

VOCABULARY WORKBOOK

**CHECK YOUR ENGLISH
VOCABULARY FOR**

TOEFL[®]

Rawdon Wyatt



All you need to pass your exams

CHECK YOUR ENGLISH VOCABULARY FOR

TOEFL®

by

Rawdon Wyatt

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Introduction

Introduction

If you are going to take the TOEFL®, you will find the vocabulary exercises in this workbook very helpful. They will help you to review, practice and acquire a lot of the words and expressions that you might need to use in the Writing and Speaking sections, or that you might come across or be tested on in the Listening and Reading sections. A greater command of vocabulary is one of the key factors that will help you raise your TOEFL® score.

Structure of the workbook

The workbook is divided into 2 sections. The first section deals with general vocabulary, including synonyms, idioms and phrasal verbs. The second, smaller section is topic-specific, and focuses on some of the topics that regularly appear in the TOEFL®. Each topic is accompanied by a typical TOEFL® Writing question, which will give you the chance to use the key vocabulary in an essay.

There is a comprehensive answer key at the back of the book.

How to use the book

You should not go through the exercises mechanically. It is better to choose areas that you are unfamiliar with, or areas that you feel are of specific interest or importance to yourself. Remember that you should keep a record of new words and expressions that you learn, and review these from time to time so that they become an active part of your vocabulary. There is a vocabulary record sheet at the back of the book which you can photocopy as many times as you like. Use this to build up your own personal vocabulary bank.

It is essential to have a good dictionary with you when you are doing the exercises. For basic vocabulary, we recommend the **American English Study Dictionary** (ISBN 978 1 9016 5969 6). For a more advanced and in-depth coverage of vocabulary, the **Macmillan English Dictionary** (ISBN 978 1 4050 2628 4), from which many of the sample sentences in this book are taken, is ideal.

Extending your vocabulary

Also remember that there are other methods of acquiring new vocabulary. For example, you should read as much as possible from a different variety of authentic reading materials (books, newspapers, magazines, etc).

Practicing for the TOEFL

There is a lot of TOEFL material available, but we particularly recommend **Barron's TOEFL iBT** (ISBN 978 0 7641 3374 9), which provides comprehensive practice for all sections of the exam, as well as offering essential language skills development and useful studying strategies. It also gives lots of vital information on the test itself and how it works. The book has been written for the Internet-based TOEFL, but is also useful if you are going to take the older, standard computer-based TOEFL.

Information about the TOEFL®

The purpose of the TOEFL® is to evaluate a non-native English speaker's proficiency in the English language. Almost one million students every year from 180 countries register to take the TOEFL®: the majority of universities and colleges in North America as well as in other English-speaking countries require official TOEFL® score reports for admission. The test is also used by institutions in other countries where English is the language of instruction. In addition, government agencies, scholarship programs and licensing / certification agencies use TOEFL® scores to evaluate English proficiency. An acceptable score depends on the particular institution or agency involved.

About the Check your English Vocabulary series

Check your English Vocabulary for TOEFL® is one of several books in the *Check your English Vocabulary* series. These books are designed to help students of English (and those who are working or who want to work in an English-speaking environment) to develop and practice the essential vocabulary that they would need to know or use on a day-to-day basis, or in order to get a better grade in an exam.

There are currently 16 books in the series:

- Check your Vocabulary for Academic English
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- Check your English Vocabulary for Banking and Finance
- Check your English Vocabulary for Living in the UK
- Check your Vocabulary for Natural English Collocations

For more information, visit www.acblack.com

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Addition, equation, and conclusion

This exercise will help you to review more of the important words that we use to join ideas in an essay, a verbal presentation or sometimes in everyday speech.

Exercise 1

Put the following words and expressions into their correct place in the table depending on their function.

to sum up briefly • along with • as well as • it can be concluded that
 likewise • similarly • also • too • in addition • besides • to conclude
 in brief • in the same way • thus • what's more • furthermore
 moreover • along with • to summarize • therefore • correspondingly

<u>Addition</u> (For example: <i>and</i>)	<u>Equation</u> (For example: <i>equally</i>)	<u>Conclusion</u> (For example: <i>in conclusion</i>)

Exercise 2

Complete these sentences with one of the words or expressions from above. In most cases, more than one answer is possible.

1. Tourism brings much needed money to developing countries. _____, it provides employment for the local population.
2. _____ bringing much needed money to developing countries, tourism provides employment for the local population.
3. Tourists should respect the local environment. _____ they should respect the local customs.
4. _____ industrial waste, pollution from car fumes is poisoning the environment.
5. In order to travel, you need a passport. _____, you might need a visa, immunization shots, and written permission to visit certain areas.
6. Drugs are banned in Britain. _____ weapons such as guns and knives.
7. All power corrupts. _____, absolute power corrupts absolutely.
8. You shouldn't smoke, drink, take drugs, or eat unhealthy food. _____, you should live a more healthy lifestyle.
9. The ozone layer is becoming depleted, the air in the cities is becoming too dirty to breathe, and our seas and rivers are no longer safe to swim in. _____ pollution is slowly destroying the planet.
10. Your grades have been very poor all year. _____ you need to work really hard if you want to pass your exams next month.

American English

This exercise looks at some common "American" words (words which are used in the U.S.A. and Canada). You might find it useful if you have been learning "British" English (the English which is spoken in the United Kingdom and in other countries around the world). Generally, "American" words are understood by "British" English speakers (largely as a result of imported television programs and movies), but many North Americans are unfamiliar with some "British" English words. As a result, it is important to use the "American" words rather than the "British" words in the TOEFL.

Look at the sentences below, which all contain a "British" English word in **bold**. Decide what word North Americans would normally use in the same context. In some cases, the word will remain the same, but there will be a difference in spelling. Write your answers in the crossword grid on page 7. To help you, the word that you need has been put at the end of each sentence, with most of the letters removed, but with some of the letters included.

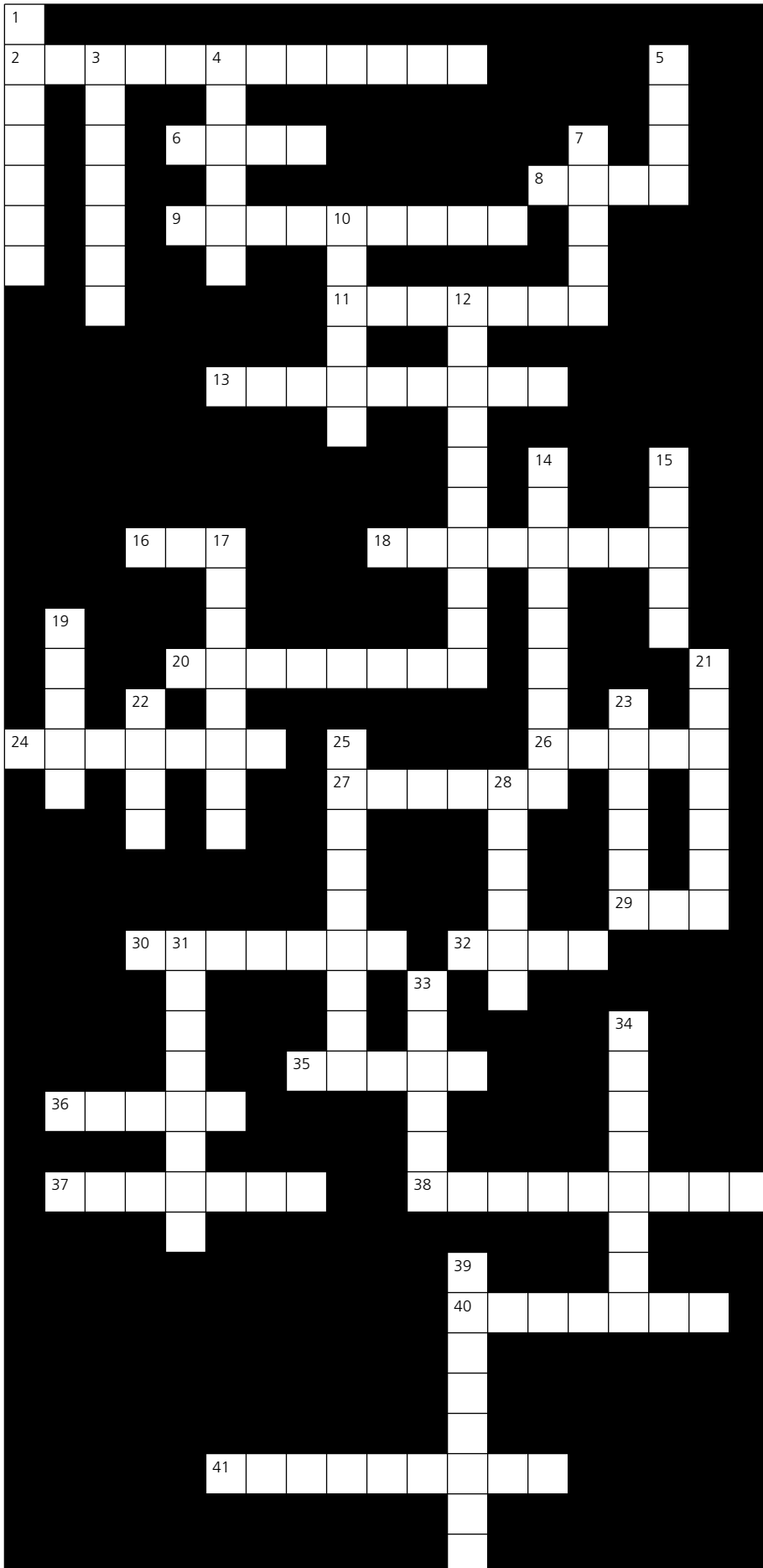
Across (→)

2. The play is in two acts, with a short **interval** between the two. I _ T _ _ M _ _ _ _ _ N
6. If you make a mistake in your calculations, you'll need to do them **again**. _ V _ _
8. The **post** normally arrives before lunchtime. _ _ _ L
9. The government refused to **recognise** the new republic. _ E _ _ _ _ _ _
11. The **theatre** received an unexpected grant which helped to prevent it closing down. _ H _ _ _ _ _
13. The road outside the school is very busy, so students are advised to use the **subway** to cross it.
_ N _ _ _ P _ _ _
16. The oil crisis resulted in a 28% rise in the cost of **petrol**. _ _ S
18. Take the **lift** to the top floor. _ _ _ V _ _ O _
20. **Estate agents** are some of the most unscrupulous people in the country. R _ _ L _ _ R _
24. The M40 is closed, so you will need to take the A40, which is the **main road** connecting London with Oxford. H _ _ _ W _ _
26. Their request for a \$2 **rise** in the hourly rate was firmly rejected by the management. _ A _ _ E
27. The workshop will last for 6 hours, with a **break** for lunch at midday. _ E _ _ S _
29. (*Informal*) I really like Mr. Goldberg. He's a great **bloke**. _ U _
30. (*At a school, college, or university*) A **staff** meeting has been called for two o'clock. _ _ C _ _ _ Y
32. In my opinion, the best time of the year is **autumn**. _ _ L _
35. The automobile company's first attempt to design a family **saloon** that ran on diesel was a resounding failure. _ _ D _ N
36. The campus has a **shop** where students can buy stationery and essential items. _ _ O _ _
37. Government spending on **defence** was reduced by 23%. _ _ _ E _ _ _

38. He gave me just enough money to buy a **return** bus ticket to Portland. R _ _ _ D - _ _ _ P
(2 words, which are hyphenated. Do not leave a gap or use a hyphen in the crossword grid)
40. He's a **graduate** of Berkeley College. _ _ _ M N _ _
41. These days it is not unusual to see children as young as five carrying a **mobile phone** to school.
C _ _ _ _ _ N _

Down (⇄)

1. The **postcode** for the company is MA 04532. _ I _ _ O _ _
(2 words: do not leave a gap between the words in the crossword grid)
3. Classes start at nine o'clock every morning Monday **to** Friday. T _ R _ _ _ _
4. There are several museums and galleries in the city, but most students prefer to spend their evenings at the **cinema**. _ _ V _ E _
5. Have you got any change for a \$20 **note**? B _ _ _
7. Strict **labour** laws have had an adverse effect on small businesses. _ _ B _ _
10. I'm afraid we've **got** slightly behind schedule. _ _ T T _ _
12. Several **flats** were leased to private agencies, who in turn leased them to small companies.
_ P _ _ T _ _ _ _ _
14. All **travellers** flying to the USA have to undergo strict security checks at the airport.
_ _ A _ _ _ _ _
15. The Dean's office is on the **ground** floor. _ I _ _ _
17. The first thing the council did was dig up the **pavement** outside the front door. _ _ D _ W _ _ _
19. My favorite **film** of all time has to be the classic 1959 comedy 'Some Like It Hot'. _ _ V _ _
21. The best way to get from one part of the city to another is to use the **dual carriageway**.
_ _ E _ W _ _
22. (On the telephone, when you are calling someone) Hello, is **that** Harrison Keane? _ _ _ S
23. In the event of a marital divorce or separation, there is a clear need for **dialogue** between the parents and their children. _ _ A _ _ _
25. If you want to stop smoking, the best place to start is by going to your local **chemist**.
D _ _ G _ _ _ _ _
28. Services on the **underground** start at five in the morning and finish at half past midnight.
_ _ B _ _ Y
31. Before buying a house, it is essential to employ the services of a good **solicitor**. _ T T _ _ _ _ _
33. You should use a pencil to do the test, and use a **rubber** to remove any mistakes. _ _ A _ _ _
34. Most Americans tend to stay in the country for their **holiday**. V _ _ _ T _ _ _
39. You don't need to ask me for permission to use the **toilet**! B _ _ _ R _ _ _



Changes

Exercise 1

Look at these sentences and decide if the statement which follows each one is true or false. Use the words and expressions in **bold** to help you decide.

1. The population of the country has trebled in the last 25 years.
*There has been a **dramatic increase** in the number of people living in the country.*
2. Unemployment has dropped by about 2% every year for the last six years.
*There has been a **steady decrease** in the number of people out of work.*
3. The government has spent a lot of money improving roads around the country.
*There has been a **deterioration** in the national road system.*
4. The number of exam passes achieved by the school's pupils has risen by almost 50%.
*There has been a **decline** in the number of exam passes.*
5. American travelers abroad have discovered that they can buy more foreign currency with their dollar.
*There has been a **weakening** of the dollar.*
6. It is now much easier to import goods into the country than it was a few years ago.
*There has been a **tightening up** of border controls.*
7. We're increasing our stocks of coal before the winter begins.
*We're **running down** our stocks of coal.*
8. Prices have gone up by about 4% every year since 1998.
*There has been a **constant rise** in the rate of inflation.*
9. The pass rate for the exam was 3% lower this year than it was last year.
*There has been a **sharp fall** in the pass rate.*
10. The alliance are going to reduce the number of conventional weapons in their armed forces.
*The alliance are going to **build up** the number of weapons they have.*
11. Deflation has adversely affected industries around the country.
*There has been a **growth** in industrial activity.*
12. The rules are much stricter now than they were before.
*There has been a **relaxation** of the rules.*
13. Last year, 12% of the population worked in industry and 10% worked in agriculture. This year, 14% of the population work in industry and 8% work in agriculture.
*There has been a **narrowing of the gap** between those working in different sectors of the economy.*
14. Some management roles in the company will not exist this time next year.
*Some management roles are going to be **phased out**.*
15. More people are shopping at large supermarkets rather than small local stores.
*There has been an **upward trend** in the number of people shopping in small local stores.*
16. Her English is clearly better now than it was when she first arrived.
*There has been **marked progress** in her English.*
17. People live in better houses, drive nicer cars, and eat higher-quality food than they did twenty years ago.
*There has been a **general improvement** in the standard of living.*
18. Our company has opened new factories in Detroit, Houston, and Des Moines in the last five years.
*Our company has witnessed considerable **expansion** in the last five years.*
19. The government will spend less on the healthcare services next year.
*There are going to be **cuts** in healthcare spending next year.*
20. Americans nowadays want to see more of the world.
*Americans nowadays want to **narrow** their horizons.*

Exercise 2

The box below contains 31 more words used to describe change in different situations. These are all verbs, and they can be found by reading from left to right and from right to left, starting in the top-left corner and following the direction of the arrows. Separate these words, then use some of them to complete sentences 1 – 10 below. In some cases you will need to change the form of the verb (for example, by putting it into its past simple or past participle form).

↪	a	d	a	p	t	r	e	p	l	a	c	e	e	x	p	a	n	d	p	r	↻
↻	m	r	o	f	s	n	a	r	t	e	c	u	d	e	r	e	t	o	m	o	↻
↻	s	w	i	t	c	h	r	e	n	o	v	a	t	e	e	x	c	h	a	n	↻
↻	e	p	p	a	s	i	d	r	e	t	l	a	e	t	o	m	e	d	e	g	↻
↻	a	r	v	a	r	y	r	a	i	s	e	l	o	w	e	r	e	x	t	e	↻
↻	n	e	l	n	e	t	h	g	i	e	h	e	g	r	a	l	n	e	d	n	↻
↻	g	t	h	e	n	d	e	e	p	e	n	s	h	o	r	t	e	n	s	t	↻
↻	o	t	u	c	d	n	e	m	a	e	s	i	v	e	r	h	c	t	e	r	↻
↻	u	t	s	o	u	r	c	e	d	e	t	e	r	i	o	r	a	t	e	s	↻
↻	t	s	e	r	e	d	a	r	g	p	u	e	n	i	l	m	a	e	r	t	↻
↻	r	u	c	t	u	r	e	d	o	w	n	s	i	z	e	END					

1. The company cannot refund customers' money, and goods can only be _____ on production of a receipt or other proof of purchase.
2. We have made radical changes to college regulations, and students are expected to _____ to these over the next few weeks.
3. The discovery of oil _____ the country from a small emirate to a major economic power.
4. The science building is currently being _____, but will remain open while building work is carried out.
5. After only three weeks on the History course, she decided to _____ to something more practical.
6. Fees _____ according to the length of the course: the longer the course, the more you pay.
7. As water freezes, it _____.
8. The economic situation is _____ rapidly, and the entire economy is in danger of collapse.
9. Course fees will be _____ on January 14: some will come down, but most of them will go up.
10. Elastic becomes weaker the more it is _____.

Comparing and Contrasting

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

1. The **contrast / compare / comparison** in working conditions between our Denver department and our department in Chicago is very noticeable, and employees are now demanding equality in this area.
2. The two engines **differentiate / differ / different** considerably from each other: one runs on gasoline, and the other is a gasoline-electric hybrid.
3. It is often difficult to **differentiate / differ / contrast** between students who are absent because they are genuinely sick, and those who are just enjoying a day in bed.
4. The new software program shared some common **characters / characterizes / characteristics** with those that were already on the market.
5. There's a clear **distinguish / distinctive / distinction** between studying at a college and working from home on a correspondence course.
6. **Compared / Compare / Comparing** with 15 years ago, home PCs are cheaper, faster, and have a much bigger memory.
7. The two courses are different in every way: there's absolutely no **compare / comparison / contrast** between them.
8. Our digital photography course is **similar to / alike / resemble** our traditional photography course, except that it is obviously more computer-oriented.
9. There were several **similarities / similarly / similar to** between the two novels, except one was aimed at a younger market while the other targeted twenty-somethings.
10. Serious computer hackers can access your personal files and destroy or alter them. **Exactly / In the same way / Just as**, they can gain access to your Internet banking facility and steal your money.
11. The quality of his work is excellent. **Likewise / Alike / Likeness**, his attitude and commitment.
12. The TOEFL covers a variety of academic and general English tasks. **In contrast to / Although / By way of contrast**, the TOEIC focuses more on business and professional issues.
13. Grades have not been good over the last semester. **Nevertheless / Even so / However**, the college still has one of the best academic records in the state.
14. There currently seems to be a large **discrepancy / discrimination / differential** between the number of people employed in service industries, and those employed in the primary sector.
15. The Impressionists used light and color to give the general feeling of a scene, **unlike / whereas / whereby** the pre-Raphaelites used a lot of detail and bright colors, and showed a romanticized view of life.

Condition and requirement

Rearrange the letters in **bold** to make words and expressions related to condition and requirement. The first one has been done as an example.

1. **sa nlgo sa** there is sufficient demand for healthy food such as salads and soups in the school cafeteria, we will continue to provide it.
(Answer = **As long as**)
2. **seusln** I receive your assignment within the next couple of days, I will have to give you a lower grade for the course.
3. Students may use the college computers for personal emails **no incotnido atth** they agree to give up their computer if someone needs it for coursework.
4. Everyone should get a good mid-term grade **vognripid ttha** they hand in all their work on time.
5. The main **retncopiinsod** for a healthy economy are controlled consumer spending and low unemployment.
6. (Notice on a fire alarm): **ni eacs fo** fire, break glass.
7. **ni het nvete fo** a tie between the two teams in tonight's game, there will be a replay on Saturday afternoon.
8. We agreed to sign the contract, the only **aputonstili** being that it would run for at least five years.
9. The teachers have **nidncoalitoun** trust in their students: they know they will do their best at all times, even if things get difficult.
10. **sumsagin hatt** the flight is on time, we will meet you at LaGuardia airport at ten o'clock.
11. His argument was based **no teh autonmsspi hatt** people are basically decent and honest.
12. Good language skills are one of the **quereesisitpr** for a job in an international organization.
13. Before you accept a job, it is important that you agree with the **remst** and **ioctnsodin** set out in the contract.
14. It is a **nmreiretque** of the college that students attend at least 95% of their course and complete all their assignments on time.
15. If you have a query, please telephone us at the number above. **niifagl ttha**, send us a fax or email.
16. We need to involve at least 20 people on this project, **ehewotris** it can't go ahead.

Confusing words and false friends

Confusing words are two or more words which have a similar meaning to each other but are used in a different way.

or

are related to the same topic, but have a different meaning

or

look similar, but have a different meaning

False friends are words in English which have a similar-looking word in another language but which have a different meaning.

Complete the following sentences with the appropriate word in **bold**.

1. **action / activity**
The police took immediate _____ when they realised the situation was getting out of hand.
Economic _____ stagnated as the recession took hold.
2. **advice / advise**
Can you _____ me on the best course of action to take?
He offered me some excellent _____.
3. **affect / effect**
Cuts in spending will have a serious _____ on the healthcare services.
The strike will seriously _____ train services.
4. **appreciable / appreciative**
There is an _____ difference between manslaughter and murder.
She was very _____ of our efforts to help.
5. **assumption / presumption**
They raised taxes on the _____ that it would help control spending.
It's sheer _____ for the government to suggest things have improved since they came to power.
6. **avoid / prevent**
Rapid government reforms managed to _____ a revolution taking place.
He's always trying to _____ taking a decision if he can help it.
7. **beside / besides**
The office is just _____ the railway station.
_____ their regular daytime job, many people do extra work in the evening.
8. **briefly / shortly**
_____ before the conflict began, the army pulled down the border posts.
The senator spoke _____ about the need for political reform.
9. **channel / canal**
The television _____ received a formal complaint about the program.
The Suez _____ was built in the second half of the nineteenth century.
10. **conscientious / conscious**
Most people are _____ of the need to protect the environment.
_____ workers should be rewarded for their hard work.
11. **continual / continuous**
A _____ trade embargo has badly affected the economic infrastructure.
The computer has given us _____ problems ever since we installed it.

-
12. **control / inspect**
Environmental health officers regularly _____ kitchens and other food preparation areas.
The government plans to _____ the price of meat to make sure it doesn't go up too much.
13. **criticism(s) / objection(s)**
They didn't raise any _____ when we insisted on inspecting the figures.
The government's plan was met with severe _____.
14. **damage / injury / harm**
It was a severe _____ which needed immediate hospital treatment.
A lot of _____ was caused to buildings along the coast during the storm.
There's no _____ in taking a break from your job now and then.
15. **discover / invent**
When did he _____ the telephone?
Did Alexander Fleming _____ penicillin?
16. **during / for / while**
Stores were closed _____ the duration of the conflict.
_____ the transition from a dictatorship to democracy, the country experienced severe strikes and riots.
The bomb went off _____ the President was making his speech.
17. **however / moreover**
The plan was good in theory. _____, in practice it was extremely difficult to implement.
The plan was excellent. _____, it was clear from the beginning that it was going to be a success.
18. **considerate / considerable**
He made a _____ amount of money from his dotcom enterprise.
She's a very _____ person, so she would never intentionally upset anyone.
19. **intolerable / intolerant**
I consider his behavior to be quite _____.
The government is _____ of other political parties.
20. **job / work**
Everybody has the right to a decent _____ with good pay.
Following the recession, many people are still looking for _____.
21. **lay(s) / lie(s)**
The city of Quito _____ near the equator.
The manager made it clear he intended to _____ down some strict rules.
22. **look at / watch**
We must _____ the situation in Lugumba carefully, and be prepared to act if violence flares again.
We need to _____ the problem carefully and decide if there is anything we can do about it.
23. **permission / permit**
I'm afraid we can't _____ photography in here.
They received _____ to attend the sessions as long as they didn't interrupt.
24. **possibility / chance**
There is always the _____ that the government will reverse its decision.
If we act now, we have a good _____ of finding a cure for the disease.
-

-
-
25. **priceless / worthless**
_____ paintings by artists like Van Gogh should not be in the hands of private collectors.
As inflation spiraled out of control, paper money suddenly became _____.
26. **principal(s) / principle(s)**
Many people refuse to eat meat on _____.
The _____ of the college is an ardent non-smoker.
The country's _____ products are paper and wood.
Not many people are familiar with the _____ of nuclear physics.
27. **process / procession**
The _____ made its way down the avenue.
Applying for a visa can be a long and frustrating _____.
28. **raise / rise**
As prices _____, demand usually drops.
In response to the current oil shortage, most airlines plan to _____ their fares.
29. **respectable / respectful**
The delegates listened in _____ silence as the chairman spoke.
They want to bring up their children in an area which is considered to be _____.
30. **treat / cure**
Hospitals are so understaffed that they find it almost impossible to _____ patients with minor injuries.
They were unable to _____ the disease, and hundreds died as a result.
31. **subjective / objective**
Your report should be as _____ possible: just present the facts and try to avoid saying what you think about them.
The newspaper article was extremely _____: the journalist more or less forced his own views and ideas on his readership.
32. **disinterested / uninterested**
In order to end the dispute, we need some impartial advice from a / an _____ third party.
I thought they would enjoy my talk, but they were completely _____.
33. **imply / infer**
From what you just said, can I _____ that you think I'm interfering?
I didn't mean to _____ that you were interfering. I merely said that I needed a bit of time to myself.
34. **complimentary / complementary**
In western societies, acupuncture and hypnosis are seen as _____ medicines.
All new students will receive a _____ study pack and dictionary.
-

Idioms and colloquialisms 1

Idioms and colloquialisms (spoken expressions) are a common feature of the TOEFL Listening Comprehension. There are a lot of them, and each one has to be learnt individually. Often, but not always, it is possible to identify the meaning of an idiom or a colloquialism from the context in which it is being used.

The idioms and colloquialisms exercises in this book focus on some of the most commonly-used expressions.

Exercise 1

Complete the dialogs with an expression from the box.

I couldn't agree more. • I couldn't care less. • I really don't mind. It's up to you.
 It does nothing for me. • Let me sleep on it. • Never mind. It can't be helped.
 No way! Not a chance! • You've got to be kidding! • Why not? Go for it!
 Wow! Way to go! • You should really get a life. • You're welcome, but it was nothing really.

1. A. Shall we eat out or do you want me to cook something?
B. _____
A. OK. In that case, let's eat out.
2. A. The economics seminar has been canceled yet again.
B. _____
A. I'm afraid not. Professor Parkhill sure seems to be absent a lot these days.
3. A. Our history lessons are really boring, aren't they?
B. _____
A. Right. Perhaps we shouldn't have chosen it as an option.
4. A. We're going to Mo's bar tonight. Want to come?
B. _____
A. Come on, don't be like that! It'll be fun!
5. A. I need a decision as soon as possible.
B. _____
A. Well, to be honest, I'd rather you told me now.
6. A. Are you interested in science?
B. _____
A. Me neither. I find it really boring.
7. A. I spent most of the weekend lying in bed and watching TV.
B. _____
A. I know! You're not the first person to say that.
8. A. If you don't work harder, you'll fail your exams.
B. _____
A. Well, you should. Your whole future might depend on them.
9. A. I've passed all my exams – grade A's all round!
B. _____
A. Thanks. I never thought I'd be able to do it.
10. A. Do you think I should apply to the University of West Virginia?
B. _____
A. All right, I will. Thanks.
11. A. Thank you so much for all your help. I couldn't have done it without you.
B. _____
A. No, really, I really appreciate it.
12. A. I'm really sorry that I lost your dictionary.
B. _____
A. Nevertheless, I promise to replace it.

Exercise 2

Instructions as above.

Let me lend a hand. • How's it going? • How should I know?
 I'm a bit tied up for the time being. • I'm going to give it all I've got. • Is it any wonder?
 Oh, I'm used to it. • Sure. Why not? • What a drag! • What do you have in mind?
 You bet! • You're out of luck.

1. A. Can I have a look at your essay to get a few ideas?
 B. _____
 A. Thanks. I'll do the same for you next time.
2. A. I'm working really hard for my exam at the moment.
 B. _____
 A. Oh, not bad. I'm fairly confident of passing.
3. A. Where's Murai today?
 B. _____
 A. Don't be like that. I was only asking.
4. A. We need to finish this assignment by Monday. There goes our weekend.
 B. _____
 A. I know, but we'll make up for it next weekend.
5. A. Want to come to the concert tonight?
 B. _____
 A. That's great. I'll go and get us some tickets.
6. A. Do you think you'll pass your exams?
 B. _____
 A. That's the spirit! Well, good luck.
7. A. Do you find it difficult getting up at 6 o'clock every morning?
 B. _____
 A. I suppose you must be. You've been doing it for so long.
8. A. We're thinking of doing something to celebrate the end of the semester.
 B. _____
 A. I'm not sure, really. Perhaps a barbecue, or something like that.
9. A. Are there any tickets left for tonight's show?
 B. _____
 A. I thought so. Oh well, never mind.
10. A. I have to get the hall ready for tonight's lecture.
 B. _____
 A. That's really kind of you.
11. A. I was wondering if you could help me with my assignment.
 B. _____
 A. Yes, I thought you might be a bit busy right now.
12. A. Poor Sarah failed to get a good grade in her TOEFL once again.
 B. _____
 A. Right. She never seems to do any preparation for it.

Idioms and colloquialisms 2

Exercise 1

Complete these dialogs with an appropriate expression from the box.

A little bird told me. • Be my guest. • Fire away, I'm all ears. • I'd be glad to
 I'm having second thoughts. • I'm keeping my fingers crossed. • My lips are sealed.
 Now you're talking! • Rather you than me. • That'll be the day! • That'll teach you!
 Who let the cat out of the bag?

1. A. Would you mind looking after my bag while I go to the rest room?
B. _____
2. A. Do you mind if I sit here?
B. _____
3. A. How do you know the test has been canceled?
B. _____
4. A. I'd be really grateful if you didn't tell anyone about it.
B. _____
5. A. Do you think you'll pass the exam?
B. _____
6. A. I've signed up for extra sociology classes with Professor Dullman.
B. _____
7. A. I've got some really interesting news.
B. _____
8. A. You don't want to work tonight? OK, let's go to the theater instead.
B. _____
9. A. I thought you were going to apply for a place on the Theory of Knowledge course.
B. _____
10. A. I promise to work harder from now on.
B. _____
11. A. I hear that you're going to throw a surprise party for my birthday.
B. _____
12. A. I've just eaten six hot dogs, and now I've got a terrible stomach ache.
B. _____

Exercise 2

Instructions as above.

Congratulations. • Couldn't be better. • Hold on. • I'd love to. • I'd rather you didn't.
 Oh, that's too bad. • Oh, this is on me. • Sure, touch wood.
 Thanks. Make yourself at home. • The name doesn't ring any bells. • You're welcome.
 Yes. Take care and keep in touch.

1. A. I can't afford to go to the concert tonight.
B. _____
2. A. I've managed to get a place on the Advanced Studies program.
B. _____
3. A. Would you like to come to Gino's tonight?
B. _____
4. A. Thank you very much for all your help.
B. _____
5. A. Oh wow! What a great room. It's wonderful.
B. _____

6. A. We'd better leave now – our train leaves in half an hour.
B. _____
7. A. It's been nice seeing you again. Let's get together again soon.
B. _____
8. A. Hi, Tom. How are you?
B. _____
9. A. Do you mind if I smoke in here?
B. _____
10. A. I didn't do too well in the end of semester exams.
B. _____
11. A. Have you ever heard of the Darwin Awards?
B. _____
12. A. Do you think you'll do well in tomorrow's test?
B. _____

Exercise 3

Instructions as above.

Have a good time. • How's it going? • Oh well, it's not the end of the world. • I'll say.
 Gesundheit! • Not on your life! • Of course. Take a seat.
 So I guess you're in the doghouse again. • Sure thing. • That's a load off my mind.
 Well, keep it to yourself. • Well, take it easy. Don't kill yourself.

1. A. I'm about halfway through my essay.
B. _____
2. A. I thought the lecture on the Declaration of Independence was great. Did you enjoy it?
B. _____
3. A. Snake is considered a delicacy in some countries. Would you ever consider eating it?
B. _____
4. A. Professor de Gruchy has extended the deadline for our essays to Thursday, so you don't need to worry about not finishing it on time.
B. _____
5. A. Did you know that our economics teacher has left the questions for tomorrow's test lying on his desk?
B. _____
6. A. Could you give me a bit of help with this assignment?
B. _____
7. A. Can I come in?
B. _____
8. A. I have so much to do by Monday; two essays to write, a presentation to prepare, and I have to do some research on the history of the U.N.
B. _____
9. A. I'm so depressed. That's the third time I've failed my driver's test.
B. _____
10. A. I'm off to Niagara Falls for the weekend. See you Monday.
B. _____
11. A. I forgot my boyfriend's birthday last week.
B. _____
12. A. Aaachooooooooo!
B. _____

Idioms and colloquialisms 3

Connect the first part of each sentence in the first box on this page with the second half in the second box on the next page. Use the expressions in **bold** to help you make the connection.

1. If you come late, could you please **let me...**
2. I was rather unhappy when she **made a...**
3. The project was **more or...**
4. I just need to complete this essay, and then my coursework will be over **once and...**
5. His lectures are generally really dull, but **once in...**
6. I've never been **too...**
7. There are parts of the course which are a bit boring, but **on the...**
8. Don't try to do everything at once. Try to do things **step by...**
9. There's a chance that **sooner or...**
10. When you first start a new job, it can take a while to **learn the...**
11. I know you have a lot of work, but **look on the bright ...**
12. The President can't be **in his right...**
13. You shouldn't **go over his...**
14. You're kidding. You're **pulling my...**
15. It can be difficult to **make ends...**
16. Try to **make the most of your...**
17. I asked Ron to get the computer fixed, and he promised to **take...**
18. I understand the theory, but I **get mixed...**
19. Don't worry about the exam. Just **give it...**
20. I'm not sure whether to take a vacation this summer. I'll decide **one way or...**
21. I wasn't sure whether to apply for a Ph.D. course, but in the end I decided to **go...**
22. I got a grade A for my first assignment of the year. That's **a good...**
23. For years he was ignored, then **all at...**
24. Many people believe that it's **about...**
25. I've **changed...**
26. He had some excellent plans, but they never really **got off...**

- A. ...**big** on science; I've always preferred the arts.
- B. ...**the ground**.
- C. ...**whole** it's really good.
- D. ...**start**, isn't it?
- E. ...**all you've got** and hope for the best.
- F. ...**for all**. It'll be a real relief.
- G. ...**mind**, making a stupid decision like that.
- H. ...**step** until you've finished.
- I. ...**up** when I try to describe it on paper.
- J. ...**the other** when I see my exam results.
- K. ...**care of** it at the earliest opportunity.
- L. ...**leg**. Right?
- M. ...**my mind** about attending Professor Malkovich's course.
- N. ...**for it** and see what happens.
- O. ...**meet** when you're a student on a low income.
- P. ...**later** the students will demand some real changes.
- Q. ...**ropes** and become familiar with the way things work.
- R. ...**head** and make your own decisions.
- S. ...**point of** reminding me about my previous bad grades.
- T. ...**less** complete when someone pointed out they had missed some details.
- U. ...**know** in advance.
- V. ...**time** when you're in New York.
- W. ...**side**; at least you won't get bored this weekend!
- X. ...**a while** there's something of interest.
- Y. ...**time** more money was invested in education.
- Z. ...**once**, people began paying attention to what he had to say.

Idioms and colloquialisms 4

Exercise 1

Choose the correct underlined word to complete each of the idioms in **bold**. The meaning of each idiom is in brackets after the sentence.

1. You shouldn't try to **burn the match / lighter / candle** at both ends; you'll exhaust yourself. (*to get up early in the morning and go to bed late at night on a regular basis*)
2. Once he started looking into the details, he realized what a **can of worms / beans / beer** they were opening. (*a difficult and complicated situation*)
3. It was a difficult decision, but he decided to **take the goat / cow / bull by the horns** and tell his boss that he wanted to leave the company. (*to deal bravely or confidently with a difficult situation*)
4. Some insurance companies make their customers **pay through the ears / nose / mouth** for their services. (*to pay a lot of money*)
5. He knew that what they were doing was wrong, but **turned a blind / closed / cold eye** to it. (*to pretend not to notice, to ignore*)
6. Many people like to get **off the beaten road / path / track** when they take a vacation. (*somewhere quiet, where not a lot of people go*)
7. If you're **pressed / crushed / squeezed for time**, we can talk later. (*busy, in a hurry*)
8. I've been feeling a bit **under the thumb / weather / table** recently, but I'm feeling better now. (*slightly sick*)
9. He's a rather boring person, but **once in a blue / red / green moon**, he'll come out with something really amazing. (*very rarely*)
10. I'm afraid your request is **out of the answer / statement / question**. (*not possible, unacceptable*)
11. He gave us some information that was strictly **off the books / record / list**. (*unofficial, to be kept secret*)
12. We don't want to **lose land / ground / place** in the baseball competition. (*to become less successful than the others*)
13. Let's have a party at the beginning of the year. It will help to **break the ice / mold / air**. (*to make people feel more friendly and willing to talk to each other*)
14. Everybody should say exactly how they feel. That should **clear the room / air / feelings**. (*to help end an argument or disagreement*)
15. It's very rude to **talk shop / work / jobs** when you're out with other people. (*to discuss your job with a coworker, usually in a social situation where there are others present*)
16. Don't let him stop you; **stand your land / place / ground** and tell him you won't change your mind. (*to refuse to change your mind about something, even when people oppose you*)
17. I only just passed my exam. It was a very **far / close / exact thing**. (*something almost did or didn't happen*)
18. What's happened? **Put me in the picture / story / scene**. (*to let somebody know what has happened, usually when other people already know*)

Exercise 2

Instructions as above.

1. You've really **made a name / title / place for yourself**, haven't you? (*to become well known, famous and / or respected*)
2. Have you seen his house? It's **out of this planet / earth / world**. (*extremely good, wonderful, etc.*)
3. He knew I was friendly with his boss, and asked me to **pull a few legs / strings / ropes** for him. (*to use your influence with somebody in order to get something*)
4. Donna **played / did / went hooky** again today; that's the third lecture she's missed this week. (*to miss a lesson, class, etc., for no good reason*)
5. My bank account's **in the black / red / pink** again. (*to owe money to the bank because you've spent too much*)
6. I've completed three out of my five essays already. **So far, so good / fine / acceptable**. (*until now, everything is going well*)
7. I'm really angry with Jerry. It's time I **had it in / out / over with** him. (*to tell somebody you are angry with them, and explain why*)
8. His theories **broke fresh earth / ground / land** and changed the way people thought about science. (*to do something original or innovative*)
9. He said that he had missed his lecture because he had to visit a sick relative, but I don't really think he was **on the air/ ground / level**. (*being honest and telling the truth*)
10. It wasn't my fault! Why am I always the one to **carry the can / tin / box**? (*being the person who is considered responsible for something that has gone wrong*)
11. University life can seem strange at first, but my advice is to **go with the snow / flow / glow** and see what happens. (*to do what seems the easiest thing in a particular situation*)
12. I thought my last essay was really good, so old Professor Clack really **rained on my show / carnival / parade** when he told me he thought it was terrible. (*to spoil something or make it much less enjoyable*)
13. The Dean has told me that unless I **turn over a new leaf / book / paper**, I might be asked to leave the course. (*to change your life by starting to be a better person or stopping a bad habit*)
14. There are some good restaurants nearby that **won't bankrupt / break / rob the bank**. (*not expensive*)
15. I can't talk to you now, I'm afraid. I'm **running / walking / jumping a bit late**. (*to be slightly later than normal*)
16. He can be a bit unfriendly, but **by and big / large / huge** he's OK. (*generally*)
17. All right, everyone. We've achieved a lot in the last hour or so. Let's **take three / four / five**. (*to have a short break*)
18. I don't know exactly what he's up to, but my **fifth / sixth / seventh sense** tells me he's trying to get out of doing his assignment. (*a special ability to feel things that you cannot see, hear, touch, smell, or taste*)

Metaphor

A metaphor is a word or phrase that means one thing and is used to refer to another thing in order to emphasize their similar qualities. For example, in the sentence “*Picasso was the father of the Cubist movement*”, the word *father* is not used in its usual sense to mean someone's male parent. It means that Picasso was the person who started the Cubist movement, or that he was the first one to do it successfully. *Father* is being used in a *metaphorical* way. Metaphors are a bit like idioms (see pages 15 – 22), because the words and expressions are not being used with their literal meaning.

The following exercises look at some common metaphors that are used in different situations.

Exercise 1: achievements, ideas, and theories

Metaphorically, achievements, ideas, and theories are often seen as buildings, with an idea or the process of achieving something being similar to the process of building, and the failure of something being similar to the destruction of a building. Metaphorically, ideas are also like plants, and developing an idea is like getting plants to grow.

Complete sentences 1 – 20 with a word or expression from the box. In several cases you will need to change the form of the words. The first one has been done for you.

architect	blueprint	build on	build up	buttress	collapse	construct	deep-rooted
demolish	edifice	fertile	fruitful	ground-breaking	lay the foundations	ruins	
sow the seeds	stem from	take root	towering	under construction			

- The newspaper article threatened the whole edifice of government, from the President all the way down to grass-roots politicians.
- The company directors were convinced people would want their new product, but then early research and negative feedback began to _____ of doubt in their minds.
- His argument was carefully _____ and was extremely difficult to dispute.
- Her ideas were carefully _____ by a series of results showing that they had been put into practice and actually worked.
- Superstitious beliefs are _____ in many cultures, and nothing can change these beliefs.
- He was the chief _____ of the country's new economic policies.
- The new government _____ for radical changes to the voting system, all of which would be implemented over the next five years.
- The invention of the microchip was a _____ achievement.
- The contract acted as a _____ for future cooperation between the two organizations.
- The business was started in 1986, and over the next 20 years was _____ into one of the most powerful companies in the country.
- The new constitution was _____ traditional values and a desire for progress.
- The website is _____, but we hope to have it up and running by the end of the month.

-
-
13. The idea seemed good in theory, but _____ when practical tests were first carried out.
 14. The new technology was revolutionary and _____, but was initially seen as a simple novelty.
 15. His life's work was in _____, but it did not deter him from starting again.
 16. I put forward several ideas, but to my anger and disappointment each one was comprehensively _____ by the board.
 17. His books were very popular because he had a _____ imagination and a talent for telling a good story.
 18. Nobody believed him at first, but a series of unexplained events meant that his ideas quickly _____ and people were more prepared to listen to him.
 19. Her ideas _____ her belief in the existence of life on other planets.
 20. The discussion was very _____, and we all came away from it believing that at last we were going to achieve something worthwhile.

Exercise 2: Other metaphors.

Look at sentences A, B, and C in the following groups, and look especially at the words and expressions in **bold**. Then rearrange the letters in italics in the final sentence to make another word or words. The final sentence should then explain what the metaphors in the first three sentences are describing. Note that two of the final sentences use the same word. The first one has been done as an example.

1. (A) Your point of view is **indefensible**.
 (B) There was a lot of **conflict** over what to do next.
 (C) The team **clashed** over what steps to take next.

Metaphorically, an *muntrage* is like a fight or a war, with people "attacking" and "defending".
 (Answer = *argument*)

2. (A) She was one of the **brightest** students in the class.
 (B) As a child, Einstein was believed to have a rather **dull** mind.
 (C) She had a sudden **flash** of inspiration and began writing down her thoughts.

Metaphorically, *ngeelcneilti* is like a light. The more you have, the brighter the light is.

3. (A) I was wondering if I could rely on your **support**.
 (B) Would you mind **lending** me a **hand** with my assignment?
 (C) The government helped to **prop up** the college by offering it a financial grant.

Metaphorically, when you *sitsas* someone, it is like supporting them physically (for example, with your body).

4. (A) He is often regarded as the **greatest** writer of the twentieth century.
 (B) Everyone agreed that there were some **weighty** issues to be discussed at the meeting.
 (C) The novel received some good reviews, but many people thought it was rather **lightweight**.

Metaphorically, something that is *taprmojni* is like something that is big or heavy, and something that is *ntaprmotniu* is small or light.

5. (A) They only succeeded by using their political **muscle**.
 (B) She didn't have the **backbone** to accept his challenge.
 (C) I know it's difficult, but you have to **put your back into** it if you want to succeed.

Metaphorically, making an *trofef* is like using a part of your body.

6. (A) You look confused: let me **throw some light on** the matter.
 (B) Her work greatly **illuminated** this aspect of the subject.
 (C) I don't want to be **kept in the dark**, so please let me know what is happening.

Metaphorically, when you have *gwednloke* about something, it is like shining a light on it (and when you lack this, it is like being in darkness).

7. (A) His new career **opened the door** to a whole new way of life.
 (B) Having a University degree is arguably the **key** to success in life.
 (C) Age should be **no barrier** to success.

Metaphorically, having the *roitpoytupn* to do something is like having a door or other entrance opened for you.

8. (A) We **unearthed** some useful facts and figures.
 (B) Her latest book is a **goldmine** of useful information.
 (C) We **left no stone unturned** in our search for the truth.

Metaphorically, when you *oeidrvsc* things such as facts and information, it is similar to finding them by digging or searching in the ground.

9. (A) He originally **set out** to become a priest, but became involved in politics instead.
 (B) At the age of 24, things **took an unexpected turn** for him.
 (C) After six years in the same job, I decided to **move on**.

Metaphorically, a *ilef* or *raecer* path is like a journey.

10. (A) They put a lot of **pressure** on him to make change his mind.
 (B) The country was **dragged** reluctantly into war.
 (C) I'm sorry to **press** you for an answer, but we need to know your plans.

Metaphorically, when you *ecfro* someone to do something, it is like putting physical pressure on them (for example, by pulling or pushing them).

11. (A) He was very **sharp-witted** and could always be relied on to come up with an astute comment when asked.
 (B) She has a **keen** intellect and makes sure that everyone knows it.
 (C) He was an **incisive** critic who always researched his subject thoroughly before passing comment on it.

Metaphorically, *eengintecill* is like a knife, a blade, or another sharp object.

12. (A) We **covered a lot of ground** at the meeting.
 (B) I'd like to **return** to the point I was making earlier.
 (C) After three hours, we finally **arrived** at a decision.

Metaphorically, a *veoantcirosn* or *nosisidscu* is like a journey, with the people who are speaking going from one place to another.

13. (A) We need to address the social **ills** that are at the root of crime.
 (B) The country was **paralyzed** by a series of natural and man-made disasters.
 (C) Drugs such as heroin and cocaine are seen as a **cancer** at the very heart of society.

Metaphorically, a *bepmrol* is like an illness.

14. (A) The speaker received a very **warm** welcome from the audience.
 (B) We had several good ideas, but they **poured cold water** on all of them.
 (C) I was disappointed because his response was rather **lukewarm**.

Metaphorically, *anesismuht* and *nicetxetem* are like heat, and a lack of these is like cold or wet.

15. (A) The biography mainly dealt with his years **at the top**.
 (B) Many people commented on his rapid **ascent up the ladder**.
 (C) His greed and lack of integrity eventually led to his **downfall**.

Metaphorically, being *fucuscsel* is like being high up, and *uraelfi* is like falling or being low down.

Numbers and symbols

How do you say the numbers and symbols in **bold** in these sentences?

1. **2006** was the company's most profitable year since **1994**.
2. The advantage of Internet banking is that you can check your account **24/7**.
3. Despite a rigorous advertising campaign, demand has only risen by **0.8%** in the last two months.
4. We're meeting in his office at **3:45** this afternoon.
5. Your flight for Zurich leaves at **1800** from Logan International Airport.
6. I expect to be back in the country on **June 30**.
7. Our next range of products will be released on **10/3**.
8. She completed the test in a record **27½** minutes.
9. **¾** of all our employees think the canteen food could be improved.
10. The new desk measures exactly **6ft. x 3ft. x 3ft.**
11. Is this printer really only **\$1.99**?
12. Oh, sorry sir, that's a mistake. The sticker should say **\$100.99**.
13. And that computer doesn't cost **\$120.75**. It actually costs **\$1120.75**.
14. Please quote reference **ACB81 - 25/B**.
15. Our new telephone number is **(212) 909-7940**.
16. For more information, call **1-800-528-4800**.
17. Alternatively, ring **1-800-AXP-1234**.
18. The emergency telephone number in the U.S.A. is **911**. In the U.K. it's **999**. In Australia it's **000**.
19. To access the information you require, press the **#** key, followed by the **0** key, and finally the ***** key.
20. He earns a salary of over **\$200K** a year! In fact, he's making so much money that he plans to retire in his **mid-50's**.
21. We have invested over **\$6M** in new technology.
22. The union held a ballot to see if the workers wanted to strike. The result was **2:1** in favor.
23. My email address is **markbarrington@snailmail.com**.
24. Hi Todd. **GR8** news on the promotion. I'm really :-)) for you! **CUL8R** for a celebratory drink?
25. He drives to work in a big, fuel-guzzling **4x4**.
26. The Denver Deadbeats won the match against the Washington Washouts by **2:0**. In the game against the Los Angeles Layabouts the following week, they tied **3:3**.
27. At the last census, the population of the country was **37,762,418**.
28. It's important to send your **1099** form to the IRS on time.
29. This book is © Rawdon Wyatt, 2007.
30. The "Ultimafone®" has just won a "Product of the Year" award.