

# **BREAKING THE TOEFL BARRIER!**

**30 STEPS  
TO MASTERING  
TOEFL SKILLS  
AND  
STRATEGIES**

# **BREAKING THE TOEFL BARRIER!**

## **Thirty Steps to Mastering TOEFL Skills and Strategies**

*The LRI TOEFL Prep Program*

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*The senior author wishes  
to dedicate this work  
to Judy*

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## PREFACE

### HOW TO IMPROVE YOUR TOEFL SCORE

#### The Purpose of This Book

The LRI TOEFL Preparation Program is designed to prepare students with intermediate to advanced English ability to achieve high scores on the TOEFL. It is based on a detailed analysis of actual TOEFL test questions which provide the crucial English-language skills and relevant test-taking strategies that will dramatically improve TOEFL test scores.

This book may be used in three ways:

1. As a guide for *individual TOEFL study*
2. As a text for a *TOEFL preparation class*
3. As material for an *English language course*

#### How This Book Will Help You

This book has five special features to help you get a high TOEFL score:

1. **Unique Approach.** Dynamic English language skills and test strategies are featured.
2. **Comprehensive Scope.** All the skills and strategies you need are included. You will learn the essential English skills and critical test strategies for *each of the three sections* of the TOEFL and their parts.
3. **Selected Skills.** Only the skills and strategies you *actually* need are developed. You will learn the English skills that are considered especially important for international students on the TOEFL.
4. **Systematic Presentation.** In a series of 30 steps you will learn the types of questions found in each part of the TOEFL by following a *step-by-step plan*.
5. **Realistic Questions.** In the equivalent of *nearly 12 practice tests*, you will learn just how the TOEFL tests your English comprehension by taking tests with questions just like those you will find on the TOEFL.

These tests questions are systematically organized into several types of study materials:

**Examples:**

Illustrate the many varieties of TOEFL question types.

**Practice Exercises:**

Placed at the end of *each section* in a step to insure your complete understanding of each question type and to indicate that review is needed.

**Practice Tests:**

Placed at the end of *each step* to help you apply the new skills and strategies that you have learned in that step.

**Complete Practice Tests:**

The same in length, organization, and content as the TOEFL, to provide you with realistic scores, measure your progress, and apply your knowledge to a complete test.

## Important Abbreviations

The following abbreviations are used throughout this book. Become familiar with them as you begin to use this book.

### Listening Comprehension

#### A. Sound Confusions

SIM	= Sound-similarity distractor
HOM	= Sound-alike distractor
REL	= Related word distractor
NEW	= Irrelevant new information

#### B. Correct Answers

PARA	= Correct paraphrase
INF	= Correct inference

#### C. Meaning Confusions

XPARA	= False paraphrase
XINF	= False inferences
IRR	= Irrelevant mentioned information

#### D. Question types

TOP	= Topic question
ACT	= Action question
LOC	= Location question
OCC	= Occupation question
REA	= Reason question
INF	= Inference question
NUM	= Number/amount question

### Structure

#### Distractor Types

INC	= Incomplete
REP	= Repetitious/redundant
XGR	= Ungrammatical
XMEAN	= Confused meaning
XSTYLE	= Improper style

### Vocabulary

v.	= verb
n.	= noun
adj.	= adjective
adv.	= adverb
prep.	= preposition
syn.	= synonym
ant.	= antonym
hom.	= homonym

### Reading Comprehension

+GEN	= Too general/broad in scope
+NAR	= Too narrow in scope

[See also PARA, INF, XPARA, XINF, NEW, and IRR in Listening Comprehension.]

### General Grammar Abbreviations

S	= Subject
V	= Main Verb
C	= Complement
M	= Sentence modifier
VL	= Linking verb
VT	= Transitive verb
VI	= Intransitive verb
VP	= Passive verb
DO	= Direct object
IO	= Indirect object
SC	= Subject complement
OC	= Object complement
AC	= Adjective complement
MCI	= Main clause
DepCI	= Dependent clause
To V/VERB	= Infinitive
VERB+ing	= Present participle
VERB+ed/en	= Past participle

### Important Symbols Used

➔ = The following word, phrase, or sentence is a correction of the previous word, phrase or sentence.

➞ = The following word is derived from the word before the arrow; the clause or sentence after the arrow is a paraphrase of the clause or sentence before the arrow.

## How to Prepare for the TOEFL

This book is organized into three sections just like the TOEFL, with an additional section for the Test of Written English. There are a total of 30 steps or learning units, consisting of *explanatory material and examples*, *Practice Exercises*, to reinforce parts of the material presented, and a full-length *Practice Test*, which focuses the test material. Each section of the TOEFL has its own series of these learning steps to systematically introduce the English skills and test strategies that you need to score high on that section. This division of steps is shown in the following chart:

Listening Comprehension	+	Structure and Written Expression	+	Vocabulary and Reading Comprehension	+	Test of Written English	=	TOTAL STEPS
8 Steps		12 Steps		8 Steps		2 Steps		30

The total study time is a minimum of 60 hours, including the complete Practice Tests at the end of the book. However, it might take up to 90 hours of study, depending on your English ability and study habits.

The *Selective Method* and the *Integrated Method* offer you a choice in study methods so that you can best meet your preparation needs.

## The Selective Method

The first approach is to study each section or part of the TOEFL separately. Go through the steps in one column. For example, you could study only the 8 steps of Listening Comprehension. More specifically, you could just study one Part A section. For example, you could just review Steps 1, 3, 4, 6, 8, 10, and 12 for Structure. *This method allows you to focus on your areas of weakness or to build on your areas of strength.*

## THE SELECTIVE METHOD OF STUDY

Follow the sequence top to bottom in each column:

Use Section 1,  
Practice Test A  
as a pre-test.

Use Section 2,  
Practice Test A  
as a pre-test.

Use Section 3,  
Practice Test A  
as a pre-test.

Use Section 4,  
Practice Test A  
as a pre-test.

Listening Comprehension (LC A,B,C)		Structure and Written Expression (S/WE)		Vocabulary and Reading Comprehension (V/R)		Test of Written English (TWE)
LC A	LC B/C	S	WE	V	R	ESSAY
LC STEP 1	LC STEP 2	S STEP 1	WE STEP 2	V STEP 1	R STEP 2	TWE STEP 1
LC STEP 3	LC STEP 4	S/WE STEP 3 (Combined)		V STEP 3	R STEP 4	TWE STEP 2
LC STEP 5	LC STEP 6	S STEP 4	WE STEP 5	V STEP 5	R STEP 6	
LC STEP 7	LC STEP 8	S STEP 6	WE STEP 7	V STEP 7	R STEP 8	
		S STEP 8	WE STEP 9			
		S STEP 10	WE STEP 11			
		S/WE STEP 12 (Combined)				

Use Section 1,  
Practice Test B  
as a post-test.

Use Section 2,  
Practice Test B  
as a post-test.

Use Section 3,  
Practice Test B  
as a post-test.

Use the TWE,  
Practice Test B  
as a post-test.

Total Steps: 30    Total Time: minimally 60–90 hours

## The Integrated Method

The second approach is to follow the sequence for each part as given in the book. See the charts below. To use this method follow each *line*, one at a time (Line 1, 2, 3, etc.). *This will provide you with consistent and comprehensive practice in all sections of the TOEFL in a systematic manner.*

**Self-study.** A student might study one sequence (one line) each week. This would be from 6 to 10 hours each week of study for two months—an average of just over an hour each day. However, the amount of time needed to complete the course will depend on your study habits and English-language ability. The time indicated is the *minimal amount* of time you will need.

**Course Work.** It is recommended that the work be completed in *two phases*. The *first phase* consists of a *pre-test* (about two hours) and the completion of *16 steps* (about 30 hours). The *second phase* consists of *14 steps* (about 30 hours) and a *post-test* (about two hours). The program could take from two months to four months according to the number of hours each week devoted to TOEFL study.

Some programs with limited time available each week might break the program into different “levels” offered in consecutive school terms. If the essay portion is taught in an ESL class, each phase would be reduced by two hours so that each phase would be about 30 hours in length, plus four hours for the pre-test and the post-test.

## THE INTEGRATED METHOD OF STUDY

Take Practice Test A as a pre-test (2 hours).

Listening Comprehension (LC)		Structure and Written Expression (S/WE)		Vocabulary and Reading (V/R)		ESSAY	Hours*
LC A	LC B/C	S	WE	V	R		

### First Phase

Follow the sequence left to right across the page.

→ 1	LC STEP 1	→	S STEP 1	WE STEP 2	V STEP 1			
→ 2	→	LC STEP 2	S/WE STEP 3 (Combined)		→	R STEP 2		
→ 3	LC STEP 3	→	S STEP 4	WE STEP 5	V STEP 3			
→ 4	→	LC STEP 4	S STEP 6	WE STEP 7	→	R STEP 4	TWE STEP 1	

Total Steps: 16 Total Time: approximately 30 hours\*

## Second Phase

Follow the sequence left to right across the page.

→ 5	LC STEP 5	→	S STEP 8	→	V STEP 5			6
→ 6	→	LC STEP 6	→	WE STEP 9	→	R STEP 6	TWE STEP 2	8
→ 7	LC STEP 7	→	S STEP 10	WE STEP 11	V STEP 7			8
→ 8	→	LC STEP 8	S/WE STEP 12 (Combined)		→	R STEP 8	8	
Total Steps: 14    Total Time: approximately 30 hours*								

Take Practice Test B as a post-test (2 hours).

Total Steps: 30    Total Time: minimally 60–90 hours

## Your Personal Study Plan

- **Begin to study long before you take the TOEFL.** TOEFL preparation is *not* effective when it is begun as a crash course a few weeks before you take TOEFL.
- **Put aside a study period each day.** There is no substitute for regular study. Have a special time when you will not be disturbed. Clean your study area so that only this book and your writing materials are in front of you.
- **Review continually.** When you have difficulty with the questions in the Practice Exercises and Part Tests, you should refer back to the explanations and examples to refresh your memory.
- **Review the material during the last week before you take the TOEFL.** Go over the areas where you had problems on your post-test (Practice Test B).
- **The day and evening before the test you should try to relax.** You have learned all that you can productively use already. Make all your arrangements for the test before you go to sleep.

There is no “magic formula” to guarantee success in passing the TOEFL. The systematic study of the material in this book and your own hard work are the best assurance of success that you can find.

## WHAT YOU NEED TO KNOW ABOUT THE TOEFL

### What Is the TOEFL?

The Test of English as a Foreign Language, TOEFL, is a significant barrier for students who wish to study in the United States. The majority of colleges and universities in English-speaking countries have established a minimum TOEFL score for the admission of students whose native language is not English. As a result, more than 600,000 persons take the TOEFL each year.

## The Two TOEFL Formats

There are two formats of the TOEFL of different lengths.

- The *standard form* (short form) has 150 questions. It is most likely to be administered on the dates of the "TOEFL Disclosed Test Administrations" in May, August, and October for the Saturday Testing Program, in July and September for the Friday Testing Program. For tests administered in the other months the longer form may be used.
- The *long form* presently has 230 questions. It is 40 minutes longer than the standard form. The additional 80 questions do not count as part of your TOEFL score, but are "experimental" items for possible inclusion in future tests. The long form will, therefore, *not be used* on "disclosed" test administration dates.

## The Organization of the TOEFL

The TOEFL is organized into the three sections shown in the following chart. The Test of Written English (TWE) is the essay component of the TOEFL, administered several times a year at combined TOEFL/TWE test dates. However, it is scored separately from the TOEFL. Presently the combined TOEFL/TWE test administration dates are in March, May, September, and October.

## THE ORGANIZATION OF THE TOEFL

SECTIONS	PART TEST NAME	PART TEST TYPE	SHORT FORM		LONG FORM	
			Number	Time	Number	Time
Section 1: Listening Comprehension			50	30	80	40
Measures ability to understand spoken American English	Part A	Sentence Restatement	20			
	Part B	Short Conversations	15			
	Part C	Talks and Longer Conversations	15			
Section 2: Structure and Written Expression			40	25	60	35
Measures ability to recognize correct standard written English	Structure	Sentence Completion	15			
	Written Expression	Error Detection	25			
Section 3: Vocabulary and Reading Comprehension			60	45	90	65
Measures ability to comprehend standard written English	Vocabulary	Synonym Matching	30			
	Reading	Reading Comprehension	30			
Test of Written English (TWE):			1	30		
Evaluates your ability to compose a short essay in standard English						

Listening Comprehension is divided into three parts called "Part A," "Part B," and "Part C." In Section 2 and 3, however, the terms "Structure," "Written Expression," "Vocabulary" and "Reading Comprehension" are not specifically applied to each part test. Nevertheless, in an earlier form of TOEFL, when each part test was scored separately, names were specifically applied to each part test.

## Types of TOEFL Administrations.

There are two different types of TOEFL Testing Programs administered by Educational Testing Services (ETS). It is important to note that they are *not different types of tests*, but *different types of testing programs*. TOEFL provides a total of twelve possible test dates each month of the year. A new form of the test is used at each administration. Test booklets are given to students in May, July, August, September, and October.

- **The Friday Testing Program.** These six tests are administered at more than 300 centers in more than 50 countries to some 100,000 persons each year. They are offered six times a year on Friday during the months of February, April, June, July, September, and December.
- **The Saturday Testing Program.** These six tests are administered at more than 1,200 test centers in some 170 countries. They are generally administered six times each year on Saturdays: in January, March, May, August, October, and November.
- **The Institutional Testing Program.** Institutional tests are administered by schools for their own use. The tests are old ("retired") tests that have previously been used. Schools or organizations may make arrangements with the TOEFL program to receive such tests periodically throughout the year. Educational Testing Service, however, does not report these scores to institutions for admission purposes, as it does for the Friday and Saturday Testing Programs. They are not generally useful for admission to another school.

## How to Register for the TOEFL

You may order the *Bulletin of Information for TOEFL and TSE* directly from Educational Testing Service at the following address: TOEFL Services, P.O. Box 6151, Princeton, NJ 08541-6151, USA

You may also obtain the *Bulletin* from overseas testing centers, U.S. embassies and consulates, as well as from other U.S. agencies and U.S. educational institutions. There are two editions of the *Bulletin*, one for the United States and Canada, and another one for overseas. The registration form, test dates, locations, and complete information of registration are listed in these bulletins.

- Read the information in the *Bulletin* carefully, particularly the section on how to register for the TOEFL, TWE, and TSE tests.
- Remember to fill out the registration form *completely* and *accurately* with a medium (#2) pencil, and be sure to include the required payment with the application.
- Do not be concerned if a number of weeks go by before you receive confirmation of your registration. You will *not* receive a receipt for your payment.
- Before the day of the test, you will receive a **TOEFL Admission Ticket**, which will tell you the time and place you are scheduled for the test. *Be sure to keep this ticket* because you will need to take it with you to the test center on the day of the test. If there are any errors, you must show them to the test supervisor when the tickets are collected for verification against your identification documents.

## Taking the Test

Consult the sections in the *Bulletin* called "Before the Day of the Test," "On the Day of the Test," and "Taking the TOEFL Test" for important testing information. The following instructions are particularly important.

- Take three sharpened medium (#2) *pencils* to the test. Do not try to take dictionaries, books, notes, or tape recorders.
- You will be in the room from two and a half to four hours. *No food or drink* will be allowed in the room, and there will be no break during the test.
- You must *accept the seat* assigned to you, so do not try to insist on a special seat.
- On the back of your test booklet, you will find instructions on *how to mark* your answer correctly. If you make a mistake, erase the mark completely. *Do not make stray marks* on the answer sheet, and *do not mark more than one* answer. If you do, it will be scored as a wrong answer.
- Do not write on your TOEFL test booklet; however, the test supervisor will give you instructions about where you may make notes for TWE.

- Do not spend time reading the instructions. You have learned how to do the test items from your work in this book. You may look ahead at items on the pages open to the instructions, but **do not turn** the pages while the instructions are being given.
- Do not become confused and mark answers to one question in the spaces for another question. Keep calm and follow each item carefully. If you make a serious mistake, notify a proctor immediately.
- If you do not know an answer, GUESS. The TOEFL has no penalty for guessing. If you do not know an answer, accept your first guess and do not change your answer unless you are certain that you were wrong the first time.
- Do not look around you; keep your eyes on your own work. Do not work in any section of the test other than the one you are working on until the test supervisor tells you to continue to the next section. Do not turn pages in a section while the instructions are being read.

### How to Score TOEFL Practice A: Pre-Test and TOEFL Practice B: Post Test

The following table is used to convert your "Right Answers," into "Converted Scores." The section scores in the TOEFL are reported on a uniform scale. The maximum converted *section* score is 68 and the maximum *total* score is 677.

**PRACTICE TOEFL CONVERSION TABLE**

Right Answer Score Range	Section 1	Section 2	Section 3
60			67
57-59			64
54-56			63
51-53			60
48-50	68		58
45-47	63		56
42-44	60		54
39-41*	58	65	52
36-38	55	63	49
33-35	52	60	48
30-32	50	54	46
27-29	48	51	43
24-26	46	47	42
21-23	44	45	39
18-20	43	42	37
15-17	41	39	34
12-14	38	36	31
9-11	35	33	28
6-8	32	29	26
3-5	29	25	24
0-2	26	22	21

\*39-40 for Section 2.

## Scoring Your Tests

The directions are provided on the bottom of the Answer Sheet. Note the following example:

<b>CALCULATING YOUR SCORE</b>				
	<b>Number Correct</b>	⇒	<b>Converted Score</b>	
<b>SECTION 1</b>	37	⇒	55	<b>1.</b> Count the number of correct answers in each Section and place them in the boxes.  <b>2.</b> Change the number correct into converted scores using the Conversion Table above.
<b>SECTION 2</b>	33	⇒	60	
<b>SECTION 3</b>	47	⇒	56	
			↓	
			171	
<b>3.</b> Add the three converted Section scores, and put the sum in the box.				
<b>4.</b> Multiply the answer by 10.				
<b>5.</b> Divide the answer by 3 for your total score.				
			⇒	
			× 10 =	1710
			⇒	
			÷ 3 =	570
				<b>TOTAL SCORE</b>

## A Final Note

The *skills and strategies* presented in this book are not designed to replace any general English language study, but rather to help you use your English abilities to their maximum potential, so that you can achieve *the highest TOEFL score of which you are capable*.

## ACKNOWLEDGMENTS

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# SECTION 1



## MASTERING LISTENING COMPREHENSION

### INTRODUCTION TO LISTENING COMPREHENSION

The purpose of the Listening Comprehension section of the TOEFL is to measure your ability to understand standard spoken English. There are three parts to Section 1:

1. Part A (1–20) is a *sentence restatement* test. You will hear a statement on the tape and must choose which of the four answers is closest in meaning to the statement.
2. Part B (21–35) consists of a number of *short conversations*. After each conversation, you will hear a question about it. You must choose which of the four answers most correctly answers the question.
3. Part C (36–50) consists of *longer conversations or short talks*, also referred to as a *listening passage*. After you hear the conversations or talks, you will be asked several questions about it. You must choose which of the four answers most correctly answers each question.

Part A is treated in Steps 1, 3, 5, and 7. Parts B and C are dealt with in Steps 2, 4, 6, and 8.

### MASTERING PART A OF LISTENING COMPREHENSION

Part A is a *sentence restatement* test. You will hear a statement on the tape and must select the answer which is closest to it in meaning.

#### EXAMPLE 1

**Stem** You will hear on the tape:

We invited twelve people to the reception, but only six showed up.

**Answer Choices** You will read in your test booklet:

- (A) Only six people received the invitation.
- (B) Half a dozen people attended the event.
- (C) Six people slowed up the reception.
- (D) Twelve people envied the six who came.