

**GRAMMAR
REVIEW**
FOR THE
**TEST OF ENGLISH AS A
FOREIGN LANGUAGE**

by Andrew Jenkins-Murphy



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CONTENTS

What This Book Will Do For You	1
How to Use This Book	3
What Do I Need To Know About The TOEFL?	5
How to Take the Test	11
Pre-Test	17
Answer Key and Explanatory Answers	26
Terminology: A Review and Reference List	31
Review of Grammar and Syntax	41
Nouns	42
Forming Plurals	43
Forming Possessives	45
Pronouns	52
Personal Pronouns	52
Reflexive Pronouns	53
Relative Pronouns	54
Demonstrative Pronouns	55
Indefinite Pronouns	55
Pronouns and Case	57
Pronouns and Their Antecedents	59
Verbs	68
Types of Verbs	68
Mood	69
Voice	72
Tense	73
Auxiliary Verbs	84
Verbals	91
Verbs as Complements	94
Adjectives, Adverbs, and Articles	110
Confusing Pairs	112
Position in Sentences	114
Comparisons	115
Articles	119
Prepositions	133
Special Usage Notes	133
Conjunctions, Interjections, Expletives, and Appositives	145

The Sentence	149
Sentence Sense	149
Punctuation Between Clauses	150
Shifts	150
Double Negatives	151
Dependent Clauses	151
Word Order	151
Misleading Misplacements	152
Dangling Sentence Elements	153
Logic	153
Subordination	154
Sentence Patterns	154
Parallelism	155
Subject-Predicate Agreement	156
Pronoun-Antecedent Agreement	159
Direct and Indirect Discourse	159
Punctuation, Capitalization, and Abbreviations	169
Apostrophe	170
Colon	170
Comma	171
Dash	172
Exclamation Point	173
Hyphen	173
Parentheses	173
Period	174
Question Mark	174
Quotation Marks	175
Semicolon	175
Underline	176
Capitalization	176
Abbreviation	177
Review of English Usage	187
Sample Test 1	211
Answer Key and Explanatory Answers	221
Sample Test 2	225
Answer Key and Explanatory Answers	235
Sample Test 3	239
Answer Key and Explanatory Answers	249

What This Book Will Do For You

■ SAVE YOU TIME AND MONEY

This book will serve as a complete refresher on every aspect of grammar tested in the TOEFL and can dramatically *improve your test scores.*

■ IMPROVE YOUR TEST-TAKING ABILITY

Hundreds of exercise items will provide you with an exhaustive survey of the whole range of TOEFL-type grammar and syntax. All answers are keyed to *easy-to-read rules, covering grammar, usage, and structure.*

■ FAMILIARIZE YOU WITH TOEFL-TYPE QUESTIONS

The questions in the Sample Tests are similar in style, form, and content to those in the actual TOEFL. *The format reflects all the latest changes in the test.*

■ ALLOW YOU TO TAKE FOUR PRACTICE TESTS

The three Sample Tests and the Pre-Test will take you step by step through the Structure and Written Expression portion of the TOEFL. *These tests simulate the actual TOEFL.*

■ **EXPLAIN WHY YOUR ANSWERS ARE RIGHT OR WRONG**

The explanations of the answers in each of the Sample Tests will *improve your understanding of TOEFL questions.*

■ **PROVIDE YOU WITH THE MOST THOROUGH REVIEW OF ENGLISH GRAMMAR AVAILABLE**

Each element of English grammar, syntax, and structure is carefully *explained and then tested in a series of keyed exercises.*

■ **ENRICH YOUR UNDERSTANDING OF ENGLISH USAGE**

Our unique Usage section specifically attacks those types of problems that often confront TOEFL students, such as the difference between *say* and *tell*, *do* and *make*, *every one* and *everyone*.

■ **INCREASE YOUR ABILITY TO USE PUNCTUATION, CAPITALIZATION, AND ABBREVIATION STYLES PROPERLY**

This guide to current punctuation, capitalization, and abbreviation styles is an *exclusive HBJ feature that is of great value for all TOEFL applicants!*

Be sure also to see this book's companion volume in the Harcourt Brace Jovanovich Test Preparation Series, *How to Prepare for the TOEFL*, for an explanation of the entire test, including Listening Comprehension (Section I) and Reading Comprehension and Vocabulary (Section III). This valuable study aid also includes six listening comprehension records and a unique recorded pronunciation guide.

How to Use This Book

Each section of this book can help you achieve a high score on the TOEFL. Read each section carefully, and do the tests and exercises in the order in which they appear.

1. Read the instructions carefully in the section entitled *How to Take the Test*. Pay special attention to the explanation of the types of questions you will find in the Structure and Written Expression section (Section II) of the TOEFL. This review book is primarily designed to help you succeed on that section of the test.
2. Take the *Pre-Test* and score yourself. Check the *Explanatory Answers* and the *Answer Key*. The explanations will direct you to specific rules in the text that will help you understand why your answer was right or wrong.
3. Familiarize yourself with the grammar terms in the *Terminology* section. It may not be necessary to memorize these terms, but you should be able to use this section for reference.
4. Take your time going through the next three sections: *Review of Grammar and Syntax, Punctuation, Capitalization, and Abbreviations*, and *Review of English Usage*. Each of these sections requires careful study. Whenever a rule refers to another rule, take the time to look at that cross-reference. This is important! You need to see how information is related in order to fully understand your new language.
5. Do the exercises for each section and check your answers. These exercises provide you with an excellent opportunity to practice using the grammar

and syntax that are included in the TOEFL questions. The answers to all the exercises are keyed to the rules in that section so you can easily review material you are unsure of.

6. Take the three *Sample Tests*, one per day on three different days. Take these tests under conditions that are similar to those of the actual TOEFL: time yourself, use no books or other aids, and work in a quiet atmosphere. Check the *Answer Key* and the *Explanatory Answers*. Read the explanations for all your answers, whether right or wrong. In this way you will better understand your correct answers and learn from your incorrect answers. Be sure to reread the rules that are keyed to the explanations. By constantly rereading and reinforcing your knowledge, you will attain a high score on the TOEFL.
7. Remember that this review book can also be used as a grammar reference guide in the future.

What Do I Need To Know About The TOEFL?

What Is the TOEFL?

The Test of English as a Foreign Language (TOEFL) measures abilities in English. People whose native language is not English can take this universally accepted test to determine their proficiency in the English language.

Why Take the TOEFL?

Colleges and universities where English is the language of instruction require a TOEFL score. Students seeking admission to undergraduate or graduate programs in such schools are required to submit their TOEFL scores.

Many professions (medicine, nursing, etc.) require licenses. In some cases a TOEFL score may be required to become licensed to practice a particular profession.

Agencies and organizations throughout the world use English as their primary language. Some of them ask job applicants to demonstrate their proficiency in English by taking the TOEFL.

Graduate schools use the TOEFL score as a measure of a student's ability to meet the foreign language requirement for doctoral programs. Scholarship committees use TOEFL scores as part of their screening and awarding processes.

Where Is It Offered?

You may take the exam in most countries of the world and in most states in the United States. There is a list of all current test centers in the *TOEFL Bulletin of Information and Application Form*, a free publication which is available from the Educational Testing Service (E.T.S.), Box 899, Princeton, N.J. 08450, U.S.A.

What Are the Programs Offered, and When and Where Are They Offered?

1. International Testing Program

In most test centers around the world, the International TOEFL is offered six times a year, usually in January, March, May, August, October, and November. The sites and specific dates for any given year are listed in the *Bulletin of Information* (see above).

2. Special Center Testing Program

There are special testing centers in the U.S. and Canada which offer the TOEFL six times a year, on the Friday of the first full week of the month in those months in which the

International Testing Program does not hold the exam. Since these centers are also locations for the regular six-times-a-year International Testing Program, an applicant may take the exam at one of these centers during any month of the year.

3. Institutional Testing Program

This test is the same as the International TOEFL, but it is administered and conducted on the premises of an institute, usually one which is affiliated with a university in the United States. Only students who have completed English language training at such institutes are permitted to take the Institutional TOEFL. The test is offered periodically throughout the year.

4. Overseas Institutional Training Program

Some colleges, universities, schools, and other institutions outside the United States and Canada administer the TOEFL to their own students in order to place them in courses. It is used to determine appropriate levels of difficulty and to determine whether additional study of English is needed before an applicant can successfully study at an institution where English is the language of instruction.

Wherever and whenever the TOEFL is offered, the administrative procedures are similar.

How Do I Register for the TOEFL?

The *TOEFL Bulletin of Information and Registration Form* is a free booklet available to anyone who requests it. There are two editions, the United States/Canada edition and the Overseas Edition. A new *Bulletin* is printed every year, listing the dates and locations of all tests for the year. This booklet is available at:

- U.S. embassies and consulates
- International Communication Agency offices
- U.S. educational commissions and foundations
- Binational Centers

Anyone may obtain a *Bulletin* at any time by writing directly to:

TOEFL
Educational Testing Service
Box 899
Princeton, N.J. 08450, U.S.A.

Read the *Bulletin* carefully. The information is important and may save you time and effort. Each booklet has a registration form which you should fill out completely and accurately. You

may pay the registration fee in the form of a personal check or bank draft drawn on a U.S. bank, or by an international money order, UNESCO coupons, or by International Postal Reply Coupons. E.T.S. will not accept cash in any currency. The registration forms are the same for the International TOEFL and the Special Center Testing Program. In the case of the Institutional Testing Program, the institute may have its own registration form.

TOEFL (E.T.S.) must receive your registration form, along with the correct fee, at least one month before the test date you have chosen. The *Bulletin* lists the registration closing dates for each test date. If a registration form arrives at TOEFL after these dates, TOEFL will register the applicant for the next date the test center offers the exam.

On this registration form and on all other forms used by TOEFL, you will be asked to print or type your name. Place your surname (family name) first, followed by a space, followed by your first (given) name.

A few weeks after registering you will receive an admission form which will verify when and where your test is to be administered. You must bring this form with you to the test center on the day of the test.

How Do I Prepare for the TOEFL?

Each applicant will receive a *Handbook for Applicants*. This will aid you in preparing for the test. The *Handbook* is free to all who have registered for the TOEFL. It contains an authorized description of the test, a few practice questions, and important information about the procedures at the test center on the test date. It also contains instructions for filling out the admission form and the answer sheet which will be used for the test. The *Handbook* is an important booklet; you should understand it completely.

Begin your study and preparation process several weeks in advance of the test date (see "How to Use This Book," page 3). Good, solid preparation for the TOEFL is a process which takes time and effort. Four weeks should be sufficient time to prepare yourself thoroughly for the test. If you only have a few days before the test, be sure to take at least one Sample Test. The more time you spend using this text, the better your score will be.

What Do I Take to the Test Center on the Test Date?

- The official documents (passports, letters from schools, etc.) as described in the *Handbook for Applicants*. Document

requirements are different for different centers, so you must consult your *Handbook* to determine which are needed.

- The fully completed admission form.
- Several sharpened, No. 2 (soft-lead) pencils, or a mechanical pencil with soft lead, and an eraser. Some centers supply pencils, but you should be prepared with your own.
- A wristwatch. This is not absolutely necessary, but since each section has a specific time limit, it is wise to monitor your use of time throughout the test.

What Happens When I Get to the Test Center?

The entire session lasts three to three and a half hours. The actual testing time is two hours, but extra time is needed for checking and admitting applicants, completing information on answer sheets, and distributing and collecting test materials. No one is admitted to the testing room after the test has begun. Applicants should be sure to allow sufficient time to arrive early to the test center.

The procedure outside the testing room involves the careful checking of documents to ensure that only officially registered applicants enter the room. In many countries passports are required for identification, and the photographs in your official documents are checked against your appearance. No one may bring any tape or cassette recorders, books, or notes into the testing room.

Inside the room there will be several proctors who will guide you to your seat and answer any pre-test questions. No food or drink is permitted. There are no breaks during the test, so you should be sure to use rest room facilities before entering the room.

What Is the Testing Procedure?

Time will be important once the test has begun. Each section has a specific time limit. This period is sufficient to answer all the test questions, but does not allow time for daydreaming or spending too much time on any one question. You may work on only one section of the test at a time and the proctors will tell you when to start and when to stop work on each section.

Usually the proctors place applicants according to a predetermined seating plan. Each applicant is seated so that the nearest applicants have differently designed tests. All the applicants in the room are taking the same test at the same time with the same questions, but the arrangement of the questions—the order in which they appear—varies from test to test as they are distributed throughout the room. This means that copying answers

from another's answer sheet will do no one any good. The other person's answers may be correct, but they will be in a different sequence so they will be wrong on the copier's answer sheet.

How Do I Find Out My Test Score?

Soon after the test, score reports are sent to you and to the institutions you indicated on your answer sheet. In some busy seasons, the wait can be a few months, but it normally takes only two to five weeks.

Read the section on score reports in the *Handbook for Applicants* carefully. It explains how to use the TOEFL score report request form, how to send or receive additional copies, and how to cancel scores.

You may take the TOEFL as often as you choose. Many applicants take the TOEFL again and again until they score sufficiently high to be accepted by a particular institution.

How Long Will My Test Score Be Valid?

Scores are considered valid for a period of two years, and you may request transcripts of your scores at any time up to two years after your test date. Language proficiency can change in a relatively short time, so the TOEFL office will not send out transcripts of scores that are more than two years old.

How High Must a Score Be to Pass the TOEFL?

There are no passing or failing scores on the TOEFL. Each institution requiring TOEFL scores determines for itself what scores are acceptable. The maximum total score is a little over 700; the minimum, about 200. In general, a score of 600 or above is considered excellent and a score of 400 or below is regarded as poor. Specifically, however, a score is considered good or bad based on the requirements of the institution to which you have applied. Colleges, universities, schools, etc., are free to accept or disregard the following suggested guidelines:

<i>Score Range</i>	<i>TOEFL Recommended Policy</i>
550 and above	Admission to graduate or undergraduate level study programs with no restrictions, except: —For those students who score significantly low on one test section (indicating that

Score Range *TOEFL Recommended Policy (cont.)*

	supplementary work may be needed in order to develop skills in that area). —For fields where near-native fluency is required (such as journalism). In these cases, a score of 600 may be required.
500-549	Admission to highly technical graduate programs with no restrictions (e.g., engineering, math, physics). Admission to other programs with a limit on the initial academic load, and with a required additional English course.
450-499	Admission limited to those who are strong in all other aspects of application. Those admitted should carry a full load of English instruction for a certain time, and their cases should be reviewed on an individual basis.
below 450	No admission; applicants in this range are considered unready to begin studies. They should enter a full-time English program before attempting an academic program.

These recommendations assume that applicants meet all the other academic requirements of the programs for which they are applying.

Over the past several years, the average total score (based on thousands of applicants' scores) is a little over 500.

How to Take the Test

FILLING OUT THE ANSWER SHEET

There are sample answer sheets in the *Handbook for Applicants*, the booklet that all TOEFL applicants receive. Read the section called "How to Fill Out Your Answer Sheet on the Day of the Test," and then practice filling out the sample answer sheets. The part of the answer sheet where you will mark your answers looks like this:

- 1 ○○○○
- 2 ○○○○
- 3 etc.

Each problem will have four possible answers: *a*, *b*, *c*, or *d*. When you have selected the best choice of the four alternative answers, you will record that choice by marking (darkening) the letter of your choice with a No. 2 (soft-lead) pencil.

EXAMPLE

Rome is a city in

- (a) Algeria
- (b) India
- (c) Italy
- (d) Mexico

ERASING

The actual test will be graded by a machine; each mark on your answer sheet will be read by the machine. For this reason you should erase all stray (unintentional) marks from your answer sheet.

If you want to change an answer, erase the old mark completely before marking again.

You may write in your test booklet, but the marks in that book will not be counted or scored—only the answers on the answer sheet count.

CHECKING YOURSELF

Be sure that you have:

1. Marked an answer for each question, even if you have to guess at a few. There is no penalty for incorrect answers, so be sure to guess even if you are unsure of an answer.
2. Compared your answers to the test booklet questions to ensure that your marked answers correspond to the appropriate questions.
3. Marked only one answer for each question.
4. Erased all stray marks.

PACING YOURSELF

The Structure and Written Expression section of the TOEFL contains 40 questions that you must answer in only 25 minutes. You may spend an average of 38 seconds per question. This is enough time in which to answer each question, but only if you do not lose your concentration. Do not dawdle, or you will run out of time.