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TOEFL

PREPARATION GUIDE

**WITH NEW
OPTIONAL
ESSAY
SECTION**

TEST OF ENGLISH AS A FOREIGN LANGUAGE

By Michael A. Pyle, M.A. and
Mary Ellen Muñoz, M.A.
Series Editor: Jerry Bobrow, Ph.D.

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Intensive grammar review

Thorough analysis of each area

Cross-referenced answers and explanations

Ideal for individual or classroom use

Six full-length practice tests

Cliffs
NOTES INC.

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Foreign Language
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Thanks are also due to our friends at Educational Testing Service: We are not affiliated with Educational Testing Service nor with the development or the administration of TOEFL tests. Directions to sample tests are reprinted by permission of Educational Testing Service. However, the sample test questions were neither provided nor approved by Educational Testing Service.

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by

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PREFACE

Your TOEFL scores make the difference! And better scores result from thorough preparation. Therefore, your study time must be used most effectively. You need the most comprehensive test preparation guide that you can realistically complete in a reasonable time. It must be thorough, direct, precise, and easy to use, giving you all the information you need to do your best on the TOEFL.

In keeping with the fine tradition of Cliffs Notes, leading experts in the field of test preparation and teaching English as a second language have developed this guide as part of a series to provide excellent test preparation materials. The testing strategies, techniques, and materials have been researched, tested, and evaluated, and are presently used at Santa Fe Community College and the University of Florida's English Language Institute.

Part I of this guide gives you basic information on the TOEFL and a Successful Overall Approach to taking the test.

Part II includes a thorough analysis of all question types for the three sections of the test, test-taking techniques and strategies, and a Patterned Plan of Attack for each area.

Part III provides an intensive grammar review, review of style problems in written English, and a survey of problem vocabulary and prepositions. Make full use of the six mini-tests and the fifty-nine exercises that are included with the reviews to chart your progress and your understanding.

Part IV contains six full-length practice tests, very similar in format to the Institutional administration of TOEFL. Take these tests under testing conditions, exactly as you will on the day of the actual test. Follow time allotments carefully.

Part V includes cross-referenced answer keys, scoring sheets, listening comprehension scripts, and answers and explanations for the six practice tests. Use the cross-referenced answer keys to guide you to review sections. After each practice test, be sure to review those areas in which you had difficulty. For vocabulary sections, you will best learn the words by using a good dictionary to look them up. The listening comprehension scripts will give you quick reference for any question with which you had a problem. Use all of the techniques and study tools provided. Your ability and confidence will grow with each practice test.

Part VI: If you will be taking the TOEFL at an administration that includes an essay writing section, review all of the material in Part VI. Practice writing essays on the sample topics provided. Have the practice essays graded by a composition teacher or by Essay Evaluation Service. A coupon for this service is provided at the end of this guide.

Allow yourself as much study time as possible. Study over several months, if you can, slowly and methodically, in conjunction with your regular study of English.

STUDY GUIDE CHECKLIST

- ___ 1. Read the TOEFL Bulletin of Information (see page 9 for address).
- ___ 2. Become familiar with the Format of Recent TOEFL Exams, page 3.
- ___ 3. Familiarize yourself with the answers to Questions Commonly Asked about the TOEFL, page 7.
- ___ 4. Learn the techniques of a Successful Overall Approach, page 10.
- ___ 5. Carefully study the Analysis of Exam Areas for each of the three test sections, beginning on page 13.
- ___ 6. Begin your study of the review material in Part III, do the accompanying exercises, take the mini-tests for each section, and restudy sections that give you trouble.
- ___ 7. Strictly observing time allotments, take Practice Test 1, in its entirety, beginning on page 247.
- ___ 8. Check your answers and analyze your results, beginning on page 377.
- ___ 9. Fill out the Analysis-Scoring Sheet to pinpoint your mistakes, page 382.
- ___ 10. While referring to each item of Practice Test 1, study ALL the answers and explanations as well as the listening comprehension script, beginning on page 383. Replay the cassette and listen carefully for questions you missed. Use the cross-referenced answer keys.
- ___ 11. Continue your study of the review material given in Part III.
- ___ 12. Repeat this process with Practice Tests 2, 3, 4, 5, and 6.
- ___ 13. If your TOEFL administration includes an essay section, review all of Part VI and write practice essays as directed.
- ___ 14. Go over "Final Preparation," page 481.

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PART I: Introduction

FORMAT OF RECENT TOEFL EXAMS

LENGTH AND NUMBER OF QUESTIONS

Administration	Subject Area	Time	Number of Questions
Institutional	Listening Comprehension	35 Minutes	50 Questions
	Structure and Written Expression	25 Minutes	40 Questions
	Reading Comprehension and Vocabulary	45 Minutes	60 Questions
International and Special	Listening Comprehension	35 Minutes	50 Questions
	Structure and Written Expression	35 Minutes	40 Questions
	Reading Comprehension and Vocabulary	65 Minutes	90 Questions
Total Time 1 Hour 45 Minutes to 2 Hours 15 Minutes			150 to 200 Questions

NOTE: Consult the student handbook that you receive from Educational Testing Service. Time limits may change from time to time. It is possible that an International or Special TOEFL will be the same length as an Institutional TOEFL.

All three administrations of TOEFL have the same form. Only the cost, number of questions, and time limits are different.

FORM OF TOEFL

Section I: Listening Comprehension

Part A: Single sentences for which you must choose another sentence in the test book which means *most nearly the same* as the sentence that you hear.

Part B: Short conversations. The conversations are between two people. After each conversation, a third voice will ask a question about what was said. You must find the answer to the question in the test book.

Part C: Oral readings or long conversations. These may be about any subject. There are several questions about each reading or conversation.

Section II: Structure and Written Expression

Part A: Multiple choice answers to complete sentences. You must choose the best way to complete the sentence *in formal written English*.

Part B: Sentences have four words or phrases underlined. You must choose the *one* underlined part that is *incorrect* in formal written English.

Section III: Reading Comprehension and Vocabulary

Part A: Vocabulary. You must choose the *one* word or phrase among four choices which means *most nearly the same* as the underlined word or phrase in each sentence.

Part B: Reading comprehension. You must read selections in the test book and answer questions based on what is *stated* or *implied* in the readings.

GENERAL DESCRIPTION

Use of TOEFL by Colleges and Universities

TOEFL, Test of English as a Foreign Language, is probably the most often used examination in the admissions process of foreign students to colleges and universities in the United States. However, these schools often do not consider the TOEFL score as the only criterion for admission. They may also consider the student's grades in schools which he or she previously attended and the records from any intensive English program in which the student was enrolled. All this depends on the school's admission criteria.

The score which is acceptable to a given school also depends on the regulations for that particular school. Some schools require 450, some 500, some 550 or 600. If you find that a school requires no TOEFL score, or a very low score, it is probable that the school does not have extensive experience with foreign students, and you may find that it would be better to attend a different school. Remember that admission to a school is not the end of the battle, but the beginning. You must be able to understand enough English to make good grades in competition with native English-speaking students. This is what TOEFL tests, and this is why schools consider TOEFL a valuable examination.

Administration of TOEFL

There are three different administrations of TOEFL: Institutional, Special, and International. The format is basically the same; however, the length and uses may be different.

Institutional TOEFL

This administration is generally given only to students in intensive English programs. It is a service offered by these programs to their students, but is an actual TOEFL just like the International and Special administrations.

Registration for an Institutional TOEFL can be done only at a program in which this type of TOEFL is offered. You *cannot* register for this administration of TOEFL through Educational Testing Service.

Scores for this type of TOEFL are generally delivered only to the test taker approximately a week after the exam. Scores are *not* sent to any college or university. Also, scores from the Institutional TOEFL are not accepted by all colleges or universities. You should ask the authorities at any school to which you are applying if they will accept an Institutional TOEFL score from a given institution.