

# *Thomson*

## Preparation Course for the TOEIC® Test

# 最新 托业考试

综合训练与技巧指导



ROBERTA STEINBERG

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# TOEIC®



外研社·托业考试培训教程

Roberta Steinberg (美) 著

# 最新托业考试 综合训练与技巧指导 (一)

**Thomson Preparation  
Course for the TOEIC Test**

1

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**最新托业考试**

**综合训练与技巧指导 1**

Roberta Steinberg (美) 著

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# 前言

**托**业 (TOEIC) 考试的全称为“国际交流英语考试”(Test of English for International Communication)。托业考试的发起者是美国的教育测试中心 (ETS)。ETS 因组织各种学术标准化测试而闻名全球,如众所周知的托福和 GRE 考试等。托业考试主要用于测试非英语母语者在国际环境中对日常英语的运用能力,衡量应试者在国际商业、贸易环境中使用英语的熟练程度,而非侧重于学术环境中英语能力的测试考试。在历经二十余年的品牌锤炼后,该考试已被视为国际标准语言水平测试之一,因此又有“商业托福”之称。在以职场为基准点的英语能力测验中,托业是世界上最权威的考试之一,全球已有五十多个国家的超过 4000 家国际企业接受该标准,近年来应试者超过 200 万人次。

在我国,托业考试被越来越多的跨国公司、机构在中国的代表机构、合资企业作为选拔员工的一种手段,例如宝洁公司、美国视讯公司、IBM 公司等。另外,摩托罗拉大学 MBA 项目、美国布法罗大学和人民大学合作的 EMBA 项目等均已采用托业作为入学考试。国内的一些大型企业,如北大方正、中国人寿保险公司等,也对托业产生了浓厚的兴趣。中国入世后,随着外资企业和外国在华机构的增加以及人才流动的开放,用人机构对聘用人员的英语水平亟需一个符合国际标准的资格认定。而托业考试可反映应试者在国际商业环境中用英语与人沟通的能力,帮助企业评估现有人员和求职者的英语水平。业界人士认为,将来托业成绩一定会被越来越多的中外企业所承认。

为帮助考生掌握托业考试试题动向,成功通过托业考试,外语教学与研究出版社和美国汤姆森学习出版集团共同出版了《最新托业考试综合训练与技巧指导(一)》和《最新托业考试综合训练与技巧指导(二)》。这是针对国内托业考试所精心设计的专业用书,全书共命制了三套模拟试题,试题模式和试卷结构与考试真题完全一致,听力部分有录音磁带,书后附有听力的录音资料原文。本书非常显著的一个特点是给每一道试题都提供了详尽的试题解析,帮助考生加深对试题的理解。

下面着重介绍一下有关托业考试的详细情况。

## ◆ 托业考试的标准

托业是用以评价一个人专业工作上所需的英语能力的考试,是一个参考值,而非为某种课程特别设计,因此,其考分没有及格与不及格之分。

托业的考分从 10 分到 999 分,考生究竟要达到哪个标准才算合格,完全由公司或企业方按照职位要求来定。例如,一家跨国公司要招收一名清洁工,那么应聘者的托业成绩可能只要求达到 20 分,因为他们的工作不需要很高的英语交流能力,而如果该公司招收的是公关部经理,那么可能要求应聘者有高达 900 分的托业成绩。下面的一组分数可以大致说明托业考试分数及其相关水平:

805 — 990	优秀
655 — 804	高级
555 — 654	中高级
405 — 554	高级偏下
305 — 404	高级起步者
205 — 304	起步者
10 — 204	低级起步者

## ◆ 托业考试的对象

——日常工作环境中例如企业、饭店、医院、餐厅、航空业、国际会议、体育比赛等行业需要使用英文的人。

——跨国公司和跨国组织的雇员，如经理、销售代表和航空服务人员，可能要求参加托业考试，以评估其相关职责的语言运用能力；或者作为语言培训课中的定级标准；同时也可作为提职、加薪的参考。

——政府、跨国公司和跨国组织雇用新人也可参照托业考试成绩。

——许多人以个人名义参加托业考试，作为自我评价或简历中的一部分。

## ◆ 托业考试的组成

测试由听力和阅读两部分组成，每部分包括 100 个问题。

听力测试组成部分试题：图片 20 题；问题与回答 30 题；简短对话 30 题；简短讲话 20 题。

阅读测试组成部分试题：完成句子 40 题；错误识别 20 题；阅读理解 40 题。

## ◆ 托业考试的时间

托业测试的实际时间为：听力部分 45 分钟、阅读部分 1 小时 15 分钟。由于考生还需要一定时间完成答卷上有关个人情况的问题，因此，总的测试时间最长为 3 小时。

## ◆ 托业考试成绩的公布

托业考试的代表机构负责公布成绩。以个人名义登记的应试者将直接收到成绩单，其分数保密。没有应试者的书面许可，代表机构不能把分数透露给除资助方外的其他任何公司或组织。受公司、机构或组织资助的应试者从其资助方获取成绩。托业考试的代表机构将在两年内保留应试者的成绩和相关信息。如应试者认为成绩有误，可与当地的代表处取得联系，他们将请人亲自批改，提供第二份成绩通知单。重新阅卷将收取一定的费用。

## ◆ 托业考试的备考技巧

### 1. 养成固定的学习习惯

养成固定的学习习惯很重要。“不积跬步，无以至千里”。最好每天都学一点，而不是在一天之内突击几个小时。不妨订个学习计划，每天选一个固定的时间，找个更易坚持的方式在同一时间学习，如果错过

时间则一定要在当天补上。

## 2. 尽可能多用英语

抓住一切机会说英语，听英语新闻，看英文电影，读英文报纸和杂志。可能的话去听一些英文课。

## 3. 研究托业试题模式和题目要求

对托业的试题模式要有绝对的了解，熟悉托业考试的7大题型。若考试当天看到试卷时感到惊讶麻烦就大了。做做本书中提供的测试训练题是一方面，另一方面一定要确保熟悉每道题目的要求。因为版权的原因，我们提供的各答题要求与真题虽不是逐字逐句的一致，但是两者十分相似，考试时无须再费时间阅读要求。

## 4. 自我设定时间

注意托业考试是有时间限制的，也就是说你的分数依赖于能在指定时间内完成所有问题。注意书中每部分题的答题技巧，每道题的答题时间在各部分均明确标出（图片部分为6秒；简短对话部分为12秒）。试做一套模拟题，看看能否在1小时15分中完成听力理解部分或阅读理解部分。如果某部分题型的答题时间超过规定范围，就应多做本书提供的相应练习，以求提高答题速度。

# ◆ 托业考试的临考应试技巧

## 1. 切勿迟到

保证有足够的时间从容地赶到考场。

## 2. 带齐所需物品

考场会提供2号铅笔和橡皮。可自备一枝2号铅笔以防万一。

## 3. 保持积极、乐观的态度

积极的态度会发挥很大的作用，尤其是参与竞争的时候更应具备良好的心理素质。参加托业考试时，也要保持积极的态度。晚上入睡前默念：“我懂英语，而且将在托业考试中拿到高分。”这将帮助你在潜意识中坚定必胜的信心。

## 4. 放松

大多数考生都会有考试焦虑感。要得到高分，就应学会在考试前、考试中和考试后做到心态平和。

## 5. 答完每一道题

如果你不知道答案，可以试着猜一下。确保每道题都选出相应答案。

## 6. 每道题只涂满一个椭圆

每一道题涂黑一个椭圆，即为有效答案，否则视为无效。用橡皮时，一定要彻底、干净，同时注意不要擦掉其他问题的答案。

## 7. 试题与答案对应一致

注意答题卡上划出的答案与试题的数目对应一致。

### **8. 先回答简单的问题**

在阅读部分，如果发现某道题很难，先空过去做下一道。答完了这一部分，再回头去做难题。如果不知道答案，尽可能猜测一下。

### **9. 最后留出一分钟检查**

最好保证最后留出一分钟检查一下答题卡，确保自己对所有问题都做了回答。

外语教学与研究出版社  
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## To the Test-taker...

The goal of the *Thomson Preparation Course for the TOEIC® Test* is to familiarize you with the format, directions, difficulty level, and substance of actual TOEIC® tests. After taking the three sample tests and reviewing the answers and explanations, you should know what is to be expected on the TOEIC® test. The point is not for you to memorize any of the questions and answers on the sample tests, as none of these questions will appear in the actual test. Rather, these tests will indicate your general strengths in English as well as the weaknesses you need to overcome before taking an actual TOEIC® test. The value of this book can be measured by comparing the score of your first practice test with subsequent tests.

### Test-taking Tips

#### Before taking a sample test...

1. Increase your general knowledge of English. The purpose of the TOEIC® test is to measure your general English ability. Improving your ability in English takes time and should include work in all four skills: listening, speaking, reading, and writing, as well as specific work in grammar and vocabulary.
2. Prepare yourself by carefully studying the directions for each part of the TOEIC® test. The directions are **always** the same on each test. Make sure you are familiar with the structure of each part and what is expected of you. This will allow you simply to glance at the directions when you take the test, saving you valuable time.

#### While taking a sample test...

1. Try to create as authentic a test-taking environment as possible by doing the following:
  - time yourself strictly as instructed
  - do an entire test in one sitting
  - do not eat, drink, or leave the roomFollowing these suggestions will help give you an idea of how to manage your time most effectively during the test.

2. **Always** guess. There is no penalty for a wrong answer on the TOEIC® test, so never leave an answer blank. If you run out of time, fill in one answer [either (A), (B), (C), or (D)] for every blank number on your answer sheet. There is no letter which is a better choice. Statistically you have a better chance of getting more answers correct if you choose the same letter.

**After taking a sample test...**

1. Correct your exam.
2. Carefully review the **Answers and Explanations** section. If there is a question or answer you still don't understand, ask a native English speaker or fluent colleague for clarification, or consult appropriate reference materials.
3. Analyze your strengths and weaknesses. If you had difficulty with Parts I–IV, try to find time every day to listen to English programs on the radio, or watch television programs or videos featuring native English speakers. If you had difficulty with Part V, focus on word forms. Be familiar with noun, verb, adjective, and adverb endings. If you had mistakes in Part VI, find a grammar text that can help you review the grammar items that were problematic. If you had difficulty with Part VII, read English newspapers and magazines that feature a variety of international and business-related readings and advertisements.
4. Do not take the next test immediately. If you carefully review the Answers and Explanations section and begin a program to improve your areas of weakness, you will see an improvement on your next test.

I hope these sample tests have been helpful and instructive. I look forward to developing additional materials for you. Good luck!

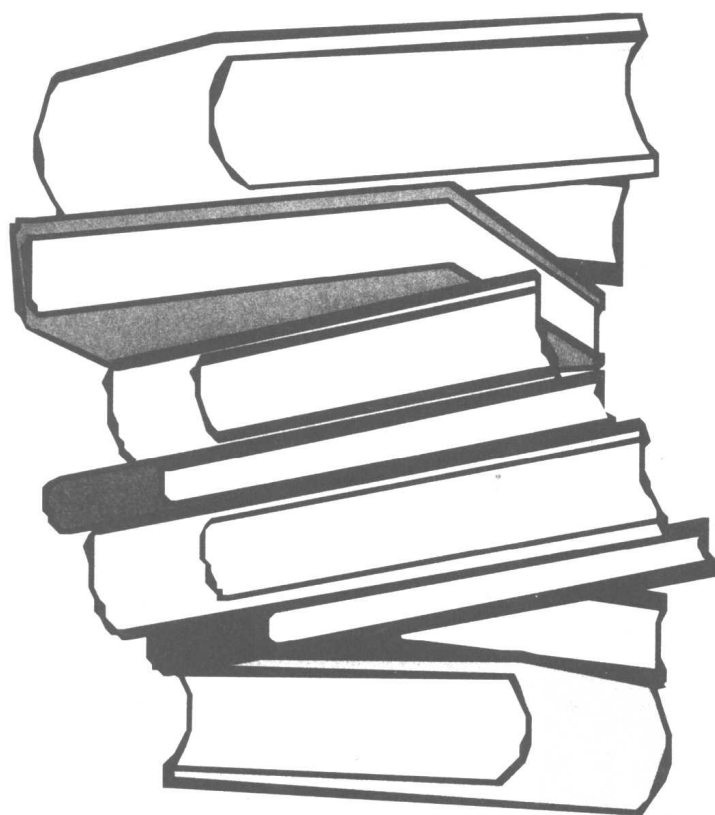
**Roberta Steinberg**

# SCORE CONVERSION CHART

Raw Scores	Converted Scores: Listening	Converted Scores: Reading	Raw Scores	Converted Scores: Listening	Converted Scores: Reading
98-100	495	470	56	260	215
97	495	465	55	255	210
96	495	460	54	250	205
95	495	455	53	245	200
94	490	450	52	235	190
93	490	445	51	230	185
92	485	435	50	225	180
91	480	430	49	220	175
90	475	425	48	215	165
89	470	415	47	205	160
88	465	410	46	200	155
87	460	400	45	195	150
86	455	39	44	185	140
85	450	390	43	180	135
84	445	385	42	175	130
83	435	380	41	165	125
82	430	370	40	160	120
81	425	365	39	155	115
80	420	360	38	145	105
79	410	350	37	140	100
78	400	345	36	135	95
77	390	340	35	130	90
76	385	335	34	120	85
75	380	330	33	115	80
74	375	320	32	110	75
73	365	315	31	105	65
72	360	310	30	100	60
71	350	305	29	90	55
70	345	300	28	85	50
69	340	295	27	80	40
68	335	285	26	70	35
67	330	280	25	65	30
66	325	275	24	60	25
65	320	270	23	50	20
64	310	265	22	45	15
63	305	255	21	40	10
62	300	250	20	35	10
61	290	245	19	30	10
60	285	240	18	25	5
59	275	230	17	20	5
58	270	225	16	15	5
57	265	220	0-15	5	5







**TEST**

**one**



# **TEST OF ENGLISH FOR INTERNATIONAL COMMUNICATION**

## **General Directions**

This is a test of your ability to use the English language. The total time for the test is approximately two and a half 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 to work on a part.

You will find that some of the questions are harder than others, but you should try to answer every one. There is no penalty for guessing. Do not be concerned if you cannot answer all of the questions.

Do not mark your answers in this test book. **You must put all of your answers on the separate answer sheet** 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 oval cannot be seen, as shown in the example below.

### **EXAMPLE**

Mr. Palmer \_\_\_\_\_ with the president last month.

- (A) meet
- (B) meeting
- (C) met
- (D) to meet

**Sample Answer:** (A) (B) ☒ (D)

The sentence should read, "Mr. Palmer met with the president last month." Therefore, you should choose answer (C). Notice how this has been done in the example given.

Mark only **ONE** answer for each question. If you change your mind about an answer after you have marked it on your answer sheet, completely erase your old answer and then mark your new answer. You must mark the answer sheet carefully so that your score can be recorded accurately.

## 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.



### 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 written in your test book; therefore, you must listen carefully in order 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 picture.

### EXAMPLE

Now listen to the four statements.



#### Example:

You will hear:

- (A) The man is tearing the paper.
- (B) The man is signing his name.
- (C) The man is reading a letter.
- (D) The man is opening an envelope.

Statement (B), "The man is signing his name," best describes what you see in the picture. Therefore, you should choose answer (B).