing the sun's action.

63. **(D) is illuminated**

Explanation: The passive voice "is illuminated" describes the action performed on the Eiffel Tower.

64. **(B) fragile**

Explanation: "Fragile ecosystems" is the correct noun phrase describing coral reefs.

65. **(C) separating**

Explanation: "Separating" is the present participle describing the English Channel's role.

66. **(A) inhabiting**

Explanation: "Inhabiting" is the present participle describing polar bears' location in the Arctic.

67. **(A) containing**

Explanation: "Containing" is the present participle modifying "The Milky Way Galaxy."

68. **(C) forming**

Explanation: "Forming" is the present participle describing hurricanes as they develop.

69. **(D) because of**

Explanation: "Because of unstable foundations" is the correct prepositional phrase explaining the cause.

70. **(B) known**

Explanation: "Known" is the past participle used as an adjective to describe "The chemical element gold."

71. **(B) known**

Explanation: "Known" is the past participle describing "the aurora borealis."

72. **(A) served**

Explanation: "Served" is the past tense verb describing the Empire State Building's role in the past.

73. **(B) found**

Explanation: "Found" is the past participle describing the Andean condor's location.

74. **(C) captures**

Explanation: "Captures" is the singular present tense verb agreeing with the singular subject "The Hubble Space Telescope."

75. **(C) consists**

Explanation: "Consists" is the singular present tense verb matching the singular subject "The human skeleton."

76. **(A) beginning**

Explanation: "Beginning" is the present participle describing the Industrial Revolution.

77. **(A) flowing**

Explanation: "Flowing" is the present participle describing the Colorado River's path.

78. **(B) known**
Explanation: "Known" is the past participle describing the Renaissance as a cultural revival.
79. **(A) revolutionized**
Explanation: "Revolutionized" is the past tense verb describing the historical impact of airplanes.
80. **(A) influences**
Explanation: "Influences" is the singular verb that matches the singular subject "The Pacific Plate."
81. **(A) includes**
Explanation: "Includes" is the singular present tense verb matching "The solar system."
82. **(A) located**
Explanation: "Located" is the past participle modifying "The Great Lakes."
83. **(A) living**
Explanation: "Living" is the present participle describing the blue whale's habitat.
84. **(D) told**
Explanation: "Told" is the past participle describing how the Trojan War is conveyed in mythology.
85. **(B) known**
Explanation: "Known" is the past participle describing the Amazon Rainforest's reputation.
86. **(B) known**
Explanation: "Known for its versatility" describes the piano.
87. **(C) contains**
Explanation: "Contains" is the singular present tense verb matching "The atmosphere."
88. **(C) connecting**
Explanation: "Connecting" is the present participle describing the Brooklyn Bridge's function.
89. **(B) having**
Explanation: "Having" is the present participle modifying "The Arctic Circle."

90. **(B) located**
Explanation: "Located" is the past participle describing the position of the International Date Line.
91. **(B) known**
Explanation: "Known" is the past participle describing the function of Egyptian pyramids.
92. **(A) found**
Explanation: "Found" is the past participle describing the kangaroo's location.
93. **(B) known**
Explanation: "Known" is the past participle describing the cell.
94. **(C) celebrates**
Explanation: "Celebrates" is the singular present tense verb agreeing with "The Eiffel Tower."
95. **(C) release**
Explanation: "Release" is the plural present tense verb agreeing with the plural subject "Volcanoes."
96. **(A) built**
Explanation: "Built" is the past participle describing the purpose of the Great Wall of China.
97. **(C) is**
Explanation: "Is" is the present tense singular verb agreeing with "The Atlantic Ocean."
98. **(A) entering**
Explanation: "Entering" is the present participle describing a meteorite's action.
99. **(A) collects**
Explanation: "Collects" is the singular present tense verb agreeing with the subject "The Mars rover."
100. **(C) surrounded**
Explanation: "Surrounded" is the past participle modifying "The Amazon River Basin."

1.7.

SKILL 6: COORDINATING CONJUNCTIONS

1.7.1. MATERIALS

When a sentence has **two clauses**, you need to connect them properly. A clause is a part of a sentence that has a subject and a verb. One way to connect two clauses is by using **coordinating conjunctions** like:

- **and, but, or, so, or yet**
- **Examples:**
 1. **Tom is singing, and Paul is dancing.**
 - (Two actions happening together)
 2. **Tom is tall, but Paul is short.**
 - (Shows contrast)
 3. **Tom must write the letter, or Paul will do it.**
 - (Gives a choice)
 4. **Tom told a joke, so Paul laughed.**
 - (Shows cause and effect)
 5. **Tom is tired, yet he is not going to sleep.**
 - (Shows contrast, like “but”)

In each example, the two parts (clauses) of the sentence are joined correctly with a coordinating conjunction and a **comma (,)**

1.7.2. EXERCISES

Indicate if the sentences are correct (C) or incorrect (I).

1. The baby cried loudly, but she stopped when she saw her mother.
2. The project is due tomorrow, so we need to work late tonight.
3. He wanted to leave early and was able to finish his tasks quickly.
4. The tickets were expensive, or we could have attended the concert.
5. The book was missing from the library, it was found later.
6. The flowers are blooming, and the trees are full of fruit.
7. The car broke down, so they decided to take the bus.
8. She wanted to join the club, it required a membership fee.
9. The class was canceled, but no one informed the students.
10. The dog barked loudly, the neighbors complained.
11. The weather was terrible, so we stayed indoors all day.
12. The food was delicious, but it was also very expensive.
13. You can wait for the bus, or you can walk to the station.
14. The shop was closed, yet we managed to buy what we needed.
15. She finished the assignment on time, it wasn't correct.
16. He loves hiking, and he enjoys camping too.
17. The child was sleepy, so she went to bed early.
18. The alarm rang, it did not wake him up.
19. You can study for the test, or you can risk failing it.
20. The athlete trained hard, he still didn't win the race.
21. The dinner was ready, so the family sat down to eat.
22. The movie was long, it kept the audience engaged.
23. The lights went out, and we lit some candles.
24. The cat jumped onto the table, so the vase fell to the floor.
25. The team won the game, but the other team didn't try their best.

26. The lecture was boring, no one paid attention.
27. She likes chocolate, but doesn't eat it often.
28. He wanted to visit the park, it was already closed.
29. We can take the bus, or we can walk there.
30. The homework was difficult, but I managed to finish it.
31. The singer performed beautifully, the audience applauded.
32. The storm was severe, so we canceled our plans.
33. She worked all night, and still didn't complete the project.
34. The house was old, but it had a lot of charm.
35. He studied hard for the test, he failed anyway.
36. The presentation was well-organized, and the audience appreciated it.
37. I was tired, so I decided to take a nap.
38. The instructions were unclear, so I had to ask for help.
39. They wanted to visit the museum, but it was closed for renovations.
40. The road was slippery, the car skidded off.
41. The store opened late, so we had to wait outside.
42. The new teacher is kind, and the students like her.
43. He forgot his keys, and was locked out of the house.
44. The bus arrived late, the driver apologized for the delay.
45. She wanted to cook dinner, but the stove wasn't working.
46. The movie was exciting, the ending was disappointing.
47. The children were playing outside, and their parents watched from the porch.
48. The engine made a strange noise, it stopped suddenly.
49. You can have tea, or you can have coffee.
50. The streets were crowded, yet no one seemed to be in a hurry.

1.7.3. ANSWERS

1. The baby cried loudly, but she stopped when she saw her mother. (Correct)

Explanation: Two clauses are joined correctly using the coordinating conjunction "but" with a comma.

2. The project is due tomorrow, so we need to work late tonight. (Correct)

Explanation: The coordinating conjunction "so" correctly joins the clauses and shows cause-effect.

3. He wanted to leave early and was able to finish his tasks quickly. (Correct)

Explanation: The conjunction "and" connects two actions of the same subject without requiring a comma.

4. The tickets were expensive, or we could have attended the concert. (Incorrect)

Explanation: The sentence implies contrast, so "but" should replace "or" for it to make sense.

5. The book was missing from the library, it was found later. (Incorrect)

Explanation: This is a run-on sentence. A conjunction like "but" or a semicolon is needed to connect the clauses.

6. The flowers are blooming, and the trees are full of fruit. (Correct)

Explanation: Two independent clauses are properly connected with "and" and a comma.

7. The car broke down, so they decided to take the bus. (Correct)

Explanation: "So" is used appropriately to show the result of the car breaking down.

8. She wanted to join the club, it required a membership fee. (Incorrect)

Explanation: This is a run-on sentence. It needs a conjunction like "but" or a semicolon to join the clauses.

9. **The class was canceled, but no one informed the students.**
(Correct)
Explanation: "But" is the correct conjunction to show contrast, and the sentence uses a comma.
10. **The dog barked loudly, the neighbors complained. (Incorrect)**
Explanation: This is a run-on sentence. A conjunction like "so" or "and" is needed.
11. **The weather was terrible, so we stayed indoors all day.**
(Correct)
Explanation: "So" is correctly used to show cause and effect, with a comma before it.
12. **The food was delicious, but it was also very expensive.**
(Correct)
Explanation: "But" is correctly used to indicate contrast, and the comma placement is correct.
13. **You can wait for the bus, or you can walk to the station.**
(Correct)
Explanation: "Or" is used correctly to indicate a choice, with a comma before it.
14. **The shop was closed, yet we managed to buy what we needed. (Correct)**
Explanation: "Yet" is correctly used to show contrast, and the comma placement is correct.
15. **She finished the assignment on time, it wasn't correct.**
(Incorrect)
Explanation: This is a run-on sentence. A conjunction like "but" is needed, or a semicolon.
16. **He loves hiking, and he enjoys camping too. (Correct)**
Explanation: The coordinating conjunction "and" correctly connects two related clauses.
17. **The child was sleepy, so she went to bed early. (Correct)**
Explanation: "So" is used correctly to show cause and effect, with a comma.

18. **The alarm rang, it did not wake him up. (Incorrect)**
Explanation: This is a run-on sentence. It needs "but" or a semicolon to connect the clauses.
19. **You can study for the test, or you can risk failing it. (Correct)**
Explanation: "Or" is correctly used to show a choice, with a comma before it.
20. **The athlete trained hard, he still didn't win the race. (Incorrect)**
Explanation: This is a run-on sentence. A conjunction like "but" is needed.
21. **The dinner was ready, so the family sat down to eat. (Correct)**
Explanation: "So" is correctly used to show cause and effect, with a comma before it.
22. **The movie was long, it kept the audience engaged. (Incorrect)**
Explanation: This is a run-on sentence. A conjunction like "but" or "yet" is needed.
23. **The lights went out, and we lit some candles. (Correct)**
Explanation: The coordinating conjunction "and" correctly connects two independent clauses.
24. **The cat jumped onto the table, so the vase fell to the floor. (Correct)**
Explanation: "So" is correctly used to show cause and effect, with a comma.
25. **The team won the game, but the other team didn't try their best. (Correct)**
Explanation: "But" is correctly used to show contrast, and the comma placement is accurate.
26. **The lecture was boring, no one paid attention. (Incorrect)**
Explanation: This is a run-on sentence. A conjunction like "so" or a semicolon is needed.
27. **She likes chocolate, but doesn't eat it often. (Incorrect)**
Explanation: A subject is missing in the second clause ("she doesn't eat it often").

- 28. He wanted to visit the park, it was already closed. (Incorrect)**
Explanation: This is a run-on sentence. A conjunction like "but" is needed.
- 29. We can take the bus, or we can walk there. (Correct)**
Explanation: "Or" is used correctly to show a choice, with proper comma placement.
- 30. The homework was difficult, but I managed to finish it. (Correct)**
Explanation: "But" is used correctly to show contrast between the two clauses.
- 31. The singer performed beautifully, the audience applauded. (Incorrect)**
Explanation: This is a run-on sentence. A conjunction like "so" is needed.
- 32. The storm was severe, so we canceled our plans. (Correct)**
Explanation: "So" is used correctly to show cause and effect, with a comma before it.
- 33. She worked all night, and still didn't complete the project. (Incorrect)**
Explanation: The conjunction "and" is incorrectly used; "but" would make more sense.
- 34. The house was old, but it had a lot of charm. (Correct)**
Explanation: "But" is correctly used to contrast the two ideas.
- 35. He studied hard for the test, he failed anyway. (Incorrect)**
Explanation: This is a run-on sentence. "But" or "yet" is needed to join the clauses.
- 36. The presentation was well-organized, and the audience appreciated it. (Correct)**
Explanation: "And" correctly connects two related clauses.
- 37. I was tired, so I decided to take a nap. (Correct)**
Explanation: "So" is used correctly to show cause and effect.

38. **The instructions were unclear, so I had to ask for help.**
(Correct)
Explanation: "So" is correctly used to show cause and effect.
39. **They wanted to visit the museum, but it was closed for renovations.** (Correct)
Explanation: "But" is correctly used to show contrast.
40. **The road was slippery, the car skidded off.** (Incorrect)
Explanation: This is a run-on sentence. A conjunction like "so" is needed.
41. **The store opened late, so we had to wait outside.** (Correct)
Explanation: "So" is correctly used to show cause and effect.
42. **The new teacher is kind, and the students like her.** (Correct)
Explanation: "And" is correctly used to connect two related clauses.
43. **He forgot his keys, and was locked out of the house.**
(Incorrect)
Explanation: The subject is missing in the second clause ("he was locked out of the house").
44. **The bus arrived late, the driver apologized for the delay.**
(Incorrect)
Explanation: This is a run-on sentence. A conjunction like "so" is needed.
45. **She wanted to cook dinner, but the stove wasn't working.**
(Correct)
Explanation: "But" correctly shows contrast between the two clauses.
46. **The movie was exciting, the ending was disappointing.**
(Incorrect)
Explanation: This is a run-on sentence. A conjunction like "but" is needed.
47. **The children were playing outside, and their parents watched from the porch.** (Correct)

Explanation: "And" correctly connects the two independent clauses.

48. The engine made a strange noise, it stopped suddenly.

(Incorrect)

Explanation: This is a run-on sentence. A conjunction like "and" or "so" is needed.

49. You can have tea, or you can have coffee. (Correct)

Explanation: "Or" correctly shows a choice between two options.

50. The streets were crowded, yet no one seemed to be in a hurry.

(Correct)

Explanation: "Yet" is correctly used to show contrast.

1.8.

SKILL 7: ADVERB CLAUSES WITH TIME AND CAUSE CONNECTORS

1.8.1. MATERIALS

When we use **adverb clauses** in sentences, we connect two parts (clauses) with **time** or **cause connectors**. These connectors show the relationship between the two parts of the sentence.

- **Time Connectors:**

These tell us when something happens. Examples:

- **before**
- **after**
- **when**
- **as soon as**
- **until**
- **whenever**

Examples:

1. **Before you leave**, I will sign the check.
2. I will sign the check **before you leave**.

- **Cause Connectors:**

These show the reason something happens. Examples:

- **because**
- **since**

- **as**
- **now that**

Examples:

1. Teresa went inside **because** it was raining.
2. **Because** it was raining, Teresa went inside.

- **Patterns with Time and Cause Connectors:**

1. **Time Connectors in the Middle of the Sentence:**

- No comma needed.
- Example: "I will sign the check **before you leave.**"

2. **Time Connectors at the Beginning:**

- **Comma** is needed after the connector.
- Example: "**Before you leave,** I will sign the check."

- **How to Use Connectors in Questions (TOEFL example):**

Let's look at a TOEFL question example:

I missed the appointment because _____ was late.

- (A) I
- (B) Because
- (C) The train
- (D) Since he

The correct answer is **(C) the train**, because:

- We need a **subject** (the train) for the verb **was**.
- We also need a **connector** like **since** or **because** to link the two parts of the sentence.
- **Summary of Connectors:**
- **Time connectors:** **before, after, when, as soon as** (shows when something happens)
- **Cause connectors:** **because, since, now that** (shows why something happens)

Keep practicing using these connectors in your sentences to sound more natural!

1.8.2. EXERCISES

Indicate if the sentences are correct (C) or incorrect (I).

1. After she finishes her homework, she will be leaving the house.
2. After she will leave, we will start the meeting.
3. After the event will be over, I will go to the party.
4. After the meeting ends, we will be going to the restaurant.
5. After the presentation will be completed, we will have lunch.
6. After the presentation will finish, we can have a discussion.
7. As long as you didn't finish your project, you cannot leave the office.
8. As long as you finished your work, you can take a break.
9. As long as you have finished your homework, you will can watch TV.
10. As long as you won't complain, I will accept your offer.
11. As soon as I finish the report, I will emailing you the results.
12. As soon as the manager arrives, we were able to start the discussion.
13. As soon as the manager arrives, we were discuss the project.
14. As soon as we will finish the work, we can relax.
15. As soon as you will finish, we can leave for dinner.
16. Because he was tired, he will take a nap.
17. Because it was raining, I will go outside later.
18. Because of he studied hard, he passed the exam.
19. Because of his hard work, he will getting promoted next month.
20. Because of she was sick, she didn't attend the class.
21. Because she had worked hard, she was promoted immediately.
22. Because she was ill, she can't attend the conference.
23. Because the office is closed, I can't make a phone call.
24. Before I will leave, I need to finish the assignment.
25. By the time she will return, I will finish my homework.
26. By the time the class starts, the students are already settled in.
27. By the time the meeting is over, I had completed the task.
28. By the time the train will arrive, we will have left the station.

29. By the time they have arrived, we are already left.
30. By the time we get to the station, the train will have already left.
31. By the time you finish your homework, I will have gone to bed.
32. Once I finished the report, I will submit it to the boss.
33. Once the meeting finishes, I will be going to the office.
34. Once the meeting finishes, the team will be going to the conference.
35. Once the task will be completed, we can leave the office.
36. Once you finished your task, you can go home.
37. Since he arrived late, he will miss the meeting.
38. Since she was tired, she had to go home early.
39. Since the store closes early, I won't be able to go shopping later.
40. Until the boss arrives, we were waiting in the conference room.
41. Until the construction will be finished, we can't move in.
42. Until the manager will arrive, we should start the meeting.
43. Until the rain will stop, we can't go for a walk.
44. Until the sun rises, we will be waiting outside.
45. Until the teacher will arrive, we will be waiting outside.
46. Until the train arrives, we will be waiting at the station.
47. When he arrives, we will starting the session.
48. When she will arrive, we will start the meeting.
49. When the package arrives, I will give you a call.
50. When you finish your work, you will start the next project.

1.8.3. ANSWERS

1. I - "After she finishes her homework, she will be leaving the house."
Explanation: The verb "**will be leaving**" should be in the simple future tense.
Correct: "After she finishes her homework, she **will leave** the house."
2. I - "After she will leave, we will start the meeting."
Explanation: The verb "**will leave**" should be in the simple present tense after "after."
Correct: "After she **leaves**, we will start the meeting."
3. I - "After the event will be over, I will go to the party."
Explanation: The verb "**will be over**" should be in the simple present tense.
Correct: "After the event **is** over, I will go to the party."
4. I - "After the meeting ends, we will be going to the restaurant."
Explanation: The verb "**will be going**" should be in the simple future tense.
Correct: "After the meeting ends, we **will go** to the restaurant."
5. I - "After the presentation will be completed, we will have lunch."
Explanation: The future tense "**will be completed**" should be in the simple present tense.
Correct: "After the presentation **is** completed, we will have lunch."
6. I - "After the presentation will finish, we can have a discussion."
Explanation: The verb "**will finish**" should be in the present simple tense.
Correct: "After the presentation **finishes**, we can have a discussion."

7. I - "As long as you didn't finish your project, you cannot leave the office."

Explanation: The verb "**didn't finish**" should be in the present perfect tense.

Correct: "As long as you **haven't finished** your project, you cannot leave the office."

8. I - "As long as you finished your work, you can take a break."

Explanation: The verb "**finished**" is in the past tense but should be in the present perfect tense.

Correct: "As long as you **have finished** your work, you can take a break."

9. I - "As long as you have finished your homework, you will can watch TV."

Explanation: The modal verb "**will can**" is incorrect.

It should be: "As long as you have finished your homework, you **can** watch TV."

10. I - "As long as you won't complain, I will accept your offer."

Explanation: The phrase "**won't complain**" should be in the present tense after "as long as." Correct: "As long as you **don't complain**, I will accept your offer."

11. I - "As soon as I finish the report, I will emailing you the results."

Explanation: The verb form "**will emailing**" is incorrect. It should be "will email."

Correct: "As soon as I finish the report, I will **email** you the results."

12. I - "As soon as the manager arrives, we were able to start the discussion."

Explanation: The verb "**were able**" is in the past tense but it should be in the future tense.

Correct: "As soon as the manager arrives, we **will be able** to start the discussion."

13. I - "As soon as the manager arrives, we were discuss the project."
Explanation: The verb "**were discuss**" is incorrect.
It should be in the base form: "we **will discuss** the project."
14. I - "As soon as we will finish the work, we can relax."
Explanation: The verb "**will finish**" should be in the present tense.
Correct: "As soon as we **finish** the work, we can relax."
15. I - "As soon as you will finish, we can leave for dinner."
Explanation: The verb "**will finish**" should be in the present tense.
Correct: "As soon as you **finish**, we can leave for dinner."
16. I - "Because he was tired, he will take a nap."
Explanation: The verb "**will take**" should be in the past tense to match the cause.
Correct: "Because he was tired, he **took** a nap."
17. I - "Because it was raining, I will go outside later."
Explanation: The verb "**will go**" is in the future tense, but it should be in the past tense since the cause happened in the past.
Correct: "Because it was raining, I **went** outside later."
18. I - "Because of he studied hard, he passed the exam."
Explanation: The connector "**because of**" requires a noun phrase, not a clause.
Correct: "Because he studied hard, he passed the exam."
19. I - "Because of his hard work, he will getting promoted next month."
Explanation: The verb "**will getting**" is incorrect.
Correct: "Because of his hard work, he **will be** promoted next month."
20. I - "Because of she was sick, she didn't attend the class."
Explanation: The connector "**because of**" requires a noun or

noun phrase, not a clause.

Correct: "Because she was sick, she didn't attend the class."

21. C - "Because she had worked hard, she was promoted immediately."

Explanation: This sentence is **correct**.

22. I - "Because she was ill, she can't attend the conference."

Explanation: The verb "**can't**" should be in the past tense.

Correct: "Because she was ill, she **couldn't** attend the conference."

23. C - "Because the office is closed, I can't make a phone call."

Explanation: This sentence is **correct**.

24. I - "Before I will leave, I need to finish the assignment."

Explanation: The verb "**will leave**" should be in the simple present tense.

Correct: "Before I **leave**, I need to finish the assignment."

25. I - "By the time she will return, I will finish my homework."

Explanation: The verb "**will return**" should be in the present tense after "by the time."

Correct: "By the time she **returns**, I will finish my homework."

26. I - "By the time the class starts, the students are already settled in."

Explanation: The verb "**are**" should be in the future tense.

Correct: "By the time the class starts, the students **will be** already settled in."

27. I - "By the time the meeting is over, I had completed the task."

Explanation: The verb "**had completed**" is in the past perfect tense, but it should be in the future perfect tense to match "by the time."

Correct: "By the time the meeting is over, I **will have completed** the task."

28. I - "By the time the train will arrive, we will have left the station."

Explanation: The verb "**will arrive**" should be in the present

tense.

Correct: "By the time the train **arrives**, we will have left the station."

29. I - "By the time they have arrived, we are already left."

Explanation: The verb "**are already left**" should be in the future perfect tense.

Correct: "By the time they have arrived, we **will have already left**."

30. C - "By the time we get to the station, the train will have already left."

Explanation: This sentence is **correct**.

31. C - "By the time you finish your homework, I will have gone to bed."

Explanation: This sentence is **correct**.

32. I - "Once I finished the report, I will submit it to the boss."

Explanation: The verb "**finished**" is in the past tense but it should be in the present simple tense after "once."

Correct: "Once I **finish** the report, I will submit it to the boss."

33. I - "Once the meeting finishes, I will be going to the office."

Explanation: The verb "**will be going**" should be in the simple future tense.

Correct: "Once the meeting finishes, I **will go** to the office."

34. I - "Once the meeting finishes, the team will be going to the conference."

Explanation: The verb "**will be going**" is incorrect because it should express a simple future action.

Correct: "Once the meeting finishes, the team **will go** to the conference."

35. I - "Once the task will be completed, we can leave the office."

Explanation: The verb "**will be completed**" should be in the present tense.

Correct: "Once the task **is** completed, we can leave the office."

36. I - "Once you finished your task, you can go home."
Explanation: The verb "**finished**" should be in the present tense after "once."
Correct: "Once you **finish** your task, you can go home."
37. I - "Since he arrived late, he will miss the meeting."
Explanation: The action of arriving late happened in the past, so the verb "**will miss**" should be in the past tense.
Correct: "Since he arrived late, he **messed** the meeting."
38. C - "Since she was tired, she had to go home early."
Explanation: This sentence is **correct**.
39. C - "Since the store closes early, I won't be able to go shopping later."
Explanation: This sentence is **correct**.
40. I - "Until the boss arrives, we were waiting in the conference room."
Explanation: The verb "**were waiting**" should be in the future tense.
Correct: "Until the boss arrives, we **will be waiting** in the conference room."
41. I - "Until the construction will be finished, we can't move in."
Explanation: The verb "**will be finished**" should be in the simple present tense.
Correct: "Until the construction **is** finished, we can't move in."
42. I - "Until the manager will arrive, we should start the meeting."
Explanation: The verb "**will arrive**" should be in the present tense after "until."
Correct: "Until the manager **arrives**, we should start the meeting."
43. I - "Until the rain will stop, we can't go for a walk."
Explanation: The verb "**will stop**" should be in the present tense after "until."
Correct: "Until the rain **stops**, we can't go for a walk."

44. C - "Until the sun rises, we will be waiting outside."
Explanation: This sentence is **correct**.
45. I - "Until the teacher will arrive, we will be waiting outside."
Explanation: The verb "**will arrive**" should be in the simple present tense.
Correct: "Until the teacher **arrives**, we will be waiting outside."
46. I - "Until the train arrives, we will be waiting at the station."
Explanation: This sentence is **correct**.
47. I - "When he arrives, we will starting the session."
Explanation: The verb "**starting**" is incorrect. It should be "start."
Correct: "When he arrives, we will **start** the session."
48. I - "When she will arrive, we will start the meeting."
Explanation: After "when," we use the **present simple tense**.
Correct: "When she **arrives**, we will start the meeting."
49. C - "When the package arrives, I will give you a call."
Explanation: This sentence is **correct**.
50. C - "When you finish your work, you will start the next project."
Explanation: This sentence is **correct**.

1.9.

SKILL 8: OTHER ADVERB CONNECTORS

1.9.1. MATERIALS

Adverb clauses can show different ideas, like **time** and **cause** (which you learned in Skill 7), but they can also show other ideas like **contrast**, **condition**, **manner**, and **place**.

These types of clauses have the same basic structure as the ones you saw in Skill 7. Let's look at some examples:

- **Condition:** *I will leave at 7:00 if I am ready.*
- **Contrast:** *Although I was late, I managed to catch the train.*

In these examples:

- In the first sentence, the connector **if** is used to show a condition. It comes **in the middle** of the sentence.
- In the second sentence, **although** shows a contrast. When a contrast connector is at the start of the sentence, we use a **comma** after it.
- **Example from TOEFL Test:**
You will get a good grade on the exam **provided** ____
(A) studying
(B) study

(C) to study

(D) you study

Explanation:

- The connector **provided** is used for **condition**, so we need to follow it with a subject and verb. The correct answer is **(D) you study**, because it has both a subject and a verb.

- **Types of Connectors**

Here are some common **adverb connectors** and how they are used:

- **Condition connectors:**

- if, unless, in case, provided, providing, whether

Example: *I will call you **if** I need help.*

- **Contrast connectors:**

- although, even though, though, whereas, while

Example: ***Although** it was raining, we went for a walk.*

- **Manner connectors:**

- as, in that

Example: *He spoke **as though** he knew everything.*

- **Place connectors:**

- where, wherever

Example: *I will go **wherever** you want.*

- **Comma Rule:**

- When a **contrast connector** like **although** or **even though** starts the sentence, we put a **comma** after it.

Example: ***Although** he was tired, he finished the job.*

1.9.2. EXERCISES

Indicate if the sentences are correct (C) or incorrect (I).

1. If you will study hard, you pass the test.
2. No one can enter the building unless they having a badge.
3. He will go wherever he wants, even if he don't have permission.
4. The baby crying, while the mother talk on the phone.

5. I will wait with you at the airport whether the bus arrive or not.
6. Unless he not complete the form, his application will be denied.
7. The professor explained the rules, but students doesn't follow them.
8. The nurse said that all visitors leaves now.
9. While she doing the homework, her phone rang.
10. No one is admitted unless their meet the criteria.
11. Wherever you goes, I will follow.
12. I take you wherever you needing to go.
13. Unless he complete the project, he won't pass.
14. It is impossible if you don't finishes the work.
15. The teacher ask me whether I was late.
16. While the dog bark, the baby cried.
17. He asked wherever I wanted to eat lunch.
18. No one knows unless he do it first.
19. It's fine, providing he submitting the form.
20. They left before the meeting starting.
21. Whenever he want to leave, I stay.
22. Unless she finishing her task, she can't go home.
23. He said that all soldiers leaves the post.
24. She was reading a book while her brother was playing outside.
25. I will help you with your homework whenever you need it.
26. The students listened carefully as the teacher explained the lesson.
27. Wherever you needing help, I'll assist.
28. No one being admitted unless they pass the test.
29. If you don't finishes your work, you can't leave.
30. While they was eating, the phone rang.
31. The students had a meeting after the class will finish.
32. She will go wherever she want, even if she is tired.

33. Unless the car didn't start, we would be late.
34. Wherever you will go, I will follow.
35. I didn't knew about the meeting yesterday.
36. The kids were playing outside until it starts raining.
37. Even though she studying hard, she didn't pass the exam.
38. If he would have studied, he would have passed the test.
39. The team practiced every day until they won the championship.
40. If it rains tomorrow, we will cancel the picnic.
41. While I was waiting for the bus, I met an old friend.
42. She talks as if she knows everything, but she don't.
43. He would be happy if he passes the test tomorrow.
44. We won't leave until you finishes your homework.
45. She will join us wherever she will be ready.
46. If I would have known about the party, I would come.
47. If you study hard, you will pass the test.
48. After he finishes his lunch, he will go for a walk.
49. No one can enter the building unless they show their ID.
50. She asked me where I wanted to go for dinner.

1.9.3. ANSWERS

1. I - "If you will study hard, you pass the test."
Explanation: The future tense "will study" is incorrect in this conditional sentence. It should be in the simple present.
Correct: "If you study hard, you will pass the test."
2. I - "No one can enter the building unless they having a badge."
Explanation: The verb "having" should be in the base form "have" for the present tense.
Correct: "No one can enter the building unless they have a badge."
3. I - "He will go wherever he wants, even if he don't have permission."
Explanation: "Don't" should be "doesn't" to agree with the singular subject "he."
Correct: "He will go wherever he wants, even if he doesn't have permission."
4. I - "The baby crying, while the mother talk on the phone."
Explanation: The verb "crying" needs the auxiliary verb "is" to form the present continuous. Also, "talk" should be "talks" to agree with the singular subject.
Correct: "The baby is crying while the mother talks on the phone."
5. I - "I will wait with you at the airport whether the bus arrive or not."
Explanation: "Arrive" should be in the third-person singular form "arrives."
Correct: "I will wait with you at the airport whether the bus arrives or not."
6. I - "Unless he not complete the form, his application will be denied."
Explanation: The negative "not complete" is incorrect here. "Not" is unnecessary in this construction.

- Correct:** "Unless he completes the form, his application will be denied."
7. **I -** "The professor explained the rules, but students doesn't follow them."
Explanation: "Doesn't" should be "don't" to agree with the plural subject "students."
Correct: "The professor explained the rules, but students don't follow them."
8. **I -** "The nurse said that all visitors leaves now."
Explanation: "Leaves" should be "leave" to match the plural subject "visitors."
Correct: "The nurse said that all visitors leave now."
9. **I -** "While she doing the homework, her phone rang."
Explanation: The verb "doing" needs the auxiliary verb "was" to form the past continuous.
Correct: "While she was doing the homework, her phone rang."
10. **I -** "No one is admitted unless their meet the criteria."
Explanation: "Their" should be "they" to serve as the subject of the sentence, and "meet" is correct in the base form.
Correct: "No one is admitted unless they meet the criteria."
11. **I -** "Wherever you goes, I will follow."
Explanation: The verb "goes" should be "go" to agree with the plural subject "you."
Correct: "Wherever you go, I will follow."
12. **I -** "I take you wherever you needing to go."
Explanation: "Needing" is incorrect here; it should be the base form "need."
Correct: "I will take you wherever you need to go."
13. **I -** "Unless he complete the project, he won't pass."
Explanation: "Complete" should be "completes" to agree with the third-person singular subject "he."
Correct: "Unless he completes the project, he won't pass."

14. I - "It is impossible if you don't finishes the work."
Explanation: "Finishes" should be "finish" in the base form to match the subject "you."
Correct: "It is impossible if you don't finish the work."
15. I - "The teacher ask me whether I was late."
Explanation: "Ask" should be in the past tense "asked" to agree with the past action.
Correct: "The teacher asked me whether I was late."
16. I - "While the dog bark, the baby cried."
Explanation: "Bark" should be "barked" to match the past tense.
Correct: "While the dog barked, the baby cried."
17. I - "He asked wherever I wanted to eat lunch."
Explanation: "Wherever" should be replaced by "where" to indicate a specific question.
Correct: "He asked where I wanted to eat lunch."
18. I - "No one knows unless he do it first."
Explanation: "Do" should be "does" to agree with the third-person singular subject "he."
Correct: "No one knows unless he does it first."
19. I - "It's fine, providing he submitting the form."
Explanation: "Submitting" should be "submits" in the simple present tense.
Correct: "It's fine, providing he submits the form."
20. I - "They left before the meeting starting."
Explanation: "Starting" should be "started" to match the past tense of the main verb.
Correct: "They left before the meeting started."
21. I - "Whenever he want to leave, I stay."
Explanation: "Want" should be "wants" to agree with the third-person singular subject "he."
Correct: "Whenever he wants to leave, I stay."

22. I - "Unless she finishing her task, she can't go home."
Explanation: "Finishing" should be "finishes" to agree with the subject "she."
Correct: "Unless she finishes her task, she can't go home."
23. I - "He said that all soldiers leaves the post."
Explanation: "Leaves" should be "leave" to agree with the plural subject "soldiers."
Correct: "He said that all soldiers leave the post."
24. C - "She was reading a book while her brother was playing outside."
Explanation: This sentence is correct. It correctly uses the past continuous tense for two actions happening simultaneously in the past.
25. C - "I will help you with your homework whenever you need it."
Explanation: This sentence is correct. "Whenever" is used to show that the action is repeated or happens at any time.
26. C - "The students listened carefully as the teacher explained the lesson."
Explanation: This sentence is correct. The past simple is used for both actions in the past.
27. I - "Wherever you needing help, I'll assist."
Explanation: "Needing" should be "need" in the base form.
Correct: "Wherever you need help, I'll assist."
28. I - "No one being admitted unless they pass the test."
Explanation: "Being" is incorrect here. The verb should be in the present passive form "are."
Correct: "No one is admitted unless they pass the test."
29. I - "If you don't finishes your work, you can't leave."
Explanation: "Finishes" should be "finish" to match the subject "you."
Correct: "If you don't finish your work, you can't leave."

30. I - "While they was eating, the phone rang."
Explanation: "Was" should be "were" to agree with the plural subject "they."
Correct: "While they were eating, the phone rang."
31. I - "The students had a meeting after the class will finish."
Explanation: "Will finish" should be in the simple present tense "finishes" after "after."
Correct: "The students had a meeting after the class finishes."
32. I - "She will go wherever she want, even if she is tired."
Explanation: "Want" should be "wants" to agree with the third-person singular subject "she."
Correct: "She will go wherever she wants, even if she is tired."
33. I - "Unless the car didn't start, we would be late."
Explanation: Double negative "didn't" and "unless" makes the sentence incorrect.
Correct: "Unless the car starts, we will be late."
34. I - "Wherever you will go, I will follow."
Explanation: "Will go" is incorrect in this type of sentence. It should be the base form "go."
Correct: "Wherever you go, I will follow."
35. I - "I didn't knew about the meeting yesterday."
Explanation: "Knew" should be "know" in the past tense construction with "didn't."
Correct: "I didn't know about the meeting yesterday."
36. I - "The kids were playing outside until it starts raining."
Explanation: "Starts" should be "started" to match the past tense.
Correct: "The kids were playing outside until it started raining."
37. I - "Even though she studying hard, she didn't pass the exam."
Explanation: "Studying" should be "was studying" for the correct tense.

- Correct:** "Even though she was studying hard, she didn't pass the exam."
38. **I** - "If he would have studied, he would have passed the test."
Explanation: "Would have studied" is incorrect. Use "had studied" for past conditionals.
Correct: "If he had studied, he would have passed the test."
39. **C** - "The team practiced every day until they won the championship."
Explanation: This sentence is correct. It uses the past simple tense for two actions happening in sequence.
40. **C** - "If it rains tomorrow, we will cancel the picnic."
Explanation: This sentence is correct. It uses the first conditional correctly: "if" + present simple, "will" + base verb.
41. **C** - "While I was waiting for the bus, I met an old friend."
Explanation: This sentence is correct. The past continuous tense ("was waiting") is used for the action that was happening when another action ("met") occurred.
42. **I** - "She talks as if she knows everything, but she don't."
Explanation: "Don't" should be "doesn't" to agree with the singular subject "she."
Correct: "She talks as if she knows everything, but she doesn't."
43. **I** - "He would be happy if he passes the test tomorrow."
Explanation: In the conditional sentence, use the base form of the verb "pass" (not "passes").
Correct: "He would be happy if he passed the test tomorrow."
44. **I** - "We won't leave until you finishes your homework."
Explanation: "Finishes" should be "finish" to agree with the subject "you."
Correct: "We won't leave until you finish your homework."
45. **I** - "She will join us wherever she will be ready."
Explanation: "Will be ready" should be in the simple present

tense "is ready" in this context.

Correct: "She will join us whenever she is ready."

46. I - "If I would have known about the party, I would come."

Explanation: "Would have known" should be "had known" for the past perfect form.

Correct: "If I had known about the party, I would have come."

47. C - "If you study hard, you will pass the test."

Explanation: This sentence is correct. It uses the first conditional correctly: "if" + present simple, "will" + base verb.

48. C - "After he finishes his lunch, he will go for a walk."

Explanation: This sentence is correct. It uses the present simple ("finishes") after "after" to indicate future actions.

49. C - "No one can enter the building unless they show their ID."

Explanation: This sentence is correct. The sentence uses "unless" properly to express a condition.

50. C - "She asked me where I wanted to go for dinner."

Explanation: This sentence is correct. It uses indirect speech correctly with "asked" in the past and the appropriate verb tense ("wanted").

1.10.

EXERCISES FOR SKILLS 6 – 8

1. QUESTION The new software is so user-friendly, _____ its popularity among non-technical users.
(A) that
(B) which
(C) so
(D) because
2. The children were told not to play outside, _____ it started raining.
(A) because
(B) as
(C) when
(D) so
3. The report, _____ by the research team, will be available next month.
(A) written
(B) which written
(C) it written
(D) having written
4. The museum is hosting an exhibit _____ the history of the ancient civilization.
(A) that
(B) about

- (C) on
(D) by
5. Although the project was difficult, she _____ managed to complete it on time.
(A) barely
(B) hardly
(C) certainly
(D) successfully
6. The artist's work was exhibited in several countries, _____ it became widely known.
(A) because
(B) and
(C) where
(D) so
7. The manager decided to address the problem, _____ to escalate any further.
(A) before it had
(B) if it would
(C) when it
(D) once it has
8. The committee will discuss the proposal _____ it receives approval from the finance department.
(A) after
(B) unless
(C) although
(D) since
9. The company has been successful, _____ it has maintained high standards of quality.
(A) because
(B) since
(C) if
(D) even though

10. The new laws will be effective from January, _____ they are passed by the parliament.
(A) provided that
(B) despite
(C) whereas
(D) although
11. The team decided to extend the project deadline _____ additional resources were allocated.
(A) because
(B) as
(C) when
(D) until
12. She could not attend the meeting _____ her prior commitment.
(A) because
(B) due to
(C) since
(D) in spite of
13. _____ his busy schedule, he always makes time for his family.
(A) Despite
(B) Due to
(C) Because of
(D) Although
14. The university's program is designed to help students develop skills _____ will benefit them in their future careers.
(A) what
(B) who
(C) that
(D) where
15. The proposal was rejected, _____ it lacked sufficient evidence to support its claims.
(A) even though

- (B) unless
(C) because
(D) so
16. The new product is expected to perform well in the market, _____ its high quality and unique features.
(A) because of
(B) despite
(C) unless
(D) although
17. The professor's lecture was long, _____ most students found it informative.
(A) however
(B) although
(C) so
(D) yet
18. She has been working for the company _____ 2015.
(A) for
(B) since
(C) during
(D) until
19. If you _____ the instructions carefully, you would have avoided making mistakes.
(A) follow
(B) had followed
(C) have followed
(D) would follow
20. The results of the experiment were not surprising, _____ they confirmed the hypothesis.
(A) and
(B) but
(C) for
(D) so

21. The teacher asked the students to submit their assignments _____ the deadline.
- (A) before
 - (B) after
 - (C) until
 - (D) since
22. _____ the rain, the match continued as planned.
- (A) Because
 - (B) Even though
 - (C) Although
 - (D) Due to
23. The new employee, _____ the necessary experience, was hired immediately.
- (A) which has
 - (B) who has
 - (C) having
 - (D) who have
24. The scientist presented a new theory _____ it was met with skepticism.
- (A) although
 - (B) despite
 - (C) if
 - (D) since
25. _____ the package arrives, we will proceed with the shipment.
- (A) Once
 - (B) As
 - (C) Since
 - (D) Although
26. The project was delayed _____ a shortage of materials.
- (A) because
 - (B) due to

- (C) since
(D) in spite of
27. The professor explained the theory in detail, _____ it became clearer to the students.
(A) so
(B) because
(C) but
(D) as
28. _____ the proposal is approved, we can move forward with the plans.
(A) If
(B) Unless
(C) Since
(D) As
29. The manager was pleased with the report, _____ it was well-researched and thorough.
(A) in that
(B) for
(C) although
(D) because
30. The car broke down again, _____ we missed the meeting.
(A) so
(B) although
(C) therefore
(D) but
31. The meeting was postponed _____ several members were absent.
(A) although
(B) because
(C) since
(D) in spite of
32. The new employee is quite competent, _____ she still needs to adjust to the company's culture.

- (A) but
(B) therefore
(C) although
(D) because
33. The students performed well on the test, _____ they had studied diligently.
(A) because
(B) despite
(C) since
(D) although
34. _____ the high demand for the product, the company has decided to increase production.
(A) Due to
(B) In spite of
(C) Because of
(D) Although
35. The conference will be held in New York, _____ it was previously scheduled in London.
(A) even though
(B) because
(C) since
(D) despite
36. The speaker's presentation was clear and concise, _____ it captured the audience's attention.
(A) so
(B) for
(C) because
(D) although
37. The committee is discussing the proposal _____ a final decision will be made.
(A) and
(B) before

- (C) until
(D) when
38. The new regulations require all employees _____ a training session before starting work.
(A) attending
(B) to attend
(C) attended
(D) attend
39. The professor advised the students _____ the textbook thoroughly before the exam.
(A) read
(B) to read
(C) reading
(D) readed
40. _____ your contributions, the project would not have been completed on time.
(A) Without
(B) Because
(C) Since
(D) Despite
41. The team worked hard _____ they could finish the task ahead of schedule.
(A) because
(B) so that
(C) although
(D) even though
42. The book provides a comprehensive overview _____ the history of art.
(A) on
(B) about
(C) of
(D) with

43. The new policy will be implemented next month, _____ it requires approval from the board.
(A) although
(B) even though
(C) unless
(D) provided that
44. The weather was perfect for the outdoor event, _____ it was postponed due to unforeseen circumstances.
(A) however
(B) despite
(C) because
(D) so
45. The students were excited to attend the concert, _____ they had been planning for weeks.
(A) as
(B) since
(C) because
(D) even though
46. The professor explained the concept _____ it was difficult for some students to understand.
(A) even though
(B) because
(C) although
(D) so
47. The volunteers worked tirelessly, _____ they finished the project ahead of time.
(A) so
(B) yet
(C) although
(D) but
48. _____ the professor is on vacation, the class will be rescheduled.
(A) Since

- (B) Although
(C) If
(D) Because
49. The company is looking for candidates _____ possess strong leadership skills.
(A) which
(B) who
(C) whom
(D) whose
50. The research team is gathering data _____ they can analyze it and draw conclusions.
(A) so
(B) that
(C) in order to
(D) for

1.10.1. ANSWERS

1. (A) **that**
Explanation: "So...that" is a common structure to show cause and effect. The sentence implies that the software is user-friendly **so that** it is popular.
2. (C) **when**
Explanation: "When" is used to indicate the point in time when the children were told not to play, which happened at the same time as the rain started.
3. (A) **written**
Explanation: The past participle "written" is needed to form the passive voice, indicating the report was created by the research team.
4. (C) **on**
Explanation: The correct preposition is "on" when referring to the subject of an exhibit (e.g., an exhibit on the history of something).
5. (D) **successfully**
Explanation: "Successfully" is the most appropriate adverb here, showing that despite the difficulty, she managed to complete the task.
6. (D) **so**
Explanation: "So" shows the result of the action — the artist's work being exhibited led to it becoming widely known.
7. (A) **before it had**
Explanation: "Before it had" indicates that the manager decided to address the problem **before** it escalated.
8. (A) **after**
Explanation: "After" is used to show that the committee will discuss the proposal **once** they receive approval.
9. (D) **even though**
Explanation: "Even though" introduces a contrast; the company has been successful **despite** challenges.
10. (A) **provided that**
Explanation: "Provided that" is used to introduce a condition

- the new laws will be effective **if** they are passed by parliament.
11. (C) **when**
Explanation: "When" shows the time the deadline was extended, contingent on the allocation of resources.
 12. (B) **due to**
Explanation: "Due to" is the correct phrase to indicate the reason she could not attend the meeting.
 13. (A) **Despite**
Explanation: "Despite" introduces a contrast, showing that **despite** his busy schedule, he always makes time for family.
 14. (C) **that**
Explanation: "That" is the correct relative pronoun, introducing the clause explaining which skills the program aims to develop.
 15. (A) **even though**
Explanation: "Even though" shows a contrast between the proposal being rejected **despite** its lack of sufficient evidence.
 16. (A) **because of**
Explanation: "Because of" is used to indicate the reason why the product is expected to perform well — its quality and features.
 17. (D) **yet**
Explanation: "Yet" is used to show a contrast: the lecture was long **yet** it was informative.
 18. (B) **since**
Explanation: "Since" is used to show the starting point of the action, indicating she has been working there from **2015**.
 19. (B) **had followed**
Explanation: The correct form is the past perfect ("had followed") because it's used for a hypothetical situation in the past.
 20. (D) **so**
Explanation: "So" indicates a result. The experiment results were not surprising **so** they confirmed the hypothesis.

21. (A) **before**
Explanation: "Before" is used to specify that the assignments should be submitted **before** the deadline.
22. (C) **Although**
Explanation: "Although" is used to show a contrast. The match continued **although** it was raining.
23. (D) **who have**
Explanation: "Who have" is correct because it refers to the new employee who has experience. "Having" is incorrect as it needs a subject.
24. (A) **although**
Explanation: "Although" shows a contrast: the scientist presented a new theory **although** it was met with skepticism.
25. (A) **Once**
Explanation: "Once" indicates that the action will happen as soon as the package arrives.
26. (B) **due to**
Explanation: "Due to" is used for expressing reasons, indicating that the delay was **because of** a shortage of materials.
27. (A) **so**
Explanation: "So" indicates a cause-and-effect relationship. The professor explained the theory **so** it became clearer.
28. (A) **If**
Explanation: "If" is used to introduce a condition for moving forward with the plans once the proposal is approved.
29. (D) **because**
Explanation: "Because" shows the reason the manager was pleased with the report — it was well-researched.
30. (A) **so**
Explanation: "So" introduces the result — the car breaking down caused them to miss the meeting.
31. (B) **because**
Explanation: "Because" is used to show the reason the meeting was postponed — members were absent.

32. (C) **although**
Explanation: "Although" introduces a contrast — the new employee is competent **although** she still needs to adjust.
33. (D) **although**
Explanation: "Although" is correct to show a contrast — they performed well **although** they studied diligently.
34. (C) **Because of**
Explanation: "Because of" is used to indicate the reason for increasing production — the high demand.
35. (A) **even though**
Explanation: "Even though" introduces a contrast — the conference will be held in New York **even though** it was initially scheduled for London.
36. (A) **so**
Explanation: "So" introduces a result: the presentation was clear **so** it captured the audience's attention.
37. (D) **when**
Explanation: "When" is used to indicate the time frame for discussing the proposal — once a final decision is made.
38. (B) **to attend**
Explanation: "To attend" is the correct infinitive form, indicating what the employees are required to do before starting work.
39. (B) **to read**
Explanation: "To read" is the correct infinitive, indicating the professor's advice to the students.
40. (A) **Without**
Explanation: "Without" is used to show the absence of something — the project wouldn't have been completed **without** your contributions.
41. (B) **so that**
Explanation: "So that" introduces purpose — the team worked hard **so that** they could finish early.
42. (C) **of**
Explanation: "Of" is the correct preposition for showing the content or subject of the overview.

43. (D) **provided that**

Explanation: "Provided that" introduces a condition, showing that the policy will be implemented if it gets approval.

44. (A) **however**

Explanation: "However" introduces a contrast — despite perfect weather, the event was postponed.

45. (D) **even though**

Explanation: "Even though" introduces a contrast, showing that the students were excited **even though** the event had been planned for weeks.

46. (C) **although**

Explanation: "Although" introduces a contrast — the concept was difficult **although** it was explained.

47. (A) **so**

Explanation: "So" indicates a result — the volunteers worked tirelessly **so** they finished the project ahead of time.

48. (C) **If**

Explanation: "If" introduces a condition — the class will be rescheduled if the professor is on vacation.

49. (B) **who**

Explanation: "Who" is used for people and refers to candidates possessing leadership skills.

50. (C) **in order to**

Explanation: "In order to" is used to indicate purpose — the team is gathering data **in order to** analyze it.

1.11.

EXERCISES FOR SKILLS 1 – 8

1.11.1. QUESTIONS

1. The company's new product line _____ a wide range of consumers, from young adults to retirees.
(A) appeal
(B) appeals to
(C) it appeals
(D) to appeal to
2. _____ the environmental impact of the project, the company has taken steps to reduce its carbon footprint.
(A) Although
(B) However
(C) In order to
(D) Because of
3. The meeting was postponed _____ the urgent matters that arose at the last minute.
(A) in spite
(B) because of
(C) due
(D) for
4. In recent years, _____ in the price of crude oil has impacted the global economy.
(A) increasing

- (B) an increase
(C) to increase
(D) increases
5. As a member of the research team, she _____ the findings at the annual conference last year.
(A) presented
(B) presenting
(C) to present
(D) was presented
6. The speaker's main point, _____ was unclear to many in the audience, was about climate change.
(A) which
(B) that
(C) what
(D) who
7. By the time the meeting ended, the new policy _____ discussed in great detail.
(A) had been
(B) has been
(C) is
(D) will have
8. The university _____ offering scholarships to students from underrepresented backgrounds.
(A) is
(B) was
(C) has been
(D) were
9. The team could not proceed with the research _____ all the required data was collected.
(A) until
(B) before
(C) since
(D) despite

10. If you _____ the necessary instructions, you would have completed the task successfully.
- (A) follow
 - (B) followed
 - (C) had followed
 - (D) follows
11. The company has hired a new marketing team _____ to develop a more effective advertising strategy.
- (A) that
 - (B) in order
 - (C) for
 - (D) so
12. The manager would prefer if the meeting _____ after lunch.
- (A) hold
 - (B) held
 - (C) will be held
 - (D) is held
13. The local government is working on an initiative _____ increase access to public transportation.
- (A) that
 - (B) it
 - (C) which
 - (D) for
14. The concert was canceled _____ bad weather, but it will be rescheduled for later this year.
- (A) because
 - (B) despite
 - (C) since
 - (D) due to
15. In the last decade, there _____ a dramatic improvement in healthcare services.
- (A) has been

- (B) were
(C) is
(D) have been
16. As the population of the city continues to grow, _____ demand for affordable housing.
(A) increasing
(B) the increased
(C) increases
(D) an increase
17. The software developer _____ the system to ensure it meets the highest security standards.
(A) updated
(B) is updating
(C) has updated
(D) updates
18. The city plans to introduce a new recycling program _____ the next few months.
(A) for
(B) in
(C) during
(D) after
19. The meeting was held _____ the presence of the project's key stakeholders.
(A) with
(B) in
(C) during
(D) by
20. _____ the weather, the event will be held outdoors as scheduled.
(A) Despite
(B) In spite
(C) Although
(D) Due to

21. _____ the challenges, the team completed the project on time.
- (A) Despite
 - (B) Due
 - (C) Because of
 - (D) For
22. The scientist _____ a new theory that challenges existing beliefs about the origin of the universe.
- (A) proposes
 - (B) has proposed
 - (C) proposed
 - (D) is proposing
23. The city council _____ a public meeting next week to discuss the new zoning law.
- (A) has scheduled
 - (B) is scheduling
 - (C) schedule
 - (D) scheduled
24. The new software _____ to improve efficiency in data processing.
- (A) is designed
 - (B) designed
 - (C) is designing
 - (D) designs
25. If the CEO _____ the proposal, the company will move forward with the new initiative.
- (A) approves
 - (B) approved
 - (C) has approved
 - (D) will approve
26. _____ it was raining, the students continued to work outside.
- (A) Although

- (B) Because
(C) Despite
(D) Even
27. The library offers a variety of services _____ improve students' research skills.
(A) which
(B) that
(C) to
(D) for
28. The new tax law _____ significant changes to how businesses report their income.
(A) introduces
(B) is introducing
(C) introduced
(D) will introduce
29. The report will be finalized _____ all the data is reviewed and analyzed.
(A) after
(B) before
(C) until
(D) once
30. The professor explained the concept in detail, _____ some students still had difficulty understanding it.
(A) so
(B) because
(C) but
(D) although
31. _____ they were not prepared for the presentation, the team managed to impress the client.
(A) Although
(B) Despite
(C) Even though
(D) In spite

32. The engineer designed the machine _____ it could handle extreme temperatures.
(A) so
(B) in order
(C) to
(D) that
33. The company plans to introduce a new marketing strategy _____ improving sales.
(A) which
(B) for
(C) to
(D) so
34. The museum _____ an exhibit showcasing ancient artifacts from Egypt.
(A) has
(B) has been
(C) is
(D) was
35. The director _____ the staff to complete the report by the end of the week.
(A) requested
(B) is requesting
(C) request
(D) requests
36. The airline's new policy _____ passengers to cancel or reschedule their flights without a fee.
(A) allows
(B) is allowed
(C) allowed
(D) allow
37. _____ the company's profits, the board members decided to reinvest in new technologies.
(A) Seeing

- (B) Seen
(C) To see
(D) Seen as
38. _____ the construction project will be completed next year, it may be delayed due to unforeseen circumstances.
(A) While
(B) Although
(C) Even though
(D) As
39. _____ the concert tickets were expensive, they sold out within hours of being released.
(A) Although
(B) Even though
(C) Because
(D) In spite of
40. The team, _____ had been working on the project for months, finally presented their findings.
(A) who
(B) whom
(C) whose
(D) which
41. The article _____ more information on how to reduce carbon emissions.
(A) provides
(B) providing
(C) provided
(D) will provide
42. The new software update _____ to improve user experience and interface.
(A) is designed
(B) was designed
(C) designs
(D) designed

43. The meeting room is not available _____ a large conference is being held at the same time.
(A) since
(B) because
(C) as
(D) despite
44. _____ the announcement, the employees were able to adjust their schedules accordingly.
(A) Upon
(B) While
(C) Since
(D) Although
45. The store offers a variety of products _____ to meet the needs of all customers.
(A) designed
(B) that design
(C) designing
(D) designed
46. The research team _____ that the climate change models need further refinement.
(A) believes
(B) believed
(C) is believing
(D) has believed
47. _____ the new security measures, access to the building is restricted after hours.
(A) Despite
(B) Due to
(C) In spite
(D) Because of
48. The survey results _____ to be analyzed before the final report can be submitted.
(A) need

- (B) are needing
 - (C) needs
 - (D) needed
49. _____ the challenges, the volunteers were able to complete the task on time.
- (A) Despite
 - (B) Even
 - (C) Because
 - (D) Although
50. The university _____ a range of extracurricular activities to enhance students' learning experiences.
- (A) offers
 - (B) offering
 - (C) offered
 - (D) is offering

1.11.2. ANSWERS

1. The company's new product line _____ a wide range of consumers, from young adults to retirees.

Answer: (B) appeals to

Explanation: The verb "appeals" needs to be followed by "to" to indicate the target audience. "Appeals to" means it attracts or interests a group of people.

2. _____ the environmental impact of the project, the company has taken steps to reduce its carbon footprint.

Answer: (C) In order to

Explanation: "In order to" is used to express the purpose or reason for an action, which is to reduce the environmental impact.

3. The meeting was postponed _____ the urgent matters that arose at the last minute.

Answer: (B) because of

Explanation: "Because of" is used to show the reason for something, in this case, the urgent matters that caused the delay.

4. In recent years, _____ in the price of crude oil has impacted the global economy.

Answer: (B) an increase

Explanation: "An increase" is the correct noun form to describe the change in price. "Increasing" would be incorrect here because it's not used as a noun.

5. As a member of the research team, she _____ the findings at the annual conference last year.

Answer: (A) presented

Explanation: "Presented" is the past tense of "present," indicating that she did it last year.

6. The speaker's main point, _____ was unclear to many in the audience, was about climate change.

Answer: (A) which

Explanation: "Which" refers to the main point in the sentence. It introduces additional information (that it was unclear).

7. By the time the meeting ended, the new policy _____ discussed in great detail.

Answer: (A) had been

Explanation: The past perfect passive "had been discussed" is correct because it shows that the policy was discussed before the meeting ended.

8. The university _____ offering scholarships to students from underrepresented backgrounds.

Answer: (C) has been

Explanation: "Has been" is the correct tense to show an ongoing action that started in the past and continues into the present.

9. The team could not proceed with the research _____ all the required data was collected.

Answer: (A) until

Explanation: "Until" shows that the action of proceeding with research was delayed until the data collection was completed.

10. If you _____ the necessary instructions, you would have completed the task successfully.

Answer: (C) had followed

Explanation: "Had followed" is the correct past perfect form because it refers to a hypothetical situation in the past.

11. The company has hired a new marketing team _____ to develop a more effective advertising strategy.

Answer: (B) in order

Explanation: "In order to" expresses purpose, showing why the team was hired (to develop the strategy).

12. The manager would prefer if the meeting _____ after lunch.

Answer: (B) held

Explanation: "Held" is the past tense of "hold" in this context, expressing a preference about a future event.

13. The local government is working on an initiative _____ increase access to public transportation.

Answer: (A) that

Explanation: "That" is used to introduce a relative clause giving more information about the initiative.

14. The concert was canceled _____ bad weather, but it will be rescheduled for later this year.

Answer: (D) due to

Explanation: "Due to" is used to show the reason for the concert being canceled, in this case, the bad weather.

15. In the last decade, there _____ a dramatic improvement in healthcare services.

Answer: (A) has been

Explanation: "Has been" is the correct form because it refers to a situation that started in the past and continues into the present.

16. As the population of the city continues to grow, _____ demand for affordable housing.

Answer: (C) increases

Explanation: "Increases" is the correct verb form here because it shows that the demand continues to grow as the population increases.

17. The software developer _____ the system to ensure it meets the highest security standards.

Answer: (D) updates

Explanation: "Updates" is the correct present tense verb to indicate the ongoing action of the developer maintaining the system.

18. The city plans to introduce a new recycling program _____ the next few months.

Answer: (B) in

Explanation: "In" is used to indicate the time frame in which the program will be introduced.

19. The meeting was held _____ the presence of the project's key stakeholders.

Answer: (A) with

Explanation: "With" is used to show that the meeting occurred in the company of the stakeholders.

20. _____ the weather, the event will be held outdoors as scheduled.

Answer: (C) Although

Explanation: "Although" is used to introduce a contrast, implying that despite the weather, the event will happen as planned.

21. _____ the challenges, the team completed the project on time.

Answer: (A) Despite

Explanation: "Despite" is used to show that the team completed the project despite the challenges.

22. The scientist _____ a new theory that challenges existing beliefs about the origin of the universe.

Answer: (C) proposed

Explanation: "Proposed" is the past tense of "propose," which fits the context of something that happened in the past.

23. The city council _____ a public meeting next week to discuss the new zoning law.

Answer: (A) has scheduled

Explanation: "Has scheduled" is the correct tense to show that the meeting has already been planned.

24. The new software _____ to improve efficiency in data processing.

Answer: (A) is designed

Explanation: "Is designed" indicates the intended purpose of the software in a passive construction.

25. If the CEO _____ the proposal, the company will move forward with the new initiative.

Answer: (A) approves

Explanation: "Approves" is the correct verb form in the present tense to express a condition for future action.

26. _____ it was raining, the students continued to work outside.

Answer: (A) Although

Explanation: "Although" is used to show a contrast, indicating that despite the rain, the students continued working.

27. The library offers a variety of services _____ improve students' research skills.

Answer: (C) to

Explanation: "To" is used to express purpose, showing that the services are meant to improve research skills.

28. The new tax law _____ significant changes to how businesses report their income.

Answer: (A) introduces

Explanation: "Introduces" is the correct present tense verb, indicating that the changes are part of the new tax law.

29. The report will be finalized _____ all the data is reviewed and analyzed.

Answer: (D) once

Explanation: "Once" is used to show that the finalization will happen after the data review and analysis.

30. The professor explained the concept in detail, _____ some students still had difficulty understanding it.

Answer: (D) although

Explanation: "Although" is used to introduce a contrast, showing that despite the explanation, some students still had trouble.

31. _____ they were not prepared for the presentation, the team managed to impress the client.

Answer: (C) Even though

Explanation: "Even though" is used to introduce a contrast, showing that despite being unprepared, the team succeeded.

32. The engineer designed the machine _____ it could handle extreme temperatures.

Answer: (C) to

Explanation: "To" is used to express purpose, showing that the machine was designed to handle extreme temperatures.

33. The company plans to introduce a new marketing strategy _____ improving sales.

Answer: (C) to

Explanation: "To" is used to express the purpose of introducing the marketing strategy, which is to improve sales.

34. The museum _____ an exhibit showcasing ancient artifacts from Egypt.
Answer: (C) is
Explanation: "Is" is the correct present tense form to indicate the current status of the exhibit.
35. The director _____ the staff to complete the report by the end of the week.
Answer: (A) requested
Explanation: "Requested" is the past tense verb indicating that the director made the request in the past.
36. The airline's new policy _____ passengers to cancel or reschedule their flights without a fee.
Answer: (A) allows
Explanation: "Allows" is the correct present tense verb to indicate that the policy enables passengers to reschedule without fees.
37. _____ the company's profits, the board members decided to reinvest in new technologies.
Answer: (A) Seeing
Explanation: "Seeing" is used to indicate the board's action based on the observation of the profits.
38. _____ the construction project will be completed next year, it may be delayed due to unforeseen circumstances.
Answer: (A) While
Explanation: "While" is used to introduce a contrast between the planned completion and the possibility of delay.
39. _____ the concert tickets were expensive, they sold out within hours of being released.
Answer: (B) Even though
Explanation: "Even though" shows the contrast between the high price of the tickets and their quick sellout.
40. The team, _____ had been working on the project for months, finally presented their findings.
Answer: (A) who
Explanation: "Who" is used to refer to people (the team) in the sentence.

41. The article _____ more information on how to reduce carbon emissions.

Answer: (A) provides

Explanation: "Provides" is the correct present tense verb, indicating the article's current content.

42. The new software update _____ to improve user experience and interface.

Answer: (A) is designed

Explanation: "Is designed" is used to indicate the purpose of the software update.

43. The meeting room is not available _____ a large conference is being held at the same time.

Answer: (B) because

Explanation: "Because" shows the reason why the meeting room is unavailable.

44. _____ the announcement, the employees were able to adjust their schedules accordingly.

Answer: (A) Upon

Explanation: "Upon" is used to indicate that the employees acted immediately after the announcement.

45. The store offers a variety of products _____ to meet the needs of all customers.

Answer: (D) designed

Explanation: "Designed" is the correct past participle form to describe the purpose of the products.

46. The research team _____ that the climate change models need further refinement.

Answer: (A) believes

Explanation: "Believes" is the correct present tense verb, indicating the research team's current opinion.

47. _____ the new security measures, access to the building is restricted after hours.

Answer: (B) Due to

Explanation: "Due to" shows that the security measures are the reason access is restricted.

48. The survey results _____ to be analyzed before the final report can be submitted.

Answer: (A) need

Explanation: "Need" is the correct verb form to indicate necessity.

49. _____ the challenges, the volunteers were able to complete the task on time.

Answer: (A) Despite

Explanation: "Despite" is used to show that the volunteers succeeded even though there were challenges.

50. The university _____ a range of extracurricular activities to enhance students' learning experiences.

Answer: (A) offers

Explanation: "Offers" is the correct present tense verb to indicate the university's current provision of extracurricular activities.

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"RESILIENCE IN RHYME: THE JOURNEY OF ANTON"

Muhammad Hadi Kurnia, known as Anton far and wide,
Was born in Bojonegoro, where dreams reside.
Raised in Jepara, by the shores and the breeze,
His journey unfolds like the rustling seas.

He began with numbers, in Statistics he delved,
But soon Biotechnology his heart compelled.
From University halls where he first took his stride,
To Brawijaya's campus, where his passions aligned.
In 2022, his dreams crossed the ocean's expanse,
To Taiwan's bright halls, in a Double Degree dance.

Yet life, as it does, had its storms to bestow,
With trials that challenged his spirit to grow.
In 2017, the world dimmed its light,
When his brother Huda took his final flight.
From this sorrow emerged a struggle profound,
As Bipolar Disorder's grip tightly wound.

Through Depression's depths, where no food could be taken,
And Manic heights where stability was shaken,
Anton pressed pause, took semesters away,
But vowed to return stronger each day.

A master of English, his scores proudly gleam,
653 on TOEFL, a linguist supreme.
C2 on EF SET in twenty twenty-four,

Each word a testament to what he stands for.
From Nigeria, the USA, and lands far and near,
Friends shaped his skills, made his purpose clear.
Pakistan, India, Tanzania's embrace,

South Korea, Eswatini—every culture, a trace.
With stories exchanged, and connections profound,
In the world's rich mosaic, his soul is unbound.

Not stopping at English, he seeks even more,
With Mandarin and Arabic, new tongues to explore.
A hyper-polyglot—his ultimate quest,
To travel the globe and give learning his best.

In *TOEFL Mastery*, his passion is clear,
A gift to the world, free for all to endear.
Inspired by Longman, a beacon of light,
For learners to conquer their own TOEFL fight.

Anton's life is a poem, its verses profound,
Of resilience, ambition, and purpose unbound.
Through struggles and triumphs, his message takes flight,
That even in darkness, there's always a light.

So heed his words, let his story inspire,
To dream ever higher, and to never tire.
For in every challenge, a treasure you'll find,
The strength of the heart, and the power of the mind.

ABOUT THE AUTHOR



Muhammad Hadi Kurnia, fondly known as Anton, was born in Bojonegoro on the year 2000 and raised in the charming coastal town of Jepara. His life's journey is as vibrant and profound as the cultures that shaped him. From the serene halls of Bangsri Elementary to the bustling cities of Semarang and Jepara for his secondary education, Anton's path has been one of discovery and determination.

His academic pursuit began in Statistics at the University of Muhammadiyah Semarang, but his heart found its true calling in Biotechnology, leading him to the University of Brawijaya. In 2022, Anton's thirst for knowledge took him across the seas to Taiwan, where he embarked on a Double Degree program at National Pingtung University of Science and Technology. His ambition soared, but life had its trials in store.

The challenges Anton faced were profound. Diagnosed with Bipolar Disorder in 2017, shortly after the heartbreaking loss of his younger brother, Huda, he experienced the depths of Depression and the intense peaks of Mania. These phases, marked by days of silence and nights of restlessness, forced him to pause his studies for three semesters. Yet, Anton's spirit is one that rises, stronger

after every fall. Now in his 12th semester, he continues his journey with unwavering resolve, determined to complete what he started.

Anton's linguistic prowess stands as one of his greatest achievements. In 2021, he attained a remarkable TOEFL ITP score of 653 out of 677, perfecting Listening and Reading. By 2024, his EF SET score of C2 solidified his mastery of English. These milestones were not achieved alone; they were shaped by friendships that span the globe. From Nigeria to the USA, Pakistan to India, China to South Korea, and countless other countries, each connection added a thread to the rich tapestry of Anton's linguistic journey.



His passion for languages doesn't stop at English. Anton is diligently learning Mandarin Chinese and Arabic, with dreams of becoming a hyper-polyglot. He envisions a future where he travels the world, not just to see its wonders but to build bridges of understanding, share knowledge, and inspire others.

This passion for education and empowerment culminated in *TOEFL Mastery*, a labor of love inspired by Deborah Phillips' *Longman Preparation Course for the TOEFL*. True to Anton's belief that knowledge should be a gift for all, the book is offered freely to learners worldwide. It is more than a guide; it is a beacon for those navigating the challenges of language learning.

Through his trials and triumphs, Anton's story is a testament to the strength of the human spirit. His journey reminds us that even in life's darkest moments, there is light to be found, lessons to be learned, and dreams to be realized. His life and work stand as an inspiration, urging us all to rise above and embrace the transformative power of education and resilience.