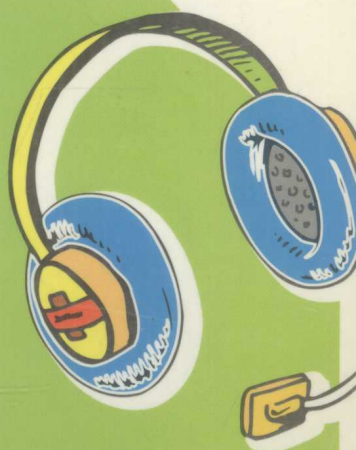


# TOEIC 托业考试

## 听力训练教程



宋德富 洪忠民 主编



托业考试是一种对母语非英语人员的英语水平测试，  
衡量其在国际环境中工作时的日常英语技能。托业得分表

明了考生在管理、商业和其他行业中使用英语  
进行交际的能力。该测试无需考生掌握日常工作活动以外  
的专业知识和词汇。



北京语言大学出版社

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宋德富 洪忠民 主编

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## 前 言

TOEIC (Test of English for International Communication, 中文称托业) 与 TOEFL (托福) 相比, 尽管只有两个字母的不同, 但是却有着天壤之别。TOEIC 是全球最具权威性的职业英语测评标准, 而托福是留学英语考试。去年全球共有 280 多万人参加了托业考试, 其中亚洲占了 93.9%。在日本和韩国的书店不大见到托福考试教材, 最畅销的正是托业考试教材, 因为托业考试成绩是求职的一份英语能力证明。据统计, 全球范围内每年参加 TOEIC 考试的人数远远超过了托福考试, 参加托福考试的只有 80 万人, 不到托业考试的三分之一。

TOEIC 考试的重点主要是工作环境中的日常使用的英语, 不包括理论英语, 不会有专业术语的出现。由于测试的目的截然不同, 考试的设计、内容和测试的范畴等也都不一样。美国教育考试服务中心 (ETS) 有 100 多位专家专门负责生成 TOEIC 考试题库, 试题从全球在工作环境中使用英语的国家中收集, 从口语和写作语言的样本中提炼出来, 并由考试的开发人员和外界人员合作审查, 保证了试题没有偏见、种族歧视和文化冲突。目前我国社会上流行的种种考试, 大都是为了国内升学, 或者是国外留学所用, 没有一种高水准的在工作场所使用的英语考试标准。为适应我国对外开放和与国际间经济技术交流的飞速发展, 进一步改善我国的投资环境, 劳动和社会保障部职业技能鉴定中心和 ETS 签署了协议, 直接引进 TOEIC 考试作为我国使用的职业英语标准。托业考试作为我国加入 WTO 后首次引进的国际中高端职业英语能力认证标准, 已经成为我国职业英语技能认证事业与国际接轨的重要标志。考生在获得 TOEIC 成绩的同时, 也将得到中国劳动和社会保障职业技能鉴定中心 (OSTA) 颁发的与之相对应的《职业英语水平等级证书》。

已进入中国的全球 500 强企业中, 有相当多一部分采用 TOEIC 考试建立公司的英语交流能力考评体系, 作为人员招聘、升迁、海外任职和员工培训的内部标准。宝洁公司 (P&G) 1995 年就已采用 TOEIC 考试建立了该公司员工英语能力评测的全球标准。这一群体中还包括了 EPSON、辉瑞制药、三星电子、LG、可口可乐、BMW、马自达、Airbus、Northwest Airlines、MobilOil 等著名企业。

本书作者为了编辑好这套 TOEIC 训练教程浏览了许多相关网站, 阅读了大量国内外资料; 在西欧考察之间, 作为重点项目收集了众多的材料, 拍摄了数百张相片进行遴选。我们衷心希望该书在您准备 TOEIC 考试中能够助您一臂之力。预祝您取得理想的成绩!

编者

2004 年 8 月于徐州工程学院

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## 托业考试介绍

由美国教育考试中心 (Educational Testing Service, ETS) 开发的托业考试于本世纪引进中国,首次考试 2002 年 12 月 7 日在北京和上海举行。其实设计了托福考试的 ETS 早在 1979 年就开发了这种考试,如今已经被 60 多个国家接受,参加考试人数大大超过托福考试,已经达到 280 多万,4000 多家国际化的公司或机构承认并使用托业考试的成绩。

托业考试的英文全名为 Test of English for International Communication (国际交流英语考试),其缩写为 TOEIC,音译成“托业”很快被人们接受,因为这种考试确实就是为在国际化公司就业扫平道路的。

下面采用英汉对照的方式简要介绍这种考试,并附上样题。最后把托业考试在中国的发展情况进行扼要介绍。

### About the TOEIC Test

The TOEIC (Test of English for International Communication) test is an English language proficiency test for people whose native language is not English. It measures the everyday English skills of people working in an international environment. The scores indicate how well people can communicate in English with others in business, commerce, and industry. The test does not require specialized knowledge or vocabulary beyond that of a person who uses English in everyday work activities.

#### WHAT IS THE FORMAT OF THE TOEIC TEST?

The TOEIC test is a two-hour multiple-choice test that consists of 200 questions divided into two sections:

- **Listening Comprehension Section:** There are 100 listening comprehension questions administered by audiocassette. There

### 有关托业考试

托业考试是一种对母语非英语人员的英语水平测试,衡量其国际环境中工作时的日常英语技能。托业得分表明了相关考生在管理、商业和其他行业中与别人使用英语进行交际的能力。该测试无需考生掌握日常工作活动以外的专业知识和词汇。

#### 托业考试的方式

托业考试总共有 200 道试题,内容分成两大部分,均为多项选择题,考试时间为两小时。

**听力理解部分:** 共 100 道综合题,4 类问题,由盒式录音带给出。你将听到各种用英语录制的陈述、问题、简短对



are four types of questions. You will listen to a variety of statements, questions, short conversations, and short talks recorded in English, then you will answer the questions. Total time: approximately 45 minutes.

- **Reading Section:** There are 100 reading questions, consisting of three types of questions. You will read a variety of materials and respond at your own pace to questions based on the content of the materials. Total time: 75 minutes.

You will respond to test questions by marking one of the letters (A), (B), (C), or (D) with a pencil on a separate answer sheet. Although the actual testing time is approximately two hours, additional time is needed to allow you to complete the background questions on the answer sheet. Therefore, you should allow approximately 2.5 hours to take the test.

### **WHAT SCORE DO I NEED TO "PASS" THE TOEIC TEST?**

The TOEIC test is not the kind of test that one "passes" or "fails". Not every job or task requires the same level of English proficiency. Because it was developed specifically to meet the needs of working people, the TOEIC test measures many levels of ability. It enables people to demonstrate what they currently can accomplish in English. The single, continuous scale also makes it possible for learners to set attainable goals and to measure their progress as their English improves.

Many companies use the TOEIC test to set their own score standards based on the levels of English necessary to carry out particular responsibilities. Your company may require that employees have a minimum TOEIC score because the corresponding level of English is needed on the job. Many companies offer

话和简短讲话, 然后根据听到的内容回答问题。总时间约 45 分钟。

**阅读部分:** 共 100 道题, 包括 3 类问题。你将阅读各种资料, 然后根据给出的资料按照自己的速度回答问题。总时间是 75 分钟。

用铅笔在单独答题纸上在相应的字母 (A)、(B)、(C) 或 (D) 上做标志来回答每个问题。虽然实际考试时间是 2 小时, 但会另外安排时间让你在答题纸上完成背景调查问卷。这样, 你大概需要 2 个半小时完成整个考试。

### **多高的成绩才算通过 TOEIC?**

TOEIC 考试并非那种用“通过”或“不及格”衡量的考试。这是因为并非每一种工作都需要同一级别的英语水平。该项考试是专门为满足工作人员的需要设计开发的, 因此 TOEIC 考试考查很多能力级别。不同的考分代表应试者当前能够用英语完成不同的工作。单项的、连续的考分可以使学习者制订可以实现的目标, 测定他们英语学习的进展情况。

很多公司根据特定工作所需要的英语水平使用 TOEIC 建立自己的分数标准。贵公司可能要求员工们必须达到 TOEIC 考试的某一个最低分数线, 因为相关的工作需要与之适应的英语水平。很多公司提供英语培训以帮助员工达到他们根

English training to help their employees reach target TOEIC scores reflecting specific levels of proficiency based on professional need.

**DOES THE TOEIC TEST MEASURE SPEAKING AND WRITING?**

The TOEIC test measures listening and reading directly. These skills can be tested objectively, cost-effectively, and efficiently. Testing speaking and writing directly requires considerable time and expense, both for administering the test and for scoring. The decision to test only listening and reading directly on the TOEIC test was a response to the needs of clients and test takers for a rapid, affordable, and convenient service, as well as for high reliability.

The TOEIC test provides an indirect measure of speaking and writing. Studies with large samples of normative speakers of English from around the world have confirmed a strong link between TOEIC results and an oral interview. Smaller studies have shown a similar link with writing skills.

**FROM WHAT KIND OF CONTEXTS ARE THE TOEIC TEST QUESTIONS DRAWN?**

These are some examples of the settings and situations you may find in TOEIC test questions:

- Corporate Development: research, product development
- Dining Out: business and informal lunches, banquets, receptions, restaurant reservations
- Entertainment: cinema, theater, music, art, exhibitions, museums, media
- Finance and Budgeting: banking, investments, taxes, accounting, billing
- General Business: contracts, negotiations, mergers, marketing, sales, warranties, business planning, conferences, labor relations

据专业工作需要所规定的托业成绩。

**TOEIC 考试测定说和读的能力吗?**

TOEIC 直接测定听和读的能力。这两种能力可以得到客观的、经济的和有效的测试。直接测试说和写的能力需要严格的管理和科学评分,因而要增加很大的时间和经济成本。做出仅直接测试听和读的能力的决定是为了满足用人单位和被测试者的要求,实现高速、经济、方便和可靠的服务。

TOEIC 考试提供了间接考查说和写的能力的手段。从世界各地标准英语口语使用者的大量抽样调查表明 TOEIC 成绩与口头面试能力联系紧密。小范围的调查也表明 TOEIC 成绩与写作能力也紧密相连。

**考试内容**

下面是一些你可以从 TOEIC 考试问题中见到的场所和情境的例子。

企业发展: 调查, 产品开发

外出就餐: 业务和非正式的午餐, 宴会, 招待会, 饭馆预定

娱乐: 电影, 剧院, 音乐, 艺术, 展览, 博物馆, 媒体

财政和预算: 银行, 投资, 税务, 财会, 收款

一般业务: 合同, 谈判, 兼并, 营销, 销售额, 保修, 业务计划, 会议, 劳动关系

- Health: medical insurance, visiting doctors, dentists, clinics, hospitals
- Housing/Corporate Property: construction, specifications, buying and renting, electric and gas services
- Manufacturing: assembly lines, plant management, quality control
- Offices: board meetings, committees, letters, memoranda, telephone, fax and e-mail messages, office equipment and furniture, office procedures
- Personnel: recruiting, hiring, retiring, salaries, promotions, job applications, job advertisements, pensions, awards
- Purchasing: shopping, ordering supplies, shipping, and invoices
- Technical Areas: electronics, technology, computers, laboratories and related equipment, technical specifications
- Travel: trains, airplanes, taxis, buses, ships, ferries, tickets, schedules, station and airport announcements, car rentals, hotels, reservations, delays and cancellations

### Preparing to take the TOEIC Test

## HOW TO GET READY TO TAKE THE TOEIC TEST

The TOEIC test is not based on the content of any particular English course, but rather on your proficiency — your overall ability to use English. Improvement in proficiency may take some time and is generally achieved through a combination of practice and study. As a test of general English proficiency in an international working environment, the TOEIC test does not test “business English”: You are not required to know specialized business and technical vocabulary beyond that of a person who uses English in everyday work activities.

Here are some things you can do to get ready for the TOEIC test:

医疗: 医疗保险, 看病, 牙医, 门诊, 医院

房屋/公司财产: 建筑, 规范, 购买和租赁, 电器和油气服务

制造业: 流水线, 工厂管理, 质量管理

办公室: 董事会议, 委员会, 信函, 备忘录, 电话, 传真和电子邮件, 办公设备和家具, 办公程序

人事: 征募, 聘用, 退休, 薪水, 提升, 工作申请和广告, 养老金, 奖金

采购: 购物, 订购供应品, 运输, 发票

技术领域: 电子, 工艺, 计算机, 实验室和相关设备, 技术规格

旅行: 火车, 飞机, 汽车, 轮船, 摆渡, 票, 时刻表, 车站和机场广播, 租车, 酒店, 预订, 推延和取消

### 考试准备

## 如何准备 TOEIC 考试

托业考试不是根据某一特定教科书设计的, 而是要全面测试你的应用英语的能力。英语的熟练和水平的提高需要时间, 通常需要通过学习与实践相结合。作为测试国际环境中使用英语熟练水平的一种考试, TOEIC 并非是“商务英语”测试。你无需掌握日常工作活动以外的专业知识和词汇。

为准备 TOEIC 考试, 你可以做以下事情:

- Become familiar with the test format and how to mark your answers on the answer sheet. You can then focus your attention on the questions themselves, rather than on the format. Review carefully the test directions and the sample questions in English that follow.
- Immerse yourself in the language as frequently as possible and in as many ways as possible if it has been some time since you have had contact with English. Reading, watching TV and videos, listening to tapes, taking an English course, and speaking with friends and colleagues are some of the ways to practice English.
- Pay close attention to the time during the Reading section of the test. In the Reading section (75 minutes) you have to pace yourself—so work quickly and if you do not know the answer to a question, come back to it later.

### Sample Questions

With 200 questions, the TOEIC test measures a wide range of English proficiency. The following sample questions do not indicate the full range of difficulties you would find in an actual TOEIC test.

### GENERAL DIRECTIONS

The following general directions are taken directly from the test book. After the general directions are specific directions for each part of the test, along with sample questions for each of the parts.

This is a test of your ability to use the English language. The total time for the test is approximately two hours. It is divided into seven parts. Each part of the test begins with a set of specific directions. Be sure you understand what you are to do before you begin work on a part.

熟悉考试形式，以及如何在答题纸上标明你的答案。这样你就不用把精力花费在形式上，可以把注意力集中在答题上了。仔细阅读后面用英语写成的考试要求以及样题。

如果你已有一段时间不接触英语，那你就要全身心地投入到语言学习和实践中去，频率要尽可能地高，方式要尽可能地多。阅读，看电视、录像，听录音磁带，进修英语课程，和朋友、同事用英语交谈等等是实践英语的一些方式。

考试时密切注意阅读考试的时间。阅读阶段（75 分钟）你必须注意速度，迅速答题，遇到不会的，可以回头再看。

### 样题

使用 200 道题目，TOEIC 大范围地测试英语熟练程度。以下样题不能反映你将在实际的 TOEIC 考试中遇到的全方位的难度。

### 总体要求

以下总体要求直接摘自试卷。总体要求下面是试卷各部分的具体要求，并附有各部分的样题。

这是检查你英语应用能力的测试。全部测试时间大约两个小时。全卷分成七部分，每一部分开头都有该部分的具体要求。开始做卷前一定要明白你要做什么。

<p>You will find that some of the questions are harder than others, but you should try to answer each question to the best of your ability. Your score will be based on the number of questions you answer correctly.</p> <p>Do not mark your answers in this test book. <b>You must put all of your answers on the separate answer sheet</b> that you have been given. When putting your answer to a question on your answer sheet, be sure to fill in the answer space corresponding to the letter of your choice. Fill in the space so that the letter inside the circle cannot be seen.</p>	<p>你会发现有的题目相对别的题目要难一些, 但你应该努力发挥你的能力回答每一个问题。你的得分的依据就是看你答对了多少题目。</p> <p>不要在试卷上答题, 你必须把答案写到已经分发给你的单独的答题纸上。在答题纸上做题时, 一定要把你选择的相应答案的圆圈涂满, 要涂到圆圈里的字母看不见为止。</p>
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## 托业考试方式简介

内容	考试范围及题型		题数	时间
听力部分	Photographs (Picture Description)	看到试卷上的图片, 并听到四个描述图片内容的句子, 选出一个正确的句子。(20 题)	100	45 分钟
	Question-Response	听到一句问句, 并听到三句回答句, 从中选择一个正确的句子。(30 题)		
	Short Conversations	听到两个人简短的对话(约三句), 从四个选项中选出一个正确的答案。(30 题)		
	Short Talks	听到简短的讲话, 根据提问从四个选项中选出一个正确的答案。(20 题)		
阅读部分	Incomplete Sentences	从四个选项中选出一个正确的单词或短语填空, 以完成句子。(40 题)	100	75 分钟
	Error Recognition	从句中四个划线的单词或短语中选出错误的一个。(20 题)		
	Reading Comprehension	阅读一段材料后, 从四个选项中选出一个正确的答案(每段有二到三题)。(40 题)		

## 托业考试听力样题

### LISTENING COMPREHENSION

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

#### PART I: PHOTOGRAPHS

**Directions:** For each question, you will see a picture in your test book and you will hear four short statements. The statements will be spoken just one time. They will not be printed in your test book, so you must listen carefully to understand what the speaker says.

When you hear the four statements, look at the picture in your test book and choose the statement that best describes what you see in the picture. Then, on your answer sheet, find the number of the question and mark your answer. Look at the sample below.



**EXAMPLE** Now listen to the four statements.

You will hear:

- (A) They're looking out of the window.
  - (B) They're discussing something in the office.
  - (C) They're eating in a restaurant.
  - (D) They're moving the furniture.

Sample Answer

Ⓐ ● Ⓒ Ⓓ

Statement (B), "They're having a meeting." best describes what you see in the picture. Therefore, you should choose answer (B).

## PART II: QUESTION-RESPONSE

**Directions:** In this part of the test, you will hear a question or statement spoken in English, followed by three responses, also spoken in English. The question or statement and the responses will be spoken just one time. They will not be printed in your test book, so you must listen carefully to understand what the speakers say. You are to choose the best response to each question or statement.

**EXAMPLE** 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.

Sample Answer

● Ⓑ Ⓒ Ⓓ

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

## SAMPLE QUESTIONS

### Question 1

You will hear:

1. Ms. Morikawa has worked here for a long time, hasn't she?  
(A) At three o'clock.  
(B) No, I've lost my watch.  
(C) Yes, more than ten years.

### Question 2

You will hear:

2. Which of these papers has a wider circulation?  
(A) The Morning Edition.  
(B) Get More Exercise.  
(C) By Messenger.

Key: 1. (C)    2. (C)

## PART III: SHORT CONVERSATIONS

**Directions:** In this part of the test, you will hear short conversations between two people. The conversations will not be printed in your test book. You will hear the conversations only once, so you must listen carefully to understand what the speakers say.

In your test book, you will read a question about each conversation. The question will be followed by four answers. You are to choose the best answer to each question and mark it on your answer sheet.

## SAMPLE QUESTIONS

### Question 1

You will hear:

1. (Man) We should think about finding another restaurant for lunch.  
(Woman) Why? The food and service here are great.  
(Man) Yes, but the prices are going up every week.

*You will read:*

1. Why is this man unhappy with the restaurant?  
(A) It is too noisy. (B) It is too expensive.  
(C) It is too crowded. (D) It is too difficult to find.

## Question 2

*You will hear:*

2. (Woman A) How was Dr. Borg's recent trip to Singapore?  
(Woman B) She enjoyed the tour of the port very much.  
(Woman A) They say it's one of the most active in Asia.

*You will read:*

2. What did Dr. Borg find interesting?  
(A) The tourist center. (B) The airport.  
(C) The musical performance. (D) The harbor.

## Question 3

*You will hear:*

3. (Man A) We'll need to resurface this whole stretch.  
(Man B) Is that really necessary? We did this section last year.  
(Man A) I know. The heavy traffic in this area has ruined it in no time at all.

*You will read:*

3. Who are the speakers?  
(A) Police officers. (B) Physical therapists.  
(C) Road engineers. (D) Certified accountants.

**Key:** 1. (B) 2. (D) 3. (C)

## PART IV: SHORT TALKS

**Directions:** *In this part of the test, you will hear several short talks. Each will be spoken just one time. They will not be printed in your test book, so you must listen carefully to understand and remember what is said.*

*In your test book, you will read two or more questions about each short talk. The questions will be followed by four answers. You are to choose the best answer to each question and mark it on your answer sheet.*

## SAMPLE QUESTIONS

*You will hear:*

Questions 1 and 2 refer to the following announcement.

Good afternoon and welcome aboard Nordair Flight 857 from Copenhagen to Bangkok, with intermediate stops in Dubai and Calcutta. We are preparing for departure in a few minutes. At this time your seat back should be returned to its full upright position and your seat belt should be fastened. Our anticipated total flying time to Dubai is six hours and twenty-five minutes. I hope you enjoy the flight.



*You will hear:* Now read question 1 in your test book and answer it.

*You will read:* 1. What is the final destination of the flight?  
(A) Bangkok. (B) Copenhagen.  
(C) Dubai. (D) Calcutta.

*You will hear:* Now read question 2 in your test book and answer it.

*You will read:* 2. What will happen in a few minutes?  
(A) The flight will land in Dubai.  
(B) The passengers will board the plane.  
(C) The plane will take off.  
(D) The gate number will be announced.

**Key :** 1. (A) 2. (C)

### 托业考试在中国

为适应我国对外开放和国际间经济技术交流的飞速发展，进一步改善我国的投资环境，中国劳动和社会保障部职业技能鉴定中心（OSTA）和美国的 ETS 签署了协议，直接引进 TOEIC 考试作为我国使用的职业英语标准。托业考试作为我国加入 WTO 后首次引进的国际中高端职业英语能力认证标准，已经成为我国职业英语技能认证事业与国际接轨的重要标志。考试者在获得美国 ETS 发给的 TOEIC 成绩证明《TOEIC Score Certificate》的同时，也将得到中国劳动和社会保障部职业技能鉴定中心颁发的与之相应的《职业英语水平等级证书》。2001 年底，中国劳动和社会保障部职业技能鉴定中心首次引进全球职业英语测评标准的托业考试（TOEIC），来评估政府部门和中外企业职员的英语交流能力，首次考试已于 2002 年 12 月 7 日在北京、上海举行。从 2003 年开始每年举办 5 次，分别安排在 3 月、6 月、8 月、10 月和 12 月，考点扩大到广州、深圳、青岛等城市。

以下是托业考试成绩与我国职业英语等级划分的对照表：

中国职业英语水平等级	TOEIC 考试成绩分数	备注
	010 ~ 215	无对应的 TOEIC 成绩
职业英语水平五级	220 ~ 465	基础级
职业英语水平四级	470 ~ 725	初级
职业英语水平三级	730 ~ 855	中级
职业英语水平二级	860 ~ 990	高级
职业英语水平一级	860 ~ 990 加其他高级综合能力测试合格	专业级