

PEARSON

朗文新托业备考系列

新托业 考试指南

Lin Lougheed 编著

(上)

Listening and Reading

**Longman Preparation Series
for the TOEIC® Test:**

Intermediate Course

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清华大学出版社

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Longman Preparation Series for the TOEIC® Test:
Intermediate Course

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清华大学出版社

北京

北京市版权局著作权合同登记号图字：01-2013-7722

Original edition, entitled LONGMAN PREPARATION SERIES FOR THE TOEIC TEST, 5E, published by Pearson Education, Inc., publishing as Pearson Education ESL, Copyright © 2012 by Pearson Education, Inc.

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China edition published by PEARSON EDUCATION ASIA LTD., and TSINGHUA UNIVERSITY PRESS LTD Copyright ©2014.

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图书在版编目(CIP)数据

新托业考试指南.(上)/(美)拉菲德(Lougheed, L.)编著.—北京:清华大学出版社,2014
(朗文新托业备考系列)

ISBN 978-7-302-34589-3

I. ①新… II. ①拉… III. ①英语水平考试—自学参考资料 IV. ①H310.41

中国版本图书馆CIP数据核字(2013)第284068号

责任编辑:朱琳

封面设计:常雪影

责任校对:王荣静

责任印制:李红英

出版发行:清华大学出版社

网 址: <http://www.tup.com.cn>, <http://www.wqbook.com>

地 址:北京清华大学学研大厦A座 邮 编:100084

社总机:010-62770175 邮 购:010-62786544

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质量反馈:010-62772015, zhiliang@tup.tsinghua.edu.cn

印 刷 者:清华大学印刷厂

装 订 者:三河市新茂装订有限公司

经 销:全国新华书店

开 本:210mm×280mm 印 张:25.5 字 数:804千字
(附光盘1张)

版 次:2014年2月第1版 印 次:2014年2月第1次印刷

印 数:1~4000

定 价:59.00元

产品编号:055558-01

INTRODUCTION

TO THE STUDENT

The TOEIC® (Test of English for International Communication) test measures your ability to understand English. It also measures your ability to take a standardized, multiple-choice test in English. In order to score well on the TOEIC test, you must have two goals: improve your proficiency in English and improve your test-taking skills. The *Longman Preparation Series for the TOEIC® Test* will teach you *language strategies* and *test strategies* that will help you reach these goals and score well on the TOEIC test.

Goals

IMPROVING YOUR PROFICIENCY IN ENGLISH

The *Longman Preparation Series for the TOEIC® Test* will help you improve your English language skills. This book will help you build your vocabulary by exposing you to words that commonly appear on the TOEIC test. You will learn words used in a variety of business contexts such as negotiating contracts, marketing, planning conferences, using computers, writing correspondence, hiring personnel, and making investments. You will also learn words frequently used in more general contexts such as travel, entertainment, shopping, dining, and other everyday situations.

The *Longman Preparation Series for the TOEIC® Test* will also help you review English grammar. You will see grammar structures in TOEIC contexts and get practice with grammar items that are commonly tested on the TOEIC test.

IMPROVING YOUR TEST-TAKING SKILLS

The *Longman Preparation Series for the TOEIC® Test* will help you develop skills that will improve your ability to take the TOEIC test efficiently. You will become familiar with the types of questions asked on the test and you will learn to analyze test items for tricks and traps that are commonly hidden in the answer choices. In addition, these general guidelines will help you take the test more effectively:

- **Read the directions carefully.**
Study the directions and the sample questions in this book carefully so that you will already be familiar with the test format when you take the actual test.
- **Work rapidly and carefully.**
When you take the test, do not spend too much time on any one question. Work as fast as you can.
- **Guess.**
There is no penalty for guessing. Try to answer every question, but when you really do not know the answer, make a guess.
- **Mark only one answer per question.**
Questions with more than one answer marked will be counted wrong even if one of the answers marked is correct.

TOEIC Study Contract

A contract is a type of agreement. It is a document that describes work you agree to do. You can make a contract with yourself that describes how much time you will spend studying English each week. When you sign the contract, it means that you promise to do the work.

Complete the contract below with your name and the number of hours you plan to study English each week. Sign and date the contract. This is a promise to yourself to follow your study plan. Keep track of the hours that you study everyday to make sure that you fulfill the terms of your contract.

STUDY CONTRACT

I, _____, make a promise to study for the TOEIC test by following a regular study plan. I will use *Longman Preparation Series for the TOEIC® Test: Listening and Reading, Intermediate Course* and, in addition, I will study English on my own.

I will study English for _____ hours a week. I will divide my study time as follows.

Listening to English: _____ hours a week

Writing in English: _____ hours a week

Speaking English: _____ hours a week

Reading English: _____ hours a week

Signed

Date

On Your Own

There are a variety of ways you can study English on your own. Here are some suggestions. Add some of your own ideas to the list.

INTERNET-BASED ACTIVITIES

Listening

- _____ YouTube
- _____ Pod casts
- _____ Movies (Trailers)
- _____ TV shows
- _____ News channels (BBC, CNN, NBC)
- _____

Speaking

- _____ Talk to English speakers with Skype
- _____ Chat with other users of social websites, like Facebook, Yahoo, etc.
- _____

Writing

- _____ Write a blog
- _____ Post comments on blogs
- _____ Post comments on an online forum
- _____ Start a Facebook page in English
- _____ Use Twitter in English
- _____

Reading

- _____ Read blogs
- _____ Read online newspaper articles
- _____ Look for information on topics that interest you
- _____

OTHER WAYS TO STUDY ON YOUR OWN

Listening

- _____ Listen to English-language radio broadcasts
- _____ Watch English-language movies and TV in English
- _____ Watch English-language TV programs
- _____ Listen to songs in English
- _____

Speaking

- _____ Find a friend to practice conversations with
- _____ Summarize your daily activities to yourself aloud
- _____

Writing

- _____ Write to an English-speaking pen pal
- _____ Keep a journal in English
- _____ Write essays on topics of importance to you
- _____ Write lists of things you see, do, and want to do
- _____

Reading

- _____ Read books in English
- _____ Read newspaper articles in English
- _____ Read magazine articles in English
- _____

SAMPLE SELF-STUDY ACTIVITIES

You can use any kind study material to practice English in a variety of ways. Websites, books, magazine articles, and TV shows, for example, can all be used for listening, speaking, reading, and writing activities. Here are some ways you can use different resources to practice your English skills.

Shop for a product

Think of a product you would like to buy. Try www.amazon.com or another shopping site in English and look for the product you are interested in. Read the descriptions and the reviews. (*Read*) Based on what you read, decide whether or not you want to buy the product. Now write about the product. (*Write*) Pretend you are writing an article for a magazine. Write a description of the product. Tell why you want (or don't want) to buy it. Next, talk about the product. (*Speak*) Record yourself as you describe it. Listen to your recording, correct your mistakes, and record yourself again. Some websites have video reviews on a product (e.g., www.cnet.com). Watch these video reviews. (*Listen*) Then choose a different kind of product and repeat the activities.

Plan a vacation

Go to www.tripadvisor.com or another travel website in English. Choose a city you would like to visit and fill in the dates for your imaginary trip. Look at the suggested hotels and read the reviews, then choose which hotel you would like to stay at. Read about the different things to do and see in the city and choose some that you are interested in. (*Read*) Now write about the city. Pretend that you are writing an article for a travel magazine and describe your imaginary trip for tourists. (*Write*) Next, give a presentation about the city. Record yourself as you describe your imaginary trip to the city. (*Speak*) Listen to your recording, correct your mistakes, and record yourself again. (*Listen*) Then choose a different city and repeat the activities.

Find out about any subject

Think of a topic you would like to know more about and look for information about it online. One place to look is http://simple.wikipedia.org/wiki/Main_Page. This website is written in simple English. Read information about your topic on this or other websites. (*Read*) Now write a short essay about your topic. (*Write*) Next, talk about your topic. Record yourself as you speak. (*Speak*) Listen to your recording, correct your mistakes, and record yourself again. (*Listen*) Then choose a different topic and repeat the activities.

Report the news

Listen to an English language news report on the radio, watch a news program on TV, or read the news in English online. (*Listen and read*) Take notes as you listen or read and use them to write a short summary of the news. (*Write*) Next, record yourself as you give a spoken summary of the news. (*Speak*) Listen to your recording, correct your mistakes, and record yourself again. Then choose a different news story and repeat the activities.

Summarize a TV show or movie

Watch a TV show or movie in English. (*Listen*) Take notes as you watch and use them to write a summary of the show or movie. (*Write*) Include your opinion. Say whether or not you liked it and why. Next, record yourself as you give a spoken summary of the show or movie. (*Speak*) Listen to your recording, correct your mistakes, and record yourself again. (*Listen*) Then watch another TV show or movie and repeat the activities.

Review a book

Read a book in English. (*Read*) Then pretend that you are writing a book review for a magazine. Write a short summary of the book and explain your opinion of it. Explain what you liked and didn't like about the book and why. Compare it to other books you have read. (*Write*) Next, talk about the book. Record yourself as you give a spoken review of the book. (*Speak*) Listen to your recording, correct your mistakes, and record yourself again. (*Listen*) Then read another book and repeat the activities.

TO THE TEACHER

As a teacher, you want your students to become proficient in English, but you know your student's first goal is to score well on the TOEIC test. Fortunately, with the *Longman Preparation Series for the TOEIC® Test*, both your goals and the students' goals can be met. All activities in the Longman Preparation Series match those on the actual TOEIC test. Every practice exercise a student does prepares him or her for a similar question on the test. You do not, however, have to limit yourself to this structure. You can take the context of an item and adapt it to your own needs. I call this teaching technique "LIPP service": Look at; Identify; Paraphrase; Personalize. LIPP service makes the students repeat the target words and ideas in a variety of ways. Repetition helps students learn English. Variety keeps them awake. Here are some examples on how LIPP service can "serve" you in your classroom for each of the seven parts of the TOEIC test.

LIPP Service Examples

PART 1: PHOTOS

- L** Have the students look at the photo.
- I** Have the students identify all the words in the photo. Have them determine who is in the photo, what they are doing, and where they are standing. If there are no people, have them determine what is in the photo and describe it.
- P** Have the students paraphrase the sentences they used when identifying the people or objects in the photo. This can be very simple, but it teaches the versatility and adaptability of language. For example, the students identify in the picture a man getting on the bus. Paraphrase: *A passenger is boarding the bus.* The students can also enrich the sentence by adding modifiers: *A young man is about to get on the city bus.*
- P** Have the students personalize their statements. Start with simple sentences such as *I am getting on the bus* and expand to short stories: *Every morning, I wait for the bus on the corner. The bus stop is between Fifth and Sixth Street on the west side of the street. There are often many people waiting for the bus, so we form a line.*

PART 2: QUESTION-RESPONSE

- L** Have the students listen to the question and three responses.
- I** Have the students identify all the words in the question and three responses. They can take dictation from the audio program or from you.
- P** Have the students paraphrase the question or statement they hear. *You're coming, aren't you?* can be paraphrased as *I hope you plan to come.* Options such as, *Yes, of course,* can be paraphrased as *Sure.*
- P** Have the students personalize their statements. The students can work in pairs and develop small dialogues: *You're coming to my house tonight, aren't you? No, I'm sorry. I have to study.*

PART 3: CONVERSATIONS

- L Have the students listen to the conversations and look at the three questions and answer options in the book.
- I Have the students identify all the words in the short conversations, the three written questions, and possible answers.
- P Have the students paraphrase the sentences. The method is the same as for Parts 1 and 2. The students will demonstrate their understanding of the individual sentences by providing a paraphrase.
- P Have the students personalize their statements. If the conversation is about dining out, the students can make up their own short conversation about a dining experience that they had. They should work in pairs or small groups for this exercise.

PART 4: TALKS

- L Have the students listen to the talks and look at the question(s) and answer options in the book.
- I Have the students identify all the words in the talks, the written question(s), and possible answers.
- P Have the students paraphrase the sentences.
- P Have the students personalize their statements. Have them work in pairs or groups to create a similar talk. Have different individuals from the same group stand and give the talk. It will be interesting to see which vocabulary and grammar patterns they choose to share.

PART 5: INCOMPLETE SENTENCES

- L Have the students look at the statement and four responses.
- I Have the students identify all the words in the statement and four responses.
- P Have the students paraphrase the statement. They can also create sentences with the answer options that did not complete the blank in the original statement.
- P Have the students personalize their statements. The students may find it difficult to find something in common with the whole statement, but they might be able to isolate one word and create some personal attachment. For example, in *Our clients are satisfied with their computer system*, your students may not have clients, but they will probably have a computer: *I am satisfied with my personal computer*.

PART 6: TEXT COMPLETION

- L Have the students look at the statement and four answer options.
- I Have the students identify all the words in the statement and the four answer options.
- P Have the students paraphrase the statement. They can also create sentences with the answer options that did not complete the blank in the original statement.

- P** Have the students personalize their statements. For example, in *Our offices are modern and spacious*, your students may not work in offices, but they probably live in apartments: *My apartment is modern, but it's not very spacious*.

PART 7: READING COMPREHENSION

- L** Have the students look at the passage or passages.
- I** Have the students identify all the words in the passage(s).
- P** Have the students paraphrase the passage(s). If a passage is an advertisement, have them create a new advertisement for the same product. If a passage is a timetable, have them put the timetable in a different format.
- P** Have the students personalize the passage(s). An advertisement can be turned into a student's personal classified ad. A diary can be turned into a student's own schedule. A report can be turned into a student's essay on the same subject. With a little imagination, you can find a way to personalize almost any reading passage.

ABOUT THE TOEIC TEST

The Test of English for International Communication (TOEIC) is a multiple-choice test of English for adult, nonnative speakers of the language. The test uses the language of international business. It has two sections: Listening Comprehension and Reading.

Listening Comprehension	Part 1 Photos	10	45 minutes
	Part 2 Question-Response	30	
	Part 3 Conversations	30	
	Part 4 Talks	30	
	TOTAL	100	
Reading	Part 5 Incomplete Sentences	40	75 minutes
	Part 6 Text Completion	12	
	Part 7 Reading Comprehension		
	• Single Passages	28	
	• Double Passages	20	
	TOTAL	100	

The TOEIC test is scored on a scale of 10 to 990. Only correct responses count toward your score. These correct responses are added and converted to a TOEIC score.

Tips for Taking the TOEIC Test

- **Be familiar with the directions before you take the exam.**

The directions are the same on every exam. If you study the directions in this book, which are identical to those on the actual TOEIC test, you don't need to read them on the day of the exam. Instead you can study the photos, read the answer options, and take more time to answer the questions themselves.

- **Work rapidly, but carefully.**

Train yourself to work quickly. Train yourself to be thorough.

- **Guess.**

If you do not know the answer, guess. You are not penalized for wrong answers, and you may get it right.

- **Mark only one answer per question.**

Any question with more than one answer blackened will be counted as wrong.

- **Use the strategies and tips that you learned in this book.**

This book was written so you can score higher on the TOEIC test. Use these strategies and tips for success.

TOEIC TEST DIRECTIONS AND ANSWER SHEETS

General Directions

These directions are provided by the Educational Testing Service (ETS) and are reprinted here with their permission. Read them and make sure you understand them. These directions are the same on every test.

Test of English for International Communication

General Directions

This test is designed to measure your English language ability. The test is divided into two sections: Listening and Reading.

You must mark all of your answers on the separate answer sheet. For each question, you should select the best answer from the answer choices given. Then, on your answer sheet, you should find the number of the question and fill in the space that corresponds to the letter of the answer that you have selected. If you decide to change an answer, completely erase your old answer and then mark your new answer.

Specific Directions

Each part of the TOEIC test begins with specific directions for that part. In this book, you will find these directions at the beginning of each study section and in the Practice Tests. Read them and be sure you understand them.

TOEIC Test Answer Sheets

The Answer Sheets used in this book are similar to those used in the TOEIC test. The precise format of the Answer Sheets varies from test site to test site.

To record a response to a test question, find the number on the answer sheet that corresponds to the test question and make a solid mark with a pencil, filling in the space that corresponds to the letter of the answer they have chosen.

PROVEN TIPS FOR DOING WELL ON THE TEST

Scientists from many U.S. universities, such as Purdue University, University of North Texas, St. Lawrence University, University of Chicago, and Trinity College, Hartford, have conducted research on the best ways to prepare for standardized tests like the TOEIC test. Here is a summary of some of the results of their research:

1. Take a lot of practice tests.

Taking a lot of practice tests will train your brain to retrieve the information it needs from your memory. It will also improve your test-taking skills.

2. Study in a quiet place.

You might think that listening to music or talking to your friends will help you relax, but distractions make it more difficult to retain the information that you are studying.

3. Review the night before the test.

On the night before the test, review and practice the most difficult material. This will keep it fresh in your mind.

4. Keep your regular hours the week before the test.

Go to sleep and wake up at your normal time. Staying up too late or waking up too early to study can interfere with your memory.

5. Eat right.

During the week leading up to the test, make sure to eat well-balanced meals with plenty of fruit and vegetables. On the morning of the test, eat a high fiber, low sugar breakfast, such as whole grain cereal. Good food will provide your brain with the energy it needs to function well.

6. Relax.

Try to remove stress from your life. Before the day of the test, make sure you are very familiar with the test procedures. Know what you can bring with you and what you have to leave at home. Make sure you know how to go to the test center. If you can, go to the test center, find the room, locate the restroom, water fountains, or coffee bar. Know how to get there and how long it takes to get there.

7. Be confident.

If you have studied and practiced regularly, slept well, and eaten right, then you know that you will do your best on the day of the test.

Source: Shellenbarger, Sue. "Toughest Exam Question: What Is the Best Way to Study?" Wall Street Journal 26 October 2011. Online.

CONTENTS 目录

INTRODUCTION 介绍		vii
To the Student 致学生		viii
Goals 目标		viii
TOEIC Study Contract 托业学习合同		ix
On Your Own 自主学习		x
To the Teacher 致教师		xiii
LIPP Service Examples LIPP服务示例		xiii
About the TOEIC Test 关于托业考试		xvi
Tips for Taking the TOEIC Test 参加托业考试的秘诀		xvi
TOEIC Test Directions and Answer Sheets 托业考试说明与答题卡		xvii
General Directions 概括说明		xvii
Specific Directions 具体说明		xvii
TOEIC Test Answer Sheets 托业考试答题卡		xvii
Proven Tips for Doing Well on the Test 取得考试高分的秘诀		xviii
LISTENING COMPREHENSION 听力理解		1
PART 1: PHOTOS 第一部分：图片		2
Strategy Overview 技巧综述		3
Language Strategies 语言技巧		3
Context/Vocabulary/What do you see?/Analyze		
语境/词汇/你看见了什么?/分析		3
Test Strategies 考试技巧		3
Similar Sounds/Incorrect Prepositions 相似的语音/不正确的介词		3
Photos of People 人物图片		4
Photos of Things 事物图片		16
Grammar Tip 语法提示		28
Vocabulary Tip 词汇提示		28
Strategy Practice 技巧练习		29
PART 2: QUESTION-RESPONSE 第二部分：提问与回答		33
Strategy Overview 技巧综述		33
Language Strategies 语言技巧		33
Statements / Occupations / Activities / Time / Location / Reason		
陈述/职业/活动/时间/地点/原因		33
Test Strategies 考试技巧		33
Similar Words / Repeated Words 相似的单词/重复的单词		33
Statements 陈述		34
Occupations 职业		38
Activities 活动		41

Time 时间	45
Location 地点	49
Reason 原因	53
How 方式	57
Auxiliaries 助动词	61
Grammar Tip 语法提示	65
Vocabulary Tip 词汇提示	65
Strategy Review 技巧回顾	66
PART 3: CONVERSATIONS 第三部分: 对话	67
Strategy Overview 技巧综述	67
<i>Language Strategies</i> 语言技巧	67
Occupations/Activities/Time/Locations/Reasons 职业/活动/时间/地点/原因	67
<i>Test Strategies</i> 考试技巧	67
Read before listening / Listen for specifics 听前阅读/听细节	67
Occupations 职业	68
Activities 活动	72
Time 时间	76
Locations 地点	80
Reasons 原因	84
Grammar Tip 语法提示	90
Vocabulary Tip 词汇提示	90
Strategy Practice 技巧练习	91
PART 4: TALKS 第四部分: 谈话	95
Strategy Overview 技巧综述	95
<i>Language Strategies</i> 语言技巧	95
Advertisements/Weather/News/Recorded Announcements/Special Announcements/Business Announcements 广告/天气/新闻/录音通报/特别公告/商业公告	95
<i>Test Strategies</i> 考试技巧	95
Read before listening / Listen for specifics 听前阅读/听细节	95
Advertisements 广告	96
Weather 天气	98
News 新闻	100
Recorded Announcements 录音通报	103
Special Announcements 特别公告	106
Business Announcements 商业公告	109
Grammar Tip 语法提示	114
Vocabulary Tip 词汇提示	114
Strategy Practice 技巧练习	115
LISTENING COMPREHENSION REVIEW 听力理解回顾	119