

# 托业考试教程

PASS THE TOEIC® TEST

初级 Introductory Course

MILES CRAVEN



经济科学出版社  
Economic Science Press

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# 出 版 说 明

托业考试, TOEIC—Test of English for International Communication, 被称为“商业托福”;也有人将其与剑桥商务英语考试相提并论称作“美式商务英语”,是由美国教育考试服务中心(ETS)开发的、专门针对在国际工作环境中使用英语交流的人们的英语能力的测评标准和考试。托业考试于2002年进入中国。2012年,托业考试全球考生人数达到700万人次。

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希望本套《托业考试教程》能为广大读者和考生提供全面有效的学习指导。

2015年5月

## **Pass the TOEIC® Test Introductory Course**

Miles Craven

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Visit the website that accompanies this course at [www.pass-the-toEIC-test.com](http://www.pass-the-toEIC-test.com).

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# Introduction

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## About the Course

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*Pass the TOEIC® Test* is a comprehensive preparation course for the TOEIC test. There are three levels to choose from: *Pass the TOEIC Test Introductory Course*, *Pass the TOEIC Test Intermediate Course*, and *Pass the TOEIC Test Advanced Course*. The level you choose depends on the score you think you can realistically aim to achieve. The exercises used throughout each level of the course are designed to help you reach your full potential on the test. They practice exactly the language, skills, and strategies you need when you take the test. By working your way through these exercises, you will be able to do your best in the test. Work hard, and you should be able to achieve the highest possible TOEIC score that reflects your ability.

A companion website offers a wide range of additional information and exercises to help you prepare for the test. Visit **[www.pass-the-toeic-test.com](http://www.pass-the-toeic-test.com)** to access free resources, and try the authentic, full-length online Practice Tests to develop your test-taking skills.

An Answer Key and Audioscript are supplied in a separate book. They are available on the website if you do not have a printed copy.

## How to Use this Book

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You can use the course in class with a teacher, or on your own for self-study.

The course is flexible, so you don't need to work your way through the book from beginning to end. However, it is recommended that you choose either the Listening section or the Reading section, and then cover all the parts within that section before you move on. This will enable you to focus your skills and practice effectively.

When approaching the Listening section, it can be useful to start with *Understanding Different Accents*. Similarly, when approaching the Reading section, you might want to start with *Grammar* and *Vocabulary*. These two sections are designed to prepare you for what is to come.

Whether you use the course in class or alone, try to identify the areas you are weakest in and regularly visit **[www.pass-the-toeic-test.com](http://www.pass-the-toeic-test.com)** for extra practice.

## Your Score on the TOEIC Test

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People of all abilities take the TOEIC test. Don't expect to score a maximum 990! Your target should be to reach the highest score that you personally are able to achieve. This is *Pass the TOEIC Test Introductory Course*. This means that after completing the book you should be able to score around 500 on the TOEIC test. Of course, if you study hard your score may be a lot higher than 500!

Don't panic if you find the exercises difficult, or if you don't score highly in the Practice Tests. Be realistic with your aims. Keep studying, do all the exercises and try to overcome your weaknesses. In this way, you will achieve your best score on the test.

## How Pass the TOEIC Test Introductory Course will Help You

*Pass the TOEIC Test Introductory Course* is carefully structured to give you the best opportunity to improve your TOEIC score. The exercises in this book provide authentic, up-to-date language practice and skills development for each part of the TOEIC test. Here is a summary of the approach and activities, highlighting the main benefits.

### Each part is organized in a similar way

<b>Try It Out</b>	This opening section gives you a preview of what to expect in the test.
<b>Improve Your Performance</b>	Here you practice the language and skills you need to do well in each part. This material forms the basis of your preparation. Work through these exercises and you will improve your score. Identify any weaknesses you may have and work hard to overcome them.
<b>Steps to Success</b>	This section helps you develop your test-taking skills, giving you detailed guidance on how to attempt each type of question.
<b>Strategy Review and Tips</b>	This reviews the best strategies to use for each part of the test, and gives you some advice other test-takers have found useful.
<b>Review Test</b>	This final section in each part is a complete test. Your performance on this test will help you assess your progress.

### Test, tests, tests!

As well as the *Try It Out* preview test at the start of each part and the complete *Review Test* at the end, *Pass the TOEIC Test* includes other tests to help boost your score.

<b>Mini Tests</b>	Regular Mini Tests give you authentic test practice specific to each language point or skill.
<b>Listening Comprehension Test</b>	A complete Listening Comprehension Test assesses your ability on the Listening section of the test.
<b>Reading Test</b>	A complete Reading Test assesses your ability on the Reading section of the test.
<b>Practice Tests</b>	Two full-length Practice Tests at the back of the book evaluate your performance across both the Listening and Reading sections of the test. You can use the <i>Score Conversion Chart</i> to get an approximate indication of your TOEIC score.

### Additional features

<b>Grammar and Vocabulary</b>	These handy sections focus on the grammar and vocabulary you need to progress successfully through this level.
<b>Essential Vocabulary</b>	This is a comprehensive list of words and phrases used in this level.
<b>Understanding Different Accents</b>	This provides practice recognizing the various accents used in the test. Being familiar with these accents will help to improve your listening comprehension.



## Online Support

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You will find a lot of additional TOEIC preparation exercises and activities on the website that accompanies this course. Go to **www.pass-the-toEIC-test.com** to:

- find out more about *Pass the TOEIC Test*
- get information and advice on taking the TOEIC test
- read useful *Study Tips* for ideas on how to improve your Listening and Reading skills
- download the *Audio Program*
- download the *Answer Key* and *Audioscript*
- see a *Word List* of the most common words and phrases used in the book
- try the useful *Worksheets*, giving you further practice in the language and skills you need to succeed in the TOEIC test.

To access the full range of *Worksheets*:

1. Go to **www.pass-the-toEIC-test.com**.
2. Click **FREE ACTIVITIES**.
3. Choose a Worksheet.

## Online TOEIC Practice Tests

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Go to **www.practice-the-toEIC-test.com** for authentic TOEIC test practice. Each full-length Practice Test follows the format of the TOEIC test and gives you authentic practice that will help you:

- improve your timing
- develop your test-taking skills and strategies
- boost your confidence
- identify areas for improvement
- increase your TOEIC score.

After each test, you will see an estimated TOEIC score. You can review your answers, listen again, and see full explanations.

At the front of this book you have a unique registration code that allows you to take two online TOEIC Practice Tests *absolutely free*. Simply follow the instructions to claim your free tests.

# Brief Guide to the TOEIC Test

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TOEIC stands for Test of English for International Communication. The TOEIC test is a standardized test that aims to assess your ability to understand English in a business context. It is designed by the Educational Testing Service (ETS) in Princeton, New Jersey, USA.

The TOEIC test measures your listening and reading skills across a wide range of daily work situations and activities, such as General business (sales, marketing, presentations, negotiations, etc.), Office (meetings, telephone, work procedures, etc.), Eating out (restaurants, making reservations, etc.), Health (hospitals, visiting doctors, etc.), Travel (schedules, transport, announcements, etc.), Entertainment (music, art, museums, etc.) and many more.

## TOEIC Test Format

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The test is divided into two main sections: *Listening Comprehension* and *Reading*. There are 100 items in each section. All items are multiple choice. The test takes about two hours to complete.

<b>Listening Comprehension</b>	Part 1: Photographs	10 questions	45m
	Part 2: Question-Response	30 questions	
	Part 3: Short Conversations	30 questions	
	Part 4: Short Talks	30 questions	
	Total	100	
<b>Reading</b>	Part 5: Incomplete Sentences	40 questions	75m
	Part 6: Text Completion	12 questions	
	Part 7: Reading Comprehension	48 questions	
	Total	100	

You mark your answers on a special Answer Sheet using a pencil.

## Your TOEIC Score

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You cannot fail the TOEIC test. It measures your ability, and you are given a score of between 5 and 495 per section. Your “raw” scores from each section are converted into a test score, giving a total TOEIC score of between 10 and 990. Your TOEIC score is valid for two years.

## More Information

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You can find out more about the TOEIC test at **[www.pass-the-toEIC-test.com](http://www.pass-the-toEIC-test.com)**. There is also a TOEIC Speaking and Writing test, which is a separate and optional test that you can take via the internet. To find out more, go to the ETS website for the test **[www.toEIC.com](http://www.toEIC.com)**.

## Benefits of the TOEIC Test

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Over six million people take the TOEIC test every year. It is an increasingly popular way to assess English proficiency in the world of work. More than 10,000 corporations and institutions in 120 countries throughout the world use the TOEIC test.

The language and situations covered in the TOEIC test are useful across a wide range of business, travel, and work scenarios.

## The TOEIC test can help you to:

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### **Communicate at work**

The language covers real-life work situations, useful for people working in international business, trade, commerce, hotels, banks, restaurants, convention centers, hospitals, sporting events, airlines, the travel industry and government organizations. If you are preparing to enter the workplace, or already in work, then the TOEIC test can help you communicate more effectively in English when the need arises.

### **Develop your career**

Many governments, large companies, and international organizations ask their employees to take the TOEIC test as a mark of their English language ability. Do well, and you might open up the chance of overseas trips and assignments, and even promotion.

### **Graduate from college**

Many academic institutions also use the test for placement, assessment, and accreditation purposes. In some cases, you may have to achieve a minimum TOEIC score in order to graduate.

### **Improve your résumé**

Many individuals take the TOEIC test to improve their job prospects. Employers use your score on the test to determine what responsibilities and tasks you are capable of. A good TOEIC score could get you the job you want.

### **Assess your English level**

Many individuals take the test to check their English ability. You can set goals and use the test as a measure of your progress.

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# LISTENING COMPREHENSION

## Guide to the Listening Test

The first section of the TOEIC® test is Listening Comprehension. In this section, the test focuses on how well you understand spoken English. There are four parts in this section.

Part 1: Photographs	10 questions
Part 2: Question-Response	30 questions
Part 3: Short Conversations	30 questions
Part 4: Short Talks	30 questions

You will have 45 minutes to complete this section of the TOEIC test.

Directions are given for each part. You need to mark your answers on the separate Answer Sheet provided.

### QUICK CHECK

- How many parts are there in the Listening Comprehension section of the TOEIC test?
- How many questions are there?
- How much time do you have to complete the Listening Comprehension section?
- Where do you mark your answers?

## Guide to this section of *Pass the TOEIC Test*

The Listening Comprehension section of *Pass the TOEIC Test* is divided into the same four parts as the TOEIC test. Each part begins with a *Try It Out* preview test, which shows you exactly what to expect. This will also help you identify your strengths and weaknesses. You then study important skills and useful language in *Improve Your Performance*. In *Steps to Success* you practice special strategies for taking each part of the test, before *Strategy Review and Tips* summarizes key guidance and gives useful advice. Finally, you put everything into practice in a *Review Test*.

For all *Examples*, the gender and accent of each speaker is given using these abbreviations:

[M-Am] American man	[F-Am] American woman
[M-Br] British man	[F-Br] British woman
[M-Au] Australian man	[F-Au] Australian woman
[M-Cn] Canadian man	[F-Cn] Canadian woman

The gender and accent of every speaker for every recording is given in the *Audioscript*.

This part of the TOEIC® test consists of ten black-and-white photographs. You will hear four short statements describing each photograph. The photographs cover typical situations. Most of the photographs are pictures of people. Some photographs are pictures of a scene or an object.

You must choose the statement that best describes what you see in each photograph. The statements are spoken only once, and are not written in your test book.

The statements are short and fairly simple. They are often in the present tense.

There is a short pause between each question, but there are no pauses between the statements you hear that describe each photograph.

**QUICK CHECK**

How many photographs are in this part of the TOEIC test?

How many statements are there for each photograph?

How many times do you hear each statement?

Are all the photographs of people?

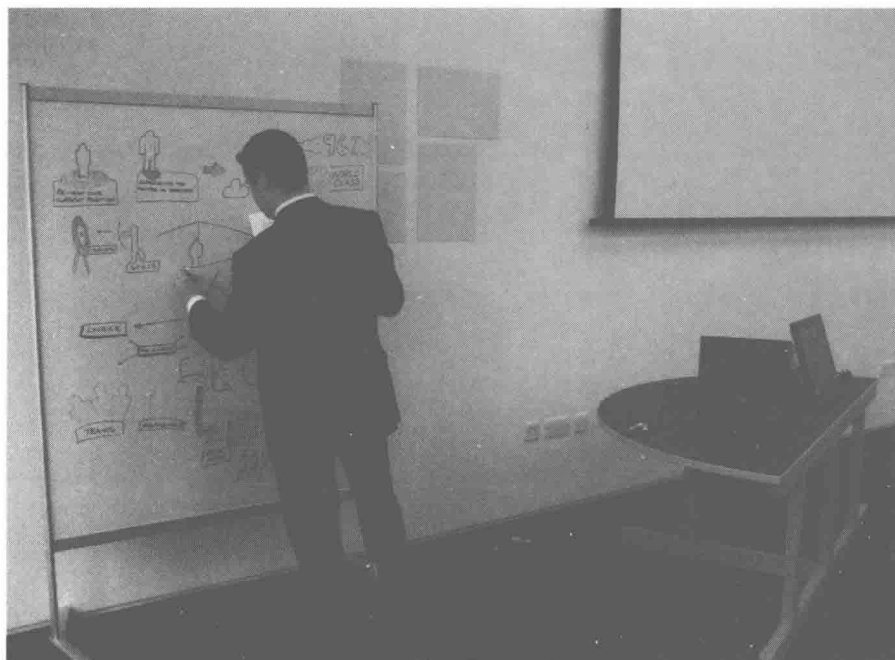
# TRY IT OUT

## 1 Directions

For each question, you will hear four statements about a photograph. Listen and select the one statement: (A), (B), (C), or (D), that best describes the picture. Then mark your answer. You will hear the statements only once.

Look at the photograph and listen to the four statements.

### EXAMPLE



[M-Am]

- (A) He's working on a computer.
- (B) He's drawing on the board.
- (C) He's walking into the room.
- (D) He's sitting near the desk.

(A) ● (C) (D)

The best description of the picture is statement (B), "He's drawing on the board." You should mark answer choice (B).

Answer choice (A) incorrectly interprets the situation. The man is not working on a computer.  
Answer choice (C) uses a word that sounds similar to something you can see in the photograph. He is *working* in the room, not *walking* into the room. Answer choice (D) uses the wrong verb. The man is *standing*, not *sitting*, near the desk.

### REMEMBER

On the actual test, you will hear but NOT see the four answer choices.