

TOEIC SCAFFOLDING

Dr. Waode Hamsia, S.Pd, M.Pd.

For internal use only,
not photocopiable



TOEIC[®]

Scaffolding



GO INTERNATIONALLY, WORK PROSPEROUSLY WITH TOEIC

Table of Contents

COVER	i
TABLE OF CONTENTS	ii
TOEIC DESCRIPTION.....	1
<i>What is TOEIC Test?</i>	1
<i>What is in the Test?</i>	1
<i>Who uses the TOEIC Test?</i>	1
<i>Who takes the TOEIC Test?</i>	2
<i>What contexts are used for TOEIC questions?</i>	2
<i>How is TOEIC score taken?</i>	2
LISTENING SECTION	3
PART I: PICTURE DESCRIPTION	3
<i>Location Questions</i>	3
<i>Action Questions</i>	4
<i>Situation Questions</i>	6
PART II: QUESTIONS AND RESPONSES	7
<i>W/H Questions</i>	7
<i>Yes/No Questions</i>	11
<i>Choice Questions</i>	11
<i>Statements</i>	12
PART III: SHORT CONVERSATIONS	12
<i>Topics/ Speaker Relationship</i>	12
<i>Place</i>	13
<i>Activity</i>	13
<i>Time</i>	14
<i>Reason/ Intention/ Conclusion</i>	14
<i>W/H Questions</i>	14
PART IV: SHORT TALKS	17
<i>Main idea Questions</i>	17
<i>Purpose</i>	17
<i>Fact and Detail</i>	18
<i>Inference</i>	18
<i>Cause and Effect</i>	18

READING SECTION	19
PART V: INCOMPLETE SENTENCES	19
<i>Vocabulary</i>	19
<i>Grammar</i>	20
PART VI: INCOMPLETE TEXT	21
<i>Text Completion</i>	21
<i>Error Recognition</i>	22
PART VII: READING COMPREHENSION	23
TOEIC PRACTICE	25
LISTENING SCRIPT.....	46
SCORING INFORMATION	56
<i>Description</i>	56
<i>How to Count Your TOEIC Score</i>	56
ANSWER SHEET	57
BIBLIOGRAPHY	59

TOEIC Description

What is TOEIC Test?

The TOEIC test is design to measure individual's English-language proficiency. The TOEIC stands for Test of English for International Communication. The TOEIC test is universally used for different purposes.

What is in the Test?

TOEIC tests are composed of multiple-choice questions with four answer choices in most parts and three answer choices in part 2. There are two sections, each measuring a critical skill in the use of English.

Section 1 – Listening Comprehension

The TOEIC Listening test measures the ability to understand spoken English for communication in the international workplace. The test is composed of 100 questions divided into four parts and takes approximately 45 minutes to complete.

Section 2 – Reading Comprehension

The TOEIC Reading test measures the ability to understand written English for communication in the international workplace. The test is composed of 100 questions divided into three parts and takes 75 minutes.

There are 200 questions in total for listening and reading comprehension test with two hours provided time.

Who uses the TOEIC Test?

The TOEIC test is widely used in various sectors as follow:

- ✓ Trading and manufacturing companies
- ✓ Government agencies
- ✓ International banks
- ✓ Hotel chains
- ✓ Airlines
- ✓ Universities / academic institutions
- ✓ A wide variety of employers

Who takes the TOEIC Test?

Due to its universal benefits, this test is also taken by people with different background.

- ✓ Anyone who travels abroad on business
- ✓ Anyone who has contact with international visitors
- ✓ All types of employees of international organizations
 - Managers
 - Marketing experts
 - Sales representatives
 - Customer service agents
 - Flight attendants
 - Hotel employees
 - Customs officials
 - Others (e.g. job applicants : test scores + resumes)

What contexts are used for TOEIC questions ?

Business	Travel	Entertainment	Health and fitness
Marketing	Airlines	Restaurants	Doctors
Sales	Taxis	Movies	Dentists
Meetings	Hotels	Plays	Exercise programs
Contract		Museums	
Negotiations			

How is TOEIC scores taken?

Score	Level
805-900	High advanced
655-800	Advanced
555-650	High intermediate
405-550	Intermediate
305-400	High beginner
205-300	Beginner 2
10-200	Beginner 1

(The complete scaled score is available in appendix.)

Listening Section

Listening comprehension test in TOEIC is generally divided into four aspects as follows:

- | | |
|---------------------------|----------------|
| ✓ Picture Description | : 10 questions |
| ✓ Questions and Responses | : 30 questions |
| ✓ Short Conversations | : 30 questions |
| ✓ Short Talks | : 30 questions |

Total questions	: 100 questions
Approximately	: 45 minutes

Part I: Picture Description

Location Questions

Location question dealing with the location of one person or one thing related to someone or something else. Be attention to the preposition.

- The woman is sitting next to the boy.
- The dictionary is on the table.
- He goes to school by motorcycle.

Sample Question

You will hear four statements. You are to choose the statement that best describes what you see in the picture!



Let's Practice

You will hear four statements. You are to choose the statement that best describes what you see in the picture!!



Action Questions

Questions can be in either the active or the passive form.

- Active: be + V-ing (talking/packing/speaking...)
 - ✓ The rider is riding his motorcycle.
 - ✓ The man is opening the door.
- Passive: be + being + V3 (washed/cleaned/set up...)
 - ✓ The motorcycle is being ridden by a man.
 - ✓ Some toys are being picked up by the boy.

Sample Question

- 1) You will hear four statements. You are to choose the statement that best describes what you see in the picture!



- 2) You will hear four statements. You are to choose the statement that best describes what you see in the picture! (passive action)

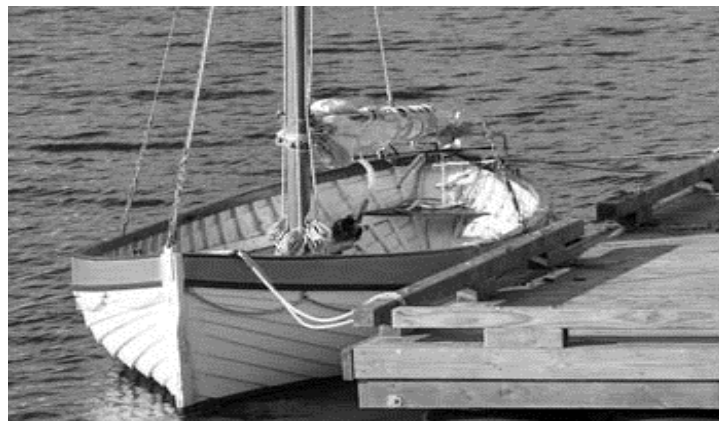


- 3) You will hear four statements. You are to choose the statement that best describes what you see in the picture! (active action)



Let's Practice

- 1) You will hear four statements. You are to choose the statement that best describes what you see in the picture!



- 2) You will hear four statements. You are to choose the statement that best describes what you see in the picture!



Situation Questions

It is questions about the condition of things in the picture. To describe thing or person, adjective is usually used.

- ✓ Past participle forms used as adjective

Ex: The glasses are broken.

- ✓ Adjective

The car tire is flat.

The water is hot.

Sample Question

You will hear four statements. You are to choose the statement that best describes what you see in the picture!!



Let's Practice

You will hear four statements. You are to choose the statement that best describes what you see in the picture!



Part II: Questions and Responses

W/H Questions

In this part of the test, neither question nor answers will be written on your test book.

Who (person/people)

Example: Who's your favorite novelist?

Who didn't attend the meeting this morning?

Sample Question

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

You will hear : "Who recommended redesigning the production process?"

You will also hear :

- A. The production manager did.
- B. To improve overall efficiency.
- C. By the end of this year, we hope.

Let's Practice

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

1. Mark your answer on your answer sheet.
2. Mark your answer on your answer sheet.

When (Time)

Times can be refers to minute, hour, day, month, year etc.

Example: When did he get that message?

When will she like to have lunch?

Sample Question

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

You will hear : "When does this ticket expire?"

You will also hear :

- A. At the ticket window.
- B. Any Airline agent can.
- C. In October next year.

Let's Practice

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

1. Mark your answer on your answer sheet.
2. Mark your answer on your answer sheet.

Where (Place)

A place can be refers to room, building, city, country etc.

Example: Where's her new office?

Where do you come from?

Sample Question

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

You will hear : “Where will the conference be held?”
You will also hear :
A. By tomorrow.
B. For three days.
C. In the main building.

Let's Practice

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

1. Mark your answer on your answer sheet.
2. Mark your answer on your answer sheet.

What (Thing, idea, event, or action)

Example: What is he going to tell Mrs. Wang when she calls?

Sample Question

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

You will hear : “What is the chairperson’s name again?”
You will also hear :
A. Yes, that’s her name.
B. There aren’t enough chairs.
C. I think its Ms. Freeman.

Let's Practice

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

1. Mark your answer on your answer sheet.
2. Mark your answer on your answer sheet.

How (way/ quality/ quantity)

Example: How much time did he finish?
How do you go to work?

Sample Question

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

You will hear : “How would you like to see a show while we’re here?”

You will also hear :

- A. Yes, the view here is wonderful.
- B. Jim showed me around today.
- C. That sounds like fun.

Let's Practice

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

1. Mark your answer on your answer sheet.
2. Mark your answer on your answer sheet.

Why (reason)

Example: Why do you think he didn't support our plan?

Why was he late for work?

Sample Question

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

You will hear : “Why are you meeting with the manager?”

You will also hear :

- A. Next Monday afternoon.
- B. It wasn't difficult.
- C. To discuss a new project.

Let's Practice

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

1. Mark your answer on your answer sheet.
2. Mark your answer on your answer sheet.

Yes/No Questions

Yes/No Question is a type of question which require “yes” or “no” as the answer.

Sample Question

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

You will hear : “Don’t you think New York’s a noisy city?”

You will also hear:

- A. Why didn’t you just ask me?
- B. Yes, but I like it anyway.
- C. No, it’s not on the map.

Let’s Practice

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

1. Mark your answer on your answer sheet.
2. Mark your answer on your answer sheet.

Choice Question

Sample Question

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

You will hear : “Would you like coffee now, or with dessert?”

You will also hear :

- A. No, I’m not.
- B. Later, please.
- C. It’s just a cough.

Let’s Practice

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

1. Mark your answer on your answer sheet.
2. Mark your answer on your answer sheet.

Statements

Example: He's put the accounting files on his desk.
 I've arranged the meeting for three o'clock on Thursday.
 I'm afraid I can't hear you.

Sample Question

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

You will hear	:	"I thought the town council had settled the dispute."
You will also hear	:	
		A. They haven't reached a decision yet.
		B. I'm afraid this boot can't be fixed.
		C. I'll count it carefully.

Let's Practice

You will hear a question or statement spoken in English, followed by three responses. You are to choose the best response to the question!

1. Mark your answer on your answer sheet.
2. Mark your answer on your answer sheet.

Part III: Short Conversation

In this part of the test, you will hear a dialogue between two people.

Topic/ Speaker Relationship

Identify certain topics or the relation between speakers.

Sample Question

What does the man say?

- A. He does not know the company.
- B. He will not pay the bill.
- C. He did not read the contract.
- D. He could not find the invoice.

Strategies:

- ✓ Before the dialogue begins, read the question along with the answer choices.
- ✓ Try to find the keywords and main idea.

Let's Practice

What are the speakers mainly discussing?

- A. A future appointment
- B. A medical report
- C. An unpaid bill
- D. A conference agenda

Place

Identify a place where the dialogue takes place

Sample Question

Where does the conversation take place?

- A. In a doctor's office.
- B. At a bus stop.
- C. In a factory.
- D. At a gas station.

Let's Practice

Where most likely are the speakers?

- A. At a post office
- B. At a library
- C. In a bookshop
- D. In warehouse

Activity

Identify an activity that speakers are engaged in

Sample Question

What is the man going to do?

- A. Buy a new suit.
- B. Take a trip into the city.
- C. Contact the personnel office.
- D. Transfer to another department.

Let's Practice

What will the woman probably do next?

- A. Update a Website
- B. Pick up documents
- C. Check on a shipment
- D. Have an item delivered

Time

Identify a specific time / a length of time/ frequency.

Sample Question

When does the conversation take place?

- A. On Thursday.
- B. On Friday.
- C. On Saturday.
- D. On Sunday.

Let's Practice

When does the woman suggest that the man come back?

- A. On June 10
- B. On June 25
- C. On June 29
- D. On June 30

Reason/ intention/ conclusion

Identify a reason, intention, or conclusion of the dialog.

Sample Question

Why is Juan going to Los Angeles?

- A. To celebrate an anniversary.
- B. To visit family members.
- C. To give a presentation.
- D. To receive an award.

Let's Practice

Why does the man ask for assistance?

- A. He cannot find an item.
- B. A web site is not working.
- C. His project deadline has been changed.
- D. A delivery has been delayed

W/H Questions

Who Questions

Sample Question

Who sent the e-mail?

- A. Fred
- B. Mr. Wu
- C. Jim
- D. Michael

Let's Practice

Who will Mr. Jensen meet with?

- A. Mr. Reeves
- B. Ms. Sabatini
- C. The director
- D. The office manager

What Questions

Sample Question

What discount does the salesperson offer?

- A. 4 percent.
- B. 20 percent.
- C. 50 percent.
- D. 80 percent.

Let's Practice

What is Ellen's problem?

- A. Conference registration has closed.
- B. She has not found a place to stay.
- C. Her hotel is a long way from town.
- D. She is too busy to travel

Where Questions

Sample Question

Where does the conversation take place?

- A. In a doctor's office.
- B. At a bus stop.
- C. In a factory.
- D. At a gas station.

Let's Practice

Where does the conversation take place?

- A. In a doctor's office
- B. At a bus stop
- C. In a factory
- D. At a gas station

When Questions

Sample Question

When did Mr. Sato become a division manager?

- A. Today.
- B. A week ago.
- C. A month ago.
- D. Two months ago.

Let's Practice

When is the woman's appointment?

- A. On Monday.
- B. On Tuesday.
- C. On Wednesday.
- D. On Thursday.

Why Questions

Sample Question

Why is the man concerned?

- A. His papers have fallen on the floor.
- B. He has misplaced some information.
- C. He was unable to choose a present.
- D. His sales figures have decreased.

Let's Practice

Why did Mario go to the factory?

- A. To repair some machinery.
- B. To substitute for a sick worker.
- C. To demonstrate some equipment.
- D. To discuss a schedule change

How Questions

Sample Question

How did Alex learn German?

- A. He lived in Germany.
- B. He studied German in college.
- C. He spoke German at home.
- D. He worked for a German company.

Let's Practice

How will the manuals be sent?

- A. By plane.
- B. By truck.
- C. By ship.
- D. By train

Part IV: Short Talks

In this part of the test, you will hear a monolog or a long talk. The questions will be related to several topics as follows:

Main idea Questions

You will listen the conversations. You are to choose the best answer to each question!

Sample Question

What are the instructions about?

- A. Seating guests
- B. Setting up tables
- C. Selling tickets
- D. Arranging reservations

Let's Practice

What is the main topic of the talk?

- A. A personnel problem
- B. An equipment upgrade
- C. A safety report
- D. A company policy

Tips:

- Only use the information given in the talk.
- Answer the question while listening to the talk because the questions are organized in the order in which the information given in the talk.
- Read as many questions as you can before you hear the statements.

Purpose

Sample Question

What is the purpose of the speech?

- A. To report on the company's earnings
- B. To honor an employee
- C. To propose a merger
- D. To announce a promotion

Let's Practice

Why is the speaker calling?

- A. To provide a research update
- B. To request some documents
- C. To change a meeting location
- D. To schedule a job interview

Fact and Detail

Sample Question

What happens at 10 A.M.?

- A. Departing guests must check out.
- B. An airport shuttle leaves.
- C. The hotel store opens.
- D. A continental breakfast ends.

Let's Practice

Who does the speaker give to the listeners?

- A. A telephone
- B. A time schedule
- C. A seating chart
- D. A list of ticket prices

The Forms of Short Talks:

- Public announcement
- Telephone message/ recorded phone message
- Weather report
- Message
- News report
- Public service advertisement

Inference

Sample Question

What will probably happen next?

- A. The classroom will be closed.
- B. Bonuses will be given out.
- C. An award will be presented.
- D. The speaker will leave the room.

Let's Practice

What will the speaker do after the meeting?

- A. Inspect a building.
- B. Read a report.
- C. Send an e-mail.
- D. Purchase some items.

Cause and Effect

Sample Question

Why are listeners receiving special training?

- A. They were recently hired.
- B. They will be arranging furniture.
- C. Some performances have been rescheduled.
- D. Some procedures have changed.

Let's Practice

According to the speaker, why will the change be beneficial?

- A. It will be easier for clients to contract the office.
- B. Managers will have more time to prepare for meetings.
- C. Costs will be paid directly by the company.
- D. The company will have less paperwork to complete.

Reading Section

Reading comprehension test in TOEIC is generally divided into three aspects as follows:

- | | |
|-------------------------|----------------|
| ✓ Incomplete Sentences | : 40 questions |
| ✓ Incomplete Texts | : 20 questions |
| ✓ Reading Comprehension | : 40 questions |

Total : 100 questions

Approximately : 1 hour 15 min

Part V: Incomplete Sentences

- This part of the test consists of 40 questions
- It tests vocabulary and grammar
- The questions are a standard written English for workplace.
- Contexts range from workplace to daily life
- This is a multiple-choice test type, so you should the most suitable word to complete the sentence.

Vocabulary

In this part of the test, your ability in choosing the most appropriate English word based on the context of the sentence is tested.

Sample Question

Register early if you would like to attend next Tuesday's _____ on project management.

- A. Seminar
- B. Reason
- C. Policy
- D. Scene

Discussion:

The answer is A. The keyword of this question is “*attend*” (going to *an event, place, etc.*)

Seminar : Seminar/ pertemuan untuk berdiskusi.

Reason : Alasan/ pertimbangan yang sehat.

Policy : Kebijakan/ peraturan.

Scene : Pemandangan.

The best answer is in which related to an event or place.

Let's Practice

1. It is important to turn _____ the engine before checking the oil level.
 - A. Against
 - B. Off
 - C. Together
 - D. With
2. The agreement _____ the two corporations will enable both companies to expand their business.
 - A. Below
 - B. Between
 - C. Around
 - D. Above

Grammar

In this part of the test, your ability in using grammar correctly in various English sentences is tested.

Sample Question

The financial audit of Soft Peach Software ____ completed on Wednesday by a certified accounting firm.

- A. To be
- B. Having been
- C. Was
- D. Were

Discussion:

- Kalimat ini adalah kalimat passive karena "subjek" nya berfungsi sebagai objek yang menerima "action". Kalimat passive menggunakan rumus "*Be + Verb 3*".
- Subjek dari kalimat ini adalah "*The financial audit*" yang merupakan kata tunggal (*Singular*) jadi bentuk "BE" nya juga harus bentuk tunggal (*Singular*) dan kata kerjanya adalah "*Completed*" (*V3*)
- Bentuk "BE" yang singular adalah *Was*.
- So, the best answer is *C. WAS*

Let's practice

1. Ms. Oduya often _____ with the organization of company conferences.
 - A. Assisting
 - B. Assists
 - C. To assist
 - D. Been assisting
2. During the busy tourist season, you should _____ hotel reservations several weeks ahead of time.
 - A. Make
 - B. Makes
 - C. Making
 - D. Made

Part VI: Incomplete Text

Text Completion

Questions 1 – 3 refer to the following letter.

Ms. Monica Eisenman

555 King Street
Auckland
New Zealand

Dear Ms. Eisenman:

Sample Question

I am (1) to confirm our offer of part-time employment at a Western

- A. pleased
- B. pleasing
- C. pleasant
- D. pleasure

Discussion:

The answer of this question is A (pleased) because the blank should be filled with an adjective as the complement of the sentence.

Let's practice

Enterprises. In your role as research assistant, you will report to Dr. Emma Walton, who will keep you informed of your specific duties and projects.

As we discussed on the telephone, you (2)

- A. will pay
- B. were paid
- C. have paid
- D. will be paid

twice a month. Hourly employees working fewer than twenty hours per week are not (3) to receive paid holidays, Paid time off for illness, or other

- A. tolerable
- B. liberal
- C. eligible
- D. expressed

employee benefits. Your employment status will be reviewed in six months. If you have any questions, please feel free to contact me.

Sincerely,

Christopher W.

Christopher Webster
Human Resources

Enclosures

Error Recognition

In this part of the test you have to analyze the error of the sentence through multiple choice mark given to the sentence.

- ✓ Recognize the lexical and grammatical relationships between ideas in a text.
- ✓ Connect information across parts of a text.
- ✓ Understand the use of a range of syntactic and grammatical structures.
- ✓ Understand a range of medium-level vocabulary.
- ✓ Identify the best word or phrase to be used in the context of a sentence or passage, and
- ✓ Recognize appropriate connecting words to use between clauses and sentences.

Error Recognition Strategies:

- ✓ Read a sentence in which four words or phrases are underlined.
- ✓ Identify the underlined word or phrase that should be corrected in order for the grammar and vocabulary usage, and the overall meaning of the sentence to be clear.

Sample Question

1. Several hotels gives discounts on all tours of historical sites in the area.
A B C D

Discussion:

We have to analyze this sentence using SVA (Subject Verb Agreement). The error is found in A (gives) because it does not show SVA. The verb should agree with the subject is plural so the verb should be in plural too that is "give". So, the best answer for this question is A.

2. Information collection from shoppers through surveys is stored in secure files and
A B
is used to tailor direct mailings.
C D

Discussion:

We have to analyze this sentence using "parallel structure". As we see that there is "and", it means that the phrase before and after the word "and" should be the same. So the error is in C (uses). It should become "is used" because the word before "and" is "is closed. Therefore, the best answer is C.

Let's practice

1. The price of tea has fallen to its lower level in over five months.
A B C D
2. Employees may subscribe to the staff magazine for just 10 euros annual.
A B C D
3. If this elevator is out of ordering, please use the one located at the end of the hall.
A B C D

Part VII: Reading Comprehension

In this part of the test, there will be a text followed by several questions. The text ranges from academic to workplace context, for example: article, email, notice etc. the answer of the question is provided in the text implicitly or explicitly. You have to critically read the text to answer the question correctly. There will be four answer choices for each question.

Sample Question

Questions 1-3 refer to the below notice.

The annual international agricultural association conference will be held in Brussels, Belgium, on August 1-4. The theme of this year's conference will be "Growing nutritional winter crops." Frances van Hise, former vice president of the association and current chair of the agricultural department at the city university of Brussels, will be the featured speaker. Members from over 30 countries will be represented at the meeting. For further details, consult the spring issue of the association's newsletter, *Agrinews*. The deadline for registration at the event is July 1.

1. What event does the notice describe?
 - a. An award ceremony
 - b. An industry convention
 - c. A government meeting
 - d. A statue dedication

Discussion:

The keyword of this question is "event" related to the above notice. The answer of this question is in the first sentence of the text, the event is "the annual international agricultural association conference". It is a "conference". Let's look at the choice answer A.

Ceremony : upacara

Convention : rapat/conferensi

Meeting : rapat

Dedication : peresmian

So, the best answer is B.

1. Who will be giving a speech?
 - a. A newspaper editor
 - b. A government official
 - c. An association president
 - d. A university professor
2. According to the notice, how can additional information be obtained?
 - a. By referring to a newsletter
 - b. By calling the Belgian consulate
 - c. By e-mailing the university's main office
 - d. By visiting a newspaper's Web site

Reading question Strategies:

- ✓ Skim the text.
- ✓ Read the questions and find the keyword of each question.
- ✓ Find the answer of the question in the text using its keyword.
- ✓ Be familiar with the use of synonym clear.

Let's practice

Questions 1 – 4 refer to the following article.

The fast-growing chain of Greenley electronics stores has recently instituted new training for its sales staff. The program, known as STS, or Staff Training Scheme, is based on an open-learning principle in which trainees set their own pace and make extensive use of workbook, videos, in store training, and on the job training.

Several workbooks – there are seven in all – are given to each trainee. The books cover in a very straightforward manner every aspect of sales work, from daily operations, knowledge of products, and sales techniques to security and basic store management. In addition, the books contain a number of question-and-answer assessment sections that, when reviewed by a trainer, clearly identify any weaknesses in the trainee's preparation.

After successfully completing the course, Greenley staff will qualify to take examinations for the nationally recognized Certificate in Sales, Level 1. STS was introduced in 47 of the Greenley stores in October. In due course, similar schemes will be designed for supervisory and management staff.

1. What is the article mainly about?
 - A. A hiring procedure
 - B. A learning program
 - C. A national examination
 - D. A new school

2. For whom is the current version of STS designed?
 - A. Supervisors
 - B. Security personnel
 - C. Store managers
 - D. Sales staff

3. According to the article, what is a characteristic of the open-learning principle?
 - A. Trainees help each other
 - B. Trainees study every evening
 - C. Trainees write product descriptions
 - D. Trainees work at their own speed

4. What is NOT mentioned as part of STS?
 - A. Videos
 - B. Interviews
 - C. Individual assessment
 - D. Workbooks

PRACTICE TEST

TOEIC Practice

LISTENING COMPREHENSION

This is the listening section of the test. There are three parts of this section.

PART I

Directions: you will see a picture in your test book and you will hear four short statements. Look at the picture in your text book and choose best statements that best describe what you see in the picture. Then mark your answer in your answer sheet. Look at the sample below and listen to the four statements.



Statement (B), “The boys are reading,” best describes what you see in the picture. Therefore, you should choose answer (B).

1.



GO ON TO THE NEXT PAGE

2.



3.



4.

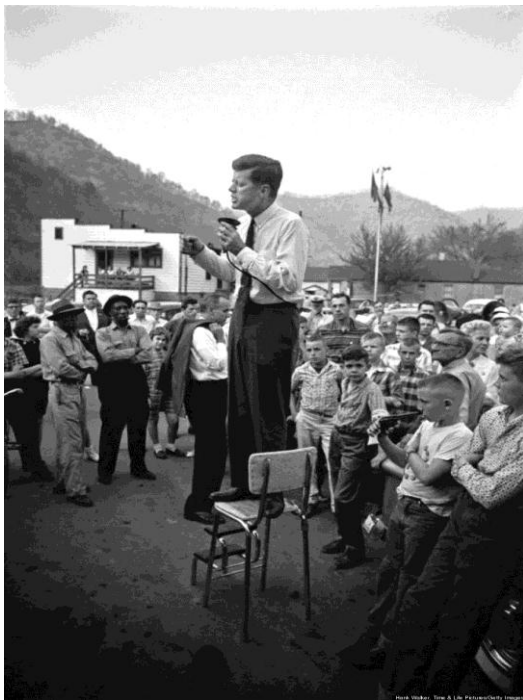


GO ON TO THE NEXT PAGE

5.



6.



7.



GO ON TO THE NEXT PAGE

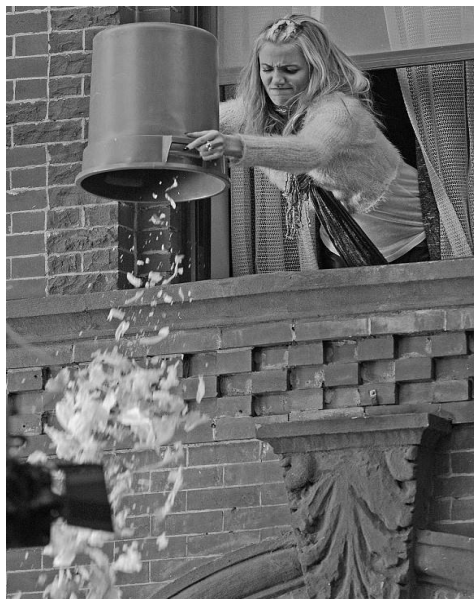
8.



9.



10.



GO ON TO THE NEXT PAGE

11.



12.



13.



GO ON TO THE NEXT PAGE

14.



15. .



PART II

Directions: now, you will hear a question or statement followed by three responses. Choose the best response to each question or statement.

Now listen to a sample question.

You will hear : Good morning John, how are you?

You will also hear : A. I am fine, thank you.

B. I am in the living room.

C. My name is John.

The best response to the question “How are you?” is choice (A) “I am fine, thank you.” Therefore, you should choose answer (A).

Now, let us begin part II with question number 16.

16. Mark your answer on your answer sheet.
17. Mark your answer on your answer sheet.
18. Mark your answer on your answer sheet.
19. Mark your answer on your answer sheet.
20. Mark your answer on your answer sheet.
21. Mark your answer on your answer sheet.
22. Mark your answer on your answer sheet.
23. Mark your answer on your answer sheet.
24. Mark your answer on your answer sheet.
25. Mark your answer on your answer sheet.
26. Mark your answer on your answer sheet.
27. Mark your answer on your answer sheet.
28. Mark your answer on your answer sheet.
29. Mark your answer on your answer sheet.
30. Mark your answer on your answer sheet.
31. Mark your answer on your answer sheet.
32. Mark your answer on your answer sheet.
33. Mark your answer on your answer sheet.
34. Mark your answer on your answer sheet.
35. Mark your answer on your answer sheet.

PART III

Directions: Now, you will hear fifteen short talks or conversations. In your test book, you will read a question followed by four answers. Choose the best answer to each question and mark it on your answer sheet.

Now, let us begin part three with the question number 36.

36. Where is this announcement made?
A. At a hotel
B. At a theatre
C. At the park
D. At the airport
37. When is Sarah's birthday?
A. in April
B. in June
C. in November
D. in December
38. How long Mr. Adams was a teacher?
A. 13 years
B. 14 years
C. 30 years
D. 40 years
39. Why does the man want to go home earlier?
A. There is going to snow.
B. He wants to watch television.
C. He needs to sleep earlier.
D. A friend will call.
40. Who is this announcement for?
A. Customers in a store
B. Workers in a factory
C. Passengers on a train
D. Students in a school
41. Where the newspaper?
A. In the living room
B. In the dining room
C. In the study
D. In the kitchen
42. How can you get free tickets?
A. By joining a club
B. By buying a recording
C. By winning a contest
D. By visiting

43. What does the man want to know?
- A. Where the bus stop is.
 - B. When the bus leaves.
 - C. Which bus goes to Fifth Avenue
 - D. Whether the bus goes to Main Street.
44. What does the speaker say about the Drip master Two?
- A. It makes coffee quickly.
 - B. It is cheap.
 - C. It makes good coffee.
 - D. It is easy to use.
45. Who is the woman?
- A. A sales clerk.
 - B. A librarian
 - C. A waitress
 - D. A bank teller
46. What does the message say?
- A. The business has moved.
 - B. The business is having a sale.
 - C. The business is closed.
 - D. The business offers free delivery.
47. Where was Bob at 6:00 last night?
- A. At home
 - B. At work
 - C. At a friend's house
 - D. At a baseball game
48. When do the demonstrations start?
- A. At 10:00 A.M.
 - B. At noon
 - C. At 2:00 P.M.
 - D. At 4:00 P.M.
49. Who will the speakers ask for help?
- A. A tax accountant
 - B. A translator
 - C. A professor
 - D. A driving instructor
50. What is the speaker talking about?
- A. A dishwasher
 - B. A vending machine
 - C. A digital camera
 - D. A photocopier

YOU WILL HAVE AN HOUR AND FIFTEEN MINUTES TO COMPLETE PARTS V, VI, AND VII OF THE TEST.

READING

In this section of the test, you will have the chance to show how well you understand written English. There are three parts to this section, with special directions for each part.

PART IV

Directions: Questions 51 – 70 are incomplete sentences. Four words or phrases, marked A, B, C, D, are given beneath each sentence. You are to choose the one word or phrase that best completes the sentence. Then, on your answer sheet, find the number of the question and mark your answer.

Example:

Because the equipment is very delicate, it must be handled with ____.

- A. Caring
- B. Careful
- C. Care
- D. Carefully

The sentence should read, "Because the equipment is very delicate, it must be handled with care". Therefore, you should choose answer C.

Now begin your work on the questions.

51. Mr. Aggarwal's group has asked _____ more time to finish the report.
 - A. For
 - B. At
 - C. From
 - D. By
52. Everyone at the concert was _____ by Ms. Anggun's outstanding performance.
 - A. Impressive
 - B. Impressionist
 - C. Impressed
 - D. Impressing
53. Mr. Woo is _____ looking for ways to make the operation of Eterna Cosmetics more efficient.
 - A. Considerably
 - B. Countlessly
 - C. Compactly
 - D. Continually
54. To become certified, employees need to attend the training session next month - _____ pass the written exam.
 - A. And
 - B. Also
 - C. Both
 - D. Either
55. Complaints about the telephone service must be _____ to the department manager.
 - A. Answered
 - B. Questioned
 - C. Directed
 - D. Informed

GO ON TO THE NEXT PAGE 

34

56. Advance _____ is required for this conference.
A. Result
B. Registration
C. Respect
D. Regulation
57. In the past year, Burger Land has doubled the _____ of its restaurants in Great Britain.
A. Numerous
B. Numbered
C. Numeral
D. Number
58. Adequate storage space is very important to companies _____ large quantities of materials.
A. Produced
B. Produces
C. Produce
D. Producing
59. Mr. Ikeda was able to fix the photocopy machine _____ noon.
A. Inside
B. Behind
C. Before
D. Within
60. The supervisors decided to delay _____ until they could fill the entire order.
A. Ship
B. Shipped
C. Shipper
D. Shipment
61. The revised work plan is scheduled to begin immediately and _____ in effect for six months.
A. Will be
B. Been
C. Being
D. Was
62. Employees were told that bonuses may be larger this year because of _____ sales.
A. Perceptive
B. Increased
C. Defended
D. Objective
63. The author of this guidebook has not only researched the hotels that he recommends, but he has also stayed at all of them _____.
A. Yourselves
B. Itself
C. Himself
D. Themselves
64. If the cost of raw materials rises, it _____ the price of the finished product.
A. Will affect
B. To affect
C. Is affecting
D. Affected

65. Employees who wish to be reimbursed should submit _____ of their completed expense vouchers by the fifteenth of each month.
- A. Copies
 - B. Copied
 - C. Copying
 - D. Copier
66. Unless she is in a meeting and cannot be interrupted, the director would like to _____ when an important client arrives.
- A. Notifying
 - B. Have notified
 - C. Notify
 - D. Be notified
67. To make sure the canal is _____ all year round, measures will be taken to raise the water level.
- A. Navigator
 - B. Navigation
 - C. Navigate
 - D. Navigable
68. All passengers are _____ to fill out a customs declaration form before leaving the plane.
- A. Appealed
 - B. Instructed
 - C. Remarked
 - D. Submitted
69. Our firm's technological expertise is _____ equivalent to that of our competitors.
- A. Rougher
 - B. Roughly
 - C. Rough
 - D. Roughness
70. The prototypes will have to meet the same _____ that will later be required for the merchandise sold to the public.
- A. Specified
 - B. Specific
 - C. Specify
 - D. Specifications

PART V

Directions: Questions 71 – 77, each sentence has four words or phrases underlined. The four underlined parts of the sentence are marked A, B, C, and D. You are to identify the one underlined word or phrase that should be corrected or rewritten. Then, on your answer sheet, find the number of the question and mark your answer.

Example:

All employee are required to wear their identification badges while at work.
A B C D

The underlined word “employed” is not correct in this sentence. This sentence should read, “All employees are required to wear their identification badges while at work”. Therefore, you should choose answer A.

Directions: in questions 78 – 80, read the texts that follow. A word or phrase is missing in some of the sentences. Four answer choices are given below each of the sentences. Select the best answer to complete the text. Then mark the letter A, B, C, or D.

Now begin work on the questions.

71. Travelling to Netherland during the summer will be more costlier than it is now.
A B C D
72. All employees they feel they need further word-processing instruction should attend the training that Jean Yves Dumont will lead tomorrow.
A B C D
73. Ms. Amana must decide whether she wants to transfer to another department and remain here in this department.
A B C D
74. Energy prices continual to rise as unreasonably cold weather affected much of the country.
A B C D
75. Flash photography is not allowance in the museum because of potential damage to irreplaceable paintings.
A B C D
76. Because a very bad headache, the general manager had to leave the conference early.
A B C D
77. Some home repairs require an expert’s attention, but others can be completed by homeowners himself.
A B C D

Question 78 and 80 refer to the following advertisement.

CRANMERE GARDENS

Cranmere Gardens covers an area of nearly 1,000 acres. Our gardens and woodlands are home to countless plants and animals. Financial support from _____ of

78. A. All
B. Those
C. Whom
D. Which

our members. _____ helps us maintain Cranmere Gardens and continue to showcase one of the largest collections of flowers in the world.

Membership dues also help support our education programs. Specifically, they allow us to offer an extensive selection of classes and workshops on botany each year.

As a member of Cranmere Gardens, you _____ free admission to the gardens all year

79. A. Been receiving
B. Are received
C. Will receive
D. Had received

long. _____, you can enjoy special discounts at the Cranmere Gardens gift shop.

80. A. Conversely
B. Additionally
C. For example
D. Instead of

For membership fees and other information, including directions to the gardens, please visit our web site at www.cranmereregardens.com. Why not join us today?

PART VI

Directions: Questions 81 – 100 are based on a selection of reading materials, such as notices, letters, forms, newspaper and magazine articles, and advertisements. You are to choose the one best answer, A, B, C, or D, to each question. Then, on your answer sheet, find the number of the question and mark your answer. Answer all questions following each reading selection on the basis of what is stated or implied in that section.

Read the following example:

The museum of technology is a “hands-on” museum, designed for people to experience science at work. Visitors are encouraged to use, test, and handle the objects on display. Special demonstrations are scheduled for the first and second Wednesdays of each month at 13:30. Open Tuesday-Friday 12:00- 16:30, Saturday 10:00- 17:30, and Sunday 11:00- 16:30.

When during the month can visitors see special demonstrations?

- A. Every weekend
- B. The first two Wednesdays
- C. One afternoon a week
- D. Every other Wednesday

The reading selection says that the demonstrations are scheduled for the first and second Wednesdays of the month. Therefore, you should choose answer B.

Now begin work on the questions.

Question 81 and 82 refer to the following notice.

RETIREMENTS

PARTRICIA JONHSHON of the publications office is retiring from DANCO after 25 years of service. Come and join us in wishing her a happy retirement at a gathering in her honor on June in room J-410 at 5 P.M. A \$6 donation covers the cost of your refreshments and a gift. Please bring your donation to Anna Hortensen in room P-220 by June 20. For more information, call Anna at extension 7013.

81. Where will the gathering be held?

- A. In room J-410
- B. In room P-220
- C. At Anna Hortensen’s home
- D. In the Publications office

82. What should people who wish to attend the gathering do?

- A. Prepare some food for everyone
- B. E-mail the publication office
- C. Give a contribution to Anna Hortensen
- D. Telephone Patricia Johnson

Question 83 and 85 refer to the following advertisement.

Would you like to be more productive? Do you find you sometimes have a lot to do but get nothing done? Do you procrastinate? Would you like to be more organized? Are you tired of being rushed or under pressure?

Enroll in the time management workshop and learn how to plan and schedule work, how to set goals and overcome procrastination, and how set priorities and follow through on them.

This one-session, three-hour workshop will be held twice on Thursday, October 26, from noon to 3 P.M. and again from 5.30 P.M. to 8.30 P.M. Contact Marcy Halford at extension 425 for more information.

83. What is being advertised?
- A. A job
 - B. A workshop
 - C. A club
 - D. A computer program
84. For whom is the notice probably intended?
- A. People who work quickly
 - B. People with planning experience
 - C. Recently retired people
 - D. Disorganized people
85. How long is the session?
- A. One hour
 - B. Two hours
 - C. Three hours
 - D. Five hours

Question 86 and 87 refer to the following newspaper article.

Clarkson company, the noted English maker of fine china, is seeking to expand its presence in the United State, and it has put the grandson of the company's founder in charge of its North American operations. Peter Clarkson, 28, was appointed as chief executive officer of Clarkson U.S.A. at the beginning of April. Mr. Clarkson has been in the united states for the past year, learning about company's operations there. Before joining his family's business, Mr. Clarkson studied French and Chinese, traveled extensively trainee at Durley and Co. Ltd., a London-based chemical company.

86. What does Clarkson Company hope to do?
- A. Move its headquarters to the United States
 - B. Expand operations in southeast Asia
 - C. Increase its business in the United States
 - D. Merge with Durley & Co. Ltd.
87. Why did Peter Clarkson go to the United States?
- A. To study English
 - B. To learn about Clarkson U.S.A.
 - C. To train marketing staff
 - D. To work for a chemical company

Question 88 and 90 refer to the following letter.

**World Banking Corporation
Plaza Del Sol 23
Madrid, Spain**

7 March
Mario Gonzalez
Calle de los Reyes 7
Madrid, Spain

Dear Mr. Gonzalez:

Thank you for sending us your application for the junior accounting position. Your resume will initially be evaluated by two senior staff members. If you are selected for an interview, Estela Morales, our personnel officer, will contact you by telephone. At that time we will need to have the names and addresses of three references.

As you requested, enclosed is a copy of your most recent annual report. Thank you for your interest in the world banking corporation.

Yours sincerely,

Ronald Martinez

Ronald Martinez

Office manager

Enc.

88. For what position did Mr. Gonzalez apply?

- A. Records officer
- B. Junior accountant
- C. Personnel officer
- D. Office manager

89. Who will contact Mr. Gonzalez for an interview?

- A. A senior accountant
- B. A junior staff member
- C. Ricardo Martinez
- D. Estela Morales

90. What is being sent with the letter?

- A. An application form
- B. An annual report
- C. A staff director
- D. A bank statement

Questions 91 - 94 refer to the following document.

PARK PALACE HOTEL

Your name : Claudia Kohn
 Company : Silberstein International
 Address : Marktplatz 23
 Hamburg Germany
 Phone Number : 49 40 7174
 Date of stay : February 11-13 Room Number : 206
 Please check :
 Main purpose of visit:
 Pleasure ___ Business __v__ Convention/Group Marketing ___

Guest room and general	Excellent	Good	Fair	Poor
Cleanliness of your room		v		
Décor of your room		v		
Comfort of your personnel			v	
Attitude of our personnel		v		
Quality of service		v		

Comments: *insufficient sound insulation between rooms*

Restaurant and lounge	Excellent	Good	Fair	Poor
Restaurant and lounge décor		v		
Menu selection	v			
Quality of food		v		
Quality of service		v		

Comments: an unusually wide selection of fish dishes

	Yes	No
Would you stay with us again	: <u>__v__</u>	___
Would you like to receive information about our	: ___	___
Group rates	: ___	___
Special holiday rates	: ___	___
Meeting and convention services	: <u>__v__</u>	___

Please leave this card at the front desk – thank you!

91. What is the document?
- An advertisement for a hotel
 - A guest registration form
 - An application form for a hotel job
 - A hotel evaluation survey
92. What was the reason for Ms. Kohn's stay at the hotel?
- She was on vocation.
 - She was attending a conference.
 - She was on a business trip.
 - She was conducting research.

93. What criticism did Ms. Kohn have of her room?
- A. Her room was not very clean.
 - B. She could hear noise from the next room.
 - C. The room decorations were unattractive.
 - D. The bed was not firm enough.
94. What did Ms. Kohn praise most highly?
- A. The appearance of the lounge.
 - B. The attitude of the hotel staff.
 - C. The choice of dishes offered.
 - D. The quality of the food.

Questions 95 – 97 refer to the following excerpt from an article.

An interesting and inexpensive way to see Walford is to take a bus from one end of the city to the other. The number of 32 bus departs from the station on Olden Avenue, goes around City Hall and up Main Street, and continues past Granville Mansion and the art museum. The route terminates in the beautiful Lake Park area at the city limits. The bus will take you from the business district to scenic residential areas under an hour, and you can picnic at Lake Park or just take the return bus back to the city center. The 15-mile trip costs only \$1.25 one way, and buses run every half hour.

95. What does the article say about touring the city by bus?
- A. It is slow
 - B. It is cheap
 - C. It is uncomfortable
 - D. It is safe
96. Where does the trip begin?
- A. On main street
 - B. On route 32
 - C. Outside the city
 - D. In the business district
97. What is located at the outer edge of Walford?
- A. Lake Park
 - B. Granville Mansion
 - C. Olden Avenue
 - D. The Art Museum

Question 98 and 100 refer to the following announcement.

Attention Clients of Doyle, Inc.

While waiting for its permanent headquarters to be completed, architectural and engineering firm Doyle, Inc., will be moving its offices just down the street as of September 1. The move from 1102 Main Street to 813 Main Street will be temporary (until the planned completion of the firm's new permanent headquarters at the Odessa Business Center). We would like to assure you that business will continue as usual and none of our current projects will be delayed as a result of this move. Please note, however, that our involvement with the city university's architectural intern program will be postponed this summer and will not resume until next year.

98. What is being announced?
- A. The relocation of a company
 - B. The opening of a university
 - C. The closing of a firm
 - D. The merger of two organizations
99. Where are the offices of Doyle, Inc., currently located?
- A. At the local university
 - B. At 813 Main Street
 - C. At the Odessa Business Center
 - D. At 1102 Main Street
100. What will be delayed?
- A. The construction of a business center
 - B. The completion of architectural plans
 - C. Company participation in a program
 - D. The annual meeting of Doyle, Inc.

STOP!

This is the end of the test. If you finish before time is called, you may go back to Parts V, VI, and VII and check your work.

GO ON TO THE NEXT PAGE

LISTENING SCRIPT

Listening Section Script

Part I: Picture Description

Location Questions

Sample Question

You will hear four statements. You are to choose the statement that best describes what you see in the picture!

- a) Some people are having a picnic
- b) Some people are posing for photograph
- c) Some people are seated on a porch
- d) Some people are watching a movie

Let's Practice

- a) There are pictures on the wall.
- b) There are flowers in front of the windows.
- c) The doors are opened.
- d) The boxes are empty.

Action Questions

Sample Question

You will hear four statements. You are to choose the statement that best describes what you see in the picture!

1.
 - a) People are buying tickets for a boat ride
 - b) The boat is carrying some passengers
 - c) The boat is being tied to the dock
 - d) People are swimming near the rowboat

2.
 - a) Some tables are stacked in a pile
 - b) The tables are being rearranged
 - c) A cord is being plugged in at the wall
 - d) The wall is being painted

3.
 - a) The man's watering the plants
 - b) The man's using a rake
 - c) The man's digging a hole
 - d) The man's having a drink

Let's Practice

1.
 - a) People are buying tickets for a boat ride
 - b) The boat is carrying some passengers
 - c) The boat is being tied to the dock
 - d) People are swimming near the rowboat

2.
 - a) Flowers are arranged in buckets.
 - b) Vegetables are planted in the garden.
 - c) The trees are in full bloom.
 - d) Sects of flowers are in the ground.

Situation Questions

Sample Question

You will hear four statements. You are to choose the statement that best describes what you see in the picture!

- a) There is Television set in the corner
- b) The book cases are empty
- c) There is a picture above the sofa
- d) The room is full of people

Let's Practice

- a) The area is crowded with people.
- b) People are collecting seaweed.
- c) A person are walking along the watershed.
- d) A people is selling drinks by the ocean.

Part II: Questions and Responses

W/H Questions

Who

Sample Question

Who's going with you to China?

- a) I don't know whose it is.
- b) To visit some customers there.
- c) I'm going there on my own.

Let's Practice

Who took this picture?

- a) On Saturday.
- b) My sister.
- c) At the table.

When

Sample Question

When are you supposed to give your presentation?

- a) Yes, I bought some small gifts.
- b) To Ms. Ito (ee-toh), in personnel.
- c) At the next marketing meeting.

Let's Practice

When do you want to go shopping?

- a) Yes, please.
- b) At the store.
- c) Before Friday.

Where

Sample Question

Where did you buy those shoes?

- a) Because they're so comfortable.
- b) It's difficult to choose.
- c) I got them in London.

Let's Practice

Where is your dictionary?

- a) Yes, It is.
- b) English and Spanish.
- c) On my desk.

What

Sample Question

What will you do with your bonus money?

- a) That would be really helpful.
- b) I'm going to put it in the bank.
- c) No, you don't owe us anything.

Let's Practice

What are these paper?

- a) Yes, they are.
- b) In four days.
- c) They're applications.

How

Sample Question

How do you find the time to play tennis?

- a) Yes, it's fun.
- b) I play right after work.
- c) Sure, but I'm not very good.

Let's Practice

How did you learn to write so well?

- a) Yes, it's over there, on the left.
- b) I used to be a newspaper reporter.
- c) I'm feeling much better now.

Why

Sample Question

Why were the latest sales projections revised?

- a) Someone found an error.
- b) Do you need a screen and projector?
- c) No, it wasn't late.

Let's Practice

Why are you selling your house?

- a) We're moving to Spain.
- b) Yes, We are.
- c) In the next six months.

Yes/No Questions

Sample Question

The instructions weren't very clear, were they?

- a) No, they were very confusing.
- b) It looks like it'll be a sunny day.
- c) An instructor in computer science.

Let's Practice

Are you attending the job fair this March?

- a) You can rely on him to be fair.
- b) Yes, we're planning a major exhibit.
- c) She likes her job a lot.

Choice Question

Sample Question

Do you want to revise this letter now, or finish the monthly report?

- a) Let do the letter first.
- b) Every fourth Tuesday.
- c) Reported in the newspaper.

Let's Practice

Can you go to lunch now, or do you still have some calls to make?

- a) Please call me Susan.
- b) I'll be ready in a few minutes.
- c) Lunch was very good.

Statements

Sample Question

Ms. Kim has decided to leave the firm.

- a) Yes, she's been offered a better job.
- b) No, I'm staying with a friend.
- c) Three weeks' paid leave a year.

Let's Practice

Let's wait until the rest of the group arrives.

- a) Yes, I think we'd better.
- b) To the restaurant on the corner.
- c) It weighed about two kilos.

Part III: Short Conversations

Topic/speaker relationship

Sample Question

Script :

A : Did you see this invoice from Stewart Industries?

B : Yes, I saw it when it first arrived. Are you going to pay it?

A : Absolutely not—they haven't fulfilled the terms of the contract.

Let's Practice

Script :

A : OK, Mr. Newman. We'll send you a bill for today's visit.

Now, do you need to schedule a follow-up appointment?

B : Yes, actually I do. Dr. Ramirez wants to see me again in a month. Does she have anything available on June twenty-fifth?

A : Let me look at the calendar...no, I'm sorry; she'll be attending a conference that week. But she'll be back in the office the following week. Would you like to come in on June twenty-ninth at ten in the morning?

Place

Sample Question

Script :

B : At last—here's the bus. I've been waiting so long.

A : Me too. It seems to come later every day.

B : No wonder so many people drive to work.

Let's Practice

Script :

A : Hi, I'm looking for a book on Web site design called "Build Your Own Web Site" but I don't see it on the shelf. Can you help me?

B : No problem. I'll look that up for you in our library database. [Pause] Hmm. The copy at the library has been checked out, but there is one at a nearby branch. I could have it sent here; it would arrive by tomorrow afternoon.

A : That'd be great. I'll come and pick it up tomorrow.

Activity

Sample Question

Script :

A : I finally managed to find a suitable apartment in the city.

B : That's good! Don't forget to let the personnel department know about your change of address.

A : You're right—thanks for reminding me. In fact, I'll e-mail them right now.

Let's Practice

Script :

A : Hi, I'm looking for a book on Web site design called "Build Your Own Web Site" but I don't see it on the shelf. Can you help me?

B : No problem. I'll look that up for you in our library database. [Pause] Hmm. The copy at the library has been checked out, but there is one at a nearby branch. I could have it sent here; it would arrive by tomorrow afternoon.

A : That'd be great. I'll come and pick it up tomorrow.

Time

Sample Question

Script :

A : I'm surprised to see you working here over the weekend, Mariko.

B : I took Wednesday off so I have some catching up to do.

A : I hope you'll still be free for Sunday brunch tomorrow

Let's Practice

Script :

A : OK, Mr. Newman. We'll send you a bill for today's visit.

Now, do you need to schedule a follow-up appointment?

B : Yes, actually I do. Dr. Ramirez wants to see me again in a month. Does she have anything available on June twenty-fifth?

A : Let me look at the calendar...no, I'm sorry; she'll be attending a conference that week. But she'll be back in the office the following week. Would you like to come in on June twenty-ninth at ten in the morning?

Reason/intention/conclusion

Sample Question

Script:

B : I'm on my way to Los Angeles to present the new advertising campaign to the client.

A : That's quite an honor. How long will you be there, Juan?

B : I'm not sure yet. It depends on the success of the presentation!

Let's Practice

Script :

A : Hi, I'm looking for a book on Web site design called " Build Your Own Web Site" but I don't see it on the shelf. Can you help me?

B : No problem. I'll look that up for you in our library database. [Pause] Hmmm. The copy at the library has been checked out, but there is one at a nearby branch. I could have it sent here; it would arrive by tomorrow afternoon.

A : That'd be great. I'll come and pick it up tomorrow.

Who Questions

Sample Question

Script :

A : I finally received a call from the warehouse about the shipment, Fred. It was shipped out this morning.

B : Great. We should e-mail Mr. Wu in Hong Kong to tell him that his merchandise is on its way. Could you do that, Jim?

A : Michael has already taken care of it.

Let's Practice

Script :

B : Hello. My name's Sam Jensen. I have a two o'clock appointment with Ms. Sabatini.

A : I'm sorry, Mr. Jensen. Ms. Sabatini was called out of town unexpectedly. You'll be meeting with our vice president instead.

What Questions

Sample Question

Script :

B : If you're interested in that table, I can give you twenty percent off the listed price.

A : Since it's been used for display purposes, I was wondering if you'd sell it at half price.

B : I'm sorry. It's a limited edition—only a few like that were made—so I can't go any lower.

Let's Practice

Script :

B : Are you coming to the advertising conference in Sydney next month, Ellen?

A : Well, I was planning to, but I haven't been able to reserve a hotel room. Everything's full.

B : Have you tried the Hillsboro Hotel? They might still have space, and it's not too far from the conference center.

Where Questions

Sample Question

1. Script :

A : Hi, I'd like to mail this, please. I also want to buy a book of stamps and a money order.

B : Okay. Here are your stamps. How much do you want to purchase the money order for?

A : Twenty-five dollars, please.

Let's Practice

2. Script :

B : At last—here's the bus. I've been waiting so long.

A : Mee too. It seems to come later every day.

B : No wonder so many people drive to work.

When Question

Sample Question

Script :

A : I had dinner with Erika Sato in Detroit last week. Do you remember her?

B : Yes, of course. She's a division manager now.

A : Yes, she was promoted two months ago.

Let's Practice

Script :

A : I'd like to make an appointment for some time next week. Wednesday afternoon would be best.

B : The only afternoon appointments we have available are on Monday and Thursday. There's also an opening on Tuesday morning.

A : The, let's make it Thursday afternoon. The other days aren't good for me.

Why Question

Sample Question

Script :

B : Are you ready for the presentation tomorrow?

A : No, i can't find the sheet with this fall's sales figures. I've looked everywhere!

B : Don't worry. I'll just e-mail them to you again.

Let's Practice

Script :

B : Hi, Mario. How did everything go at the factory?

A : Well, several people were out sick, so only about half of the supervisors were there to learn how to use the new equipment.

B : That's too bad. I guess we'll have to schedule a second demonstration, then.

How Question

Sample Question

Script :

A : You speak German so well, Alex. You must have studied it in college.

B : I didn't have to. My father was German, and we spoke it at home together.

A : That's a lot easier than learning from a textbook.

Let's Practice

Script :

A : I hope the new training manuals we ordered arrive before Friday. The handbooks took so long to get here.

B : That's because they were shipped by truck. This time they're using express airmail. We should get them tomorrow.

A : Wonderful! Because we can't carry out the training without them.

Part IV: Short Talks

Main idea

Sample Question

Script :

As you know, this is the first time the City Drama Awards will be hosted at this theatre. Although you're our most experienced staff members, I arranged today's training because the seating procedures will be different from what we usually do here. Most guests will have tickets, but you'll be seating the nominees at special tables in the front. I'm passing out a chart that shows how the tables will be arranged and where the nominees will sit. Please familiarize yourself with it before the ceremony.

Let's Practice

Script :

I got our warehouse's safety report from the city inspector this morning. The inspector, Mr. Yang, was here last week, and I'm happy to report that he only noted a few things we should fix so they don't become problems. Mr. Yang had one major suggestion—to replace the railing on the stairway. After the meeting ends, I'll e-mail a list of the other issues we need to address.

Purpose

Sample Question

Script :

I'm pleased to present this year's "Sales Representative of the Year" award to Nancy Ortega. Nancy joined our staff just two years ago. During her first year with us, she distinguished herself by aggressively recruiting new accounts and by increasing the sales volume of existing accounts. This past year, she has exceeded her first year's net sales by seven percent and has led not only her department but the entire division. Nancy certainly has a bright future with our firm. She should be an encouragement and inspiration to us all. Please join me in congratulating Nancy as she receives this honor.

Let's Practice

Script :

Hello, Ms. Tran, my name is Mike Smith. I'm calling in reference to the application you submitted for the research position at Belle Meade Pharmaceuticals. We'd like you to come in for an interview with our hiring managers—this Wednesday—if you're available. Our scientists here are starting a new project in two weeks and we'd really like to add someone to the team by then. I'll be out of the office until

1:30 so could you get back to me after that? My phone number is 555-0184 [zero-one-eight-four], extension 230 [two-three-zero].

Fact and detail

Sample Question

Script:

On your next business trip to Singapore, consider staying at Hotel Continental's newest location. With more than 200 rooms and 25 floors, we offer spectacular views of the city as well as large, spacious suites. Included in the price of our hotel rooms are cable television, internet access, and use of our indoor pool and sauna. We also offer our guests an assortment of delicious food at our continental breakfast, served each day from 7 to 10 A.M. Hotel Continental has 60 locations in 32 countries, so whether you're flying to Singapore or Paris, we encourage you to visit our Web site and find out what makes our hotels so special.

Let's Practice

Script :

As you know, this is the first time the City Drama Awards will be hosted at this theatre. Although you're our most experienced staff members, I arranged today's training because the seating procedures will be different from what we usually do here. Most guests will have tickets, but you'll be seating the nominees at special tables in the front. I'm passing out a chart that shows how the tables will be arranged and where the nominees will sit. Please familiarize yourself with it before the ceremony.

Inference

Sample Question

Script :

I'm pleased to present this year's "Sales Representative of the Year" award to Nancy Ortega. Nancy joined our staff just two years ago. During her first year with us, she distinguished herself by aggressively recruiting new accounts and by increasing the sales volume of existing accounts. This past year, she has exceeded her first year's net sales by seven percent and has led not only her department but the entire division. Nancy certainly has a bright future with our firm. She should be an encouragement and inspiration to us all. Please join me in congratulating Nancy as she receives this honor.

Let's Practice

Script :

I got our warehouse's safety report from the city inspector this morning. The inspector, Mr. Yang, was here last week, and I'm happy to report that he only noted a few things we should fix so they don't become problems. Mr. Yang had one major suggestion—to replace the railing on the stairway. After the meeting ends, I'll e-mail a list of the other issues we need to address.

Cause and effect

Sample Question

Script :

As you know, this is the first time the City Drama Awards will be hosted at this theatre. Although you're our most experienced staff members, I arranged today's training because the seating procedures will be different from what we usually do here. Most guests will have tickets, but you'll be seating the nominees at special tables in the front. I'm passing out a chart that shows how the tables will be arranged and where the nominees will sit. Please familiarize yourself with it before the ceremony.

Let's Practice

Script :

And now, I want to quickly review the new system we've set up for making travel arrangements for any business trips you take. We'll now make all our reservations through Logan Corporate Travel. Our contact there is Cheryl Park, and you can reach her either by phone or through the agency's Web site. Although it may seem easier to make your own reservations, the benefit of the new system is that you won't have to wait to be reimbursed for your travel expenses since the company will pay all charges directly through the travel agency. All you need to do is get travel approval from your manager and then contact Cheryl, who will help you arrange your trip.

Scoring Information

Description

Of the total 200 questions in the TOEIC test, the minimum score is 10 and the maximum score is 990. The score taken from listening ranges from 5 – 495 while the score taken from reading ranges from 5 – 495. The score is calculated from the number of correct answer converted to the TOEIC scoring scale.

How to Count Your TOEIC Score

The table of TOEIC scaled

Listening Row Score	Listening Scaled Score	Reading Row Score	Reading Scaled Score
96 – 100	485 – 495	96 – 100	465 – 495
91 – 95	465 – 495	91 – 95	450 – 480
86 – 90	450 – 490	86 – 90	415 – 470
81 – 85	425 – 470	81 – 85	395 – 440
76 – 80	405 – 445	76 – 80	370 – 420
71 – 75	380 – 420	71 – 75	335 – 390
66 – 70	350 – 400	66 – 70	300 – 355
61 – 65	325 – 370	61 – 65	260 – 320
56 – 60	295 – 345	56 – 60	235 – 285
51 – 55	265 – 315	51 – 55	210 – 260
46 – 50	235 – 285	46 – 50	180 – 225
41 – 45	205 – 255	41 – 45	145 – 195
36 – 40	175 – 225	36 – 40	115 – 165
31 – 35	150 – 190	31 – 35	85 – 135
26 – 30	120 – 165	26 – 30	60 – 105
21 – 25	90 – 140	21 – 25	40 – 75
16 – 20	65 – 110	16 – 20	25 – 60
11 – 15	40 – 85	11 – 15	10 – 50
6 – 10	10 – 60	6 – 10	5 – 35
1 – 5	5 – 30	1 – 5	5 – 20
0	5	0	5

LISTENING SECTION

1	A	B	C	D	26	A	B	C	D	51	A	B	C	D	76	A	B	C	D
2	A	B	C	D	27	A	B	C	D	52	A	B	C	D	77	A	B	C	D
3	A	B	C	D	28	A	B	C	D	53	A	B	C	D	78	A	B	C	D
4	A	B	C	D	29	A	B	C	D	54	A	B	C	D	79	A	B	C	D
5	A	B	C	D	30	A	B	C	D	55	A	B	C	D	80	A	B	C	D
6	A	B	C	D	31	A	B	C	D	56	A	B	C	D	81	A	B	C	D
7	A	B	C	D	32	A	B	C	D	57	A	B	C	D	82	A	B	C	D
8	A	B	C	D	33	A	B	C	D	58	A	B	C	D	83	A	B	C	D
9	A	B	C	D	34	A	B	C	D	59	A	B	C	D	84	A	B	C	D
10	A	B	C	D	35	A	B	C	D	60	A	B	C	D	85	A	B	C	D
11	A	B	C	D	36	A	B	C	D	61	A	B	C	D	86	A	B	C	D
12	A	B	C	D	37	A	B	C	D	62	A	B	C	D	87	A	B	C	D
13	A	B	C	D	38	A	B	C	D	63	A	B	C	D	88	A	B	C	D
14	A	B	C	D	39	A	B	C	D	64	A	B	C	D	89	A	B	C	D
15	A	B	C	D	40	A	B	C	D	65	A	B	C	D	90	A	B	C	D
16	A	B	C	D	41	A	B	C	D	66	A	B	C	D	91	A	B	C	D
17	A	B	C	D	42	A	B	C	D	67	A	B	C	D	92	A	B	C	D
18	A	B	C	D	43	A	B	C	D	68	A	B	C	D	93	A	B	C	D
19	A	B	C	D	44	A	B	C	D	69	A	B	C	D	94	A	B	C	D
20	A	B	C	D	45	A	B	C	D	70	A	B	C	D	95	A	B	C	D
21	A	B	C	D	46	A	B	C	D	71	A	B	C	D	96	A	B	C	D
22	A	B	C	D	47	A	B	C	D	72	A	B	C	D	97	A	B	C	D
23	A	B	C	D	48	A	B	C	D	73	A	B	C	D	98	A	B	C	D
24	A	B	C	D	49	A	B	C	D	74	A	B	C	D	99	A	B	C	D
25	A	B	C	D	50	A	B	C	D	75	A	B	C	D	100	A	B	C	D

READING SECTION

101	A	B	C	D	126	A	B	C	D	151	A	B	C	D	176	A	B	C	D
102	A	B	C	D	127	A	B	C	D	152	A	B	C	D	177	A	B	C	D
103	A	B	C	D	128	A	B	C	D	153	A	B	C	D	178	A	B	C	D
104	A	B	C	D	129	A	B	C	D	154	A	B	C	D	179	A	B	C	D
105	A	B	C	D	130	A	B	C	D	155	A	B	C	D	180	A	B	C	D
106	A	B	C	D	131	A	B	C	D	156	A	B	C	D	181	A	B	C	D
107	A	B	C	D	132	A	B	C	D	157	A	B	C	D	182	A	B	C	D
108	A	B	C	D	133	A	B	C	D	158	A	B	C	D	183	A	B	C	D
109	A	B	C	D	134	A	B	C	D	159	A	B	C	D	184	A	B	C	D
110	A	B	C	D	135	A	B	C	D	160	A	B	C	D	185	A	B	C	D
111	A	B	C	D	136	A	B	C	D	161	A	B	C	D	186	A	B	C	D
112	A	B	C	D	137	A	B	C	D	162	A	B	C	D	187	A	B	C	D
113	A	B	C	D	138	A	B	C	D	163	A	B	C	D	188	A	B	C	D
114	A	B	C	D	139	A	B	C	D	164	A	B	C	D	189	A	B	C	D
115	A	B	C	D	140	A	B	C	D	165	A	B	C	D	190	A	B	C	D
116	A	B	C	D	141	A	B	C	D	166	A	B	C	D	191	A	B	C	D
117	A	B	C	D	142	A	B	C	D	167	A	B	C	D	192	A	B	C	D
118	A	B	C	D	143	A	B	C	D	168	A	B	C	D	193	A	B	C	D
119	A	B	C	D	144	A	B	C	D	169	A	B	C	D	194	A	B	C	D
120	A	B	C	D	145	A	B	C	D	170	A	B	C	D	195	A	B	C	D
121	A	B	C	D	146	A	B	C	D	171	A	B	C	D	196	A	B	C	D
122	A	B	C	D	147	A	B	C	D	172	A	B	C	D	197	A	B	C	D
123	A	B	C	D	148	A	B	C	D	173	A	B	C	D	198	A	B	C	D
124	A	B	C	D	149	A	B	C	D	174	A	B	C	D	199	A	B	C	D
125	A	B	C	D	150	A	B	C	D	175	A	B	C	D	200	A	B	C	D

10
GROUP CODE
(if assigned)

0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

11
QUESTIONNAIRE RESPONSES

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
A	A	A	D	0	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	1	1	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	2	2	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	3	3	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	4	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	5	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	6	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	7	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	8	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	9	J	J	J	J	J	J	J	J	J	J	J	J	J	J

12

CUSTOM 1			CUSTOM 2			CUSTOM 3		
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

13
SIGNATURE AND DATE: Please copy the statement below (do not print) and sign your name as you would an official document.
I hereby agree to the conditions set forth online at www.ets.org/toeic and/or Examinee Hand-book and certify that I am the person whose name appears on this answer sheet.

I hereby agree to the conditions set forth online at www.ets.org/toeic and/or Examinee Hand-book and certify that I am the person whose name appears on this answer sheet.

Signature: _____ Date: _____



Copyright © 2006. EDUCATIONAL TESTING SERVICE, ETS, ETS logo, and TOEIC are registered trademarks of Educational Testing Service.



Bibliography

- Ashmore, E., Grissom, E. C., Duke, T., Hauck, M., Locke, & Shearin, R. (2011). *TOEIC Bridge™* (H. D. Putranto). New Jersey: Educational Testing Service.
- Damayanti, C., Astuti, E. M., Pratama, H., Lee, J., & Felina, S. (Ed). (2011). *TOEIC® OFFICIAL TEST PREPARATION GUIDE* (Fourth Ed). New Jersey: Educational Testing Service.
- Larasati, D., Widiyari, Y., & Maulani, Zakia. (Eds). (2015). *The New TOEIC Official Test Preparation Guide Bilingual Edition*. Jakarta: International Test Center.
- Propell™* Teacher workshop for the TOEIC Listening and Reading Test. www.ets.org/toEIC/propell.html
- TOEIC Listening Activities. Propell™* Teacher workshop for the TOEIC Listening and Reading Test. www.ets.org/toEIC/propell.html
- TOEIC Practice Test 1. Propell™* Teacher workshop for the TOEIC Listening and Reading Test. www.ets.org/toEIC/propell.html
- TOEIC Practice test 2. Propell™* Teacher workshop for the TOEIC Listening and Reading Test. www.ets.org/toEIC/propell.html
- TOEIC Reading Activities. Propell™* Teacher workshop for the TOEIC Listening and Reading Test. www.ets.org/toEIC/propell.html