

免費多益講義 | TOEIC Part 5 文法與短句填空練習

免費多益 TOEIC Part 5 詞性、時態、介系詞與連接詞練習講義 | TOEIC / B1 | JY 免費英文講義

Teacher-friendly lesson: HTML page, PDF preview, vocabulary flashcards, speaking practice, quiz, and answer key.

Lesson Overview

This free TOEIC Part 5 handout helps students practice short sentence completion questions.

Students review parts of speech, verb tense, prepositions, connectors, and common business sentence patterns.

The items are original practice questions for classroom review and self-study.

Vocabulary 單字解析

Word	Part	中文	Easy meaning	Example
submit	v.	提交	to give a document or form to someone	Please submit the form by Friday.
approve	v.	批准	to say yes to a plan or request	The manager approved the budget.
application	n.	申請表	a form used to ask for something	The application is due tomorrow.
convenient	adj.	方便的	easy and useful	Is 10:00 a convenient time for you?
recently	adv.	最近	not long ago	The company recently opened a new office.
annual	adj.	年度的	happening once every year	The annual meeting is in May.
equipment	n.	設備	tools or machines used for work	New equipment arrived today.
instruction	n.	指示	information that tells you what to do	Please read the instructions carefully.
due	adj.	到期的	expected at a certain time	The report is due on Monday.
suitable	adj.	合適的	right for a person or situation	This room is suitable for ten people.
prepare	v.	準備	to get ready for something	Please prepare your questions before the meeting.
improve	v.	改善	to make something better	We want to improve customer service.

Reading / Situation Practice

Grammar Focus 1 | Parts of Speech

In TOEIC Part 5, many questions test word form. Students must decide whether a sentence needs a noun, verb, adjective, or adverb.

For example, after an article like a, an, or the, a noun is often needed. Before a noun, an adjective may be needed. A word ending in -ly is often an adverb, but students should still read the whole sentence.

Good practice is to find the subject, verb, and object first. Then look at the blank and ask, What kind of word is missing?

Reading Check

1. What kinds of words can Part 5 test?
2. What should students find first?
3. What question should students ask about the blank?

Grammar Focus 2 | Time Words and Verb Tense

Time words help students choose the correct verb tense. Words like yesterday, last week, and in 2024 often show past time. Words like now, currently, and at the moment often show present time.

Words like already, recently, and since can appear with perfect tenses, but students must still check the meaning of the sentence.

In business English, common verbs include submit, approve, prepare, contact, and deliver. These verbs often appear in emails, notices, and reports.

Reading Check

4. Name two words that often show past time.
5. Name two words that often show present time.
6. Why should students check meaning?

Grammar Focus 3 | Prepositions and Connectors

Prepositions are short words such as at, on, in, for, and by. They are common in business sentences. For example, by Friday means no later than Friday. At 10:00 shows a time. On Monday shows a day.

Connectors join ideas. Because gives a reason. Although shows contrast. If gives a condition. To answer Part 5 questions, students should read both sides of the blank.

Do not choose an answer only because it looks familiar. Read the sentence, notice the grammar, and check the meaning.

Reading Check

7. What does by Friday mean?
8. Which connector gives a reason?
9. What should students read before choosing an answer?

Dialog 口説對話

Dialog 1 | Checking a Deadline

Teacher: Look at this sentence: Please submit the report ____ Friday.

Student: The answer is by, right?

Teacher: Yes. By Friday means no later than Friday.

Student: So the report can be sent before Friday, too.

Dialog 2 | Choosing a Word Form

Student: I see the words quick, quickly, and quickness.

Teacher: Find the verb first. What word describes the action?

Student: An adverb describes the action, so quickly fits.

Teacher: Good. Always check the grammar around the blank.

Dialog 3 | Reading for Meaning

Teacher: Which connector fits: because, although, or if?

Student: The sentence gives a reason, so because is best.

Teacher: Exactly. Grammar and meaning work together.

Student: I should read both sides of the blank.

Speaking Practice 口說練習

- Grammar explanation: Explain the difference between by Friday and on Friday in your own words.
- Sentence building: Make one business sentence with submit, one with approve, and one with prepare.
- Peer teaching: Student A explains parts of speech. Student B gives an example sentence.
- TOEIC mini challenge: Choose five quiz items and explain why the answer is correct.

Practice / Quiz 練習題

10. 1. Please _____ the application by Friday. (A) submit (B) submission (C) submitted (D) submitting
11. 2. The manager _____ the new budget yesterday. (A) approve (B) approved (C) approving (D) approval
12. 3. The meeting room is not _____ after 3:00 p.m. (A) available (B) availability (C) availably (D) avail
13. 4. Please read the _____ before using the machine. (A) instruct (B) instructive (C) instructions (D) instructed
14. 5. The annual report is due _____ Monday morning. (A) in (B) on (C) at (D) by
15. 6. Ms. Chen spoke _____ during the presentation. (A) clear (B) clearly (C) clearness (D) cleared
16. 7. The company recently _____ a new branch downtown. (A) opens (B) opening (C) opened (D) open
17. 8. This software is suitable _____ small businesses. (A) for (B) to (C) at (D) from
18. 9. We will contact you _____ the shipment arrives. (A) because (B) after (C) although (D) unless
19. 10. The new printer can help us _____ our work speed. (A) improve (B) improvement (C) improved (D) improving
20. 11. The client was late _____ her flight was delayed. (A) because (B) although (C) if (D) before
21. 12. Please send the file _____ email. (A) by (B) in (C) on (D) with
22. 13. Our office bought new _____ for the design team. (A) equip (B) equipment (C) equipped (D) equipping
23. 14. The form must be _____ before noon. (A) complete (B) completely (C) completed (D) completion
24. 15. The workshop will begin _____ 10:00 a.m. (A) on (B) in (C) at (D) by
25. 16. We need a _____ time for all attendees. (A) convenience (B) conveniently (C) convenient (D) convene
26. 17. Please prepare two questions _____ the client meeting. (A) before (B) because (C) until (D) during
27. 18. The team finished the project _____ it was difficult. (A) because (B) although (C) if (D) after

Answer Key 答案

28. 1. Please _____ the application by Friday. (A) submit (B) submission (C) submitted (D) submitting -> A
29. 2. The manager _____ the new budget yesterday. (A) approve (B) approved (C) approving (D) approval -> B
30. 3. The meeting room is not _____ after 3:00 p.m. (A) available (B) availability (C) availably (D) avail -> A
31. 4. Please read the _____ before using the machine. (A) instruct (B) instructive (C) instructions (D) instructed -> C
32. 5. The annual report is due _____ Monday morning. (A) in (B) on (C) at (D) by -> B
33. 6. Ms. Chen spoke _____ during the presentation. (A) clear (B) clearly (C) clearness (D) cleared -> B
34. 7. The company recently _____ a new branch downtown. (A) opens (B) opening (C) opened (D) open -> C
35. 8. This software is suitable _____ small businesses. (A) for (B) to (C) at (D) from -> A

36. 9. We will contact you _____ the shipment arrives. (A) because (B) after (C) although (D) unless -> B
37. 10. The new printer can help us _____ our work speed. (A) improve (B) improvement (C) improved (D) improving -> A
38. 11. The client was late _____ her flight was delayed. (A) because (B) although (C) if (D) before -> A
39. 12. Please send the file _____ email. (A) by (B) in (C) on (D) with -> A
40. 13. Our office bought new _____ for the design team. (A) equip (B) equipment (C) equipped (D) equipping -> B
41. 14. The form must be _____ before noon. (A) complete (B) completely (C) completed (D) completion -> C
42. 15. The workshop will begin _____ 10:00 a.m. (A) on (B) in (C) at (D) by -> C
43. 16. We need a _____ time for all attendees. (A) convenience (B) conveniently (C) convenient (D) convene -> C
44. 17. Please prepare two questions _____ the client meeting. (A) before (B) because (C) until (D) during -> A
45. 18. The team finished the project _____ it was difficult. (A) because (B) although (C) if (D) after -> B

Source Notes

This handout uses original classroom content informed by official TOEIC Listening and Reading format information.

- ETS TOEIC Listening and Reading overview: <https://www.ets.org/content/ets-org/language-master/in/home/toEIC/test-takers/about/listening-reading.html>
- IIBC TOEIC Listening and Reading test format: <https://www.iibc-global.org/english/toEIC/test/lr/about/format.html>
- IIBC About the TOEIC Listening and Reading Test: <https://www.iibc-global.org/english/toEIC/test/lr/about.html>