

HARCOURT · BRACE · JOVANOVICH

HOW TO PREPARE FOR THE

TOEFL

YOUR KEY TO THIS YEAR'S
TEST OF ENGLISH AS
A FOREIGN LANGUAGE

- THREE FULL-LENGTH EXAMINATIONS
- ALL ANSWERS EXPLAINED IN DETAIL

TEST PREPARATION SERIES

H31-44

HOW TO PREPARE FOR THE TOEFL®

Andrew Jenkins-Murphy



Books for Professionals
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What This Book Will Do for You

- **Save you time and money**

This book will give you practical, timesaving advice on every aspect of the TOEFL and will help you to improve your test scores significantly.

- **Familiarize you with TOEFL-type questions**

The sample test questions in this book are similar in form, style, and content to those on the actual TOEFL. The format of the questions reflects all the latest changes in the test.

- **Allow you to take three sample tests**

The three sample tests and the practice test for study in this book will take you step by step through the exam. The sample tests simulate the actual TOEFL.

- **Explain why your answers are right or wrong**

The explanatory answers that follow each sample test will improve your understanding of TOEFL questions.

- **Advise you on specific test strategy**

By learning about the kinds of TOEFL questions and why they are selected for the TOEFL, you will develop a strategy for answering and guessing.

- **Provide you with a thorough review of grammar and structure**

The section entitled "Grammar, Usage, and Structure Review" will help you to review and better understand English grammar and syntax, from parts of speech through subject-verb agreement and subordination in sentence sense.

- **Increase your TOEFL vocabulary**

The section entitled "Words: A Vocabulary Review" will help you to build your knowledge of the types of words tested on the TOEFL. It includes two- and three-word verbs, idioms, foreign words and phrases used in English, and abbreviations and symbols. It also includes a unique section on etymology.

- **Enrich your usage of English**

The section entitled "Aids to Understanding Selected Usage Problems" will help you understand the peculiarities of English usage. It explains hundreds of special usage problems.

- **Present you with a complete review and reference guide to punctuation usage**

The guide to current punctuation style is a bonus for TOEFL registrants.

- **Give you a tape or records for the Listening Comprehension section of the test**

There is no substitute for listening to voices and answering questions in the same manner and under the same conditions as in the actual test. This book therefore includes either a tape or records for the Listening Comprehension sections of the three sample tests.

How to Use This Book

This book can help you to achieve a high score on the TOEFL if you read each section carefully and follow this suggested step-by-step plan of study.

1. Read the section entitled "About the TOEFL." This part provides you with a general overview of the test and tells you how to register to take the TOEFL. The more you know about the test, the more confident you will be when you actually take it, so read these pages carefully. Register to take the TOEFL on a date that will allow you several weeks of advance study time. Even if you have only a few days to prepare for the test, you will still have time to complete steps 2 and 3.

2. Begin the review of your English skills by thoroughly reading and answering the sample questions in the section entitled "Practice Test for Study." This section describes in detail the actual test conditions and the types of questions that you will encounter when you take the TOEFL. By learning strategies for correctly answering the types of questions and for guessing when you are unsure of a correct answer, you will improve your chances of scoring high on the TOEFL.

After you answer the practice questions included in this section, check your answers against the answer key on page 41. Then compare your answers with the explanatory answers that begin on page 42. After reading these explanations, you will better understand why your answers are either correct or incorrect.

3. Take Sample Test 1 under the conditions described in the practice test for study. Mark your answers on the answer sheet provided with the test. You'll find the questions for the first section of Sample Test 1 on the tape or records included with this book. You'll also find a transcript of the questions in the appendix at the back of the book. If you do not have access to a tape or record player, have a friend read you the questions for Section 1 from the transcript. *Do not look at the transcript yourself.* If you do, you will lose the opportunity to practice for this section of the test.

When you're finished with all three sections of Sample Test 1, use the answer key on page 75 to score your answer sheet. Then read the explanatory answers that begin on page 76. Some of the explanatory answers contain references to the aids in the section entitled "Grammar, Usage, and Structure Review." Reviewing your answers and understanding why they are right or wrong will help you to identify the strengths and weaknesses of your English skills.

4. After working the questions in the practice test and the sample test, you should have a general idea of the areas of grammar with which

you are least familiar. You should now turn to the section entitled "Grammar, Usage, and Structure Review." This section contains a set of rules that you will need to know in order to score high on the TOEFL. Study the aids to parts of speech, grammar, syntax, punctuation, and usage, concentrating on the areas in which you need to improve.

5. Even if you have a large vocabulary, use the section entitled "Vocabulary Review" to build your TOEFL vocabulary. This section can serve as the basis of your passive course of vocabulary study. Follow the instructions on pages 234 and 235 for your active course of study, and be sure to use the three-times-three rule explained on page 235.
 6. After you have studied the grammar and vocabulary sections, test your skills again by taking Sample Test 2. Then score your answers and compare them with the explanatory answers for that test. If your scores on certain types of questions are still low, turn again to the section entitled "Grammar, Usage, and Structure Review" for further study.
 7. Take Sample Test 3 and repeat the process described in step 6.
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About the TOEFL

What Is the TOEFL?

The Test of English as a Foreign Language (TOEFL) measures acquired abilities in English. People whose native language is not English can take this universally accepted test to determine their proficiency in the English language. The TOEFL is *not* designed to measure scholastic aptitude or language-learning ability.

The test is given in a single session of three hours. This period allows about two hours for examinees to take the actual test and additional time for admitting the examinees and distributing test materials.

The test is divided into three sections, each containing a specified number of multiple-choice questions. The three sections of the test measure your ability to understand spoken English (listening comprehension), to recognize standard written English (structure and written expression), and to comprehend the meanings of words in nontechnical reading matter (vocabulary and reading comprehension). Here is an approximate timetable for the TOEFL:

Section	Number of questions	Time limit (in minutes)
1. Listening Comprehension	50	40
2. Structure and Written Expression	40	30
3. Vocabulary and Reading Comprehension	60	50

You will find a detailed description of each part of the TOEFL in the next section, "Practice Test for Study."

At a few selected administrations of the TOEFL, examinees are required to complete an additional, thirty-minute writing assignment. The essay assignment asks examinees to discuss a topic of which they need have no prior specialized knowledge. This separate test is used to evaluate writing proficiency but does *not* affect the total TOEFL score.

Who Has to Take the TOEFL?

Colleges or agencies to which you are applying will tell you if they require a TOEFL score from you.

Over 2,300 colleges and universities where English is the language of instruction require a TOEFL score from nonnative English speakers seeking admission to undergraduate or graduate programs. Graduate schools use the TOEFL score as a measure of a student's ability to meet the foreign language requirement for doctoral programs. Scholarship committees use TOEFL scores as part of their screening and awarding processes.

Many professions (for example, nursing and accounting) require licenses. To become licensed to practice one of these professions, a non-native speaker of English may be required to present a TOEFL score.

Organizations and government agencies throughout the world use English as their primary language. Some of them ask job applicants to demonstrate their proficiency in English by taking the TOEFL.

When and Where Is the TOEFL Offered?

The TOEFL is administered once a month at 1,100 test centers throughout the world. The test is given in all states of the United States and in more than 140 countries. A list of all current test centers is included in the *TOEFL Bulletin of Information*, a free publication available from the Educational Testing Service, CN 6151, Princeton, NJ 08541-6151, USA.

The TOEFL is offered through three testing programs: the International Testing Program, the Special Center Testing Program, and the Institutional Testing Program. Wherever and whenever the TOEFL is offered, the administrative procedures are similar and the scores earned are comparable. Although every TOEFL has the same format, a new set of test questions is developed for each International Testing Program and Special Center Testing Program administration.

Through the International Testing Program, the TOEFL is offered on Saturday six times a year, usually in January, March, May, August, October, and November. The sites and specific dates for any given year are listed in the *Bulletin of Information*.

The Special Center Testing Program centers in the United States and Canada offer the TOEFL on Friday six times a year in the months in which the International Testing Program does not hold the exam. Sometimes, these centers are also the locations for the International Testing Program.

The exam of the Institutional Testing Program is the same as the International TOEFL, but it is administered and conducted on the premises of a college or agency when convenient for that institution. Only students who have completed English language training at such institutes are permitted to take the Institutional TOEFL, and their scores on the exam are not reported to other universities or institutions.

Some colleges and agencies outside the United States and Canada also administer the TOEFL to their own students. These institutions

use the Overseas Institutional Testing Program to place students in courses at appropriate levels of difficulty and to determine whether additional study of English is needed before an applicant can successfully study at an institution where English is the language of instruction.

How Do I Register for the TOEFL?

The TOEFL *Bulletin of Information* is a free booklet available to anyone who requests it. Two editions of the *Bulletin*, the United States/Canada edition and the overseas edition, are printed every year. The *Bulletin* lists the dates and locations of all tests for that year and tells you which test centers will be offering tests with the extra writing assignment. The *Bulletin* is available at U.S. embassies and consulates, U.S. Information Agency (USIA/USIS) centers, U.S. educational commissions and foundations, and Binational Centers. Anyone may obtain a *Bulletin* at any time by writing directly to the following address:

TOEFL
Educational Testing Service
CN 6151
Princeton, NJ 08541-6151, USA

Read the *Bulletin* carefully. The information it contains is important and may save you time and effort. Each booklet has a registration form, which you should fill out completely and accurately. The registration forms are the same for the International Testing Program and the Special Center Testing Program, although each institution participating in the Institutional Testing Program may have its own registration form.

You may pay the registration fee by personal check, by bank draft drawn on a U.S. bank, or by international money order. All TOEFL fees must be paid in full and in U.S. dollars.

The Educational Testing Service (ETS), which administers the TOEFL through the various testing programs, must receive your registration form and correct fee approximately six weeks before the test date you have chosen. The *Bulletin* lists the registration closing dates for each test date. Remember that there are several testing programs; be sure that the center you choose is giving the test on the date you choose.

Also be sure to complete your registration form according to the directions in the *Bulletin*. You must print on the form with a medium-soft (No. 2) lead pencil because your marks will be read by a photoelectric scanning machine. If you make a mistake, you must erase your error completely to ensure that it is not read by the machine.

A few weeks after registering, you will receive a registration confirmation ticket that will verify when and where your test is to be administered. You must bring this form with you to the test center on the day of the test.

How Should I Prepare for the TOEFL?

Begin your study and preparation process several weeks in advance of the test date (see "How to Use This Book" on page 3). Good, solid preparation for the TOEFL is a process that takes time and effort. Four weeks should be sufficient time to prepare yourself thoroughly for the test. If you have only a few days before the test, be sure to read the section entitled "Practice Test for Study," and to take at least one sample test. The more time you spend using this text, the better your score will be.

The *TOEFL Bulletin of Information* will also aid you in preparing for the test. The *Bulletin* contains an authorized description of the test, a few practice questions, and important information about the procedures at the test center. It also contains instructions for filling out the admission form and the answer sheet that will be used for the test. The *Bulletin* is an important booklet; you should understand it completely.

One of the most important ways in which you can prepare for the TOEFL is to practice your English every day. Converse with native speakers of English, read magazines and books printed in English, and watch American TV programs or movies.

Also be sure to get a good night's sleep before the day of the test. If you are rested and have followed the course of study recommended in this book, you will feel confident about taking the test.

Before reporting to the test center, attach a passport-size photograph of yourself to the part of your registration confirmation ticket marked "photo file record." This photograph must be a full frontal view of your face and shoulders; do not attach a picture with anything (such as a hat) hiding your face in any way. It also must show you as you will look on the day of the test (for example, with the same hairstyle). In other words, it must be clear enough to leave no doubt about your identity.

What Do I Take to the Test Center? Test Date?

On the day of the test, you should take the following items with you to the test center:

- The registration confirmation ticket and the photo file record with a recent photograph attached. If, for some reason, you did not receive a ticket but have official authorization to take the test, take a passport-size photograph to the test center with you. A supervisor at the center will give you a substitute photo file record form before you are admitted to the testing room. In either event, the photo is essential; without it, your test will not be scored.
- Official documentation. You must take your passport containing your signature and a recognizable photograph, which must be

glued or sealed (not stapled) onto the page. Other document requirements vary, so you must consult your *Bulletin* to determine which are needed for your particular center.

- Several sharpened No. 2 pencils, or a mechanical pencil with soft lead, and an eraser. Some centers supply pencils, but you should be prepared with your own.
- A wristwatch. This is not absolutely necessary, but since each section of the test has a specific time limit, you may want to monitor your use of time throughout the test.

What Happens When I Get to the Test Center?

You should be sure to arrive early at the test center. When you arrive, your documents will be checked carefully to ensure that you are an officially registered applicant. In addition, the photographs in your official documents will be checked against your appearance. When the admission procedure is completed, you will be allowed to enter the testing room.

Inside the testing room there will be several proctors to guide you to a seat and answer any pretest questions. No one is admitted to the testing room after the test has begun. No food or drink is permitted, and you may not bring any tape or cassette recorders, books, or notes into the testing room. There are no breaks during the test, so be sure to use rest room facilities before entering the room.

What Is the Testing Procedure?

Time is important once the test has begun. The time limit assigned to each section should allow you sufficient time to answer all the test questions but not to daydream or to spend too much time on any one question. You may work on only one section of the test at a time. The proctors will tell you when to start and when to stop work on each section.

You are *not* allowed to make notes or marks in your test book or on your answer sheet. You also are not allowed to give or receive assistance during the test, work on a section of test during the time allowed for another section, create a disturbance, or cheat in any way. If you do, your test will not be scored. Be sure to follow all instructions given by the test proctors.

How Do I Find Out My Test Score?

Soon after the test, score reports are sent to you and to the institutions you indicated on your answer sheet. In some busy seasons, the wait can

be up to twelve weeks, but it normally takes only four to five weeks to receive your score report.

Read the section on score records in the *Bulletin* carefully. It explains how to use the TOEFL Score Report Request Form, how to send or receive additional copies, and how to cancel scores.

You may take the TOEFL as often as you wish. Many examinees take the TOEFL again and again until they score sufficiently high to be accepted by a particular institution.

What Is a Passing Score on the TOEFL?

There are no passing or failing scores on the TOEFL. Each institution requiring TOEFL scores determines for itself what scores are acceptable.

Your test results consist of three section scores (one for each section of the test) and one total score. The total score on the TOEFL consists of the sum of the scores on the three sections of the test multiplied by ten-thirds. Each correct answer counts equally toward the score for a section, and there is no penalty for incorrect answers.

The maximum total score is 677; the minimum, about 200. In general, a score of 600 or above is considered excellent, and a score of 400 or below is regarded as poor. Results from two surveys conducted in 1982 and 1984 show that about 67 percent of the community colleges participating in the study require a total TOEFL score between 500 and 550 for academic admission. Specifically, though, a score is considered bad or good based on the requirements of the institution to which you have applied. Colleges, universities, and agencies are free to accept or disregard the following suggested guidelines:

Score Range	TOEFL Recommended Policy
550 and above	Admission to undergraduate or graduate study programs with no restrictions, except: — For those students who score significantly low on one test section (indicating that supplementary work may be needed in order to develop skills in that area). — For fields where near-native fluency is required (such as journalism). In these cases, a score of 600 may be required.
500–549	Admission to highly technical graduate programs with no restrictions (engineering, math, physics); admission to other programs with a limit on the initial academic load and with a required additional English course.