



万水英语应试教程系列

With
Answer
Key

NEW!
for the
Computer
and
Paper Tests

朗文托福考试 完全培训教程

LONGMAN COMPLETE COURSE FOR THE TOEFL TEST

PREPARATION
FOR THE
COMPUTER
AND
PAPER TESTS

TOEFL is the registered trademark of Educational Testing Service.
This publication is not endorsed or approved by ETS.

[美] Deborah Phillips 著



www.longman.com



中国水利水电出版社
www.waterpub.com.cn



Pearson Education
培生教育出版集团



CD-ROM

万水英语应试教程系列

With
Answer
Key

NEW!
for the
Computer
and
Paper Tests

朗文托福考试 完全培训教程

LONGMAN COMPLETE COURSE FOR THE TOEFL TEST

PREPARATION
FOR THE
COMPUTER
AND
PAPER TESTS

TOEFL is the registered trademark of Educational Testing Service.
This publication is not endorsed or approved by ETS.

【美】Deborah Phillips 著



www.longman.com



中国水利水电出版社
www.waterpub.com.cn



Pearson Education
培生教育出版集团

本书英文原版由朗文公司出版。它全面讲解了托福考试的题型、特点、答题技巧、答题策略等,具有题量大、题型新、训练系统的特点。

Simplified Chinese edition copyright © 2001 by PEARSON EDUCATION NORTH ASIA LIMITED and China WaterPower Press. (Longman Complete Course for the TOEFL Test)

Published by arrangement with the original publisher, Pearson Education, Inc., publishing as Addison Wesley Longman, Inc. This edition is authorized for sale only in the People's Republic of China (excluding the Special Administrative Region of Hong Kong and Macau).

本书封面贴有 Pearson Education 培生教育出版集团激光防伪标签，无标签者不得销售。

朗文托福考试完全培训教程 / (美) 菲利普斯 (Phillips, D.) 著. —北京: 中国水利水电出版社, 2002

书名原文: Longman Complete Course for the TOEFL Test: Preparation for the Computer and Paper Tests

I. 朗… II. 菲… III. 英语—高等学校—入学考试, 国外—教材 IV. H310.41

书 名 作 者 出版、发行	朗文托福考试完全培训课程 [美] Deborah Phillips 著 中国水利水电出版社 (北京市三里河路 6 号 100044) 网址: www.waterpub.com.cn E-mail: mchannel@public3.bta.net.cn (万水) sale@waterpub.com.cn 电话: (010) 63202266 (总机) 68331835 (发行部) 全国各地新华书店
经 售	
排 印 规 版 版 次 印 数 定 价	北京万水电子信息有限公司 北京市天竺颖华印刷厂 787×1092 毫米 16 开本 43.75 印张 1390 千字 2002 年 5 月第一版 2002 年 5 月北京第一次印刷 0001—5000 册 58.00 元 (另附 8 张 CD 8 盘磁带)

版权所有·侵权必究

前 言

当您打开这本书的时候，您肯定是在为参加托福考试做着积极的准备。
近期托福考试的时间表已经出台，您知道了吗？

2002-2003 年度托福考试时间表如下：

- ① 2002 年 8 月 24 日 周六
- ② 2002 年 9 月 14 日 周六
- ③ 2002 年 10 月 19 日 周六
- ④ 2003 年 1 月 18 日 周六
- ⑤ 2003 年 5 月 10 日 周六

准备得怎么样了？心里有没有底？如果准备得还不充分，那么不妨读一下这本《朗文托福考试完全培训教程》。它会帮助您系统、全面地复习，信心百倍地应试。它有哪些特色呢？简单概括如下：

1. 内容新

本书的英文原版由朗文公司出版，久负盛名。您正在阅读的是其目前最新的 2001 年版本。它的内容较以前版本更为完善，反映了国外在托福考试方面成功的应试方法和经验。

2. 题型全

目前托福考试有两种形式：笔试和机考。本书对这两种形式均有详细的讲解和介绍。现在许多人突击报考托福，因为担心在计算机考试中拿不到理想的成绩。实际上这种担心大可不必，只要熟悉了计算机考试的特点和答题技巧，您一样可以考出高分。如果您已报名笔试，那么突击阅读本书中笔试的相关内容，肯定能令您有不少收获。无论您作出何种选择，本书都将帮助您坦然面对挑战 and 变化。

3. 讲解细

书中对托福笔试和机考的特点、题型、题量、考分计算、每部分的答题技巧均有分门别类的细致讲解，帮助您用最短的时间掌握最有用的应试策略和技巧。拥有了它，您就等于拥有了一位可以随时提供帮助的顾问。

4. 题量大

这本书有 700 余页。您将在托福考试专家的指导下有针对性地演练大量习题，为提升答题水平和答题速度奠定坚实的基础。

5. 形式多

作者精心设计了多种形式的练习，力图减少您学习的枯燥感，帮助您温故知新。

练习分为：

- 1) 诊断性预考（在学习每部分内容前，找出学习中的弱点）
- 2) 非托福考试形式的练习（主要练习技能）
- 3) 托福考试形式的练习
- 4) 托福考试技能复习题（回顾前面所学内容）
- 5) 课后测试（检验学习进展情况）
- 6) 完整的模拟测试（两种考试都有）

6. 应用广

本书可以作为托福备考教材，也可以作为大中专院校的英语综合培训教材，在教师指导下有选择地使用，还可以作为自学教材，书中的练习附有答案。

不积跬步，无以至千里。要想取得托福考试的高分，要想将来顺利完成在国外本科、硕士和博士的学习，一定要踏踏实实地打好语言的基础，提高英语的实际应用能力。请静下心来，认真地研读这本教材吧，您将受益匪浅。本书另附 8 张 CD 和 8 盘磁带，定价均为 56.00 元，它们是书中听力练习的录音资料，您只需任选其一。

机会永远青睐有准备的人。请加紧准备吧。祝您成功！

英语编辑部

2002 年 5 月

INTRODUCTION

ABOUT THIS BOOK

PURPOSE OF THE BOOK

This book is intended to prepare students for the TOEFL® (Test of English as a Foreign Language) test in both its *paper* and *computer* formats. It is based on the paper format first introduced in July 1995 and the computer format first introduced in July 1998.

Longman Complete Course for the TOEFL® Test: Preparation for the Computer and Paper Tests can be used in a variety of ways, depending on the needs of the reader:

- It can be used as the *primary classroom text* in a course emphasizing TOEFL test preparation.
- It can be used as a *supplementary text* in a more general English language course.
- It can be used as a tool for *individualized study* by students preparing for the TOEFL test outside of the ESL classroom.

WHAT IS IN THE BOOK

This book contains a variety of materials which together provide a comprehensive preparation program:

- **Diagnostic Pre-Tests** for each section, in both paper and computer formats, measure students' level of performance on each section of the TOEFL test and allow students to determine specific areas of weakness.
- **Skills and Strategies** for each of the sections of the TOEFL test provide students with clearly defined steps to improve performance on the test.
- **Exercises** provide practice of one or more skills in a non-TOEFL format.
- **TOEFL Exercises** provide practice of one or more skills in a TOEFL format.
- **TOEFL Review Exercises** provide practice of all of the skills taught up to that point in a TOEFL format.
- **TOEFL Post-Tests** for each section, in both paper and computer formats, measure the progress that students have made after working through the skills and strategies in the text.
- **Complete Tests**, in both paper and computer formats, allow the students to simulate the experience of taking actual TOEFL tests with all of the sections together in one complete test.
- **Scoring Information** allows students to determine their approximate TOEFL scores on the paper version of the Pre-Tests, Post-Tests, and Complete Practice Tests.
- **Charts** allow students to record their progress on the Pre-Tests, Post-Tests, and Complete Practice Tests.
- **Recording Scripts** allow the students to see the text of all the listening exercises and tests included on the audio cassettes/CDs.

WHAT IS ON THE STUDENT CD-ROM

The Student CD-ROM, with 1,475 TOEFL-format questions and 200 additional writing practice questions, includes a variety of materials that contribute to an effective preparation program for the computer TOEFL test:

- **A Tutorial** demonstrates how to answer each type of question found on the computer TOEFL test.
- **Practice Questions** for each of the sections on the computer TOEFL test provide students with the opportunity to master each of the language skills and types of questions on the test.
- **Test Sections** for each section of the computer TOEFL test allow students to simulate the actual testing conditions of the computer TOEFL test and to measure their progress. Writing tests can be printed for feedback and review.
- **Explanations** for all test items allow students to understand their errors and learn from their mistakes.
- **Diagnostic Information** relates the test items on the CD-ROM to the language skills presented in this text.
- **Scoring and Record-Keeping** enable students to record and print out charts that monitor their progress on all the practice and test exercises.
- **Screens, Buttons, and Clicking Sequences** similar to those on the computer TOEFL test provide students with practice that simulates the actual computer TOEFL test.

WHAT IS NEW IN THE COMPLETE COURSE

Longman Complete Course for the TOEFL Test has been written to include both the computer format and the paper format of the TOEFL test.

- **Diagnostic Pre-Tests** are included in both paper and computer formats.
- **The Listening Section** includes a presentation of the Listening section of the computer TOEFL test with its new types of passages and questions, plus the presentation of the Listening Comprehension section of the paper TOEFL test. For each of the new types of listening passages on the computer test (Casual Conversations, Academic Discussions, Academic Lectures), a description, language skills, question types, practice exercises, and TOEFL exercises are presented.
- **The Structure Section** includes a presentation of the Structure section of the computer TOEFL test in addition to the presentation of the Structure and Written Expression section of the paper TOEFL test.
- **The Reading Section** includes a presentation of the Reading section of the computer TOEFL test, in addition to the presentation of the Reading Comprehension section of the paper TOEFL test. The new types of questions used to test some of the language skills on the computer TOEFL test have been included, along with the presentation of a language skill on Inserting Information.
- **The Writing Section** includes an expanded writing skills section in addition to sample essays, writing strategies, and scoring information.
- **Post-Tests** are included in both paper and computer formats.
- **Complete Tests** in both paper and computer formats are also included.

OTHER AVAILABLE MATERIALS

Additional materials are available to supplement the materials included in the text:

- **Longman Complete Course for the TOEFL® Test: — Audio Cassettes /CDs** contain recordings of the listening comprehension exercises and tests in the text.

- **Longman Complete Course for the TOEFL® Test — User's Guide** includes an answer key with answers to all questions and a recording script with a transcription of all listening comprehension exercises and tests included on the audio cassette tapes or CDs accompanying the text.
- **Longman Preparation Course for the TOEFL® Test: Volume A — Skills and Strategies, Second Edition** provides comprehensive coverage of the language skills and test-taking strategies for the paper-format TOEFL test, including sample exercises, procedures, pre-tests, post-tests, a complete practice test, scoring information, and charts to record progress.
- **Longman Preparation Course for the TOEFL® Test: Volume A — Audio Cassettes, Second Edition** contain recordings of the listening comprehension exercises and tests in this text.
- **Longman Preparation Course for the TOEFL® Test: Volume A — User's Guide, Second Edition** includes an answer key with answers to all questions, a recording script with a transcription of all listening comprehension exercises and tests included on the audio cassette tapes or CDs accompanying the text, and teaching tips for each section of the test.
- **Longman Preparation Course for the TOEFL® Test: Volume B — Practice Tests, Second Edition** contains five paper-format TOEFL tests, tapescripts, answer keys, scoring information, and a chart to record progress.
- **Longman Preparation Course for the TOEFL® Test: Volume B — Audio Cassettes, Second Edition** contain recordings of the listening comprehension sections of the tests in Volume B.
- **Longman Preparation Course for the TOEFL® Test: CBT Volume** contains examples and practice for each of the types of passages and questions that appear on the computer version of the TOEFL test, a description of the test-taking strategies for the computer test, an expanded writing skills section, and computer-format test sections.
- **Longman Preparation Course for the TOEFL® Test: CBT Volume Audio Cassettes/CDs** contain the recordings of all the listening comprehension exercises and tests in the CBT Volume.
- **Longman Preparation Course for the TOEFL® Test: Bonus Test Disk** contains an additional test-bank of 860 questions not found on the Student CD-ROM, which can be used by schools to give controlled tests.
- **Longman Introductory Course for the TOEFL® Test, Second Edition** presents language skills and test-taking strategies for both the paper and the computer versions of the test, at a low-intermediate or intermediate level. This text starts below the level of the TOEFL test and continues up to the level of the easier questions on the test. It includes strategies and skills that are appropriate for students at this level. It also includes diagnostic pre-tests, post-tests, and complete practice tests in both paper and computer formats.
- **Longman Introductory Course for the TOEFL® Test: Audio Cassettes/CDs, Second Edition** contain recordings of the listening comprehension exercises and tests in the Introductory Course.
- **Longman Introductory Course for the TOEFL® Test: User's Guide, Second Edition** includes a recording script with a transcription of all listening comprehension exercises and tests included on the recordings accompanying the text, and an answer key with answers to all the questions in the text.

ABOUT THE TOEFL® TEST

OVERVIEW OF THE TEST

The TOEFL test is a test to measure the level of English proficiency of nonnative speakers of English. It is required primarily by English-language colleges and universities. Additionally, institutions such as government agencies, businesses, or scholarship programs may require this test. The TOEFL test currently exists in both a paper format and a computer format.

THE PAPER VERSION

The paper version of the TOEFL test has the following sections:

- **Listening Comprehension:** To demonstrate their ability to understand spoken English, examinees must listen to various types of passages on a tape recording and respond to multiple choice questions about the passages.
- **Structure and Written Expression:** To demonstrate their ability to recognize grammatically correct English, examinees must either choose the correct way to complete sentences or find errors in sentences.
- **Reading Comprehension:** To demonstrate their ability to understand written English, examinees must answer multiple choice questions about the ideas and the meanings of words in reading passages.
- **Test of Written English (TWE):** To demonstrate their ability to produce correct, organized, and meaningful English, examinees must write an essay on a given topic in thirty minutes. The Test of Written English (TWE) is not given with every administration of the paper TOEFL test.

The following chart outlines the probable format of a paper TOEFL test. (It should be noted that on certain occasions a longer version of the paper TOEFL test is given.)

Listening Comprehension	50 questions	35 minutes
Structure and Written Expression	40 questions	25 minutes
Reading Comprehension	50 questions	55 minutes
Test of Written English (TWE)	1 essay question	30 minutes

THE COMPUTER VERSION

The computer version of the TOEFL test has the following sections:

- **Listening:** To demonstrate their ability to understand spoken English, examinees must first listen to passages on headphones as they see pictures on a computer screen and then answer various types of questions about the passages that they just heard.
- **Structure:** To demonstrate their ability to recognize grammatically correct English, examinees must look at sentences on a computer screen and either choose the correct way to complete the sentences or identify errors in the sentences.
- **Reading:** To demonstrate their ability to understand written English, examinees must read passages on a computer screen and answer various types of questions about the ideas and meanings of words in the passages.
- **Writing:** To demonstrate their ability to produce meaningful, organized, and correct English, examinees must write an essay on a given topic in thirty minutes, either on the computer or by hand.

The following chart outlines the probable format of a computer TOEFL test:

Listening	30–50 questions	40–60 minutes
Structure	20–25 questions	15–20 minutes
Reading	44–60 questions	70–90 minutes
Writing	1 essay question	30 minutes

WHAT YOUR TOEFL® SCORE MEANS

The paper TOEFL test is scored on a scale of 217 to 677 points, while the computer TOEFL test is scored on a scale of 0 to 300 points. There is no passing score on the TOEFL test, but various institutions have their own TOEFL score requirements. You must find out from each institution what TOEFL score is required. The following chart shows how the scores on the computer TOEFL test and the paper TOEFL test are related:

PAPER TOEFL TEST	COMPUTER TOEFL TEST
677	300
650	280
600	250
550	213
500	173
450	133
400	97
350	63
300	40

When you take the paper TOEFL Pre-Tests, Post-Tests, and Complete Test in this book, it is possible for you to estimate your TOEFL score. A description of how to estimate your score on the paper TOEFL test has been provided at the back of this book on pages 601–603.

Writing is scored on a scale of 1 to 6 on both the paper TOEFL test and the computer TOEFL test. However, the score of the writing test is handled differently on the paper test and on the computer test. On the paper test, the writing is not included in the overall TOEFL score. On the computer test, the writing score is included in the overall TOEFL score.

WHERE TO GET ADDITIONAL INFORMATION

Additional information is available in the TOEFL® Information Bulletin. This bulletin can be ordered free of charge by sending a request to the following address:

TOEFL Services
Educational Testing Service
P.O. Box 6151
Princeton, NJ 08541-6151 USA

Information about the TOEFL test can also be obtained at the TOEFL® website at <http://www.toefl.org>.

TO THE STUDENT

HOW TO PREPARE FOR THE TOEFL® TEST

The TOEFL test is a standardized test of English. To do well on this test, you should therefore work in these areas to improve your score:

- You must work on improving your knowledge of the *English language skills* that are covered on the TOEFL test.
- You must understand the *test-taking strategies* specific to the version of the TOEFL test that you are taking.
- You must take *practice tests* with a focus on applying the appropriate language skills and test-taking strategies.
- You must work on *computer skills* if you are taking the computer version of the TOEFL test.

This book can familiarize you with English language skills and test-taking strategies, provide some practice of each of the versions of the test, and introduce the computer skills you will need for the computer version of the test. Additional practice for the paper test is provided in Volume B, while additional practice of the computer version of the test and the computer skills needed for this version are included in the CBT Volume and on the Student CD-ROM.

HOW TO USE THIS BOOK

This book provides a variety of materials to help you to prepare for the TOEFL test. Following these steps can help you to get the most out of this book:

- Determine which version of the TOEFL test (paper or computer) you will be taking.
- Take the appropriate Diagnostic Pre-Test at the beginning of a section. When you take the Pre-Test, try to reproduce the conditions and time pressure of a real TOEFL test: (1) Take each section of the test without interruption. (2) Work on only one section at a time. (3) Time yourself for the section to experience the time pressure that exists on the actual TOEFL test. (4) Play the listening material one time only during the test.
- After you finish a paper-format Pre-Test, you can determine your TOEFL score for that section using the table on pages 601–602. Then record the results on the chart on page 603. After you finish a computer-format Pre-Test, record the number correct on the chart on page 603.
- Complete the Diagnostic Exercise at the end of the Pre-Test. Note which skills cause you the most trouble.
- Work through the explanations and exercises for each section. Pay particular attention to the skills you had problems with in the Pre-Test.
- Each time you complete a TOEFL-format exercise, try to simulate the conditions and time pressure of a real TOEFL test. (1) For listening questions, play the listening material one time only. (2) For structure questions, allow yourself one minute for two questions. For example, you should take five minutes for an exercise with ten questions. (3) For reading passages, allow yourself one minute for one question. For example, if a reading passage has ten questions, you should allow yourself ten minutes to read the passage and answer the ten questions.
- When further practice on a specific point is included in an Appendix, a note in the text directs you to this practice. Complete those Appendix exercises on a specific point when the text directs you to these exercises and it is an area that you need to improve.
- For additional practice of the language skills in Volume A, work through the *Practice* exercises for each section on the Student CD-ROM.

- When you have completed all the skills exercises for a section, take the appropriate Post-Test (paper or computer) for that section. For the paper-format Post-Tests, determine your TOEFL score using the table on pages 601–602 and record your results on the chart on page 603. For the computer-format Post-Tests, record the number correct on the chart on page 603.
- When you have completed the Post-Tests for each of the sections, take the appropriate Complete Test (paper or computer). For the paper-format test, determine your TOEFL score using the table on pages 601–602 and record your results on the chart on page 603. For the computer-format test, record the number correct on the chart on page 603.
- For additional test-taking practice, see Volume B for paper-format tests and the Student CD-ROM *Test* section for computer-format tests.

TO THE TEACHER

HOW TO GET THE MOST OUT OF THE EXERCISES

The exercises are a vital part of the TOEFL preparation process presented in this text. Maximum benefit can be obtained from the exercises if the students are properly prepared for the exercises and if the exercises are carefully reviewed after completion:

- Be sure that the students have a clear idea of the appropriate skills and strategies involved in each exercise. Before beginning each exercise, review the skills and strategies that are used in that exercise. Then when you review the exercises, reinforce the skills and strategies that can be used to determine the correct answers.
- As you review the exercises, be sure to discuss each answer, the incorrect answers as well as the correct answers. Discuss how students can determine that each correct answer is correct and each incorrect answer is incorrect.
- Two different methods are possible to review the listening exercises. One good way to review these exercises is to play back the listening material, pausing after each question to discuss the skills and strategies involved in determining which answer is correct and which answers are incorrect. Another method is to have the students refer to the recording script to discuss each question.
- The structure exercises in the correct/incorrect format present a challenge for the teacher. In exercises in which the students are asked to indicate which sentences are correct and which are incorrect, it is extremely helpful for the students to correct the incorrect sentences. An indication of the type of error and/or one possible correction for each incorrect sentence is included in the User's Guide. It should be noted, however, that many of the incorrect sentences can be corrected in several ways. The role of the teacher is to assist the students in finding the various ways that the sentences can be corrected.
- The exercises are designed to be completed in class rather than assigned as homework. The exercises are short and take very little time to complete, particularly since it is important to keep the students under time pressure while they are working on the exercises. Considerably more time should be spent in reviewing the exercises than in actually doing them.

HOW TO GET THE MOST OUT OF THE PRE-TESTS, POST-TESTS, AND COMPLETE TESTS

It is essential for the Pre-Tests, Post-Tests, and Complete Tests to be taken under conditions as similar as possible to actual TOEFL conditions. You should give each section of the test without interruption and under the time pressure of the actual test.

After you have given a Pre-Test, Post-Test, or Complete Test, it is important to review the test thoroughly. The various types of tests serve different functions, so a review of these types of tests should have different emphases. While reviewing the Pre-Tests, you should encourage students to determine in which areas they are weak and need more practice. While reviewing the Post-Tests, you should emphasize the skills and strategies involved in determining the correct answer to each question. While reviewing the Complete Tests, you should emphasize overall strategies for the complete test and, of course, take this one final opportunity to review the variety of individual skills and strategies taught throughout the course.

HOW TO INCORPORATE ADDITIONAL PRACTICE INTO THE COURSE

For the most effective preparation for the TOEFL test, additional practice can be incorporated throughout a course with the **Longman Complete Course for the TOEFL Test** as its main text. This additional practice can take the form of practice of specific skills or of complete test sections or tests. The Longman TOEFL series provides ample opportunities for various types of TOEFL practice:

- Five additional paper-format tests are available in Volume B. These tests can be given periodically throughout a course that is focused on the paper version of the TOEFL test. The additional tests can be given either as complete tests or as individual test sections in listening, structure, and reading.
- Additional practice of each of the types of passages and questions on the computer version of the test are found in the CBT Volume. The exercises in the CBT Volume can be used with the entire class or can be assigned to individual students who require additional work on the passages and questions-types on the computer test (i.e., additional practice on Academic Discussions in listening, or additional practice on Insertion questions in reading).
- Considerable practice of each of the skills presented in **Longman Complete Course for the TOEFL Test** is provided in the *Practice* section of the Student CD-ROM. The practice exercises on the CD-ROM can be assigned periodically throughout a course that uses **Longman Complete Course for the TOEFL Test** as its primary text (i.e., after teaching Structure Skills 1-5 in the text, the practice exercises for Structure Skills 1-5 on the CD-ROM can be assigned.) Using the *Check Score* and *Print* functions found with the Student CD-ROM practice exercises, you can assign the Practice exercises for out-of-class assignments and have the students print out the report that shows that a particular exercise was completed, which language skills were involved, and which questions were answered correctly.
- Practice with computer-format tests is available in the *Test* section of the Student CD-ROM. The tests in this portion of the CD-ROM can be taken either as individual test sections or as complete tests. After students have taken listening, structure, or reading sections, they can use the *Check Score* and *Print* functions to produce charts showing how many questions were answered, which language skills were involved, and which questions were answered correctly and incorrectly; after they have taken a writing section, they can print out their essays for feedback and review using the *Print* function. Tests should be scheduled periodically throughout a course that is focused on the computer version of the test, either during classroom time in the school computer lab or as individual out-of-class assignments for students.
- Further practice with computer-format tests is available on the Bonus Test Disk, which contains an additional test bank of 860 questions that are found only on the disk. The additional test bank of questions on the Bonus Test Disk provides schools with a set of computer TOEFL test questions which students have not seen on the Student CD-ROM and which can therefore be used for controlled tests.

CONTENTS

前言

INTRODUCTION	xi
--------------	----

SECTION ONE: LISTENING

LISTENING DIAGNOSTIC PRE-TEST (Paper)	3
---------------------------------------	---

LISTENING DIAGNOSTIC PRE-TEST (Computer)	10
--	----

LISTENING INTRODUCTION	22
------------------------	----

SHORT DIALOGUES (Paper and Computer)	25
--------------------------------------	----

Strategies

SKILL 1: Focus on the last line	29
---------------------------------	----

SKILL 2: Choose answers with synonyms	31
---------------------------------------	----

SKILL 3: Avoid similar sounds	33
-------------------------------	----

TOEFL EXERCISE (Skills 1–3)	35
-----------------------------	----

Who, What, Where

SKILL 4: Draw conclusions about <i>who, what, where</i>	36
---	----

SKILL 5: Listen for <i>who</i> and <i>what</i> in passives	39
--	----

SKILL 6: Listen for <i>who</i> and <i>what</i> with multiple nouns	41
--	----

TOEFL EXERCISE (Skills 4–6)	43
-----------------------------	----

TOEFL REVIEW EXERCISE (Skills 1–6)	44
------------------------------------	----

Negatives

SKILL 7: Listen for negative expressions	45
--	----

SKILL 8: Listen for double negative expressions	47
---	----

SKILL 9: Listen for “almost negative” expressions	49
---	----

SKILL 10: Listen for negatives with comparatives	51
--	----

TOEFL EXERCISE (Skills 7–10)	53
------------------------------	----

TOEFL REVIEW EXERCISE (Skills 1–10)	54
-------------------------------------	----

Functions

SKILL 11: Listen for expressions of agreement	55
---	----

SKILL 12: Listen for expressions of uncertainty and suggestion	57
---	----

SKILL 13: Listen for emphatic expressions of surprise	60
---	----

TOEFL EXERCISE (Skills 11–13)	62
-------------------------------	----

TOEFL REVIEW EXERCISE (Skills 1–13)	63
-------------------------------------	----

Contrary Meanings

SKILL 14: Listen for wishes	63
-----------------------------	----

SKILL 15: Listen for untrue conditions	66
--	----

TOEFL EXERCISE (Skills 14–15)	68
-------------------------------	----

TOEFL REVIEW EXERCISE (Skills 1–15)	69
-------------------------------------	----

Idiomatic Language

SKILL 16: Listen for two- and three-part verbs	70
--	----

SKILL 17: Listen for idioms	72
-----------------------------	----

TOEFL EXERCISE (Skills 16–17)	74
-------------------------------	----

TOEFL REVIEW EXERCISE (Skills 1–17)	74
-------------------------------------	----

LONG CONVERSATIONS (Paper)	76
Before Listening	
SKILL 18: Anticipate the topics	78
SKILL 19: Anticipate the questions	80
While Listening	
SKILL 20: Determine the topic	82
SKILL 21: Draw conclusions about <i>who, what, when, where</i>	83
SKILL 22: Listen for answers in order	84
TOEFL REVIEW EXERCISE (Skills 18–22)	86
LONG TALKS (Paper)	87
Before Listening	
SKILL 23: Anticipate the topics	89
SKILL 24: Anticipate the questions	91
While Listening	
SKILL 25: Determine the topic	93
SKILL 26: Draw conclusions about <i>who, what, when, where</i>	94
SKILL 27: Listen for answers in order	95
TOEFL REVIEW EXERCISE (Skills 23–27)	97
CASUAL CONVERSATIONS (Computer)	98
SKILL 28: Understand casual conversations	100
ACADEMIC DISCUSSIONS (Computer)	103
SKILL 29: Recognize the organization	110
SKILL 30: Listen for direct and indirect details	118
SKILL 31: Visualize the passage	122
TOEFL REVIEW EXERCISE (Skills 29–31)	128
ACADEMIC LECTURES (Computer)	134
SKILL 32: Recognize the organization	140
SKILL 33: Listen for direct and indirect details	148
SKILL 34: Visualize the passage	153
TOEFL REVIEW EXERCISE (Skills 32–34)	159
LISTENING POST-TEST (Paper)	165
LISTENING POST-TEST (Computer)	171
 SECTION TWO: STRUCTURE	
STRUCTURE DIAGNOSTIC PRE-TEST (Paper)	185
STRUCTURE DIAGNOSTIC PRE-TEST (Computer)	192
STRUCTURE INTRODUCTION	195
THE STRUCTURE QUESTIONS (Paper and Computer)	198
Sentences with One Clause	
SKILL 1: Be sure the sentence has a subject and a verb	200
SKILL 2: Be careful of objects of prepositions	201
SKILL 3: Be careful of appositives	203

SKILL 4: Be careful of present participles	205
SKILL 5: Be careful of past participles	206
EXERCISE (Skills 1–5)	208
TOEFL EXERCISE (Skills 1–5)	208
Sentences with Multiple Clauses	
SKILL 6: Use coordinate connectors correctly	209
SKILL 7: Use adverb <i>time</i> and <i>cause</i> connectors correctly	211
SKILL 8: Use other adverb connectors correctly	213
EXERCISE (Skills 6–8)	215
TOEFL EXERCISE (Skills 6–8)	215
TOEFL REVIEW EXERCISE (Skills 1–8)	216
More Sentences with Multiple Clauses	
SKILL 9: Use noun clause connectors correctly	217
SKILL 10: Use noun clause connector/subjects correctly	219
SKILL 11: Use adjective clause connectors correctly	221
SKILL 12: Use adjective clause connector/subjects correctly	222
EXERCISE (Skills 9–12)	224
TOEFL EXERCISE (Skills 9–12)	225
TOEFL REVIEW EXERCISE (Skills 1–12)	226
Sentences with Reduced Clauses	
SKILL 13: Use reduced adjective clauses correctly	227
SKILL 14: Use reduced adverb clauses correctly	230
EXERCISE (Skills 13–14)	232
TOEFL EXERCISE (Skills 13–14)	232
TOEFL REVIEW EXERCISE (Skills 1–14)	233
Sentences with Inverted Subjects and Verbs	
SKILL 15: Invert the subject and verb with question words	235
SKILL 16: Invert the subject and verb with place expressions	236
SKILL 17: Invert the subject and verb with negatives	238
SKILL 18: Invert the subject and verb with conditionals	240
SKILL 19: Invert the subject and verb with comparisons	242
EXERCISE (Skills 15–19)	244
TOEFL EXERCISE (Skills 15–19)	244
TOEFL REVIEW EXERCISE (Skills 1–19)	245
THE WRITTEN EXPRESSION QUESTIONS	
(Paper and Computer)	247
Problems with Subject/Verb Agreement	
SKILL 20: Make verbs agree after prepositional phrases	248
SKILL 21: Make verbs agree after expressions of quantity	249
SKILL 22: Make inverted verbs agree	250
SKILL 23: Make verbs agree after certain words	252
EXERCISE (Skills 20–23)	253
TOEFL EXERCISE (Skills 20–23)	253
TOEFL REVIEW EXERCISE (Skills 1–23)	254
Problems with Parallel Structure	
SKILL 24: Use parallel structure with coordinate conjunctions	256
SKILL 25: Use parallel structure with paired conjunctions	257
SKILL 26: Use parallel structure with comparisons	259

EXERCISE (Skills 24–26)	260
TOEFL EXERCISE (Skills 24–26)	260
TOEFL REVIEW EXERCISE (Skills 1–26)	261
Problems with Comparatives and Superlatives	
SKILL 27: Form comparatives and superlatives correctly	262
SKILL 28: Use comparatives and superlatives correctly	264
SKILL 29: Use the irregular <i>-er</i> , <i>-er</i> structure correctly	265
EXERCISE (Skills 27–29)	266
TOEFL EXERCISE (Skills 27–29)	266
TOEFL REVIEW EXERCISE (Skills 1–29)	267
Problems with the Form of the Verb	
SKILL 30: After <i>have</i> , use the past participle	269
SKILL 31: After <i>be</i> , use the present participle or the past participle	270
SKILL 32: After <i>will</i> , <i>would</i> , or other modals, use the base form of the verb	270
EXERCISE (Skills 30–32)	271
TOEFL EXERCISE (Skills 30–32)	272
TOEFL REVIEW EXERCISE (Skills 1–32)	272
Problems with the Use of the Verb	
SKILL 33: Know when to use the past with the present	274
SKILL 34: Use <i>have</i> and <i>had</i> correctly	275
SKILL 35: Use the correct tense with time expressions	276
SKILL 36: Use the correct tense with <i>will</i> and <i>would</i>	278
EXERCISE (Skills 33–36)	279
TOEFL EXERCISE (Skills 33–36)	279
TOEFL REVIEW EXERCISE (Skills 1–36)	280
Problems with Passive Verbs	
SKILL 37: Use the correct form of the passive	282
SKILL 38: Recognize active and passive meanings	283
EXERCISE (Skills 37–38)	285
TOEFL EXERCISE (Skills 37–38)	285
TOEFL REVIEW EXERCISE (Skills 1–38)	286
Problems with Nouns	
SKILL 39: Use the correct singular or plural noun	287
SKILL 40: Distinguish countable and uncountable nouns	288
SKILL 41: Recognize irregular plurals of nouns	290
SKILL 42: Distinguish the person from the thing	291
EXERCISE (Skills 39–42)	292
TOEFL EXERCISE (Skills 39–42)	292
TOEFL REVIEW EXERCISE (Skills 1–42)	293
Problems with Pronouns	
SKILL 43: Distinguish subject and object pronouns	294
SKILL 44: Distinguish possessive adjectives and pronouns	296
SKILL 45: Check pronoun reference for agreement	297
EXERCISE (Skills 43–45)	298
TOEFL EXERCISE (Skills 43–45)	299
TOEFL REVIEW EXERCISE (Skills 1–45)	299