TOEIC Reading Part의 구성

TOEIC의 Reading 부분은 세 Part로 나뉘어져 있다.
Part V (101-140번)은 structure 문제로 4개의 선택지중 문장을 가장 잘 완성할 수 있는 것을 선택하는 문장완성형(Sentence Completion)이고 Part VI (141-160번)은 Written Expression 문제로 밑줄친 4개의 어구 가운데 문법적으로 잘못된 표현을 찾아내는 어문정정형(Sentence Correction 또는 Error Recognition)으로 구성된다.

문제 전략
1. 문제를 보는 시각을 정립한다.
   → TOEIC의 출제의도는 결코 언어의 품사적 지식을 묻는 것이 아니라 포괄적 이해력과 표현력을 test하는 것이다.
2. 해석은 부차적 문제이다.
   → 문장이 문장으로서 완결되었는가를 먼저 보고 해석이 필요한 경우만 할 수 있으면 된다.
3. 틀린 답부터 제외시켜라.
   → 틀린 답부터 제외시키는 것이 답을 맞출 확률을 높이는 가장 확실한 방법이다.
4. 문제 유형을 파악하라.
   → TOEIC에 특히 자주 출제되는 문제 유형 파악이 능률적 학습에 점검이다.

TOEIC 문법의 전제
TOEIC 문법의 기본 전제는 “완전한 문장”이다.
TOEIC 문제에 반복히 출제되는 대표적인 불완전 문장은 다음과 같다.

1. 주어나 술어 동사가 없는 문장, 중속절만으로 이루어진 문장

   Exercises:
   (1) ______ a bicameral, or two-chamber, parliament.
       (A) Canada has          (B) Having Canada
       (C) Because Canada has   (D) That Canada is having

   (2) In most metropolitan subway stations, ______ the subway car several stories
       below street level.
       (A) When passengers board (B) Passengers board
       (C) Passengers that board (D) Passengers boarding

   (3) Something had to be done because the print out is too faint to be faxed.
       (A) (B) (C) (D)

2. 한 문장에서 같은 의미를 지닌 단어를 반복 사용하는 경우 중복 구문(Repetitive Structure)이 되어 틀린 문장이 된다.

   Exercises:
   (1) About one-fifty of all the energy used in the United States it is changed into
       (A) (B) (C)
electric power.
(D)
(2) The downtown store is definitely luxurious with plush carpeting, a sweeping (A) (B) (C) staircase, and mirrors everywhere. (D)

(3) A repair job is costing over $3,000 is automatically discounted $50 from the total (A) (B) (C) (D) cost.

3. 일치에 어긋나는 문장

4. 문장의 접속이 틀린 경우로 종속 접속사, 등위 접속사, 그리고 접속 부사의 정확한 사용이 요구된다.

Exercises:

______ stockbrokers said the market was healthy, they refused to invest more money.  
(A) Because  (B) Although  
(C) In addition  (D) So

Production went down ________ morale was low.  
(A) Even though  (B) When  
(C) But  (D) Therefore

There has been strong competition: ________, the new company has made great profits.  
(A) Nonetheless  (B) Despite  
(C) But  (D) Therefore

Changes come slowly and almost imperceptibly, ______ they do come.  
(A) so that  (B) or  
(C) but  (D) nor

1. 명사 (Nouns)

영사는 문장의 주어, 주격 보어, 목적어, 목적격 보어, 전치사의 목적어로 쓰인다.

PROBLEM 1: 명사의 기본 개념

Examples:

(1) 틀린 표현 : The major of employees would like a health insurance programs.
맞는 표현 : The majority of employees would like a health insurance programs.

(2) 틀린 표현 : They are very delicate. Please handle them with carefully.
맞는 표현 : They are very delicate. Please handle them with care.

Exercises:

Part V : Incomplete Sentences
The performer's _______ was easy to recognize.
(A) competent  (B) confident
(C) confidence  (D) confidential

Now is the time to start your office automation for greater _______.
(A) efficient  (B) efficiency
(C) efficacious  (D) efficiently

The dictionary lists more than one _______ for that word.
(A) define  (B) definite
(C) definition  (D) defining

A survey of the _______ shows they are satisfied with their jobs.
(A) employment  (B) employs
(C) employees  (D) employing

______ costs have increased dramatically.
(A) Advertising  (B) Advertisements
(C) Advertised  (D) Advertise

Part VI: Error Recognition
The increased in revenue was greater than had been forecasted.

<table>
<thead>
<tr>
<th>단수</th>
<th>복수</th>
</tr>
</thead>
<tbody>
<tr>
<td>The client</td>
<td>has his invitation.</td>
</tr>
<tr>
<td>The clients</td>
<td>have their invitations.</td>
</tr>
</tbody>
</table>

불가산 명사는 셀 수 없는 명사이다.
불가산 명사는 복수형이 없으며 복수형 동사도 취할 수 없다.

<table>
<thead>
<tr>
<th>단수</th>
<th>복수</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality is our goal.</td>
<td>No plural</td>
</tr>
</tbody>
</table>

불가산 명사의 예
(1) 군집 명사 :
(2) 물질 명사 :
(3) 추상 명사 :

PROBLEM 2: 불가산 명사와 복수 동사
Example :
(1) 틀린 표현 : Confidence are reassuring to clients.
맞는 표현 : Confidence is reassuring to clients.
(2) 틀린 표현 : The new furniture look good in the lobby.
The new furniture looks good in the lobby.
The new pieces of furniture look good in the lobby.

(3) The new pieces of furniture look good in the lobby.

Exercises

Part V: Incomplete Sentences

The employees collected several ______ to give to the poor.

(A) food          (B) some foods
(C) bags of food  (D) bag of foods

The director wanted to pay for lunch, but he didn’t have ______.

(A) enough moneys  (B) any money
(C) many moneys    (D) many money

I didn’t have enough ______ for getting the job I applied for.

(A) experiment    (B) experiencing
(C) experience     (D) experiences

There’s too ______ water for me to drink.

(A) many          (B) a lot
(C) big           (D) much

Part VI: Error Recognition

The food, including the fruits and vegetables, were on the table.

The workmen have already disconnected most of the equipments in preparation for

out move to the new office tomorrow.

PROBLEM 3: 가산 명사와 불가산 명사의 의미차이

Examples:

(1) 틀린 표현 : Fish is swimming in the office pond.

맞는 표현 : Ten fish are swimming in the office pond. (가산 명사)

Fish makes a healthy dinner. (불가산 명사)

(2) 틀린 표현 : The shop sells many different wool.

맞는 표현 : The shop sells many different wools. (가산 명사)

The shop sells many different kinds of wool. (불가산 명사)

Exercise:

Part V: Incomplete Sentence

We need more ______ on this shelf.

(A) room          (B) rooms
(C) places of room (D) places of rooms

We have received many ______ from around the world for the relief of refugees

of the recent civil war.

(A) contributions  (B) contributors
(C) contributes    (D) contributing
Part VI: Error recognition

Please open the curtains and let more lights into the room.

The documents you want is somewhere in the pile of paper on her desk.

CUMULATIVE REVIEW EXERCISE: Count and Non-Count Nouns

Part V:
1. One day we will be old enough to retire and will not have to come back to _____.
   (A) work       (B) a work
   (C) works      (D) the works

2. The secretary ordered two ______ for the meeting.
   (A) trays of food   (B) foods
   (C) food           (D) tray of food

3. You have to pay extra for the cab if you have ____.
   (A) baggage       (B) some baggage
   (C) a baggage     (D) a baggages

4. It was a very successful meeting, and we’ve made quite ____ progress.
   (A) a few         (C) a lot of
   (C) a much        (D) a number of

5. The plane will not take off until the rain ______.
   (A) stop          (B) stops
   (C) will stop     (D) stopped

6. His personal ____ returned to the bereaved family.
   (A) effect was    (B) effect were
   (C) effects was   (D) effects were

Part VI:
1. Traffic are always bad during rush hour.

2. Toothpaste for hotel guests are available at the front desk.

3. Lunch are provided on Tuesday for conference attendees.

5. Sunshine are expected for the next two days.

6. The news about the government statement are in today’s papers.

7. The proceed from the car sale of our company have been invested in stocks.

8. It is essential to get someone with the right know-hows before we start the project.

2. 관사 (Articles)
모든 가산 명사는 단수로 쓰일 경우 반드시 앞에 관사를 수반하거나 복수로 쓸 수밖에 없으나, 한정사에는 가장 대표적으로 관사가 있고 소유격, 지시 대명사 (this/ that).
부정 대명사 (all/every/ each/ no/ either ...etc) 가 있다. 다음은 TOEIC 시험에 빈번히 출제되는 관사의 쓰임새에 대한 살펴본다.

관사(a/an/the) 는 명사를 앞에서 한정하는 역할을 한다. 관사는 명사가 구체적이거나 (이야기하고 있는 것), 구체적이지 않거나 (이야기하는 것이 무엇인지 언급하지 않는 것), 일반적인가 (일반적인 것)를 나타낸다.

<table>
<thead>
<tr>
<th>일반적 관사의 용법</th>
<th>단수 (가산)</th>
<th>복수 (가산)</th>
<th>불가산</th>
</tr>
</thead>
<tbody>
<tr>
<td>명사</td>
<td>the</td>
<td>the</td>
<td>the</td>
</tr>
<tr>
<td>구체적인 경우</td>
<td>a/an</td>
<td>some (many, etc.)</td>
<td>some (a lot of, etc.)</td>
</tr>
<tr>
<td>구체적이지 않은 경우</td>
<td>a/an</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

구체적 명사
구체적인 명사를 언급할 때는 the 가 쓰인다. the 는 모든 명사 (단수와 복수의 가산 명사, 불가산 명사) 와 같이 쓰일 수 있다.

The book is on the table.
The books are on the table.
The stuff is on the table.

비구체적 명사
말하는 명사가 구체적이지 않음을 때는 a/an 이 쓰인다. 그러나 복수나 불가산 명사에는 쓰이지 못한다. some 이나 a lot of 등이 복수나 불가산 명사와 쓰일 수 있다.

I read a book that was very good.
I read some books that were very good.
I read some literature that was very good.

기억하기 : 명사가 구체화되면 the 가 쓰인다.

I read a book that was very good. The title of the book was ......
I read some books that were very good. The author of the books was ......
I read some literature that was very good. The theme of the literature was

Note: a / an

<table>
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<tr>
<th>사용</th>
<th>모습</th>
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<tbody>
<tr>
<td>a table</td>
<td>an office</td>
</tr>
<tr>
<td>a university*</td>
<td>an update</td>
</tr>
<tr>
<td>a uniform*</td>
<td>an errand</td>
</tr>
<tr>
<td>a job</td>
<td>an easy job</td>
</tr>
<tr>
<td>a quick errand</td>
<td>an hour*</td>
</tr>
<tr>
<td>an honest boy*</td>
<td>an honor*</td>
</tr>
</tbody>
</table>

일반 명사
단수 명사는 a, an 을 쓰며 복수 명사와 불가산 명사는 관사가 필요 없다.

An agent is a company that does something specific for someone else.
Employers are people who have other people working for them.
Cheese is a food made from milk.

PROBLEM 4 : 구체화된 명사와 부적절한 관사
Examples:
(1) 틀린 표현 : The name of a company is Swiss Marketing Associates.
맞는 표현 : The name of the company is Swiss Marketing Associates.
(2) 틀린 표현 : Please answer questions on this form
맞는 표현 : Please answer the questions on this form.

Exercises:
Part V: Incomplete Sentence
_____________ of the entire department made the project a success.
(A) An effort  (B) A effort
(C) Effort     (D) The effort

Part VI: Error Recognition
The topic of a seminar is teamwork among managers and employees.

Book where visitors sign in is kept at the front desk.

This is best proposal which I've seen for making a profit in the Asian market next year.

The paychecks are deposited in employees’ accounts unless employees request otherwise.

To initiate the automatic startup procedure, flip a power switch to the closed position.

PROBLEM 5 : 비구체적 명사와 관사
Examples :
(1) 틀린 표현 : Mr. Jackson needs to hire the new secretary.
맞는 표현 : Mr. Jackson needs to hire a new secretary.
(2) 틀린 표현 : Please bring the notepads to the meeting.
맞는 표현 : Please bring notepads to the meeting.

Exercises:
Part V: Incomplete Sentences
_______ always interrupts your work during the day.
(A) Long meeting  (B) The long meeting
(C) A long meeting  (D) The meeting

While you’re out, would you please _____ newspaper?  
(A) buy me  (B) buy me the
(C) buy me a  (D) purchase me a

Part VI: Error Recognition
I need the good book to read in the mornings on the subway.

A new trend is for sales representatives to send the thank you notes to their _____ customers.
PROBLEM 6: 일반 명사와 부적절한 관사

Examples:
(1) 틀린 표현: Computer processes information quickly.
    맞는 표현: A computer processes information quickly.
    Computers process information quickly.
(2) 틀린 표현: The pictures add color to an office.
    맞는 표현: Pictures add color to an office.

Exercises:
Part V: Incomplete Sentence
_________ keeps an office running smoothly.
(A) The schedule  (B) Schedule
(C) A schedule    (D) Schedules

Part VI: Error Recognition
Package should always have a label with a clearly written address.

PROBLEM 7: 일반 불가산 명사와 관사

Examples:
(1) 틀린 표현: A software processes information in many ways.
    맞는 표현: Software processes information in many ways.
(2) 틀린 표현: A faster copier would increase the efficiency.
    맞는 표현: A faster copier would increase efficiency.

Exercises:
Part V: Incomplete Sentence
Employees with high production rates will receive _______ at the banquet.
(A) recognition  (B) a recognition
(C) the recognition (D) several recognition

Part VI: Error Recognition
Some employees like to listen to a music during the day while they work.

PROBLEM 8: a 와 an 의 구별

Examples:
(1) 틀린 표현: Ms. Rolf received a interesting job offer.
    맞는 표현: Ms. Rolf received an interesting job offer.
(2) 틀린 표현: The power company sends us an utility bill every month.
    The power company sends us a utility bill every month.

Exercises:
Part V: Incomplete sentence
Mr. Sohasky was eager to make ______ announcement about the new project.
(A) an           (B) a
(C) some         (D) any
Part VI : Error Recognition
Every waiter must wear an uniform that is neat and clean, and a black bow tie.

CUMULATIVE REVIEW EXERCISES : articles

Part V : Incomplete Sentences
1. _____ are expected to attend the seminar.
   (A) Manager  (B) A manager  
   (C) Managers  (D) The manager

2. _____ sent three packages this morning.
   (A) The shipper  (B) A shipper  
   (C) Shipper  (D) Shippers

3. _____ of human resources is interviewing applicants.
   (A) Director  (B) The director  
   (C) A director  (D) Directors

4. The new computer has improved _____ in the office.
   (A) efficiency  (B) the efficiency  
   (C) an efficiency  (D) efficiencies

5. If we do not see _____ soon, we will cancel the project.
   (A) one progress  (B) a progress 
   (C) the progress  (D) some progress

Part VI : Error Recognition
1. It is difficult to achieve the success in a competitive market.

2. Ms. Le Blanc is a excellent secretary who has worked in our office for five years.

3. Report was delivered to the vice-president’s office at 11:00 this morning.

4. A manager needs the good staff to make a department operate smoothly.

5. The task will be finished more quickly if we show a teamwork.

6. There is a rumor that the workers are discussing establishing union.

3. 일치 (Agreement)
   TOEIC 에서 가장 출제 반도가 높은 부문으로 각 유형별로 거의 빠짐없이 출제된다.
   일치의 유형은 (1) 주어-동사의 수 일치, (2) 명사와 대명사의 수/ 성/ 격/ 인칭의 일치,
   (3) 수식어와 명사의 일치, (4) 동사간의 시제의 일치로 나누어 볼 수 있다.

PROBLEM 9: 주어와 동사의 불일치
   Examples :
   (1) 틀린 표현 : The Suppliers in the Southeast Asian region is very prompt.
       맞는 표현 : The suppliers in the Southeast Asian region are very prompt.
   (2) 틀린 표현 : The schedule for the June meetings have changed.
       맞는 표현 : The schedule for the June meetings has changed.
기억하기:

1. 수식어구나 삽입어구에 주의한다.
   → The major **types of banking in the modern industrial world** are commercial banking and central banking.

2. 주격 관계 대명사의 선행사와 동사를 일치시킨다.
   → Vegetable oil is **an oil** that **comes** from seeds, flowers, or fruits.

3. 양을 나타내는 부분 표시의 of 예 유의한다.
   → Nearly **half of the ancient meteor craters** have been found in Canada.

4. 혼동하기 쉬운 단수, 복수형에 유의한다.

<table>
<thead>
<tr>
<th>항상 단수로 쓰이는 명사</th>
<th>항상 복수로 쓰이는 명사</th>
</tr>
</thead>
<tbody>
<tr>
<td>news</td>
<td>the police</td>
</tr>
<tr>
<td>wages</td>
<td>people</td>
</tr>
<tr>
<td>series</td>
<td>fish</td>
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<tr>
<td>economics</td>
<td>glasses</td>
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<tr>
<td>The United States</td>
<td>damages</td>
</tr>
<tr>
<td>National Autos Cable, Inc.</td>
<td>goods</td>
</tr>
<tr>
<td></td>
<td>securities</td>
</tr>
</tbody>
</table>

→ **Statistics show** South Korean company employees are now putting in less time on the job than workers in Hong Kong and Taiwan.

Exercises:

Part V: Incomplete Sentences

The officers of the company ______ today at 1:00.
   (A) is meeting  (B) meets
   (C) has met    (D) are meeting

The number of new products developed by R & D ______ quite surprising.
   (A) are      (B) being
   (C) is       (D) will

Either Jack and I ______ to attend the seminar next week.
   (A) have      (B) has
   (C) had      (D) must

A number of ______ given special training for the job.
   (A) employee who (B) employee is
   (C) employees are (D) employees was

We came home empty-handed because there _____ more toys left to buy at the stores.
   (A) was no  (B) were no
   (C) wasn’t  (C) were not so
Part VI: Error Recognition
The head of the regional divisions have submitted the latest productivity report.

There seems to have been a great many reasons for the failure of the company.

A large number of our sales is due to our extensive advertising in newspapers and on television.

According to consumer reports, one out of five people eat too much protein.

PROBLEM 10: 명사-대명사의 일치
명사를 받는 대명사는 반드시 그 명사의 수/ 성/ 격/ 인칭에 일치해야 하며 관계 대명사도 선형사와 격에 일치해야 한다.
☞ 기억하기:
1. 수의 일치
   → The International Court of Justice resolves disputes from its headquarters at the Hague in the Netherlands.

2. 성의 일치
   → A scientist bases his work on hypotheses that has been carefully checked.

3. 격의 일치
   → Carl Sandburg was one of the few writers of his generation to accept, rather than to criticize, what he found.

4. 재귀대명사의 일치
   → Republic and Democratic candidates for the vice-presidency are chosen by the presidential nominees themselves.

5. 관계대명사의 일치
   → Thomas Edison is remembered as the man who invented the light bulb.
   → The Barber of Seville is a famous opera whose main character was a barber named Figaro.

Exercise:
Part VI: Error Recognition
The official will be giving you a lot of information: if you have questions about them, let us know.

The last job applicant had a background in economics which are considered critical in the new position.

An annual party for the employees and his families is always held before the holiday season.

The resident of the new housing development need to organize itself and make
their complaints officially known.

The director itself summarizes and analyzes the ideas presented at the staff meetings.

Problem 11: 수식어-명사의 일치
수식어-명사의 일치란 수식하는 어구(관사, 수사, 한정사, 형용사)와 수식을 받는 주명사(피수식어)간의 수(단수/복수)가 서로 일치되는 것을 말한다.

<table>
<thead>
<tr>
<th>단수 명사가 왜야 하는 수식어</th>
<th>복수 명사가 왜야 하는 수식어</th>
</tr>
</thead>
<tbody>
<tr>
<td>a/an, one, this/that, each, every, much, an amount of, (a) little (less)</td>
<td>two, three, these/those, both, many, a number of, a few, several, various</td>
</tr>
</tbody>
</table>

☞ 주의하기:
1. 수식어와 주명사의 위치를 파악한다.
   → This problem had to be solved, so he had to work overtime five consecutive days.
2. 동격어구의 일치에도 주의한다.
   → Novelist Richard Wright encouraged Ralph Ellison to pursue a career in writing.

Exercise

Part V: Incomplete Sentence
Mr. Kim had handled _____ of the overseas business in the past.
   (A) much  (B) a few
   (C) each  (D) either

_____ accidents resulted from mechanical faults.
   (A) Little  (B) Few
   (C) some of  (D) Each of

If the warranty is only for labor, customers have to pay for _____ parts needed for the repair.
   (A) a  (B) any
   (C) every  (D) others

This small company employs _____ workers, but hopes to expand in the near future.
   (A) a small quantity of  (B) a handful of
   (C) a small amount of  (D) quite a few

Part VI: Error Recognition
If you can spare me a few time, I'd like to check the schedule with you.

These restaurants need to have fresh fruit and vegetables every days all year round.

PROBLEM 12: 동사간 시제 일치
단문에서 2개 이사의 동사나, 복문에서 주절과 종속절(부사절, 형용사절, 명사절)간의 시제는 서로 일치해야하며, 시간을 나타내는 부사구의 동사의 시제도 일치해야 한다.

☞ 주의하기:
1. 시제를 나타내는 부사구 (특히 in, since, for의 차이점)에 유의한다.
   → For two or three hours, those technicians have been working on the computer.
   → In 1921 the budget of the United States became the primary responsibility of the President.
2. 조동사 (be, have)에 공통적으로 걸리는 동사에 유의한다.
   → The Metropolitan Museum of Art in New York City was founded in 1870 and opened to the public in 1880.

Exercise
Part V: Sentence Completion
For the past 12 years, our company ____ a crucial role in our country's economic progress.
(A) had played (B) plays
(C) played (D) has played
Before the meeting ____ , we will have to decide who will take the minutes.
(A) start (B) will start
(C) started (D) starts
The board meetings usually ____ on time.
(A) have started (B) start
(C) are starting (D) have been starting
They ____ the launch of their new company only a year ago today.
(A) announce (B) are announcing
(C) have announced (D) announced

PROBLEM 13: 명사와 대명사 : 단수와 복수
Examples:
(1) 틀린 표현 : People likes comfortable desk chairs.
맞는 표현 : People like comfortable desk chairs.
(2) 틀린 표현 : National Autos own this factory.
맞는 표현 : National Autos owns this factory.

Exercises:

4. 동사의 유형
모든 동사는 목적어와 보어의 유무에 따라 분류될 수 있다.

PROBLEM 14: 자동사와 타동사
Examples:
(1) 틀린 표현 : The price is raising.
맞는 표현 : The price is rising.
(2) 틀린 표현 : He lie down under the tree.
맞는 표현 : He *lay* down under the tree.

Exercises :  
5. 전치사 (Prepositions)  
전치사는 명사 또는 대명사와 다른 단어와의 관계를 보여준다. 전치사구는 전치사로 시작하며 명사로 끝난다.

방향표시  
1. to / for / toward(s)  
2. into / onto  
3. from / off  
4. across / over  
5. through / throughout / by

위치 표시  
1. in / at / on  
2. by / beside / next to / near / close to  
3. behind / in front of  
4. beyond  
5. on / beneath / over / under / above / below

시간 표시  
1. in / at / on  
2. over / more than / through(out)  
3. due to

목적 / 수단 / 도구  
1. for / to / at  
2. by / with / in  
3. at / for

양보  
1. in spite of / despite  
2. for all / with all  
3. notwithstanding

예외  
1. but / save  
2. except / except for  
3. apart from

PROBLEM 14 : 부적절한 전치사  
Examples :
(1) 틀린 표현 : The meeting is *on* 3:00.  
맞는 표현 : The meeting is *at* 3:00
(2) 틀린 표현 : Edit the report *by* a pencil.  
맞는 표현 : Edit the report *with* a pencil.
(3) 틀린 표현 : The CEOs will meet at Chicago next month.  
맞는 표현 : The CEOs will meet in Chicago next month.
(4) 틀린 표현 : Mr. Allen lives on 130 Rogers Road.  
맞는 표현 : Mr. Allen lives at 130 Rogers Road.

Exercises :  
Part V : Incomplete Sentences  
Before we sign this contract, we have questions about _____ of the conditions.

(A) certain  
(B) particular  
(C) specific  
(D) a number

I will leave Seoul _____ London towards the end of this month.

(A) to  
(B) in  
(C) for  
(D) on
Just leave the report ______ my desk before you go to lunch.
   (A) in        (B) on
   (C) at        (D) for
Since there are serious errors ______ this report, we suggest that you start over
   (A) during    (B) consisting
   (C) throughout (D) of
from the beginning.
There is another electrical outlet ______ the far corner of the office.
   (A) next      (B) at
   (C) on        (D) in
He bought the machine ______ two million dollars.
   (A) at        (B) by
   (B) in        (D) for
A message had been scrawled on the wall ______ chalk.
   (A) with      (B) in
   (C) to        (D) on
______ all the time he had spent on the project, the company decided to
   (A) Despite   (B) Although
   (C) In spite  (D) However
abandon it.
The misunderstanding was ______ the secretary’s blunder in interpretation.
   (A) for       (B) due to
   (C) because   (D) without
______ Robert, I’d like to accept this award.
   (A) On behalf of   (B) In case of
   (C) At the mercy of (D) In addition to

Part VI: Error Recognition
I have _____ catch a flight _____ Seoul at 2:00 this afternoon.

CUMULATIVE REVIEW EXERCISES: 전치사 (Prepositions)
Part V: Incomplete Sentences
1. The messenger left the package ______ the receptionist’s desk.
   (A) at        (B) to
   (C) until      (D) by
2. The convention will be held ______ Stuttgart.
   (A) at        (B) from
   (C) for        (D) in
3. There is a meeting ______ Friday.
   (A) by        (B) on
   (C) in         (D) at
4. The banquet starts ______ 7:00 p.m. in the Terrengauv Room.
   (A) on        (B) at
   (C) in         (D) for
5. Mr. Kim will not know the results of the negotiations ______ tomorrow.
   (A) on        (B) from
6. The distributors will collaborate ____ a British company.
   (A) with (B) in (C) from (D) of

7. ____ all the references to verify the information.
   (A) Look by (B) Look out (C) Look up (D) Look to

8. ____ all the negotiators. Mark seems the most reliable.
   (A) From (B) As (C) Of (D) But

9. The proposal was submitted ____ April 25.
   (A) at (B) the (C) on (D) from

10. We arrived ____ JFK International Airport according to schedule.
    (A) to (B) at (C) for (D) on

Part VI: Error Recognition
1. The session on time management is at 2:00 for the Lincoln Room.

2. Ms. Bisutti has to arrange for a representative to meet the guests with the airport.

3. Mr. Pang will leave off Toronto at 4:00 on Tuesday.

4. Dr. Cole will be on a meeting from 2:00 this afternoon until 6:00 tonight.

5. The personnel office is the second office through the right past the water fountain.

7. 동위 접속사 (Coordinating Conjunctions)
동위 접속사는 문법적으로 같은 구조의 단어, 구, 절, 문장을 연결한다.

<table>
<thead>
<tr>
<th>동위 접속사</th>
<th>상관 동위 접속사</th>
</tr>
</thead>
<tbody>
<tr>
<td>and nor so</td>
<td>either ... or</td>
</tr>
<tr>
<td>but for</td>
<td>neither ... nor</td>
</tr>
<tr>
<td>or yet</td>
<td>not only ... but also</td>
</tr>
<tr>
<td></td>
<td>both ... and</td>
</tr>
</tbody>
</table>

7. 둥가 형용사의 접속

<table>
<thead>
<tr>
<th>명사구</th>
<th>동사</th>
<th>형용사</th>
<th>접속사</th>
<th>형용사</th>
</tr>
</thead>
<tbody>
<tr>
<td>The conference</td>
<td>was</td>
<td>long</td>
<td>but</td>
<td>interesting</td>
</tr>
</tbody>
</table>
두 전치사구의 접속

<table>
<thead>
<tr>
<th>명사구</th>
<th>동사</th>
<th>전치사구</th>
<th>접속사</th>
<th>전치사구</th>
</tr>
</thead>
<tbody>
<tr>
<td>The keys</td>
<td>are</td>
<td>on the desk</td>
<td>or</td>
<td>in a drawer.</td>
</tr>
</tbody>
</table>

두 절의 접속

<table>
<thead>
<tr>
<th>동사구</th>
<th>명사절</th>
<th>접속사</th>
<th>명사절</th>
</tr>
</thead>
<tbody>
<tr>
<td>He told me</td>
<td>what he did</td>
<td>and</td>
<td>what he plans to do next.</td>
</tr>
</tbody>
</table>

PROBLEM 15 : 부적절한 등위 접속사

Examples:
(1) 틀린 표현 : The meeting was interesting or productive.
맞는 표현 : The meeting was interesting and productive.
(2) 틀린 표현 : Would you like a window seat and an aisle seat?
맞는 표현 : Would you like a window seat or an aisle seat?

Exercises:
Part V : Incomplete Sentences
Ms. Sam's work is both creative ___ accurate.
(A) but (B) or (C) and (D) nor
The new agent has experience ___ not expertise.
(A) but (B) and (C) with (D) however

Part VI : Error Recognition
You can take a non-stop flight at 10:00 and a direct flight at 2:00.

PROBLEM 16 : 대등하지 않은 접속

Examples:
(1) 틀린 표현 : The boss likes to type and proofreading her own letters.
맞는 표현 : The boss likes to type and to proofread her own letters.
The boss likes typing and proofreading her own letters.
(2) 틀린 표현 : The manager or assisting her made the request.
맞는 표현 : The manager or her assistant made the request.
(3) 틀린 표현 : The president issued the memo but written by her secretary.
맞는 표현 : The president issued the memo but her secretary wrote it.
(4) 틀린 표현 : Mr. Lee types quickly and accurate.
맞는 표현 : Mr. Lee types quickly and accurately.
(5) 틀린 표현 : This report is long and bores me.
맞는 표현 : This report is long and boring.

Exercises:
Part V : Incomplete Sentences
Mr. Medeiros likes to arrive early or ____ to get his work done.
(A) is staying late  (B) stays late  
(C) stay late  (D) stay  
He decided to stay in the office for a few hours that evening and ____ in early the next morning.  
(A) come  (B) came  
(C) coming  (D) be come  

Part VI : Error Recognition  
The company is dedicated to product quality and customer satisfied.  

CUMULATIVE REVIEW EXERCISES : 등위 접속사 (Coordinating Conjunctions)  
Part V : Incomplete Sentences  
1. Would you like a room overlooking the park _____ the river?  
   (A) but  (B) so  
   (C) or  (D) that  
2. My letters _____ my phone calls have not been answered.  
   (A) or  (B) and  
   (C) but  (D) so  
3. Mr. Dairova will work the morning shift, ____ he prefers to work in the evenings.  
   (A) but  (B) or  
   (C) when  (D) and  
4. Our hotel is located between the business district _____ the historical district.  
   (A) or  (B) if  
   (C) but  (D) and  
5. Dr. Corso can see you at 10:00 _____ at 10:30  
   (A) or  (B) and  
   (C) but  (D) though  
6. ____ Jones nor Smith has completed his reports.  
   (A) Either  (B) Neither  
   (C) While  (D) Yet  

Part VI : Error Recognition  
1. Ms. Ngai could not see the speaker, or she could hear him clearly.  

2. Students enjoy to see our facility and learning how computer games are designed.  

3. Tourist maps but guidebooks are available at the corner newsstand.  

4. You have your choice of a morning and an evening flight.  

5. Mr. Tao is available for a meeting at 1:00, or Ms. Kelsey is not available until 3:00.  

8. 종속 접속사 (Subordinating Conjunctions)  
   종속 접속사는 문법적으로 다른 기능을 하는 절을 연결하는 데 사용된다.  
   종속 접속사가 이끄는 절이 종속절이 되는데 이에는 명사절, 형용사절, 부사절이 있다.  

- 18 -
1. 名사절
   (1) that 절 : 전치사의 목적어가 될 수 없지만
       in / but / save / except 의 목적어는 가능
   (2) 간접 의문문 : 여유로 반드시 “의문사 + 주어 + 동사...”

2. 부사절
   (1) 양보 부사절 : though / although / even though / whatever..../
       no matter what ......
   (2) 강조를 위해서 “형용사 + as + S + V.”
   (3) 목적 부사절 : so that = in order to
       lest + S + should
   (4) 결과 부사절 : so ... that / such ... that
   (5) 시간 부사절 : when / while / since / till / until / before / after /
       as soon as / so long as / once / by the time
   (6) 조건 부사절 : if / unless / so long as (=if only) / once / as far as /
       in case / provided / supposing
   (7) 원인, 이유 부사절 : because / as / since / now that / seeing that

PROBLEM 17 : 위치가 잘못된 종속 접속사

Examples:
   (1) 틀린 표현 : The mail arrived after the clerk sorted it.
       맞는 표현 : After the mail arrived, the clerk sorted it.
       틀린 표현 : After the clerk sorted it, the mail arrived.
       맞는 표현 : The clerk sorted the mail after it arrived.
   (2) 틀린 표현 : While the copier broke, we were typing the report.
       맞는 표현 : The copier broke while we were typing the report.
       틀린 표현 : We were typing the report while the copier broke.
       맞는 표현 : While we were typing the report, the copier broke.

Exercises:

Part V : Incomplete Sentences
   The project has moved faster ______.
   (A) the computers arrived since
   (B) the computers since arrived
   (C) since arrived the computers
   (D) since the computers arrived

   The solution cannot be determined ______ the problem is identified.
   (A) if               (B) when
   (C) until            (D) which

   ______ you transfer your account, sign on the dotted line.
   (A) while           (B) although
   (C) During          (D) Before

Part VI : Error Recognition
   The secretary left the office before he locked the confidential papers in his desk.

PROBLEM 18 : 부적절한 종속 접속사
Examples:
(1) 틀린 표현: Because Ms. Do worked very hard, she did not receive a promotion.
맞는 표현: Although Ms. Do worked very hard, she did not receive a promotion.
(2) 틀린 표현: The secretary will mail the letter though his manager signs it.
맞는 표현: The secretary will mail the letter when his manager signs it.

Exercises:
Part V: Incomplete Sentences
The usher allowed Ms. Sello into the concert hall ____ she was late.
(A) because (B) yet
(C) even though (D) before
____ substantial layoffs, costs were reduced.
(A) When (B) Because of
(C) Despite (D) Although
There has been strong competition: ____, the new company has made great profits.
(A) instead (B) nonetheless
(C) although (D) despite
Part VI: Error Recognition
The secretary began to type the report when Ms. Bartos was still writing it.

CUMULATIVE REVIEW EXERCISES: 종속 접속사 (Subordinating Conjunctions)
Part V: Incomplete Sentences
1. ____ the team worked very hard, their proposal was not accepted.
   (A) Because (B) Although
   (C) Before (D) Where
2. Mr. Atari started his company in the town ____ he grew up.
   (A) although (B) that
   (C) where (D) if
3. ____ Mr. Lafer joined our company, he had worked for our competitor.
   (A) After (B) During
   (C) Before (D) While
4. Please sign the package ____ it arrives.
   (A) because (B) until
   (C) although (D) when
5. ____ Ms. Belazi missed her connection, she had to take a later flight.
   (A) Although (B) Because
   (C) If (D) Where
6. ____ Mr. Brown has a nice nest egg in the bank, he need not worry about his old age.
   (A) For (B) Because
   (C) Although (D) Nevertheless
7. ____ substantial layoffs, costs were reduced.
(A) When
(B) Because of
(C) Although
(D) Since

Part VI: Error Recognition
1. The Secretary could not make copies of the report although the copier was broken.

2. Because the new equipment is expensive, it will increase production.

3. The plane is on time, if Mr. Yung will attend the meeting.

4. Visitors may walk in the gardens where it is time to tour the house.

5. She was promoted, since Ms. Lawrence has been much happier.

6. 형용사와 부사의 비교
형용사와 부사는 비교 구문을 사용해서 사람, 장소, 사물, 행위의 유사성과 차이를 나타낼 수 있다. 비교에는 (1) 동등 비교 (2) 비교급을 사용한 비교 (3) 최상급을 사용한 비교가 있다.

<table>
<thead>
<tr>
<th>형용사</th>
<th>비교급</th>
<th>최상급</th>
</tr>
</thead>
<tbody>
<tr>
<td>pretty</td>
<td>prettier</td>
<td>prettiest</td>
</tr>
<tr>
<td>thick</td>
<td>thicker</td>
<td>thickest</td>
</tr>
<tr>
<td>narrow</td>
<td>narrower</td>
<td>narrowest</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>부사</th>
<th>비교급</th>
<th>최상급</th>
</tr>
</thead>
<tbody>
<tr>
<td>far</td>
<td>farther</td>
<td>farthest</td>
</tr>
<tr>
<td>soon</td>
<td>sooner</td>
<td>soonest</td>
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<tr>
<td>lively</td>
<td>livelier</td>
<td>liveliest</td>
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<tr>
<th>형용사</th>
<th>비교급</th>
<th>최상급</th>
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</thead>
<tbody>
<tr>
<td>beautiful</td>
<td>more beautiful</td>
<td>most beautiful</td>
</tr>
<tr>
<td>popular</td>
<td>more popular</td>
<td>most popular</td>
</tr>
<tr>
<td>competent</td>
<td>more competent</td>
<td>most competent</td>
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</tbody>
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<tr>
<th>부사</th>
<th>비교급</th>
<th>최상급</th>
</tr>
</thead>
<tbody>
<tr>
<td>politely</td>
<td>more politely</td>
<td>most politely</td>
</tr>
<tr>
<td>efficiently</td>
<td>more efficiently</td>
<td>most efficiently</td>
</tr>
<tr>
<td>quickly</td>
<td>more quickly</td>
<td>most quickly</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>형용사</th>
<th>비교급</th>
<th>최상급</th>
</tr>
</thead>
<tbody>
<tr>
<td>good</td>
<td>better</td>
<td>best</td>
</tr>
<tr>
<td>bad</td>
<td>worse</td>
<td>worst</td>
</tr>
</tbody>
</table>
동등 비교 : 형용사 : My computer retrieves information as quickly as yours does.
부사 : My chair is as comfortable as yours.
비교 : 형용사 : My computer retrieves information faster than yours.
부사 : My chair is more comfortable than your chair.
최상급 : 형용사 : My computer is the fastest.
부사 : My chair is the most comfortable chair in the office.

PROBLEM 19 : as -as 의 사용
Examples :
(1) 틀린 표현 : Her work is accurate as his.
   Her work is as accurate his.
   맞는 표현 : Her work is as accurate as his.
(2) 틀린 표현 : That printer operates quietly as the computer.
   That printer operates as quietly the computer.
   맞는 표현 : That printer operates as quietly as the computer.

Exercises :
Part V : Incomplete Sentences.
The new employee would like to be _______ his predecessor.
   (A) popular as (B) as popular as
   (C) as popular (D) popular as
There were ______ automobiles in 1994 as there were in 1980 in our country.
   (A) four times as many (B) four more times
   (C) four times many (D) four times as

Part VI : Error Recognition
Unfortunately, our competitor’s latest product is good as our own.

PROBLEM 20: more/-er 또는 than 이 생략된 경우
Examples :
(1) 틀린 표현 : Her work is more accurate his.
   Her work is accurate than his.
   맞는 표현 : Her work is more accurate than his.
(2) 틀린 표현 : His work is neater hers.
   His work is neat than hers.
   맞는 표현 : His work is neater than hers.
(3) 틀린 표현 : He acts friendlier his father.
   He acts friendly than his father.
   맞는 표현 : He acts friendlier than his father.
(4) 틀린 표현 : That printer operates more quietly the computer.
   That printer operates quietly than the computer.
맞는 표현: That printer operates *more quietly* than the computer.

**Exercises:**

**Part V: Incomplete Sentences**

The view from your office is _____ from mine.

(A) better than  (B) better
(C) the better  (D) the better of

This machine is much better than ______.

(A) I have  (B) mine
(C) that furniture  (D) me

**Part VI: Error Recognition**

The office furniture you have requested is *more expensive* the budget allows.

**PROBLEM 21:** the 또는 most / -est 가 생략된 경우

**Examples:**

(1) 틀린 표현: Her work is *more accurate* of all.

Her work is *the accurate* of all.

맞는 표현: Her work is *the most accurate* of all.

(2) 틀린 표현: Her work is *the neat* of all.

Her work is *neatest* of all.

맞는 표현: her work is *the neatest* of all.

(3) 틀린 표현: He commutes *farthest* of anyone in the office.

He commutes *the far* of anyone in the office.

맞는 표현: He commutes *the farthest* of anyone in the office.

(4) 틀린 표현: That printer operates *most quietly* of all the equipment.

That printer operates *the quietly* of all the equipment.

맞는 표현: That printer operates *the most quietly* of all the equipment.

**Exercises:**

**Part V: Incomplete Sentences**

Johnson's Delivery is _____ messenger service in town.

(A) the faster than  (B) faster
(C) fastest  (D) the fastest

Almost everyone agreed that John made _____ scientific approach to the project of all the researchers.

(A) as  (B) more
(C) the most  (D) much

**Part VI: Error Recognition**

In our office, June is *most popular* month for *taking* vacation.

**CUMULATIVE REVIEW EXERCISES:** 형용사와 부사의 비교

**Part V: Incomplete Sentences**

1. The controller has the ______ office on this floor.

(A) most spacious  (B) more spacious
(C) spacious  (D) space
2. Ms. Voss types ____ than Mr. Prince.
   (A) accurately  (B) most accurately
   (C) more accurately  (D) the accurately
3. Their prices have always been ____ than ours.
   (A) highest  (B) the higher
   (C) the highest  (D) higher
4. This idea is ____ the previous one.
   (A) good as  (B) as good as
   (C) better as  (D) best as
5. It is ____ to call than to write.
   (A) quickest  (B) quickly as
   (C) quicker  (D) quicker than

Part VI: Error Recognition
1. Our competitor is large, but we are more profitable.

2. The manager works much overtime as his staff does.

3. This is the better advertising campaign in several years.

4. Mr. Owens is the more admired employee in the company.

5. We seem to work long hours in the winter than in the summer.

7. 빈도 부사 (Frequency Adverbs)
   '언제' 또는 '얼마나 자주' 를 나타내는 부사를 빈도 부사라 한다.
   빈도 부사는 Definite 빈도 부사와 Indefinite 빈도 부사가 있다.

   **Definite 빈도 부사**
<table>
<thead>
<tr>
<th>definite 빈도 부사</th>
</tr>
</thead>
<tbody>
<tr>
<td>every day</td>
</tr>
<tr>
<td>twice a week</td>
</tr>
<tr>
<td>once a month</td>
</tr>
<tr>
<td>every other year</td>
</tr>
</tbody>
</table>
   
   Definite 빈도 부사의 문장의 맨 앞이나 뒤에 위치한다.

   **Indefinite 빈도 부사**
<table>
<thead>
<tr>
<th>indefinite 빈도 부사</th>
</tr>
</thead>
<tbody>
<tr>
<td>always</td>
</tr>
<tr>
<td>rarely</td>
</tr>
<tr>
<td>never</td>
</tr>
<tr>
<td>seldom</td>
</tr>
<tr>
<td>usually</td>
</tr>
<tr>
<td>sometimes</td>
</tr>
<tr>
<td>often</td>
</tr>
<tr>
<td>occasionally</td>
</tr>
</tbody>
</table>

   Indefinite 빈도 부사는 문장의 중간에 위치한다.
1. 조동사의 뒤에
   2. be 동사를 제외한 일반 동사 앞에
   3. 본 동사를 쓰인 be 동사 뒤에

<table>
<thead>
<tr>
<th>대명사</th>
<th>조동사</th>
<th>부사와 동사</th>
<th>전치사구</th>
</tr>
</thead>
<tbody>
<tr>
<td>They</td>
<td>can</td>
<td>always work</td>
<td>until six.</td>
</tr>
<tr>
<td>They</td>
<td>usually work</td>
<td>at eight.</td>
<td></td>
</tr>
<tr>
<td>They</td>
<td>are never</td>
<td>on time.</td>
<td></td>
</tr>
</tbody>
</table>

PROBLEM 22 : definite 빈도 부사의 잘못된 위치

Examples :
(1) 틀린 표현 : The manager twice a week arrives early.
   맞는 표현 : The manager arrives early twice a week.
   Twice a week, the manager arrives early.
(2) 틀린 표현 : The editor every day eats lunch in the park.
   맞는 표현 : The editor eats lunch in the park every day.
   Every day, the editor eats lunch in the park.

Exercises :
Part V : Incomplete Sentences
   _______ with each of his employees.
   (A) The manager once a month talks
   (B) The manager once talks a month
   (C) Once a month the manager talks
   (D) Once the manager talks a month

Transactions _______.
   (A) have weekly been documented
   (B) have been documented weekly
   (C) weekly have been documented
   (D) have been weekly documented

Part VI : Error Recognition
   The marketing department once a quarter compiles an advertising report.

PROBLEM 23 : indefinite 빈도 부사의 잘못된 위치

Examples :
(1) 틀린 표현 : The crew takes usually a break at 11:00.
   맞는 표현 : The crew usually takes a break at 11:00.
(2) 틀린 표현 : The president holds occasionally meetings in her office.
   맞는 표현 : The president occasionally holds meetings in her office.

Exercises :
Part V : Incomplete Sentences
   Before I go to work, I _______.
   (A) always have breakfast and read the paper
   (B) have breakfast always and read the paper
   (C) have breakfast and read the paper always
   (D) have breakfast and rad always the paper
Part VI: Error Recognition

The phone rings always when I’m taking a shower in the morning.

PROBLEM 24: Be 동사와 indefinite 빈도 부사의 위치

Examples:

(1) 틀린 표현: Seldom the manager is late.
   The manager is late seldom.
   맞는 표현: The manager is seldom late.

(2) 틀린 표현: Rarely the client is unreasonable.
   The client is unreasonable rarely.
   맞는 표현: The client is rarely unreasonable.

Exercises:

Part V: Incomplete Sentences

______ when I arrive.
(A) On my desk is usually my mail
(B) Usually my mail on my desk is
(C) My mail is usually on my desk
(D) On my desk is my mail usually

Part VI: Error Recognition

The waiters are friendly and helpful always at that restaurant.

PROBLEM 25: 조동사와 indefinite 빈도 부사

Examples:

(1) 틀린 표현: Seldom the manager has been late.
   The manager has been late seldom.
   맞는 표현: The manager has seldom been late.

(2) 틀린 표현: Often the assistant has worked overtime.
   The assistant has worked overtime often.
   맞는 표현: The assistant has often worked overtime.

Exercises:

Part V: Incomplete Sentences

The personnel manager _____ the employee’s best advocate.
(A) has been always
(B) has always been
(C) has been once
(D) once been

Part VI: Error Recognition

Never the company has forgotten to acknowledge the most outstanding employees.

PROBLEM 26: 빈도 부사의 의미

Examples:
(1) 틀린 표현 : Since the manager hates to be late, he never arrives on time.
맞는 표현 : Since the manager hates to be late, he always arrives on time.

(2) 틀린 표현 : Because our printer is slow, we rarely have to wait.
맞는 표현 : Because our printer is slow, we frequently have to wait.

Exercises:
Part V : Incomplete Sentences
The new secretary _____ does her work or helps anyone else.
   (A) frequently     (B) occasionally
   (C) never          (D) always

Part VI : Error Recognition
The company accountant is never neat and hates sloppy work.

CUMULATIVE REVIEW EXERCISES : 반도 부사
Part V : Incomplete Sentences
1. Ms. Lee brings her lunch to work ______
   (A) never     (B) every day
   (C) always    (D) yet

2. You _____ to listen carefully.
   (A) try always should     (B) should always try
   (C) should every day try   (D) every day should try

3. Our department is _____ not as efficient as it should be.
   (A) still     (B) never
   (C) twice a week    (D) always

4. Mr. Kent _____ asked to speak in public.
   (A) has been rarely     (B) has every day been
   (C) every day has been   (D) has rarely been

5. Our chairman gives a party for our department _____
   (A) never     (B) always
   (C) still     (D) every year

Part VI : Error Recognition
1. The mail is distributed seldom before 2:00 in the afternoon.

2. Interest that is compounded daily will every quarter be calculated.

3. Always the president of the company enjoys meeting each new employee.

4. The housekeeping staff services twice a day the rooms.

5. The department of human resources every six months prints a new directory of employee telephone numbers.
8. 5 형식 (준)사역동사
(준)사역동사는 한 사람이 다른 사람에게 무엇을 하도록 요청, 강제, 기원하는 것을 나타낸다.

(준)사역동사는 (1) 동사 원형 (2) 부정사 (3) 과거 분사의 형을 취한다.

### 동사의 원형을 취하는 사역동사

<table>
<thead>
<tr>
<th>명사구</th>
<th>사역 동사</th>
<th>명사 (사람)</th>
<th>동사 (원형)</th>
<th>명사구</th>
</tr>
</thead>
<tbody>
<tr>
<td>make</td>
<td>have</td>
<td>The manager</td>
<td>made</td>
<td>could have</td>
</tr>
<tr>
<td>let</td>
<td></td>
<td></td>
<td>Mr. Smith</td>
<td>demonstrate</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>the product.</td>
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</tbody>
</table>

### 동사의 부정사를 취하는 준사역동사

<table>
<thead>
<tr>
<th>명사구</th>
<th>사역동사</th>
<th>명사 (사 사람)</th>
<th>동사 (부정사)</th>
<th>명사구</th>
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</thead>
<tbody>
<tr>
<td>get</td>
<td>want</td>
<td>The manager</td>
<td>wants</td>
<td>to demonstrate</td>
</tr>
<tr>
<td>order</td>
<td>permit</td>
<td></td>
<td>can order</td>
<td>the product.</td>
</tr>
<tr>
<td>allow</td>
<td>advise</td>
<td></td>
<td>will permit</td>
<td></td>
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<td>should have</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>allowed</td>
<td></td>
</tr>
</tbody>
</table>

ex) ask, persuade, expect, demand, force, encourage, tell, instruct, press, compel.

### 동사의 과거 분사형을 취하는 사역동사

<table>
<thead>
<tr>
<th>대명사</th>
<th>명사 (사)</th>
<th>명사구</th>
<th>동사 (과거분사형)</th>
<th>명사구</th>
</tr>
</thead>
<tbody>
<tr>
<td>have</td>
<td></td>
<td>I had</td>
<td>prepared</td>
<td></td>
</tr>
<tr>
<td>get</td>
<td></td>
<td>will get</td>
<td></td>
<td>In two languages.</td>
</tr>
<tr>
<td>want</td>
<td></td>
<td>will get</td>
<td></td>
<td></td>
</tr>
<tr>
<td>like</td>
<td></td>
<td>liked</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PROBLEM 27: 사역동사 + 동사 원형
Examples:

1) 틀린 표현: Ms. Carter had Mr. Yung reviewed the report.
맞는 표현: Mr. Carter had Mr. Yung review the report.

2) 틀린 표현: The manager let his assistant gives the presentation.
맞는 표현: The manager let his assistant give the presentation.

Exercises:
Part V: Incomplete Sentences
The human resources assistant makes all job applicants ____ a typing test.
(A) take (B) takes (C) to take (D) had taken
The secretary had the messengers _____ the envelop as soon as possible.
(A) delivering  (B) to deliver
(C) deliver  (D) delivered

Part VI: Error Recognition
The hotel requests that guests left their key at the front desk when checking out.

PROBLEM 28: 사역 동사 + 부정사
Examples:
(1) 틀린 표현: Mr. Chin will allow Mr. Baur will attend the meeting.
맞는 표현: Mr. Chin will allow Mr. Baur to attend the meeting.
(2) 틀린 표현: The president got Dr. Carrino speak at the seminar.
맞는 표현: The president got Dr. Carrino to speak at the seminar.

Exercises:
Part V: Incomplete Sentences
The company has never permitted employees _____ public statements.
(A) making  (B) to make
(C) make  (D) made

Her boss _____ to come at once.
(A) want her  (B) told to her
(C) told her  (D) said her

I _____ her to go home early after the concert.
(A) suggested  (B) advised
(C) supposed  (D) offered

Part VI: Error Recognition
Because of the new project, the director wants all employees work this weekend.

PROBLEM 29: 사역 동사와 과거 분사
Examples:
(1) 틀린 표현: The new director had the office was painted.
맞는 표현: The new director had the office painted.
(2) 틀린 표현: The manager can get the projector fix before the meeting.
맞는 표현: The manager can get the projector fixed before the meeting.

Exercises:
Part V: Incomplete Sentences
The owner of the hotel had the rooms _____
(A) redecorated  (B) redecorate
(C) redecorating  (D) to redecorate

The supervisor wants the inventory _____ by next Thursday.
(A) will be finished  (B) finish
(C) finished  (D) finishing
Part VI: Error Recognition

Mr. Fong had to get his car repairing before he could drive to work.

CUMULATIVE REVIEW EXERCISES : 사역 동사

Part V: Incomplete Sentences

1. The personnel director made the applicant ____ half an hour.
   (A) wait  (B) waited  (C) waiting  (D) waits

2. Mr. Wang can’t have the package _______ until Monday.
   (A) deliver  (B) will deliver  (C) delivering  (D) delivered

3. Our company wants it clients ______ with our work.
   (A) satisfying  (B) satisfy  (C) satisfied  (D) satisfaction

4. I’ll have my assistant ____ for an appointment.
   (A) called  (B) calling  (C) will call  (D) call

5. The board of directors got the president _____ to the plan.
   (A) agree  (B) to agree  (C) agreed  (D) to be agreed

Part VI: Error Recognition

1. The laboratory technician had a sample took from the water in the pond.

2. Mr. Gazek should get Ms. Ward helping with the closing inventory.

3. The operations manager permitted his assistant leave the meeting early.

4. The supervisor let the new clerk asking as many questions as she wanted.

5. The travel agent had the reservation change to a later time.

9. 조건문

Real condition 조건문 : 실제로 가능할 일을 가정할 때 조건문이 쓰인다.
If 절에는 현재 시제가 쓰이고 주절은 습관적 행동, 미래의 행동, 또는 명령을 나타낸다.
If 절은 문장 어디에나 위치할 수 있다.

<table>
<thead>
<tr>
<th></th>
<th>주절</th>
</tr>
</thead>
<tbody>
<tr>
<td>실</td>
<td>If it rains, I drive.</td>
</tr>
<tr>
<td>미래</td>
<td>If it rains, I will drive.</td>
</tr>
<tr>
<td>현재</td>
<td>If it rains, drive.</td>
</tr>
</tbody>
</table>

Unreal condition 조건문(가정법) : 사실이 아니거나 가능하지 않은 일을 가정할 때 조건문이 쓰인다. If 절은 과거 시제(현재의 상황), 과거 완료 시제(과거의 상황)가 쓰인다. 주절에는 would, could, might 나 would/ could/ might have p.p. 가 쓰인다.
<table>
<thead>
<tr>
<th>주어</th>
<th>과거</th>
<th>현재</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>If I had owned the company, I would have accepted the project.</td>
<td></td>
</tr>
<tr>
<td>He(she, it)</td>
<td>If he were the boss, He would take a vacation.</td>
<td></td>
</tr>
</tbody>
</table>

**PROBLEM 30:** Real condition 조건문

**Examples:**

(1) 틀린 표현: I will call if the plane will be late.

맞는 표현: I will call if the plane is late.

(2) 틀린 표현: We cannot send the fax if the phone lines will be damaged.

맞는 표현: We cannot send the fax if the phone lines are damaged.

**Exercises:**

Part V: Incomplete Sentences

If I ______ the report before 2:00, my secretary will type it.

(A) finish  (B) finished  
(C) has finished  (D) will finish

So long as you return the book by Saturday, I _____ it to you.

(A) lend  (B) will lend  
(C) shall lend  (D) would lend

**PROBLEM 31:** Unreal condition 조건문

**Examples:**

(1) 틀린 표현: If I supervise the department, I would hire an assistant.

맞는 표현: If I supervised the department, I would hire an assistant.

(2) 틀린 표현: If I had written the letter, I would sign it.

맞는 표현: If I had written the letter, I would have signed it.

**Exercises:**

Part V: Incomplete Sentences

If I ______ the promotion, I would have bought a new car.

(A) received  (B) had received  
(C) will receive  (D) would receive

If she ______ the manager, she would not treat us so severely.

(A) were  (B) are  
(C) will be  (D) would be

I wish that the boss ______ give me a day off.
Part VI: Error Recognition
I would give you a lift to the airport if I drive a car.

Mr. Gibson suggested that the company would install the computer network system.

PROBLEM 32: Unreal condition if 결과 were
Examples:
(1) 틀린 표현: If I am you, I would give the speech.
맞는 표현: If I were you, I would give the speech.
(2) 틀린 표현: If he was the boss, he would hire everyone.
맞는 표현: If he were the boss, he would hire everyone.

Exercises:
Part V: Incomplete Sentences
I would never take a job if the salary _____ too low.
(A) were (B) was
(C) is (D) are

Part VI: Error Recognition
If I was the boss, I would let everyone leave early in the summer.

CUMULATIVE REVIEW EXERCISES: 조건문
Part V: Incomplete Sentences
1. If the speaker ______ her presentation, she will have more confidence.
   (A) prepared (B) prepares
   (C) had prepared (D) were preparing
2. If Mr. Musso _____ the answer, he would have told you.
   (A) would know (B) had known
   (C) knew (D) knows
3. Ask me for help if you ______ the questionnaire.
   (A) do not understand (B) would not understand
   (C) did not understand (D) had not understand
4. If I ______ you, I would accept the position.
   (A) was (B) were
   (C) would be (D) could be
5. ______ a message if you can’t transfer the telephone call.
   (A) Take (B) Will take
   (C) Taken (D) Would take

Part VI: Error Recognition
1. If I was you, I would work hard for a promotion.

2. Ms. Lieu will call you if the package arrive today.
3. If I live near the office, I would walk to work.

4. If the product have been successful, the company would have made a large profit.

5. Notify the customer right away if the order be late.

10. 동사의 시제 (Verb Tenses)
동사의 시제는 행위가 언제 일어났는지를 나타낸다.
영어에는 3 시제가 있으며 (현재, 과거, 미래) 각 시제에는 4가지 형(단순, 진행, 완료, 
완료 진행)이 있다.

<table>
<thead>
<tr>
<th>단순 시제</th>
<th>진행 시제</th>
<th>완료 시제</th>
<th>완료 진행 시제</th>
</tr>
</thead>
<tbody>
<tr>
<td>현재</td>
<td>call</td>
<td>am calling</td>
<td>have called</td>
</tr>
<tr>
<td>과거</td>
<td>called</td>
<td>was calling</td>
<td>had called</td>
</tr>
<tr>
<td>미래</td>
<td>will call</td>
<td>will be calling</td>
<td>will have called</td>
</tr>
</tbody>
</table>

단순 시제는 습관이나 행위의 일어남을 나타낸다.

<table>
<thead>
<tr>
<th>대명사</th>
<th>동사구 (단순 시제)</th>
<th>명사</th>
<th>시간 표현</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>usually write</td>
<td>letters</td>
<td>in the afternoon.</td>
</tr>
<tr>
<td>I</td>
<td>wrote</td>
<td>letters</td>
<td>this morning.</td>
</tr>
<tr>
<td>I</td>
<td>will write</td>
<td>some letters</td>
<td>tomorrow.</td>
</tr>
</tbody>
</table>

진행 시제는 어떤 행위가 진행중임을 나타낸다.

<table>
<thead>
<tr>
<th>대명사</th>
<th>동사구 (진행 시제)</th>
<th>명사</th>
<th>시간 표현</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>am writing</td>
<td>letters</td>
<td>right now.</td>
</tr>
<tr>
<td>I</td>
<td>was writing</td>
<td>letters</td>
<td>when someone telephoned.</td>
</tr>
<tr>
<td>I</td>
<td>will be writing</td>
<td>letters</td>
<td>all afternoon.</td>
</tr>
</tbody>
</table>

완료 시제는 일어난 행위와 현재, 과거, 미래간의 관계를 나타낸다.

<table>
<thead>
<tr>
<th>대명사</th>
<th>동사구 (완료 시제)</th>
<th>명사구</th>
<th>시간 표현</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>have written</td>
<td>three letters</td>
<td>so far.</td>
</tr>
<tr>
<td>I</td>
<td>had written</td>
<td>two letters</td>
<td>before I went to the meeting.</td>
</tr>
<tr>
<td>I</td>
<td>will have written</td>
<td>one more letters</td>
<td>before I go home.</td>
</tr>
</tbody>
</table>

완료 진행 시제는 일어난 행위의 기간과 현재, 과거, 미래간의 관계를 나타낸다.

<table>
<thead>
<tr>
<th>대명사</th>
<th>동사구 (완료 진행 시제)</th>
<th>명사구</th>
<th>시간 표현</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>have been writing</td>
<td>letters</td>
<td>for three hours.</td>
</tr>
<tr>
<td>I</td>
<td>had been writing</td>
<td>letters</td>
<td>all morning when the telephone rang.</td>
</tr>
<tr>
<td>I</td>
<td>will have been writing</td>
<td>letters</td>
<td>all day by the time I leave tonight.</td>
</tr>
</tbody>
</table>
PROBLEM 33: 동사의 시제

Examples:
(1) 틀린 표현: I will be working on the project when Mr. Dubois arrived.
    맞는 표현: I was working on the project when Mr. Dubois arrived.
(2) 틀린 표현: The manager left for her vacation after she gives her speech.
    맞는 표현: The manager will leave for her vacation after she gives her speech.

Exercises:
Part V: Incomplete Sentences
I ______ all members by tomorrow night.
   (A) contacted          (B) contacts
   (C) has contacted      (D) will have contacted
I cannot read that poster because I _____ my glasses today.
   (A) don't wear        (B) have not wore
   (C) will not wear     (D) am not wearing
We all _____ the test although it was difficult.
   (A) pass              (B) passed
   (C) were passed       (D) had been passed
He _____ the president of the company since 1990.
   (A) has been         (B) was
   (C) will be          (D) has been being
He _____ the sales representative of the firm before he quit last spring.
   (A) was              (B) was working
   (C) works            (D) had been
The employee thought that the customer _____ to pay the bill.
   (A) will be back      (B) would be back
   (C) can come back    (D) is being back
Are you going to have time for a short meeting when you _____ my office?
   (A) will visit       (B) have visited
   (C) is visited       (D) visit

Part VI: Error Recognition
I had been waiting an hour when the bus finally had arrived.

They have been withdrawing its bid since the last time we spoke.

I called him because he called me earlier.

11. 상태 동사 (Stative Verb)
상태 동사란 감각, 인지, 정서, 측량, 관계 등의 상태를 나타낸다.
상태 동사는 좀처럼 진행형으로 쓰이지 않는다.
<table>
<thead>
<tr>
<th>상태 동사</th>
</tr>
</thead>
<tbody>
<tr>
<td>appreciate</td>
</tr>
<tr>
<td>believe</td>
</tr>
<tr>
<td>belong</td>
</tr>
<tr>
<td>care</td>
</tr>
<tr>
<td>dislike</td>
</tr>
<tr>
<td>doubt</td>
</tr>
<tr>
<td>forget</td>
</tr>
<tr>
<td>hate</td>
</tr>
<tr>
<td>imagine</td>
</tr>
<tr>
<td>know</td>
</tr>
<tr>
<td>like</td>
</tr>
<tr>
<td>love</td>
</tr>
<tr>
<td>mean</td>
</tr>
<tr>
<td>mind</td>
</tr>
<tr>
<td>need</td>
</tr>
<tr>
<td>own</td>
</tr>
<tr>
<td>prefer</td>
</tr>
<tr>
<td>possess</td>
</tr>
<tr>
<td>realize</td>
</tr>
<tr>
<td>recognize</td>
</tr>
<tr>
<td>remember</td>
</tr>
<tr>
<td>seem</td>
</tr>
<tr>
<td>suppose</td>
</tr>
<tr>
<td>understand</td>
</tr>
<tr>
<td>want</td>
</tr>
</tbody>
</table>

We appreciate your coming.
He believes in what he is doing.
I belong to many clubs.
The citizens care about their community.
We dislike unpleasant chores.
they doubt they can come.
Don’t forget to leave your number.
I’ve hated to get out of the bed all my life.
I imagined I would succeed, and I did.
They have known the secret for some time.
We would like to go to.
The children love ice cream.
They meant to start earlier.
Would you mind shutting the door?
They need all the help they can get.
I own an old model car.
She would have preferred to go alone.
Whatever possessed you?
They would have preferred to go alone.
Do you recognize me?
I remember when you first came to the office.
They seemed to enjoy themselves.
I suppose you are wondering who I am.
We understand what you say, but not what you mean.
We’ve wanted to quit since the day we started.

PROBLEM 34 : 진행형에 있어서의 상태 동사

Examples :
(1) 틀린 표현 : I was knowing about the merger before I saw the paper.
맞는 표현 : I knew about the merger before I saw the paper.
(2) 틀린 표현 : I will be remembering him when I meet him.
맞는 표현 : I will remember him when I meet him.

Exercises :
Part V : Incomplete Sentences
I _____ the job very much now that I understand the work.
(A) will like (B) like
(C) would be liking (D) liking

Part VI : Error Recognition
Mr. Chen’s realtor told him how much she was appreciating his help on the contract.

CUMULATIVE REVIEW EXERCISES : 동사 시제와 상태 동사
Part V : Incomplete Sentences
1. When my visitor _______, will you please call me?
   (A) will arrive   (B) arrives   (C) arrived   (D) is arriving
2. Mr. Santo’s assistant _______ more relaxed since his promotion.
   (A) has become   (B) has been becoming   (C) becomes   (D) had become
3. Mr. Sanchez _______ his first job with us twenty-five years ago.
   (A) accepts   (B) was accepting   (C) has accepted   (D) accepted
4. The president _______ the report in her speech this afternoon.
   (A) was discussing   (B) will discuss   (C) discussing   (D) has discussed
5. My parents know that I ______ next year.
   (A) would graduate   (B) graduated   (C) will graduate   (D) have graduated

Part VI: Error Recognition
1. Mr. Feldman has left on his vacation before Ms. Hoik returned from her trip.
2. The computer program was running when Mr. Yu finds a mistake in the data.
3. The broker is making telephone calls in the mornings and attends meetings in the afternoons.
4. I am recognizing the president of the company from his picture.
5. The clerk checks the figures right now so the report will be ready by 5:00.

12. : 관계절
관계절은 두 개의 문장을 연결한다. 두 번째의 문장은 첫 문장의 명사를 묘사한다. 관계절은 명사를 대신하기 위해 대명사를 쓴다. 이 대명사를 관계 대명사라 한다.

<table>
<thead>
<tr>
<th>수격</th>
<th>목적격</th>
<th>소유격</th>
</tr>
</thead>
<tbody>
<tr>
<td>who</td>
<td>whom</td>
<td>whose</td>
</tr>
<tr>
<td>which</td>
<td>which</td>
<td>whose/which</td>
</tr>
<tr>
<td>that</td>
<td>that</td>
<td>omitted</td>
</tr>
<tr>
<td>what</td>
<td>what</td>
<td>omitted</td>
</tr>
</tbody>
</table>

관계절에는 두 종류가 있다. restrictive 와 nonrestrictive 이다. restrictive 절은 명사를 밝혀준다.

<table>
<thead>
<tr>
<th>명사구</th>
<th>동사구</th>
<th>동사</th>
<th>전치사구</th>
</tr>
</thead>
<tbody>
<tr>
<td>sentence 1 A clerk will start on Monday.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>sentence 2 The clerk who was just hired, will start on Monday.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

nonrestrictive 절은 명사에 대한 정보를 제공한다 (명사를 수식하지는 않는다). nonrestrictive 절은 양 끝에 공마가 있어 구별된다. that 은 nonrestrictive 절에는 사용되
PROBLEM 35: 관계절 - 반복된 주어
Examples:
(1) 틀린 표현: The report that we sent it last week was returned.
맞는 표현: The report that we sent last week was returned.
(2) 틀린 표현: The manager who he hired an assistant is still overworked.
맞는 표현: The manager who hired an assistant is still overworked.

Exercises:
Part V: Incomplete Sentences
The wallet ______ was found in the hall has been claimed.
(A) that it (B) it (C) that (D) whose it
The good luck _____ he owed his success was more than he had expected.
(A) which (B) of which (C) to which (D) to what
This prize will go to _____ works hard.
(A) whatever (B) who (C) whomever (D) whoever

Part VI: Error Recognition
The woman who she applied last week is the best candidate for the job.

PROBLEM 36: 관계절 - 관계 대명사 생략
Examples:
(1) 틀린 표현: Mr. Zabel, his mother owns the company, works very hard.
맞는 표현: Mr. Zabel, whose mother owns the company, works very hard.
(2) 틀린 표현: This report, it was published last week, is not accurate.
맞는 표현: This report, which was published last week, is not accurate.

Exercises:
Part V: incomplete Sentences
The man ______ shares this office is very good with computers.
(A) who (B) he (C) whose (D) his

Part VI: Error Recognition
The author, he prefers to remain anonymous, has written an excellent book.

PROBLEM 37: 올바른 관계대명사

Examples:
(1) 틀린 표현: The package who we were expecting finally arrived.
    맞는 표현: The package that we were expecting finally arrived.

(2) 틀린 표현: The sales representative which started made several large sales.
    맞는 표현: The sales representative who started made several large sales.

Exercises:

Part V: Incomplete Sentences
Mr. Maurice, _______ has worked here for many years, is retiring.
(A) which  (B) he  (C) that  (D) who

Harold Smith, _____ moto was "Never say never," founded this company during the Great Depression.
(A) Who his  (B) that  (C) whom the  (D) whose

Part VI: Error Recognition
The letter who was mailed a month ago has never been received.

CUMULATIVE REVIEW EXERCISES: 관계절

Part V: Incomplete Sentences
1. Ms. Caras, _______ is quite well-known, is arriving at 3:00.
   (A) when  (B) whom  (C) that  (D) who

2. A letter _______ is not properly typed is hard to read.
   (A) which it  (B) it  (C) that it  (D) that

3. Mr. La Porte, _____ starts tomorrow, has already left.
   (A) whose vacation  (B) his vacation  (C) the vacation  (D) its vacation

4. The report _______ this process is in the library.
   (A) it explains  (B) explains  (C) who explains  (D) that explains

5. A machine _______ could monitor efficiency would be very useful.
   (A) whom  (B) that  (C) it  (D) when

6. They are the customers _____ we believe know very well about our products.
   (A) what  (B) whom  (C) who  (D) which

7. I know a great store _____ you can find almost anything.
   (A) which  (B) there  (C) when  (D) where

Part VI: Error Recognition
1. A manager which can motivate his staff is a valuable employee.
2. This chair, that has been **broken** for weeks, **must** be **repaired**.

3. The person who **she** has this information is Jane Fenimore.

4. The company who **pays** attention to its customers **will be** successful.

5. That building, its architect is unknown, is a popular tourist **attraction**.

13. 동명사와 부정사

제 2의 동사가 주 동사를 뒤따를 수 있다. 제 2의 동사는 동명사 (−ing 형) 이거나 부정사 (to + 동사)일 수 있다. 주로 주 동사가 어떤 형을 취할지 결정한다.

<table>
<thead>
<tr>
<th>동명사를 취하는 동사</th>
<th>사용예</th>
</tr>
</thead>
<tbody>
<tr>
<td>appreciate</td>
<td>I appreciate having the opportunity to speak.</td>
</tr>
<tr>
<td>avoid</td>
<td>They avoided looking us in the eyes.</td>
</tr>
<tr>
<td>consider</td>
<td>We considered staying longer.</td>
</tr>
<tr>
<td>delay</td>
<td>We delayed writing you until we had more information.</td>
</tr>
<tr>
<td>discuss</td>
<td>Have you discussed working together on this project?</td>
</tr>
<tr>
<td>enjoy</td>
<td>We enjoyed having you for dinner.</td>
</tr>
<tr>
<td>finish</td>
<td>They will finish correcting the report soon.</td>
</tr>
<tr>
<td>mind</td>
<td>She minded using our toothbrush.</td>
</tr>
<tr>
<td>miss</td>
<td>We miss going to the movies with you.</td>
</tr>
<tr>
<td>postpone</td>
<td>Could we postpone leaving?</td>
</tr>
<tr>
<td>quit</td>
<td>He wants to quit smoking.</td>
</tr>
<tr>
<td>risk</td>
<td>They risked losing everything.</td>
</tr>
<tr>
<td>suggest</td>
<td>We suggested leaving on time.</td>
</tr>
<tr>
<td>부정사를 취하는 동사</td>
<td>He agreed to complete the project.</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>agree</td>
<td>They attempted to climb Mt. Fuji.</td>
</tr>
<tr>
<td>attempt</td>
<td>She claimed to be an expert.</td>
</tr>
<tr>
<td>claim</td>
<td>We decided to hire her anyway.</td>
</tr>
<tr>
<td>decide</td>
<td>He demanded to know what we were doing.</td>
</tr>
<tr>
<td>demand</td>
<td>We failed to give a satisfactory answer.</td>
</tr>
<tr>
<td>fail</td>
<td>I hesitated to tell the truth.</td>
</tr>
<tr>
<td>hesitate</td>
<td>We hope to leave before dawn.</td>
</tr>
<tr>
<td>hope</td>
<td>She intends to start her own club.</td>
</tr>
<tr>
<td>intend</td>
<td>They offered to take us home.</td>
</tr>
<tr>
<td>learn</td>
<td>She needs to stop smoking.</td>
</tr>
<tr>
<td>need</td>
<td>They plan to accept their offer.</td>
</tr>
<tr>
<td>offer</td>
<td>She prepared to leave.</td>
</tr>
<tr>
<td>plan</td>
<td>He refused to come with us.</td>
</tr>
<tr>
<td>prepare</td>
<td>She seemed to be annoyed.</td>
</tr>
<tr>
<td>refuse</td>
<td>I tried to convince him to come.</td>
</tr>
<tr>
<td>seem</td>
<td>He didn’t want to leave.</td>
</tr>
<tr>
<td>try</td>
<td></td>
</tr>
<tr>
<td>want</td>
<td></td>
</tr>
</tbody>
</table>

PROBLEM 37: 동사 + 동명사 또는 부정사

Examples:
(1) 틀린 표현: Ms. Utz enjoys to program computers.
맞는 표현: Ms. Utz enjoys programming computers.
(2) 틀린 표현: The clerk finished to verify the orders.
맞는 표현: The clerk finished verifying the orders.
(3) 틀린 표현: Mr. White offered helping the children.
맞는 표현: Mr. White offered to help the children.
(4) 틀린 표현: The computer failed running the program.
맞는 표현: The computer failed to run the program.

Exercises:
Part V: Incomplete Sentences
The clerk intends _____ her supervisor’s job in a few years.
(A) having  (B) to have  (C) have  (D) will have
When he asked me which company he should join, I suggested _____ directly to several people for information.
(A) writing  (B) to have written  (C) to write  (D) having written
We are planning _____ at least two new employees.
(A) hire  (B) to hire  (C) hiring  (D) to be hire
At the end of the week, our section held a meeting _____ the week’s progress.
(A) to review  (B) for reviewing  (C) for review  (D) reviewing
The company had much difficulty _____ the contract.
(A) made  (B) making
(C) to make  (D) to making

Although I clearly remember _____ the key in my pocket this morning, I don’t have it.
(A) to put  (B) put
(C) to have put  (D) putting

Part VI : Error Recognition
The chairman always minds to answer his phone when the secretary is out.

CUMULATIVE REVIEW EXERCISES : 동명사와 부정사
Part V : Incomplete Sentences
1. Mr. Ingles is preparing ______ his speech.
   (A) give  (B) giving
   (C) given  (D) to give

2. We did not want ______ the meeting.
   (A) to delay  (B) delaying
   (D) delayed  (D) delay

3. The committee postponed ______ until tomorrow.
   (A) to vote  (B) voted
   (C) vote  (D) voting

4. The resident considered ______ a train instead of a plane.
   (A) taking  (B) will take
   (C) taken  (D) to take

5. The company failed ______ a profit last year.
   (A) make  (B) made
   (C) making  (D) to make

Part VI : Error Recognition
1. Ms. Helm refuses planning the banquet for the convention next month.

2. Although Mr. Ozel could not attend, he appreciated to receive an invitation.

3. Ms. Wu intends taking her vacation in September after the project is completed.

4. Mr. Madhava suggested to illustrate the presentation with charts and graphs.

5. When the president hesitated signing the contract, the company lost the project.

14. 준동사
준동사란 분사, 동명사, 부정사 등을 말하며, 문장 내에서 동사의 역할을 함과 동시에 각 각
부사, 형용사, 명사의 역할을 한다.
문제 유형:
1. 분사
   ______ in all parts of the state, pines are the most common trees in
A cell ______ a single process is unipolar.
(having = which has) < 분사구문>

2. 동명사

The strong beam of light from a lighthouse is used by sailors _____.
( in determining their location)

3. 부정사

____ the silkworm produces a fluid internally and then forces it out.
( To make silk = in order to make silk)

4. 매달린 수식어구

His health failing, ______ in 1782.
( Henry Lee went on leave from the army)

PROBLEM 38 : 분사

분사란 동사로서의 뜻이나 역할 외에 형용사로서의 역할을 동시에 수행하는 것으로
영사를 수식할 수도 있고, be 동사나 have 동사와 결합하여 시제나 수동태를 만들기도
하며, 분사구문 안에서는 동사와 접속사의 역할을 한다.
문제유형:
1. 분사구문
   ______ + 전치사구 / 명사구 + 주절 (주어 + 동사)
2. 분사
   주어 + ______, + 동사

< 현재분사와 과거분사의 차이점>

<table>
<thead>
<tr>
<th></th>
<th>현재분사 (V + ing)</th>
<th>과거분사 (V + ed, V + en)</th>
</tr>
</thead>
<tbody>
<tr>
<td>자동사</td>
<td>--하고 있는(진행)</td>
<td>--한(완료, 상태)</td>
</tr>
<tr>
<td></td>
<td>a swimming girl</td>
<td>fallen leaves</td>
</tr>
<tr>
<td>타동사</td>
<td>--하게 하는(능동,사역)</td>
<td>--되어진(수동)</td>
</tr>
<tr>
<td></td>
<td>an exciting game</td>
<td>excited spectators</td>
</tr>
</tbody>
</table>

Exercise :
Part V : Incomplete Sentence

The man _____ at the chairman's right is Mr. Kim.
(A) seating  (B) sitting
(C) who seated  (D) having sat

I found the film _____.
(A) many interests  (B) of interests
(C) much interested  (D) very interesting

If _____, I will help him with his work.
(A) asking  (B) asked
(C) to ask  (D) ask
Never _____ to California, I don’t know if everything they say is true.

(A) I have gone   (B) going
(C) have I gone   (D) having gone

In preparing the budget, we tried to account for the ____ of oil.

(A) price rising steadily  (B) price steadily rising
(C) rising steadily price  (D) steadily rising price

Part VI : Error Recognition

He made a very bored speech and I fell asleep in the middle of it.

He is interesting in buying a small printing company.

It is not surprising that the staff were embarrassing by his rash behavior.

After signing, the invoice was handed over to the agent as soon as possible.

Not known what to say, I remained silent in the presence of the orders.

A repair job is costing over $30,000 is automatically discounted $500 from the total cost.

PROBLEM : 동명사

동명사는 동사로서의 뜻이나 역할 외에 명사로서의 역할을 겸하여 한 문장에서 주어, 보어, 목적어, 전치사 목적어로 사용된다.

<table>
<thead>
<tr>
<th>주어</th>
<th>Walking briskly is good for the health.</th>
</tr>
</thead>
<tbody>
<tr>
<td>보어</td>
<td>My favorite hobby is playing go, Badook.</td>
</tr>
<tr>
<td>목적어</td>
<td>The brakes need adjusting.</td>
</tr>
<tr>
<td>전치사 목적어</td>
<td>I look forward to hearing from you soon.</td>
</tr>
</tbody>
</table>

* need, want 및 worth(형용사) 다음에는 능동형 동명사가 와야 하며 수동의 뜻을 나타낸다.

The brakes need to adjust, (=> to be adjusted 또는 adjusting)

* 전치사의 목적어로서 부정사가 사용될 수 없음을 유의하라.

The Conestoga wagon is used for to carry heavy loads.

(=> carrying)

Exercises :

Part V : Incomplete Sentence

_____ by transferring the blame to other is often called scapegoating.

(A) Eliminate problems  (B) The eliminated problems
(C) Eliminating problems (D) Problems are eliminated

Every car owner must expect to spend some time ____ his car.

(A) on washing  (B) washing
(C) to wash  (D) for wash

They were able to know why the accident happened by ____ the facts.

(A) analyzing  (B) analysis
(C) analytical   (D) analysts
I had little difficulty ____ his place.
  (A) find       (B) to find
  (C) finding    (D) found
I remember ____ him somewhere before.
  (A) seeing     (B) to see
  (C) saw        (D) to be seen
Your car needs ____ soon.
  (A) being washed  (B) washed
  (C) washing      (D) to be washing
____ his stepping out of the taxi, he was seized by two men.
  (A) To         (B) On
  (C) From       (D) For
I am looking forward to ____ from you soon.
  (A) hear       (B) hearing
  (C) having heard (D) to have heard

Part VI: Error Recognition
This test is of great value in determine the significance of the differences between the correlated samples.

(3) 부정사
To 부정사는 To + V(동사 원형)의 형태로 동사 역할 외에 영사, 형용사, 부사의 기능을 겸한다.

<table>
<thead>
<tr>
<th>동사 + 명사</th>
<th>주어</th>
<th>부어</th>
<th>목적어</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To arrive on time is important for you.</td>
<td>To see is to believe. I promised him to go.</td>
<td>I found it easy to answer the question.</td>
</tr>
<tr>
<td>동사 + 형용사</td>
<td>He made an attempt to run his business again.</td>
<td>(In order) to bake a pie, you first make a crust.</td>
<td></td>
</tr>
</tbody>
</table>

* To arrive on time is important for you. (부정사)
  = It is important for you to arrive on time. (진주어, 가주어, for 의미상의 주어)
  = It is important that you should arrive on time. (진주어, 가주어)
  = Arriving on time is important for you. (동명사)
  = That you should arrive on time is very important. (명사절)

* 사람의 성질을 나타내는 형용사의 의미상의 주어는 ‘of + 사람’이다.
  (kind, nice, polite, foolish, thoughtful, clever, honest, wise, right, bad)
  It's very kind for you to say so. (=> of you)

Exercises:
Part V: Incomplete Sentence
The shop assistant scanned the bar code to ____ the price.
  (A) checking       (B) checked
  (C) the checking    (D) check
It is difficult ____ to expand under the present economic climate.
(A) of business   (B) for business
(C) businesses   (D) from businesses

Biotechnology is used _____ crops that have an in-built resistance to pests.
   (A) to developing   (B) for develop
   (C) to develop      (D) developing

Profits are expected _____ by 20% this year.
   (A) increasing      (B) be increased
   (C) to increase     (D) increase

You are not allowed _____ here.
   (A) to smoking      (B) to smoke
   (C) smoke           (D) smoked

Part VI: Error Recognition

More and more people each year are making the decision not to investing in stock
market.

For increasing the transactions velocity of circulation, consumers must be active.

The project has allowed for a variable budget to accommodate any unforeseeable.