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Lin Lougheed, Ph.D.

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THE TRUSTED NAME IN TEST PREP

TOEIC[®] Premium

TENTH EDITION

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Teachers College
Columbia University

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Track	Artist	Album
1	John Lennon	Imagine
2	Paul McCartney	Band on the Run
3	George Harrison	Clouds
4	Ringo Starr	Back in the U.S.S.R.
5	The Beatles	Let It Be
6	The Beatles	Let It Be
7	The Beatles	Let It Be
8	The Beatles	Let It Be
9	The Beatles	Let It Be
10	The Beatles	Let It Be
11	The Beatles	Let It Be
12	The Beatles	Let It Be
13	The Beatles	Let It Be
14	The Beatles	Let It Be
15	The Beatles	Let It Be
16	The Beatles	Let It Be
17	The Beatles	Let It Be
18	The Beatles	Let It Be
19	The Beatles	Let It Be
20	The Beatles	Let It Be

Overview of the TOEIC

There are two sections on the TOEIC: Listening Comprehension and Reading. Specific information about each section is given in detail in this book. The kinds of questions asked and the strategies you'll need to master in order to perform well are provided in the respective chapters.

TOEIC		
Section 1: Listening Comprehension		
Time: Approximately 45 minutes		
Part	Name	Number of questions
1	Photographs	6
2	Question-Response	25
3	Conversations (13) with and without a visual image	39
4	Talks (10) with and without a visual image	30

TOEIC		
Section 2: Reading		
Time: 75 minutes		
Part	Name	Number of questions
5	Incomplete Sentences	30
6	Text Completion (4)	16
7	Reading Comprehension	
	Single passages	29
	Multiple passages	25

To the Teacher

Rationale for a TOEIC Preparation Course

Barron's *TOEIC* preparation book may be used as either a self-study course or a class course. In a class situation, this text will provide an excellent structure for helping your students improve their English language skills and prepare for the TOEIC.

Adult learners of English are very goal-oriented. For many adults who are required to take the TOEIC, their goal is a high score. Having a goal that can be easily measured will be very motivating for your students.

Many teachers do not like to "teach to the test." They feel that developing a general knowledge of English will be more useful to the students than reviewing test items. But students want to "study the test." They don't want to spend their time learning something that might not be tested.

Both arguments ignore what actually happens during a TOEIC preparation course. General English is used to discuss how the exam is structured, what strategies should be used, and what skills should be developed. General English is used to explain problems and to expand into other areas. By helping students prepare for an exam, you can't help but improve their general knowledge of English.

A TOEIC preparation course gives the students what they want: a streamlined approach to learning what they need to know for the exam. The course gives the teachers what they want: a scheme to help them improve the English language ability of their students.

Organization of a TOEIC Preparation Course

Timetable

Every test-preparation course faces the same dilemma: how to squeeze a total review of English into a class timetable. Some of you may have an afternoon TOEIC orientation; others may have a one-week intensive class; some may have a ten-week session. However long your class time, one thing is true: no class is ever long enough to cover everything you want to cover.

As a guideline, you might want to follow this plan and expand it as your time allows.

- First period: Study Chapter 1, Introduction.
Have students sign the TOEIC Contract.
- Next period: Take a Practice Test.
Evaluate answers; determine the weak areas of the class.
- Subsequent periods: Review Listening Comprehension.
Take the Mini-Test.
Review Reading.
Take the Mini-Test.
Take additional Practice Tests.
- Last period: Take a final Practice Test and note the improvement in scores.

After your students have completed the exercises, the Mini-Tests, or the Practice Tests, they can check the Answer Key for quick access to the correct answer to each question or read the Answer Explanations for reasons why the correct answer is right and the incorrect answers are wrong.

Teaching Listening Comprehension

The more your students hear English, the better their listening comprehension will be. Encourage a lot of discussion about the various strategies mentioned in the Listening Comprehension activities. Have your students work in pairs or small groups to increase the amount of time they will spend listening and speaking.

All tests require the students to choose a correct answer. This means the students must eliminate the incorrect answers. There are common distractors (traps) on an exam that a student can be trained to listen for. And, coincidentally, while they are learning to listen for these traps, they are improving their listening comprehension.

The Listening Comprehension activities in this text are a gold mine. You can use them for the stated purpose, which is to help students learn how to analyze photos, answer choices, question types, and language functions. In addition, you can use them for a variety of communicative activities.

Photograph Exercises

The photographs can be used to help your students develop their vocabulary. Have them pick a photograph and, in pairs or small groups, name everything they see in the picture.

Then, in the same small groups (or individually), have them use those words in a sentence. They can write a short description of the photograph, or, even better, they can write a short narrative. The narratives can be extremely imaginative—the more imaginative the better. Have your students describe what happened before the photograph was taken and what might happen afterward.

Once they have the vocabulary under control, they can make an oral presentation. The other students or groups will then have to retell the narrative. This will help them evaluate their own listening comprehension.

Question-Response Exercises

In this section, there is one short question, followed by an equally short answer. There is sometimes just a statement followed by a short response. Have your students establish a context for the short question or statement. Where are the speakers? Who are they? What are they talking about? What were they doing before? What will they do next? What did they say before? What will they say next?

Have them create a short skit that a pair of students can act out. Then have others in the class try to summarize the dialogue. Again, you are helping them evaluate their own listening comprehension.

Conversation Exercises

The same technique can work here. Actually, it will be easier, because there is more dialogue for your students to use as a basis. This time have them listen to the skit created by their colleagues and ask “wh” questions. Have them learn to anticipate who, what, when, where, why, and how.

Talk Exercises

There are a variety of short talks: some are about the weather; others are public service announcements; some are advertisements. Have your students take one of the small talks and rewrite it. If it is a weather announcement, have them take a rainy day and make it sunny; have them change an advertisement for a television into an advertisement for a car.

Then, as with the other activities, have the other students create the “wh” questions. See if they can stump their colleagues. Encourage them to make these talks challenging.

Teaching Reading

Again, the best way for students to improve their reading is to read, read, read. On the TOEIC, even the grammar activities focus on reading. They demand that students understand the whole context of the statement, not just an isolated part. That is why the structure tests are in the Reading section.

As in the Listening Comprehension section, it is as important to know why an answer is wrong as it is to know why an answer is right. Training your students to use the strategies mentioned in these sections will make them more efficient readers.

Vocabulary Exercises

All students want to know as many words as possible. Remind them that it is important to know how to use them. They will learn more by reading and learning words in context than they will from memorizing word lists.

They can and should create their own personal word lists. Every time they encounter an unfamiliar word, they should write it down in a notebook. They should try to use it in a sentence or, even better, in a dialogue. Have your students create their own skits using the words from their own personal word lists.

If your students insist on lists, show them all the charts of words in the various sections of both the Listening Comprehension and Reading sections. Have them use these words to learn how to use words in context.

Grammar Exercises

The grammar reviewed in this text covers those areas that are most likely to be found on the TOEIC and that will be the most challenging. You can help your students focus their attention by having them analyze their mistakes in the Practice Tests.

Reading Exercises

The strategies emphasized in the Reading review are not only for reading on the TOEIC. They can also be, and should be, applied to all reading a student might have to do. Use outside reading materials such as English news magazines and newspapers. Have your students read not only the articles but also the ads, announcements, subscription forms, and tables of contents. In fact, have them scan and read the entire magazine. Everything found in a news magazine, including charts and graphs, is found on the TOEIC.

As your students did in the Listening Comprehension review, have them create “wh” questions for the articles, graphs, tables, and so on that they find. Let them try to stump their colleagues. To make the lesson even more communicative, have them give an oral presentation of what they have read. Let the “wh” questions be oral, too.

Use a Practice Test as a Diagnostic

If your students have several errors on questions testing prepositions, you would suggest they concentrate on the problems dealing with prepositions. Lists in the front of Chapter 2 and Chapter 3 provide an easy way for you to find the specific exercises your students need. (See pages 15 and 105.) By focusing on problem areas, they will be able to study more efficiently and effectively.

1

Introduction

What to Look For in This Chapter

- Questions and Answers Concerning the TOEIC
- Study Plan for the TOEIC
- Self-Study Activities
- On Test Day

Questions and Answers Concerning the TOEIC

Millions of people around the world take the TOEIC each year. The TOEIC is administered in Europe, Asia, North America, South America, and Central America. The following are some commonly asked questions about the TOEIC.

What Is the Purpose of the TOEIC?

Since 1979, the TOEIC (Test of English for International Communication) has been used internationally as a standard assessment of English-language proficiency. The TOEIC has been developed by linguists, language experts, and staff at The Chauncey Group International Ltd. to evaluate the English language skills of nonnative speakers of English in the field of business.

TIP

Online Resources
You can also learn
more at the TOEIC
website www.toeic.com

What Skills Are Tested on the TOEIC?

The TOEIC consists of two sections: Listening Comprehension (100 multiple-choice questions) and Reading (100 multiple-choice questions). Audio is used to test Listening Comprehension.

The content of the TOEIC is not specialized; the vocabulary and content are familiar to those individuals who use English in daily activities.

Who Uses the TOEIC?

Government agencies, multinational corporations, and international organizations use the TOEIC to ascertain the English-language capabilities of employees and prospective employees. The scores are used as an independent measure of proficiency and can be helpful in identifying personnel capable of handling language-specific responsibilities, in placing personnel in language-training programs, and in promoting personnel to positions where reliable linguistic standards are met.

Language-training programs use the TOEIC to establish language-training goals and to assess students' progress in overall English ability.

Who Takes the TOEIC?

In addition to the staffs of the companies and organizations previously mentioned, individuals take the TOEIC to document their abilities for personal and professional reasons.

What Is the Format of the TOEIC?

The TOEIC consists of two sections: Listening Comprehension and Reading Comprehension. See the charts on page vi for a description of each section.

There are a total of 200 items; the total time allowed for the test (including administrative tasks) is approximately 2½ hours. The Listening Comprehension section takes 45 minutes; the Reading section takes 75 minutes.

Why Are TOEIC Questions so Tricky?

TOEIC questions are carefully designed to test your knowledge of English. The questions must be difficult in order to discriminate between test takers of varying abilities; that is, the difficult questions separate those who are more proficient in English from those who are less proficient. A test question and the answer options may use one or more of these tricks to test your language competence:

- Use words with similar sounds
- Use homonyms
- Use related words
- Omit a necessary word
- Include unnecessary words
- Alter the correct word order

How Is the TOEIC Score Determined?

Separate scores are given for Listening Comprehension (5 to 495) and Reading (5 to 495). These two subscores are added to arrive at the total score. The TOEIC score is represented on a scale of 10 to 990 and is based on the total number of correct answers.

What Do TOEIC Scores Mean?

There is no established minimum passing score; each institution, through experience, sets up its own acceptable score.

How Are TOEIC Scores Obtained?

TOEIC test takers who are sponsored by companies, institutions, or organizations receive their scores from their sponsors. Those examinees who register individually to take the TOEIC receive their scores directly. Scores are valid for two years.

When and Where Can I Take the TOEIC?

The dates, times, and locations of the test sites are determined by the local TOEIC representatives. For test fees, test dates, and locations, contact the TOEIC office in your country or contact ETS in the USA. The TOEIC representative offices are listed on the ETS website: www.ets.org.

How Can I Prepare for the TOEIC?

If you plan to take the TOEIC, make a concerted effort to use English as much as possible and in many different situations.

The best preparation is using a book/audio combination such as this—a program designed to help you specifically with the TOEIC. Following through with this book will:

- make you aware of certain test-taking skills;
- familiarize you with the format of the test; and
- improve your total score.

Additional suggestions are found in the next section, entitled “Study Plan for the TOEIC.”

How Can I Get a Better Score on the TOEIC?

Assuming you have prepared well for the TOEIC, you can maximize your score on test day by following these suggestions:

- Read the directions carefully
- Work quickly
- Do not make notes in the test booklet
- Guess if you're not sure
- Mark only one answer

Additional suggestions are found in the next section, “Study Plan for the TOEIC.”

Study Plan for the TOEIC

There is an English expression: “You can lead a horse to water, but you can't make him drink.” Similarly, this book can lead you through the TOEIC, but it can't make you think. Learning is a self-motivated activity. Only you can prepare yourself for the TOEIC.

TOEIC Study Contract

It takes a lot of discipline to learn a foreign language. You need to formalize your commitment by signing a contract with yourself. This contract will obligate you to spend a certain number of hours each week learning English for a certain period of time. You will promise (1) to study Barron's *TOEIC* book and other Barron's TOEIC preparation materials, and (2) to study on your own. Sign the contract below to make your commitment.

- Print your name on line 1.
- Write the time you will spend each week studying English on lines 4–8. Think about how much time you have to study every day and every week and set a realistic schedule.
- Sign your name and date the contract on the last line.
- At the end of each week, add up your hours. Did you meet the requirements of your contract? Did you study both the Barron's TOEIC and the self-study activities?

TOEIC STUDY CONTRACT

I, _____, promise to study for the TOEIC. I will begin my study with Barron's *TOEIC*, and I will also study English on my own.

I understand that to improve my English, I need to spend time on English.

I promise to study English _____ hours per week.

I will spend _____ hours per week listening to English.

I will spend _____ hours per week writing English.

I will spend _____ hours per week speaking English.

I will spend _____ hours per week reading English.

This is a contract with myself. I promise to fulfill the terms of this contract.

Signed

Date

Good TOEIC Preparation Tips

- 1. STUDY REGULARLY.** Pick the same time of day to practice. If you don't develop a routine, you won't develop good study habits. Tell yourself that you can't watch television at 7:30 because that is your TOEIC time. If you do miss your scheduled time one day, don't worry. Try to make it up later that day, but don't study at a different time every day. You will never get any studying done.
- 2. DO A LITTLE AT A TIME.** Tell yourself that you will study for ten minutes on the train every morning or ten minutes just before you go to bed. It is better to learn one thing very well in a short period of time than to spend long periods trying to study everything.
- 3. BUDGET YOUR TIME.** The TOEIC is a timed test, so time your study sessions. Give yourself ten minutes to study and then stop. You must use your time effectively. Learn how to take advantage of short periods of time.
- 4. WRITE OUT A STUDY SCHEDULE.** If you put something in writing, you are more likely to do it.
- 5. KNOW YOUR GOAL.** Why are you taking the TOEIC? If it's to qualify for a better position in your company, picture yourself in that job. What kind of score will you need? Work for that score (or a higher one).
- 6. DEVELOP A POSITIVE ATTITUDE.** Before Olympic athletes compete, many shut their eyes and imagine themselves skiing down the mountain, running around the track, or swimming the fastest and passing the finish line first. They imagine themselves performing perfectly, scoring the best, and winning. This is the power of positive thinking. It is not just for athletes. You can use it, too.

You must have a positive attitude when you take the TOEIC. Every night just before you fall asleep (when the right side of the brain is most receptive) repeat the following sentence ten times: "I understand English very well, and I will score very high on the TOEIC." The subconscious mind is very powerful. If you convince yourself that you can succeed, you are more likely to succeed.
- 7. RELAX.** Don't become anxious about the exam. Get a good night's rest the night before the exam. Don't study that night. Relax and have a good time. Your mind will be more receptive if you are calm. Relax before, during, and especially after the exam.

Using Barron's TOEIC

- 1. BECOME FAMILIAR WITH THE TOEIC QUESTIONS AND DIRECTIONS.** Read the sections on the TOEIC and the introductions to the Listening Comprehension and Reading chapters carefully. They contain information and advice that will help you raise your score.
- 2. TAKE A PRACTICE TEST.** Use the Answer Explanations as a guide to help you determine your weaknesses. If you miss more questions about prepositions than about adverbs of frequency, then you should spend your time studying prepositions. Use the skills lists found on pages 15 and 105 to easily find the exercises you need most.
- 3. STUDY EFFICIENTLY.** When time is limited, concentrate on what you really need to study. Don't try to do everything if you don't have enough time.

4. **STUDY ALL THE POTENTIAL PROBLEMS.** Know what to look for in the Listening Comprehension and Reading sections. You should learn how to recognize an incorrect answer.
5. **DO THE EXERCISES, REVIEW EXERCISES, AND MINI-TESTS.** All of the exercises are designed like those on the TOEIC. You will develop both your English ability and your test-taking skills by studying these exercises.
6. **REVIEW THE ANSWER EXPLANATIONS.** All of the answers for the review exercises, Mini-Tests, and Practice Tests are explained thoroughly at the end of the chapter in which they appear. Studying these explanations will sharpen your ability to analyze a test question. Knowing why you made an error will help you avoid the error the next time.
 Answer Keys are provided. You can use these keys to quickly find out which questions you did not answer correctly. Then, go to the Answer Explanations to learn where you went wrong. This will help you to focus your studies on the areas in which you need the most practice.
7. **USE OTHER BARRON'S TOEIC PREPARATION MATERIALS.** Improve your TOEIC vocabulary with Barron's Essential Words for the TOEIC. Get more test practice with Barron's TOEIC Practice Exams. You can order both of these books online at www.barronseduc.com.

Do a Little Every Day

It is worth repeating this advice. Following a consistent study routine will help you prepare for the TOEIC. You may not have to study everything in this book. Study the types of questions for which you need additional practice. But do it every day!

Self-Study Activities

1. **LISTEN TO AS MUCH ENGLISH AS YOU CAN.** The best way to improve your listening comprehension is by listening. As you listen, ask yourself these questions:
 - Who is talking?
 - Who are they talking to?
 - What are they talking about?
 - Where are they talking?
 - Why are they talking?

As you answer these questions, you will improve your ability to understand English through context.

- 2. READ AS MUCH ENGLISH AS YOU CAN.** It should be no surprise that the best and easiest way to improve your reading comprehension is by reading. Concentrate on weekly news magazines. Look at the tables of contents, the advertisements, the announcements, and the articles. Read anything in English you can find: classified ads, train schedules, hotel registration forms, etc. Again, always ask yourself questions as you read.

Use the PSRA reading strategy technique discussed on pages 168–169. It will help you on the TOEIC and every time you read anything—even reading material in your own language!

- 3. WRITE AND SPEAK AS MUCH ENGLISH AS YOU CAN.** Every time you listen and ask yourself who, what, when, where, and why, say your answers out loud and then write them down.
- 4. KEEP A VOCABULARY NOTEBOOK.** Learning vocabulary in context will help you much more than memorizing long lists of words. Be on the lookout for new vocabulary. Be persistent about it. Get on the internet and start reading websites. Any English website will be useful, but you can get both reading and listening practice on many of them such as CNN and BBC. Many newspapers, magazines, e-zines, and blogs are on the internet. Do a search on an area of interest to you. You may be surprised how many sites are available.

Here are some ways you can practice your listening, reading, speaking, and writing skills in English. You will find many opportunities to practice English in books and magazines as well as on the internet. Check the ones you plan to try and add some ideas of your own on the blank lines provided.

Listening

- Listen to podcasts on the internet.
- Listen to news websites: CNN, BCC, NBC, ABC, and CBS.
- Watch movies and television in English.
- Watch videos online in English.
- Listen to CNN and BBC on the radio or on the internet.
- Listen to music in English.
- _____
- _____

Speaking

- Describe out loud what you see and what you do.
- Practice having a conversation with a friend.
- Use a video chat app to practice speaking English with friends and classmates.
- _____
- _____

Writing

- Write a daily journal.
- Write a letter to an English speaker.
- Make lists of the things that you see every day.
- Write descriptions of your family and friends.
- Write emails to website contacts.
- Write a blog.
- Leave comments on blogs and YouTube.
- Post messages in a chat room.
- Use Facebook and Instagram.
- _____
- _____

Reading

- Read newspapers and magazines in English.
- Read books in English.
- Read graphic novels in English.
- Read news and magazine articles online.
- Do web research on topics that interest you.
- Follow blogs that interest you.
- _____
- _____

Examples of Self-Study Activities

Whether you read an article in a newspaper or on a website, you can use that article in a variety of ways to practice reading, writing, speaking, and listening in English.

- Read about it.
- Paraphrase and write about it.
- Give a talk or presentation about it.
- Record or make a video of your presentation.
- Listen to or watch what you recorded.
- Write down your presentation.
- Correct your mistakes.
- Do it all again.

Here are some specific examples you can do to study on your own.

PLAN A TRIP

Go to www.fodors.com or another travel website.



Choose a city, then choose some sites to visit there (*reading*). Write a report about the city (*writing*). Tell why you want to go there and when you want to go. Tell what sites you plan to visit. Where will you eat? How will you get around?

Now write a letter to someone recommending this place (*writing*). Pretend you have to give a lecture on your planned trip (*speaking*). Make a video of yourself talking about this place, and then watch the video and write down what you said. Correct any mistakes you made and record the presentation again. Then choose another city and do this again.

SHOP FOR AN ELECTRONIC PRODUCT

Go to www.cnet.com/tech



Choose an electronic product and read about it (*reading*). Write a report about the product. Tell why you want to buy the product. Describe its features.

Now write a letter to someone recommending this product (*writing*). Pretend you have to give a talk about this product (*speaking*). Make a video of yourself talking about this product, and then watch the video and write down what you said. Correct any mistakes you made and record the presentation again. Then choose another product and do this again.

DISCUSS A BOOK

Go to www.amazon.com/tech



Go to www.amazon.com or any other website that sells English language books. Choose a book that looks interesting to you. Read the description and the reviews (*reading*). Write a report about the book. Tell why you want to read it.

Now write a letter to someone recommending this book (*writing*). Pretend you have to give a talk about this book (*speaking*). Make a video of yourself talking about this book and then watch the video and write down what you said. Correct any mistakes you made and record the presentation again. Then choose another book and do this again.

DISCUSS ANY SUBJECT

Go to http://simple.wikipedia.org/wiki/Main_Page



This website is written in simple English. Pick any subject and read the entry (*reading*).

Write a short essay about the topic (*writing*). Give a presentation on the topic (*speaking*). Record the presentation, and then watch the video and write down what you said. Correct any mistakes you made and record the presentation again. Choose another topic and do this again.

DISCUSS ANY EVENT

Go to <http://news.google.com>



Google News has a variety of links. Pick one event and read the articles (*reading*).

Write a short essay about the event (*writing*). Give a presentation about the event (*speaking*). Record the presentation, and then watch the video and write down what you said. Correct any mistakes you made and record the presentation again. Then choose another event and do this again.

REPORT THE NEWS

Listen to an English-language news report on the radio or watch a news program on television (*listening*). Take notes as you listen. Write a summary of what you heard (*writing*).

Pretend you are a news reporter. Use the information from your notes to report the news (*speaking*). Record the presentation, and then watch the video and write down what you said. Correct any mistakes you made and record the presentation again. Then listen to another news program and do this again.

EXPRESS AN OPINION

Read a letter to the editor in the newspaper (*reading*). Write a letter in response in which you say whether or not you agree with the opinion expressed in the first letter. Explain why (*writing*).

Pretend you have to give a talk explaining your opinion (*speaking*). Record yourself giving the talk, and then watch the video and write down what you said. Correct any mistakes you made and record the presentation again. Then read another letter to the editor and do this again.

REVIEW A BOOK OR MOVIE

Read a book (*reading*). Think about your opinion of the book. What did you like about it? What didn't you like about it? Who would you recommend it to and why? Pretend you are a book reviewer for a newspaper. Write a review of the book stating your opinion and recommendations (*writing*).

Give an oral presentation about the book. Explain what the book is about and state your opinion (*speaking*). Record yourself giving the presentation, and then watch the video and write down what you said. Correct any mistakes you made and record the presentation again. Then read another book and do this again.

You can do this same activity after watching a movie (*listening*).

SUMMARIZE A TELEVISION SHOW

Watch a television show in English (*listening*). Take notes as you listen. After watching, write a summary of the show (*writing*).

Use your notes to give an oral summary of the show. Explain the characters, setting, and plot (*speaking*). Record yourself speaking, and then watch the video and write down what you said. Correct any mistakes you made and record the presentation again. Then watch another television show and do this again.

LISTEN TO A LECTURE

Listen to an academic or other type of lecture on the internet. Go to any of the following or similar sites and look for lectures on topics that are of interest to you:

<https://academicearth.org/playlists/>



<http://podcasts.ox.ac.uk>



<http://freevideolectures.com>



www.ted.com/talks



Listen to a lecture and take notes as you listen. Listen again to check and add to your notes (*listening*). Use your notes to write a summary of the lecture (*writing*).

Pretend you have to give a lecture on the same subject. Use your notes to give your lecture (*speaking*). Record yourself as you lecture. Then watch the video and write down what you said. Correct any mistakes you made and record the lecture again. Then listen to another lecture and do this again.

On Test Day

You are well prepared. You studied this book and other Barron's preparation material, and now it is test day. Here are some suggestions that will help you on the day of the test.

- 1. BE EARLY.** You should avoid rushing on the test day. Leave yourself plenty of time to get to the testing center.
- 2. BE COMFORTABLE.** If you can, choose your own seat; pick one that is away from distractions. You don't want to be near an open door where you can watch people pass outside. On the other hand, you might want to be near a window to get good light. Try, if you can, to sit near the audio player. If you can't hear well, be sure to tell the test administrator.
- 3. BRING WHAT YOU NEED.** Your test site may provide pencils with erasers, but to be safe you should bring three or four No. 2 pencils with erasers. You may find a watch useful, too.
- 4. LISTEN TO THE DIRECTIONS.** Even though you will know the format after using this book, you should listen to the directions carefully. Listening to the familiar directions will help you relax.

5. **ANSWER ALL QUESTIONS.** Even if you do not know an answer, you should mark your best answer. But try to make it an educated guess. When time is running out, just blacken any letter for the questions you have not answered—even if you didn't have time to read the question. You may be right.
6. **MATCH THE NUMBERS.** Make sure that the number on your answer sheet matches the number in your test book.
7. **MARK ONLY ONE ANSWER PER QUESTION ON THE ANSWER SHEET.** Only one black mark will be counted. If you make a mistake and erase, do it completely. Do not make any other marks on the answer sheet.
8. **LISTEN CAREFULLY.** In Part 2, listen to the entire question and all the answer choices before making a final decision.
9. **FOCUS ATTENTION ON RELEVANT INFORMATION.** In Parts 3 and 4, quickly scan the questions and answer choices, then listen for relevant clues.
10. **ANSWER THE EASY QUESTIONS FIRST.** In the Reading section, you can pace yourself. If you do not immediately know an answer to a question, skip that question and go to one you can answer. At the end of the section, come back and do the more difficult questions. This will give you an opportunity to answer as many questions as you can.
11. **PACE YOURSELF.** The audio player will keep you moving in the Listening Comprehension section. But in the Reading section you will be able to adjust your own pace. You will have less than 45 seconds for each question in the Reading section.
12. **LEAVE TIME AT THE END.** If you can, try to leave a minute at the end to go over your answer sheet and make sure you have filled in every question.
13. **CELEBRATE AFTER THE EXAM.** Go ahead. Have a good time. You deserve it. Congratulations on a job well done.

PART 1

TOEIC Review

2

Listening

Overview

There are four parts to the Listening Comprehension section of the TOEIC. You will have approximately 45 minutes to complete this section.

Part 1: Photographs	6 Questions
Part 2: Question-Response	25 Questions
Part 3: Conversations	39 Questions
Part 4: Talks	30 Questions

To prepare for the four parts of the Listening Comprehension section, you must develop certain listening and analytical skills. Most of the skills targeted in this chapter are useful for all parts of the Listening Comprehension section.

SKILLS LIST

Part 1: Photographs

Skills

1. Assumptions
2. People
3. Things
4. Actions
5. General Locations
6. Specific Locations

Part 2: Question-Response

Skills

1. Similar Sounds
2. Related Words
3. Homonyms
4. Same Sound/Same Spelling but Different Meanings
5. Suggestions
6. Offers
7. Requests

Part 3: Conversations

Skills

1. Questions About People
2. Questions About Occupations
3. Questions About Place
4. Questions About Time
5. Questions About Activities
6. Questions About Opinions
7. Graphic
8. Meaning in Context
9. Incomplete Sentences

Part 4: Talks

Skills

1. Questions About Events and Facts
2. Questions About Reasons
3. Questions About Numbers
4. Questions About Main Topics
5. Paraphrases
6. Graphic
7. Implied Meaning
8. Multiple Accents

