

VOCABULARY WORKBOOK

**CHECK YOUR ENGLISH
VOCABULARY FOR**

TOEIC

Rawdon Wyatt



All you need to pass your exams

CHECK YOUR ENGLISH VOCABULARY FOR

TOEIC®

by

Rawdon Wyatt

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Introduction

This book has been written for anyone who is planning to take the TOEIC®, and who wants to practice and develop their vocabulary. A greater command of vocabulary is one of the key factors that will help you raise your TOEIC® score.

You should not go through the exercises in this book mechanically. It is better to choose areas that you are unfamiliar with, or areas that are of specific interest or importance to you.

Each exercise is accompanied by a full answer key at the back of the book. This key also gives you other information about particular vocabulary items (for example, words with similar meanings, alternative words and expressions, etc.) that are not covered in the exercises themselves.

When you are doing the tasks in this book, look at the instructions carefully to make sure you understand what to do, then read through the text / questions first before attempting the exercises. This is a useful 'skimming' technique that you should also use when you are doing the TOEIC® itself.

We recommend that you have a good dictionary with you, and refer to it when necessary. However, always try to do the exercises *without* a dictionary first, and then use a dictionary to check anything that you are not sure of.

It is very important to keep a record of new words and expressions that you learn, and review these on a regular basis so that they become a part of your 'active' vocabulary. Unless you are taking the TOEIC® Test of Spoken English, the TOEIC® is an exam which tests your language *recognition* skills rather than your language *production* skills. However, if you familiarize yourself with the vocabulary in the book by reviewing it and then trying to use it in your written and spoken English on a regular basis, you will be in a better position to recognize it if and when it comes up in the exam.

No vocabulary book can possibly contain all of the words and expressions that you are likely to come across in the TOEIC®, so it is important that you acquire new vocabulary from other sources. Try to read as much as possible from a different variety of authentic reading materials (books, newspapers, journals, magazines, etc.), and familiarize yourself with spoken English by listening to English-language radio stations and watching English-language movies and television programs whenever possible.

Try to get plenty of exam practice before you do the exam itself, so that you become familiar with the format. There are several books, courses and other publications that will help you. Barron's *How to prepare for the TOEIC®* (ISBN 0 7641 7514 9), which contains lots of helpful advice as well as complete model tests, is particularly useful.

We hope you enjoy doing the exercises in this book and that they help you to practice and develop the vocabulary that you need. Good luck in the TOEIC®!

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Changes 1

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

amended	broaden	build up	considerable growth	constant rise	cuts
deterioration	downsizing	downward trend	dramatic increase	expansion	
fluctuated	general improvement	marked progress	narrow	narrowing	
phased in	phased out	reduce	relaxation	restructure	sharp decline / fall
slipped	steady decrease	streamline	strengthening	tightening up	
	upgrade	upward trend	weakening	widening	

1. Last year, 33% of the population worked in secondary industries and 48% worked in the tertiary sector. This year, the figures are 27% and 53% respectively.
There has been a _____ of the gap between those working in different sectors of the economy.
2. Last year, the overseas market accounted for 60% of our sales. This year, it only accounts for about 15%.
There has been a _____ in overseas sales figures in the last year.
3. People can afford to buy more and live more comfortably than they could twenty years ago.
There has been a _____ in the standard of living.
4. Because our company is bigger now than it was two years ago, we need to recruit more employees.
Because of company _____ over the last two years, we need more workers.
5. American travelers abroad have discovered that they can buy more foreign currency with their dollar.
There has been a _____ of the dollar.
6. It is now much harder to import goods into the country than it was a few years ago.
There has been a _____ of border controls for imports.
7. In 2002 inflation was running at about 4%, in 2003 it was 4.5%, in 2004 it was 5% and in 2005 it was 5.5%.
Between 2002 and 2005, there was a _____ in the rate of inflation.
8. Last year, the company employed 200 people. This year it now has over 1000 employees.
There has been a _____ in the number of employees working for the company.
9. Unemployment figures have dropped by about 2% every year for the last four years.
There has been a _____ in unemployment figures over the last four years.
10. Over the next few years, some management positions in the company will be gradually removed.
Some management positions will be _____ over the next few years.

-
-
11. Because of forecasts for high demand in the future, we need to increase our stocks.
We need to _____ our stocks to cope with future demand.
 12. The government will spend less on the welfare system next year.
There are going to be _____ in welfare spending next year.
 13. Public services are less reliable now than they were five years ago.
There has been a _____ in public services reliability over the last five years.
 14. Nowadays, more and more people are traveling abroad for business and pleasure.
There has been _____ in the overseas travel market.
 15. Compared with five years ago, more people are shopping in out-of-town malls than in local stores.
There has been an _____ in the number of people shopping in out-of-town malls.
 16. Unless your work visibly improves, we will have to recommend a transfer to another department.
We need to see some _____ in your work, or we will recommend a departmental transfer.
 17. Young Americans want to travel, meet new people and see more of the world than their parents and grandparents did.
Young Americans want to _____ their horizons.
 18. Over the next two months, we plan to make our office computers faster and more efficient.
Over the next two months, we plan to _____ our office computers.
 19. We are trying to make the accounting system simpler and more efficient.
We are trying to _____ the accounting system.
 20. Making the company smaller by making a lot of staff members redundant has made it much more profitable than it was before.
_____ the company has made it much more profitable than it was before.
 21. Standards of service have gone down recently, and as a result we have lost a lot of customers.
Standards of service have _____ recently, and as a result we have lost a lot of customers.
 22. Property prices have gone up, then gone down, then gone up again this year.
Property prices have _____ this year.
 23. We have made small changes to the rules for applying for instant credit.
We have _____ the rules for applying for instant credit.
 24. The company is planning to change its marketing division to make it more effective.
The company is planning to _____ its marketing division.

Also see *Changes 2* on page 3.

Changes 2

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

⇒	a	d	a	p	t	r	e	p	l	a	c	e	e	x	p	a	n	d	i	n	↔
↔	t	e	c	u	d	e	r	e	t	o	m	o	r	p	e	s	a	e	r	c	↔
↔	r	a	n	s	f	o	r	m	s	w	i	t	c	h	r	e	n	o	v	a	↔
↔	e	t	l	a	e	t	o	m	e	d	e	g	n	a	h	c	x	e	e	t	↔
↔	r	d	i	s	a	p	p	e	a	r	v	a	r	y	r	a	i	s	e	l	↔
↔	i	e	h	e	g	r	a	l	n	e	d	n	e	t	x	e	r	e	w	o	↔
↔	g	h	t	e	n	l	e	n	g	t	h	e	n	w	i	d	e	n	d	e	↔
↔	e	r	h	c	t	e	r	t	s	n	e	t	r	o	h	s	n	e	p	e	↔
↔	v	i	s	e	f	a	l	l	o	u	t	s	o	u	r	c	e				

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

Also see *Changes 1* on pages 1 and 2.

Comparing and contrasting

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

1. The **contrast / compare / comparison** in working conditions between our Denver department and our department in Chicago is very noticeable, and employees are now demanding equality in this area.
2. The two companies **differentiate / differ / different** considerably from each other: one sells to the wholesale market, and one sells directly to retailers.
3. It is often difficult to **differentiate / differ / contrast** between employees who are off work because they are genuinely ill, and those who are just enjoying a day at home.
4. Our new software program shares some common **characters / characterizes / characteristics** with those that are already on the market.
5. There's a clear **distinguish / distinctive / distinction** between starting your own company, and taking over one that already exists.
6. **Compared / Compare / Comparing** with 15 years ago, home PCs are cheaper, faster and have a much bigger memory.
7. The two products are different in every way: there's absolutely no **compare / comparison / contrast** between them.
8. Our latest mobile phones **similar to / alike / resemble** those of our main competitor, except that they have more features and are more reliable.
9. There are several **similarities / similarly / similar to** between our new photocopier and our old one: these include an advanced color facility and a multi-task option.
10. Serious computer hackers can access your personal files and destroy or alter them. **Exactly / In the same way / Just as**, they can gain access to your Internet banking facility and steal your money.
11. The quality of our products is excellent. **Likewise / Alike / Likeness**, the price.
12. The TOEFL® exam covers a variety of general English tasks. **In contrast to / Although / By way of contrast**, the TOEIC® focuses more on business and professional issues.
13. The company has not performed very well during the last quarter. **Nevertheless / Even so / However**, it has still managed to turn a profit and retain most of its clients.
14. There currently seems to be a large **discrepancy / discrimination / differential** between the number of people employed in service industries, and those employed in the primary sector.
15. Our new contract states that both parties must give 6 months' notice of termination, **unlike / whereas / whereby** our old contract had an immediate 'get-out' clause.

Computers and information technology

Exercise 1:

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

CD drive components CPU (Central Processing Unit) desktop DTP (desktop publishing)
flash-drive hard disk hard drive keyboard laptop load memory monitor
mouse printer scanner software spreadsheet USB port word processing

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

Exercise 2:

Instructions as above

access attachment bookmark browser chatrooms crashing delete
download email homepage Internet keywords links log on log out
online pop-up provider search engine spam upgrade virus website

Now, in my opinion, the best thing about modern information technology is the (1) **network that links millions of computers from around the world**. Once you've got yourself a / an (2) **company that allows you** (3) **entry**, and a (4) **program that finds information** you can start using this. It's especially useful if you want to get information about something, go shopping or (5) **transfer** information, games, music, etc., onto your own computer. You can even 'talk' to other computer users in (6) **special places where you can leave messages and get instant replies**. Most companies have their own (7) **special computer pages**