

TOEIC IV – Most Common Word Forms (9)

These are some of the most commonly used words that appear on the test:

1. **promotion** **promote** **promoting** **promoted**
(basic meaning: get a higher position in a job // do things to make something more popular)

Did you hear?! I finally got _____ to assistant manager! I've been waiting for this _____ for a long time. They were thinking of _____ John Smith, but luckily they decided to _____ me because of my hard work.

2. **afford** **affordable** **affordability** **affordably**
(to have enough money to buy something)

Christmas is coming soon and we can't _____ to waste any time. We need our new _____-priced toys in stores ASAP! Toys that are not _____ for most families will go unsold and we will lose money. The _____ of our toys is our most important mission.

3. **instruct** **instruction** **instructor** **instructive**
(to teach someone how to do something // teach about something)

We are currently seeking an _____ to teach our new 2-week management course. Class _____ will be taught on-line and you will _____ a small group of our staff who wish to become managers. You'll need to give very _____ lessons in the course.

4. **beneficial** **benefit** **beneficially** **benefited**
(a helpful and useful effect that something has)

The city's new proposal will not only _____ the homeless, but will also _____ help all low-income families in town. Previous proposals _____ only a few families and homeless, but this new one will be _____ for so many of our residents.

5. **intend** **intention** **intentional** **intentionally**
(one's plan to do something or make something happen)

What was your _____ in leaking our top-secret documents to the media?! What you did destroyed this company! Was it _____? Did you really _____ try to destroy us? Well, you give me no choice. Now I _____ to call the police and have you arrested!