

托业考试教程

PASS THE TOEIC® TEST

高级 Advanced Course

MILES CRAVEN



经济科学出版社
Economic Science Press

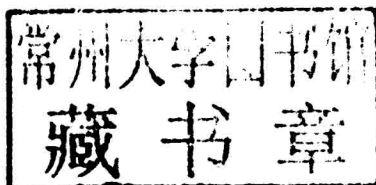
First Press ELT

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图字：01—2015—0481

图书在版编目(CIP)数据

托业考试教程. 高级 / (英) 克拉文著. —北京:
经济科学出版社, 2015.4

ISBN 978-7-5141-5645-4

I. ①托… II. ①克… III. ①英语水平考试—教材
IV. ①H310.41

中国版本图书馆CIP数据核字 (2015) 第070783号

责任编辑: 龚 勋 孙 偲

责任印制: 王世伟

英国First Press ELT公司授权经济科学出版社

在中华人民共和国境内独家出版

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托业考试教程(高级)

MILES CRAVEN 著

经济科学出版社出版、发行 新华书店经销

社址: 北京市海淀区阜成路甲28号 邮编: 100142

总编部电话: 010-88191217 发行部电话: 010-88191522

网址: www.esp.com.cn

电子邮件: esp@esp.com.cn

天猫网店: 经济科学出版社旗舰店

网址: <http://jjkxcbs.tmall.com>

北京季蜂印刷有限公司印装

890×1240 16开 24.25印张 710000字

2015年5月第1版 2015年5月第1次印刷

ISBN 978-7-5141-5645-4 定价: 48.90元

(图书出现印装问题, 本社负责调换。

电话: 010-88191502)

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出版说明

托业考试, TOEIC—Test of English for International Communication, 被称为“商业托福”;也有人将其与剑桥商务英语考试相提并论称作“美式商务英语”,是由美国教育考试服务中心(ETS)开发的、专门针对在国际工作环境中使用英语交流的人们的英语能力的测评标准和考试。托业考试于2002年进入中国。2012年,托业考试全球考生人数达到700万人次。

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2015年5月

PASS THE TOEIC[®] TEST

Advanced Course

MILES CRAVEN

 First Press ELT

此为试读,需要完整PDF请访问: www.ertongbook.com

Pass the TOEIC® Test Advanced Course
Miles Craven

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Published by First Press ELT

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First Press ELT is an innovative provider of English language teaching solutions, whose registered office address is Normans Corner, 41 Church Lane, Fulbourn, Cambridgeshire, CB21 5EP, United Kingdom.

Senior Editor: Elaine Langlois
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Recording Manager: Piers Mortimer
Cover/Interior Design: Hart McLeod Ltd.
Web Design: WebSanity
Contributing Author: Susan Purcell

The author would like to thank the many professionals who have given their time and contributed greatly to the development of this project. In particular, thanks must go to the hundreds of teachers and students who have participated in interviews, focus groups, piloting and reviewing stages. Thanks also to all those involved in the editorial, production and design stages, especially to Graham Hart, Jo Barker, Gill McLeod and all at Hart McLeod, Gerald Thulbourn at www.websanity.co.uk, Piers Mortimer at Headline Music Studios, Barbara Vlahides and everyone at James Marshall Media in New York, Mitsuyasu Miyazaki, Li-ling Lee, An-Jean Jiang, Tzyhyrong Wu, Julie Middleton at Studio Cambridge, and all at The Møller Centre, Cambridge for their assistance. A special thanks to Jessica Craven for her help and support, and to Duncan Prowse and David Williamson for their kind advice and expert guidance.

Visit the website that accompanies this course at www.pass-the-toEIC-test.com.

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ISBN: 978-1-908881-02-1

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Printed in India

Introduction

About the Course

Pass the TOEIC® Test is a comprehensive preparation course for the TOEIC test. There are three levels to choose from: *Pass the TOEIC Test Introductory Course*, *Pass the TOEIC Test Intermediate Course*, and *Pass the TOEIC Test Advanced Course*. The level you choose depends on the score you think you can realistically aim to achieve. The exercises used throughout each level of the course are designed to help you reach your full potential on the test. They practice exactly the language, skills, and strategies you need when you take the test. By working your way through these exercises, you will be able to do your best in the test. Work hard, and you should be able to achieve the highest possible TOEIC score that reflects your ability.

A companion website offers a wide range of additional information and exercises to help you prepare for the test. Visit **www.pass-the-toEIC-test.com** to access free resources, and try the authentic, full-length online Practice Tests to develop your test-taking skills.

An Answer Key and Audioscript are supplied in a separate book. They are available on the website if you do not have a printed copy.

How to Use this Book

You can use the course in class with a teacher, or on your own for self-study.

The course is flexible, so you don't need to work your way through the book from beginning to end. However, it is recommended that you choose either the Listening section or the Reading section, and then cover all the parts within that section before you move on. This will enable you to focus your skills and practice effectively.

When approaching the Listening section, it can be useful to start with *Understanding Accents and Spoken English*. Similarly, when approaching the Reading section, you might want to start with *Grammar and Vocabulary*. These two sections are designed to prepare you for what is to come.

Whether you use the course in class or alone, try to identify the areas you are weakest in and regularly visit **www.pass-the-toEIC-test.com** for extra practice.

Your Score on the TOEIC Test

People of all abilities take the TOEIC test. Don't expect to score a maximum 990! Your target should be to reach the highest score that you personally are able to achieve. This is *Pass the TOEIC Test Advanced Course*. This means that after completing the book you should be able to score around 900 on the TOEIC test. Of course, if you study hard your score may be a lot higher than 900!

Remember that most native English speakers would not be able to score 990. A perfect 990 should not be your goal. Any score over 945 is sufficient to claim with confidence that you have mastered the language and skills tested on the TOEIC test.

How Pass the TOEIC Test Advanced Course will Help You

Pass the TOEIC Test Advanced Course is carefully structured to give you the best opportunity to achieve the highest score you are capable of on the TOEIC test. The exercises in this book provide authentic, up-to-date language practice and skills development for each part of the TOEIC test. Here is a summary of the approach and activities, highlighting the main benefits.

Each part is organized in a similar way

Overview	This opening section gives you an idea of the unique challenges each part presents.
Improve Your Performance	Here you practice the language and skills you need to do well in each part. This material forms the basis of your preparation. Work through these exercises and you will improve your score. Identify any weaknesses you may have and work hard to overcome them.
Steps to Success	This section helps you develop your test-taking skills, giving you detailed guidance on how to attempt each type of question.
Strategy Review and Tips	This reviews the best strategies to use for each part of the test, and gives you some advice other test-takers have found useful.
Review Test	This final section is a complete test for each part. Your performance on this test will help you assess your progress.

Test, tests, tests!

As well as the complete *Review Test* at the end of each part, *Pass the TOEIC Test* includes other tests to help boost your score.

Mini Tests	Regular Mini Tests give you authentic test practice specific to each language point or skill.
Listening Comprehension Test	A complete Listening Comprehension Test assesses your ability on the Listening section of the test.
Reading Test	A complete Reading Test assesses your ability on the Reading section of the test.
Practice Tests	Two full-length Practice Tests at the back of the book evaluate your performance across both the Listening and Reading sections of the test. You can use the <i>Score Conversion Chart</i> to get an approximate indication of your TOEIC score.

Additional features

Grammar and Vocabulary	These handy sections focus on the grammar and vocabulary that you need to know to avoid errors at this highest level.
Essential Vocabulary	This is a comprehensive list of words and phrases used in this level.
Understanding Accents and Spoken English	This provides practice recognizing the various accents used in the test, and understanding features of connected speech. This will help to improve your listening comprehension.

Online Support

You will find a lot of additional TOEIC preparation exercises and activities on the website that accompanies this course. Go to **www.pass-the-toEIC-test.com** to:

- find out more about *Pass the TOEIC Test*
- get information and advice on taking the TOEIC test
- read useful *Study Tips* for ideas on how to improve your Listening and Reading skills
- download the *Audio Program*
- download the *Answer Key* and *Audioscript*
- see a *Word List* of the most common words and phrases used in the book
- try the useful *Worksheets*, giving you further practice in the language and skills you need to succeed in the TOEIC test.

To access the full range of *Worksheets*:

1. Go to **www.pass-the-toEIC-test.com**.
2. Click **FREE ACTIVITIES**.
3. Choose a Worksheet.

Online TOEIC Practice Tests

Go to **www.practice-the-toEIC-test.com** for authentic TOEIC test practice. Each full-length Practice Test follows the format of the TOEIC test and gives you authentic practice that will help you:

- improve your timing
- develop your test-taking skills and strategies
- boost your confidence
- identify areas for improvement
- increase your TOEIC score.

After each test, you will see an estimated TOEIC score. You can review your answers, listen again, and see full explanations.

At the front of this book you have a unique registration code that allows you to take two online TOEIC Practice Tests *absolutely free*. Simply follow the instructions to claim your free tests.

Brief Guide to the TOEIC Test

TOEIC stands for Test of English for International Communication. The TOEIC test is a standardized test that aims to assess your ability to understand English in a business context. It is designed by the Educational Testing Service (ETS) in Princeton, New Jersey, USA.

The TOEIC test measures your listening and reading skills across a wide range of daily work situations and activities, such as General business (sales, marketing, presentations, negotiations, etc.), Office (meetings, telephone, work procedures, etc.), Eating out (restaurants, making reservations, etc.), Health (hospitals, visiting doctors, etc.), Travel (schedules, transport, announcements, etc.), Entertainment (music, art, museums, etc.) and many more.

TOEIC Test Format

The test is divided into two main sections: *Listening Comprehension* and *Reading*. There are 100 items in each section. All items are multiple choice. The test takes about two hours to complete.

Listening Comprehension	Part 1: Photographs	10 questions	45m
	Part 2: Question-Response	30 questions	
	Part 3: Short Conversations	30 questions	
	Part 4: Short Talks	30 questions	
	Total 100		
Reading	Part 5: Incomplete Sentences	40 questions	75m
	Part 6: Text Completion	12 questions	
	Part 7: Reading Comprehension	48 questions	
	Total 100		

You mark your answers on a special Answer Sheet using a pencil.

Your TOEIC Score

You cannot fail the TOEIC test. It measures your ability, and you are given a score of between 5 and 495 per section. Your “raw” scores from each section are converted into a test score, giving a total TOEIC score of between 10 and 990. Your TOEIC score is valid for two years.

More Information

You can find out more about the TOEIC test at www.pass-the-toEIC-test.com. There is also a TOEIC Speaking and Writing test, which is a separate and optional test that you can take via the internet. To find out more, go to the ETS website for the test www.toEIC.com.

Benefits of the TOEIC Test

Over six million people take the TOEIC test every year. It is an increasingly popular way to assess English proficiency in the world of work. More than 10,000 corporations and institutions in 120 countries throughout the world use the TOEIC test.

The language and situations covered in the TOEIC test are useful across a wide range of business, travel, and work scenarios.

The TOEIC test can help you to:

Communicate at work

The language covers real-life work situations, useful for people working in international business, trade, commerce, hotels, banks, restaurants, convention centers, hospitals, sporting events, airlines, the travel industry, and government organizations. If you are preparing to enter the workplace, or already in work, then the TOEIC test can help you communicate more effectively in English when the need arises.

Develop your career

Many governments, large companies, and international organizations ask their employees to take the TOEIC test as a mark of their English language ability. Do well, and you might open up the chance of overseas trips and assignments, and even promotion.

Graduate from college

Many academic institutions also use the test for placement, assessment, and accreditation purposes. In some cases, you may have to achieve a minimum TOEIC score in order to graduate.

Improve your résumé

Many individuals take the TOEIC test to improve their job prospects. Employers use your score on the test to determine what responsibilities and tasks you are capable of. A good TOEIC score could get you the job you want.

Assess your English level

Many individuals take the test to check their English ability. You can set goals and use the test as a measure of your progress.

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Avoiding Errors 8

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LISTENING COMPREHENSION

Guide to the Listening Test

The first section of the TOEIC® test is Listening Comprehension. In this section, the test focuses on how well you understand spoken English. There are four parts in this section.

Part 1: Photographs	10 questions
Part 2: Question-Response	30 questions
Part 3: Short Conversations	30 questions
Part 4: Short Talks	30 questions

You will have 45 minutes to complete this section of the TOEIC test.

Directions are given for each part. You need to mark your answers on the separate Answer Sheet provided.

QUICK CHECK

How many parts are there in the Listening Comprehension section of the TOEIC test?

How many questions are there?

How much time do you have to complete the Listening Comprehension section?

Where do you mark your answers?



1 MIN

Guide to this section of *Pass the TOEIC Test*

The Listening Comprehension section of *Pass the TOEIC Test* is divided into the same four parts as the TOEIC test. Each part begins with an *Overview*, which gives an example and explains the main challenges you will face. You then study important skills and useful language in *Improve Your Performance*. In *Steps to Success* you practice special strategies for taking each part of the test, before *Strategy Review and Tips* summarizes key guidance and gives useful advice. Finally, you put everything into practice in a *Review Test*.

For all *Examples*, the gender and accent of each speaker is given using these abbreviations:

[M-Am] American man	[F-Am] American woman
[M-Br] British man	[F-Br] British woman
[M-Au] Australian man	[F-Au] Australian woman
[M-Cn] Canadian man	[F-Cn] Canadian woman

The gender and accent of every speaker for every recording is given in the *Audioscript*.

This part of the TOEIC® test consists of ten black-and-white photographs. For each photograph, you will hear four short statements. You must choose the statement that best describes what you see in the photograph.

The purpose is to find out how well you relate what you *hear* with what you can see. Photographs often involve an individual or group of people, but they sometimes feature a scene or an object instead. Most statements describe the general context, or the more obvious features of the photograph, but some statements focus on smaller details or objects that are less prominent.

Importantly, the statements are spoken only once. There is a short pause between items, but there are no pauses between the statements that describe each photograph, and they are not written in your test book. You only have one chance to process the information you hear.

QUICK CHECK

How many photographs are there in this part of the TOEIC test?

How many statements are there for each photograph?

How many times do you hear each statement?

As well as photographs of people, what other types of photographs are there?

Is there a pause between the statements you hear that describe each photograph?

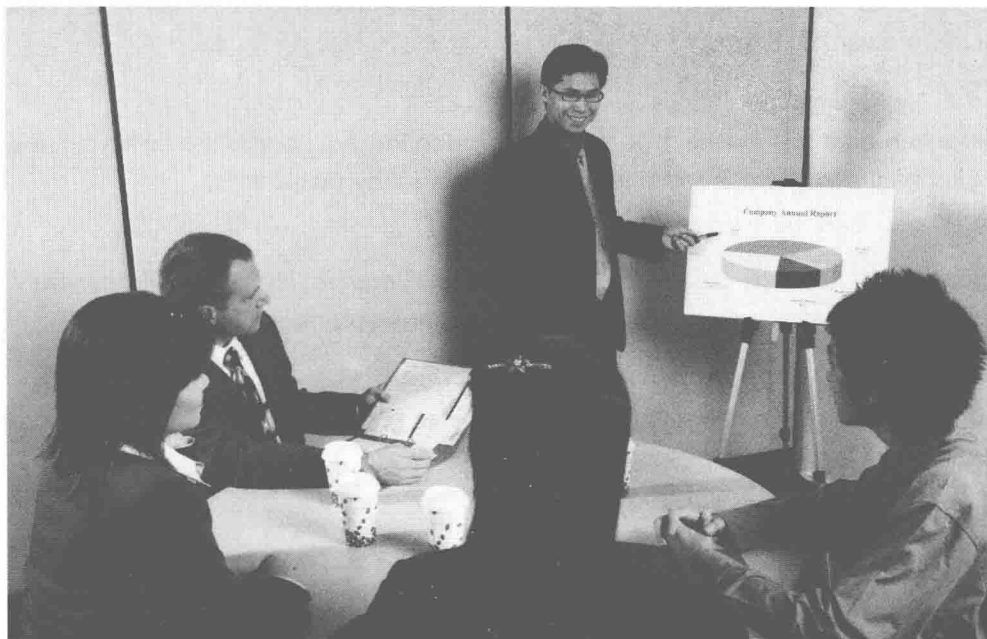
What do most of the statements tend to focus on?

**1 MIN**

OVERVIEW

1 EXAMPLE

Look at the photograph and listen to the four statements.



[M-Am]

- (A) A man's pointing to some plastic cups on the desk.
- (B) A man's giving a presentation to a small group of people.
- (C) Some office furniture has been rearranged for display.
- (D) The audience is applauding a product demonstration.

The best description of the picture is statement (B), "A man's giving a presentation to a small group of people." You should mark answer choice (B).

(A) (B) (C) (D)

Answer choice (A) is partly true. There are some cups on the desk, but none of the men are pointing at them. Answer choice (C) incorrectly interprets the situation. We can see some furniture, and this might be in an office, but there is no indication it has been *rearranged*, or that the furniture is *for display*. Answer choice (D) also confuses the context. This might be a product demonstration, but the audience is not applauding.

REMEMBER

On the actual test, you will hear but NOT see the four answer choices.