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Peterson's TOEIC Official Test  
Preparation Guide

# 托业官方 考试指南

双语版

- 托业考试完全解析+充分练习
- 精确界定托业考试七大模块的内涵和考试要点

Milada Broukal/著

# TOEIC

520



科学出版社

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Peterson's TOEIC  
Official Test Preparation Guide



# 托业官方考试指南

## (双语版)

TOEIC Success-Peterson's  
TOEIC Official Test Preparation Guide

Milada Broukal

科学出版社

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Milada Broukal  
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# RED ALERT

## QUESTIONS AND ANSWERS ABOUT THE TOEIC

### 托业考试问与答

#### WHAT IS TOEIC?

TOEIC (Test of English for International Communication) is an international standardized test designed to measure a person's ability to understand English as it is used in international business and other professional situations. The TOEIC evaluates two main areas: A person's ability to understand English in real-life situations and a person's ability to read materials in English, such as advertisements, correspondence, articles, reports, and forms.

#### WHO PRODUCES THE TOEIC?

The TOEIC was developed by Educational Testing Service (ETS) of Princeton, New Jersey, in the United States. ETS is a private, not-for-profit corporation that is known for the various academic standardized tests it produces, such as the TOEFL (Test of English as a Foreign Language), GMAT (Graduate Management Admission Test), and GRE (Graduate Record Examinations).

#### WHEN WAS TOEIC INTRODUCED?

The TOEIC was first administered in Japan in 1979. In 1982, it became available in Korea. The TOEIC is now administered in more than forty countries around the world. At present, more than 2 million candidates take the TOEIC each year.

#### 什么是托业?

托业(国际交流英语考试)是一种专门为测试人们在国际商务与其他专业领域运用英语的能力而设计的国际标准化考试。它侧重两个方面的考查:现实生活中理解英语的能力与阅读诸如广告、信函、论文、报告以及表格等英文材料的能力。

#### 谁开发了托业考试?

托业考试是由位于美国新泽西州普林斯顿的教育考试服务中心(ETS)率先提出的。该教育考试服务中心是一所私人的、非赢利的公司,它素来以设计各种学术性标准化考试而著称,如托福、GMAT、GRE等考试都出自其门下。

#### 托业何时开始施行?

1979年日本首先施行托业考试,1982年韩国也相继引入。当今,托业已经在全球40多个国家得到广泛使用。就目前而言,每年大约有200多万人参加托业考试。

# RED ALERT

## QUESTIONS AND ANSWERS ABOUT THE TOEIC

### 托业考试问与答

#### WHAT IS THE FORMAT OF THE TOEIC?

The TOEIC consists of 200 multiple-choice questions. It is divided into two sections: Listening and Reading. Each section contains 100 questions. The entire test takes 2 hours. The listening section consists of four types of questions. The listening section of the test is administered by audiocassette. The reading section consists of three types of questions.

#### TOEIC TEST FORMAT

##### Section I: Listening

Part 1: Photographs	20 Questions
Part 2: Question-Response	30 Questions
Part 3: Short Conversations	30 Questions
Part 4: Short Talks	20 Questions
	<u>100 Questions</u>

##### Section II: Reading

Part 5: Incomplete Sentences	40 Questions
Part 6: Error Recognition	20 Questions
Part 7: Reading	40 Questions
	<u>100 Questions</u>
Total:	200 Questions

#### 托业考试的格式？

托业考试包括 200 道选择题，主要分为听与读两部分，每一部分 100 道题。整个考试需要 2 个小时。听力部分包括四种题型，借助录音磁带来完成；阅读部分包括三种题型。

#### 托业考试格式

##### 第一部分：听力

第一节：照片	20 题
第二节：提问与回答	30 题
第三节：简短对话	30 题
第四节：短文（简短谈话）	20 题
	<u>共 100 题</u>

##### 第二部分：阅读

第五节：完成句子	40 题
第六节：错误识别	20 题
第七节：阅读	40 题
	<u>共 100 题</u>
	<u>共 200 题</u>



## How Is TOEIC Different From TOEFL?

Both tests are produced by ETS and assess a person's ability to understand English. However, the purpose and content of each test is different. The TOEFL is designed to determine how well a candidate can use English in a college or university in the United States. Its content is taken from lectures and texts from an academic environment. On the other hand, the TOEIC is designed to test on-the-job use of English in different job settings. Its content comes from the needs of people working, traveling, manufacturing, and distributing products.

## Who Uses TOEIC?

Government agencies, corporations, and international organizations use the TOEIC to assess how well their current or prospective employees understand English.

## Who Takes TOEIC?

Employees of international companies and organizations, such as managers, sales representatives, and flight attendants, may be asked to take the TOEIC in order to evaluate their English language skills for language-specific responsibilities, determine placement in language training programs, or qualify for promotion. The TOEIC is also used by governments, international companies, and organizations for hiring new employees. Many individuals take the TOEIC on their own for their own individual assessment or to make it part of their resumes.

## How Is TOEIC Scored?

TOEIC examinees receive three scores: a score for Listening (5 to 495), a score for Reading (5 to 495), and a total score. The TOEIC score is on a scale of 10 to 990, based on the number of correct answers.

## 托业与托福的区别？

托业和托福都是 ETS 为评估人们理解英语的能力而设计的。然而，这两门考试的目的与内容却有所不同。托福考试主要用来衡量人们在美国大专院校中运用英语的能力，因此其内容源于学术背景之内的授课和课文；而托业则是测试工作人群在不同工作背景下运用英语的能力，因此其内容更倾向于人们工作、旅行、生产以及配送产品等方面的需求。

## 谁会使用托业考试？

政府机关、公司以及国际性组织都会利用托业考试来评估它们当前与未来员工理解英语的能力。

## 谁会参加托业考试？

跨国公司或组织的员工，包括经理、销售代表和空乘，都可能会被要求参加托业考试，这主要是为了评价他们作为职业必备语言的英语技能、决定语言培训计划的安排以及考核他们的晋升资格。托业考试多用于政府机关、跨国公司或组织的新员工招聘过程当中。此外，许多人还会主动参加托业考试，这主要是因为他们希望自我评估或者想把托业考试经历加入到个人简历中。

## 托业考试如何打分？

考生将会得到三个分数：一个是听力分数，范围在 5—495 分之间；一个是阅读分数，范围在 5—495 分之间。而托业考试的最后分数将会根据考生答对题的数目而定，分值在 10—990 之间变化。

## WHAT DO TOEIC SCORES MEAN?

There is no passing score for the TOEIC; each institution, through needs and experience, sets its own passing score. However, the figures below will give you a general guide to interpreting TOEIC scores.

805-990	High Advanced
655-804	Advanced
555-654	High Intermediate
305-404	High Beginner
205-304	Beginner
10-204	Low Beginner

## HOW ARE TOEIC SCORES REPORTED?

Scores are reported by the TOEIC representative office. Examinees who register individually to take the TOEIC receive their scores directly. Individual scores are confidential and are not released from the representative office to any business or organization, except for the sponsoring corporation without the written permission of the examinee. If you think your score is incorrect, you should contact the local representative. The office will hand-score your answer sheet and give you a second report. A fee will be charged for rescoring.

## WHEN AND WHERE CAN YOU TAKE THE TOEIC?

The dates, times, and locations of public test administrations are set up by the local TOEIC representatives. For test fees, dates, and locations, contact the TOEIC office in your country.

## 托业考试分数的含义？

托业考试并没有一个固定的逐级划分的原则，而是根据具体的需要和经验来进行分数的划分。不过，下列数字在解释托业分数方面将会为您提供一个普遍的指导。

805 — 990 分	特级
665 — 804 分	高级
555 — 654 分	中高级
305 — 404 分	中级
205 — 304 分	初级
10 — 204 分	低级

## 托业成绩如何通报？

托业成绩将由托业受理中心通报。单独注册参加托业考试的人员可以直接取得成绩。个人成绩都是保密的，除了那些没有应试者书面许可的考试发起公司，托业受理中心不会向任何商业机构或组织发布个人成绩。如果你觉得自己的成绩不正确，那么你可以联系当地的托业考试代理。受理中心将会人工批阅你的答题卡并向你提供第二份成绩单，但你需为此付费。

## 何时与何地参加托业考试？

考试日期、时间和公共考试管理部门的地点都由当地托业考试代理设置。如果想要了解考试费用、日期及地点，请联系本国的托业受理中心。

## STRATEGIES FOR TAKING THE TOEIC

### 1. Develop a Study Routine

For good study habits, it is important to develop a study routine. It is better to study a little every day than to study for long hours in one day. Pick the same time of day. It is best to write out your study schedule, that way you are more likely to keep to it. Study every day at the same time. If you miss your scheduled time, make it up later that day.

### 2. Use as Much English as Possible

Speak English whenever the opportunity arises, especially with native speakers. Listen to the news in English. Watch movies in English. Read newspapers and magazines in English. Take English language classes if you can.

### 3. Study the TOEIC Format and Directions

Make sure you are absolutely familiar with the format of the TOEIC. You must be familiar with each of the seven parts of the TOEIC. You cannot afford to have any surprises on the day of the test. Do one of the practice tests in this book. Also, make sure you are familiar with the directions for each part of the test. Because of copyright, we cannot use the directions word for word as they appear on the official test; however, the directions in this book are very similar to the official version, so you will not have any problems on the day of the test.

### 4. Time Yourself

Remember, the TOEIC is a timed test. This means your score depends on being able to complete the questions within the time allowed. Look at the strategies section for each part of the test in this book. The time allowed for each question has been indicated in these sections (Part 1, Photographs: 6 seconds;

## 托业应试战略:

### 1. 培养良好的学习习惯

培养一种良好的学习习惯是非常重要的。每天学习一会儿比一天中学习很长时间要好很多, 尽量挑选每天的同一时间进行学习, 最好制定一份学习计划, 这将让你能够坚持到底, 倘若你错过了计划时间, 那么你需要在当天的晚些时候补救回来。

### 2. 尽可能地运用英语

只要有机会, 就要说英语, 找英语为母语的人练习更佳。尽可能地听英语新闻, 看英文电影, 阅读英文杂志和报纸, 此外如果可能的话, 多上英语课。

### 3. 了解托业的格式与指导说明

确信你已经完全熟悉托业考试的格式, 必须熟悉其中的每一部分考试内容, 决不能在考试那天还存在某些疑问; 认真做本书中的每一套习题; 此外, 确信你已经熟悉每一部分的指导说明。由于版权的原因, 我们不能逐字逐句地运用官方考试的指导说明, 但是本书中的说明已经足够接近了, 因此, 在考试时绝对不会出现任何问题。

### 4. 控制时间

切记, 托业考试是一种限时考试, 这就意味着你的成绩取决于你能否在规定的时间内完成答题, 所以建议你看看本书中每一部分的战略章节, 那里将会说明每一道题所需要的时间。如第一节, 照片: 6秒钟; 第三节, 简短对话: 12秒钟。请尝试看你是否能够在1小时15分钟内做完听力部分,



Part 3, Short Conversations: 12 seconds). Try a practice test to see if you can complete the Listening in 1 hour 15 minutes and the Reading in 1 hour 15 minutes. If you see you have spent more time on a particular section(s), work more on the corresponding exercises in this book and try for a faster speed.

### 5. Make Sure You Know How to Mark Your Answer Sheet

The Practice Tests at the back of this book have answer sheets. Mark your answers on your answer sheets for practice. Use a No. 2 black pencil. You may use an eraser and a pencil sharpener. Mark your answer by filling in the oval space. Don't use a check mark or a cross on the letters. They will not count.

CORRECT  (B) (C) (D)

INCORRECT  (B) (C) (D)

INCORRECT (A)  (C) (D)

INCORRECT (A)  (C) (D)

Fill in only one oval for each question. If you fill in two ovals, your answers will not be counted. Erase an answer completely.

### 6. If You Don't Know—Guess

On the TOEIC, you don't lose points for incorrect answers. It is important, therefore, to answer EVERY question rather than leave a blank. If you don't know the answer, take a guess. You may be lucky and score a point.

## ON THE DAY OF THE TEST

### 1. Don't Be Late

Leave yourself plenty of time to get to the testing center. Do not rush on the test day.

### 2. Bring Everything You Need

The testing center will have No. 2 pencils and erasers. Bring a No. 2 pencil with you just in case.

又能在1小时15分钟内做完阅读部分。如果你所用的时间超过规定,那么建议你多做本书的练习,提高答题速度。

### 5. 明确如何填写答题卡

在本书习题后面附有答题卡。练习时请用2B铅笔把你的答案涂在答题卡上,此外建议备上橡皮和铅笔刀。请将你的答案填写在椭圆形的区域内,不要在字母上标注批改符号或者打叉,否则,判卷时将不会计入其内。每一道题只有一个正确答案,如果你填了两个答案,那么判卷时将不会计入其内,所以请擦掉一个答案。

### 6. 学会猜想

托业考试中,答错题不会扣分,所以,要尽可能回答每一道题,而不要留下空白。如果你不知道答案,那么试着猜想,很可能你将幸运地得分。

## 考试日期

### 1. 不要迟到

请留有足够的时间赶赴考试中心,而不要十分匆忙。

### 2. 携带所需之物

考试中心将配有2B铅笔和橡皮,但以防万一最好自备2B铅笔。

**3. Choose a Comfortable Place to Sit**

It's a good idea to sit near the audio CD player to hear the CD well. However, if your seat is at the back and you cannot hear well, let the test administrator know immediately. Sit where you feel comfortable. It is preferable to sit away from doors or windows where you may hear the noise outside.

**4. Have a Positive Attitude**

Positive thinking can be very powerful. Many people who compete use it. Have a positive attitude when you take the TOEIC. Before you go to sleep at night, tell yourself, "I understand English and I will get a high score on the TOEIC." This will help to convince your subconscious mind that you can succeed.

**5. Relax**

Test anxiety is a problem for most candidates. For best results, learn to be calm before, during, and after the test.

**6. Answer All Questions**

If you don't know the answer, take a guess. Don't leave any question unanswered.

**7. Fill in One Oval for Each Question**

For each answer, one black-filled oval will be counted. If there are two marks for the same answer, it will not be counted. When you erase a mark, make sure you erase it completely.

**8. Match the Numbers**

Be sure the numbers you have marked on your answer sheet correspond to the numbers in your test book.

**9. Answer Easy Questions First**

In the Reading section, if you find a question difficult to answer, move on to

**3. 选择舒适的位子入座**

最好坐在录音机旁以便能听得清晰，但是，如果你的座位在考场后面以致不能很好地听到录音机，那么请立即告知监考老师。尽量坐在舒适的地方，最好不要坐在能听到嘈杂声的门窗旁边。

**4. 保持积极心态**

积极思考是非常重要的，许多成绩优异的考生都是这样做的。所以，当你参加托业考试时，一定要保持积极的心态。在晚上入睡之前，一定要告诫自己：“我已经掌握英语，一定会在托业考试中取得高分。”这将在你的潜意识中埋下你能成功的种子。

**5. 放松**

对于大多数考生而言，考试焦虑都是一大问题。所以最好在考试前、过程中、考试后保持冷静。

**6. 回答所有问题**

如果你不知道答案，要学会猜想，不要留下未答的问题。

**7. 每一道题只填一个答案**

对于任何一道题，在只有一个椭圆形区域被涂黑的情况下才能计分。如果一道题有两个答案，那么将不会计分。所以，当你擦掉一个答案时，一定要擦干净。

**8. 填写相应的位置**

确信你在答题卡上填写的序号与考卷中相一致。

**9. 先回答简单问题**

在阅读部分中，你如果发现一道很难回答的题，那么主动移到下一道。当你做完这部分

the next one. When you get to the end of the section, go back and do the difficult questions. Always take an educated guess if you do not know.

# 10. Leave a Minute at the End

It is always a good idea to have an extra minute at the end to go over your answer sheet and make sure you have answered all the questions.

题时，再返回来做这道难题。如果你还不知道，请学会猜想。

# 10. 留一分钟检查

尽量在考试最后留一些时间检查答题卡，并确认你已经答完所有的题。



# Section I

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