

外研社·托业考试系列

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朗文托业全方位备考丛书

One-Month
TOEIC COURSE

28天托业攻略

(日)若林由起子 编

外语教学与研究出版社

FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS

全球职业英语
测评标准

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28 天托业攻略

(日)若林由起子 编

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出版前言

托业考试 (TOEIC®) 即“国际交流英语考试”(Test of English for International Communication), 是被全球工商业界以及许多国家的政府机构认可的一种国际标准化测试。根据国际工商业界的需要, “托业”考查英语为非母语者在国际工商业环境中的日常英语应用能力。其适用范围包括涉外单位、外商代表机构、外资企业以及一切外向型经营机构。它主要考查两方面的能力: 在真实场景中理解和阅读英语材料的能力。这里的“英语材料”是指英文的广告、信函、文章、报告和表格等。

该考试由美国教育考试中心 (Educational Testing Service, 即 ETS) 发起, 有别于那些侧重于在学术环境中考查英语能力的考试, 在历经二十余年的品牌锤炼后已被视为国际标准, 因此又有“商业托福”之称。全球五十多个国家的四千多家国际企业使用了“托业”标准, 近年就有二百多万人次应试。这些国际知名企业包括: 摩托罗拉 (MOTOROLA)、IBM、宝洁 (P&G)、拜尔 (BAYER)、拉法基 (LaFarge)、马自达 (MAZDA)、三星 (SAMSUNG) 等。公司还可以根据英语的使用程度, 对一些具体工种规定最低托业分数标准。如许多日本公司将托业 500 分作为提升课长的标准, 将 620 分作为派驻海外工作的标准。“托业”不但被普遍应用于工商界, 也为政府部门的大型活动提供了可靠的国际化标准。如汉城奥运会和日本长野冬季奥运会, 都将托业考试成绩作为甄选志愿者的标准。

中国“入世”后, 预计将增加工作岗位 1200 万个。随着外资企业和外国驻华机构的增加以及人才流动的放开, 用人机构对聘用人员的英语水平亟需一个符合国际标准的资格评估。而托业考试既可反映受测者在国际商业环境中的英语沟通能力, 又可帮助企业评估现有职员和求职者的英语水平。

为了帮助更多的工商界人士顺利进入国际知名大企业, 实现自己的人生目标和个人价值, 我们从朗文出版社引进了这套“朗文托业全方位备考丛书”。本书由日本 E-ON 语言教育研究所的若林由起子编写, 是一本符合亚洲人学习习惯的、实用性很强的托业短期教程, 并附有两套精心设计的全真模拟题, 帮助备考者全面检验学习成果。另外需要特别说明的是, 由于本书是从日本原版引进的, 因此书中提供的大部分信息均与日本有关。对于中国学生来说, 本书的价值更多地体现在托业考试题型的讲解与训练、以及常考词汇的学习方面, 并非书中所涉及的信息本身。

同时, 本套丛书还有其他六本托业相关辅导用书, 分别是《托业考试技巧点津》、《托业高分精选模拟题 (卷 1)》、《托业高分精选模拟题 (卷 2)》、《托业基础教程》、《托业高级教程》、《托业全真模拟题》, 为“托业”备考者提供全方位的考试指导, 使备考者能够高效地一举攻破托业考试大关。其中特别值得一提的是《托业高分精选模拟题 (卷 1)》、《托业高分精选模拟题 (卷 2)》, 这两本书的作者史蒂文·A. 斯图派克先生在语言测试领域有着二十多年的经验, 曾在托业考试全速扩展的 1982 年到 1990 年间担任 ETS 托业考试负责人, 他凭借自己在托业考试方面多年的经验, 为我们编写了这两本题集。

为了方便中国学生学习, 我们将原书中托业考试的介绍、题型讲解、考试技巧和答案解析都做了翻译。衷心希望大家能借助本丛书学有所获, 轻松通过托业考试。

下面, 我们来详细介绍一下托业考试的情况:

一、托业考试题型

第一部分: 听力理解

- | | |
|---------|------|
| 1. 图片 | 20 题 |
| 2. 一问一答 | 30 题 |

3. 简短对话	30 题
4. 简短发言	20 题
	<hr/> 100 题

第二部分：阅读

5. 补全句子	40 题
6. 错误辨析	20 题
7. 阅读理解	40 题
	<hr/> 100 题

二、托业考试是如何计分的

“托业”应试者会得到三个分数：听力理解分（5—495分）、阅读分（5—495分）和总分数。“托业”总分数以正确答案的个数为基础，得分范围为10—990分。

三、托业考试的成绩标准

托业考试没有指定的及格分数线。每个机构可根据各自的需要和经验自行制定。不过，下面的一组分数可以大致说明托业考试所反映的相关水平：

805—990	优秀
655—804	高级
555—654	中高级
405—554	高级起步者
305—404	中级起步者
205—304	初级起步者
10—204	低级起步者

四、托业考试的适用对象

1. 企业、饭店、西餐厅、航空、国际会议、体育比赛等工作环境中需要使用英语的人士；
2. 可以用来评估跨国公司和跨国组织的雇员，如经理、销售代表和航空服务人员等的语言运用能力；可以作为语言培训课程中的定级标准，或作为人员升迁、加薪的参考；
3. 托业考试成绩也可作为政府、跨国公司和跨国组织招聘新人的参考；
4. 托业考试同样适用于希望证明自我能力的个人。

五、托业考试的时间

托业考试的实际时间为：听力理解部分45分钟、阅读部分75分钟。由于考生还需要一定时间完成答卷上有关个人情况的问题，因此，整个考试时间大概是两个半小时到三个小时。

六、托业考试的备考技巧

1. 养成固定的学习习惯

养成固定的学习习惯很重要。“不积跬步，无以至千里。”最好每天都学一点，而不是在短时间内突击。不妨制定一份学习计划，每天安排固定的时间，并找个更易坚持的学习方式，如果错过时间，一定要在当天补上。

2. 尽可能多用英语

抓住一切机会说英语，听英语新闻，看英语电影，读英语报纸和杂志，可能的话去听一些英语课或讲座。

3. 研究托业考试试题模式和题目要求

对托业考试的试题模式要有绝对的了解，熟悉托业考试的七大题型。考试当天看到试卷时不应出现过分紧张的情绪。另外，一定要确保熟悉每个题型的要求。本书中练习题的答题要求与真题中的完全相似。

4. 自我设定时间

托业考试是有时间限制的，也就是说考生必须在规定时间内完成所有问题。因此，我们特别为考生提供每道题的答题时间建议：图片部分为6秒，简短对话部分为12秒。试做一套模拟题，看看能否在规定时间内完成听力理解部分或阅读部分。如果某部分题型的答题时间超过规定范围，就应多做本书提供的相应练习，以提高答题速度。

学习计划

			词汇	练习题	备注
Day 1	Unit 1	Listening	<input type="checkbox"/>	<input type="checkbox"/>	
Day 2	Unit 1	Reading	<input type="checkbox"/>	<input type="checkbox"/>	
Day 3	Unit 2	Listening	<input type="checkbox"/>	<input type="checkbox"/>	
Day 4	Unit 2	Reading	<input type="checkbox"/>	<input type="checkbox"/>	
Day 5	Unit 3	Listening	<input type="checkbox"/>	<input type="checkbox"/>	
Day 6	Unit 3	Reading	<input type="checkbox"/>	<input type="checkbox"/>	
Day 7	Unit 4	Listening	<input type="checkbox"/>	<input type="checkbox"/>	
Day 8	Unit 4	Reading	<input type="checkbox"/>	<input type="checkbox"/>	
Day 9	Unit 5	Listening	<input type="checkbox"/>	<input type="checkbox"/>	
Day 10	Unit 5	Reading	<input type="checkbox"/>	<input type="checkbox"/>	
Day 11	Unit 6	Listening	<input type="checkbox"/>	<input type="checkbox"/>	
Day 12	Unit 6	Reading	<input type="checkbox"/>	<input type="checkbox"/>	
Day 13	Unit 7	Listening	<input type="checkbox"/>	<input type="checkbox"/>	
Day 14	Unit 7	Reading	<input type="checkbox"/>	<input type="checkbox"/>	
Day 15	Unit 8	TOEIC Practice Test One			
Day 16	Unit 9	Listening	<input type="checkbox"/>	<input type="checkbox"/>	
Day 17	Unit 9	Reading	<input type="checkbox"/>	<input type="checkbox"/>	
Day 18	Unit 10	Listening	<input type="checkbox"/>	<input type="checkbox"/>	
Day 19	Unit 10	Reading	<input type="checkbox"/>	<input type="checkbox"/>	
Day 20	Unit 11	Listening	<input type="checkbox"/>	<input type="checkbox"/>	
Day 21	Unit 11	Reading	<input type="checkbox"/>	<input type="checkbox"/>	
Day 22	Unit 12	Listening	<input type="checkbox"/>	<input type="checkbox"/>	
Day 23	Unit 12	Reading	<input type="checkbox"/>	<input type="checkbox"/>	
Day 24	Unit 13	Listening	<input type="checkbox"/>	<input type="checkbox"/>	
Day 25	Unit 13	Reading	<input type="checkbox"/>	<input type="checkbox"/>	
Day 26	Unit 14	Listening	<input type="checkbox"/>	<input type="checkbox"/>	
Day 27	Unit 14	Reading	<input type="checkbox"/>	<input type="checkbox"/>	
Day 28	Unit 15	TOEIC Practice Test Two			

何谓 TOEIC

托业考试 (TOEIC®) 即 Test of English for International Communication, 是为了准确考查考生的英语交流能力, 由美国教育考试中心 (Educational Testing Service, 即 ETS) 研究开发的一种考试。考试要求考生在 120 分钟内回答 200 个问题, 共分为两个部分, 每部分 100 题。第一部分听力理解由四种题型组成 (考试时间 45 分钟), 第二部分阅读由三种题型组成 (考试时间 75 分钟), 各部分内容如下:

听力理解

题型一: One Picture (图片) 20 题

说明: 每张图片用通过录音磁带播放的四句话来描述。

考试目的: 判断对图片的描述是否正确。

题型二: Question-Response (一问一答) 30 题

说明: 通过录音磁带播放一个问题及三个选项。

考试目的: 理解英语疑问句, 选出最恰当的答案。

题型三: Short Conversations (简短对话) 30 题

说明: 通过录音磁带播放两个人的对话, 从给出的与对话有关的四个选项中, 选出正确答案。

考试目的: 理解对话的整体意思, 听取特定信息。

题型四: Short Talks (简短发言) 20 题

说明: 通过录音磁带播放简短的说明文或新闻等, 并提出 2—4 个与之相关的问题, 从给出的四个选项中, 选出正确答案。

考试目的: 理解有一定长度的、比较完整的英语文章。

阅读

题型五: Incomplete Sentences (补全句子) 40 题

说明: 有 50% 的问题是对词汇能力的测试。每道题都有空格, 并有四个答案可供选择。

考试目的: 在空格中填上符合英语语法的最恰当的词。

题型六: Error Recognition (错误辨析) 20 题

说明: 每道题都有四个地方标有下划线。

考试目的: 在单词和句子中, 判断英语语法是否正确, 选出含有错误的下划线标注处。

题型七: Reading Comprehension (阅读理解) 40 题

说明: 与文章 (通知、短篇报道、广告) 有关的问题大约有十四个, 每个问题有四个选项。

考试目的: 通过阅读各种不同类型的英语应用文, 根据内容作答。

TOEIC 的评分标准

托业考试没有合格、不合格之分，而是用分数来评判考生的英语能力。分数分为听力理解（5—495分）和阅读（5—495分）两部分。综合分数由听力理解分数和阅读分数相加而成，最低分为10分，最高分为990分，每5分为一个评判单位。

等级	分数	评价（参考标准）
A	990	作为非母语学习者，已经具备了足够的英语交流能力。 <ul style="list-style-type: none">在自己掌握的知识范围内，能够充分地理解专业之外的话题，并表现得恰到好处。虽然还不能像母语使用者那样运用自如，但能够正确把握词汇、语法、文章结构等方面的知识，具备较高的语言驾驭能力。
	860	具备在任何情况下都能作出恰当反应的能力。 <ul style="list-style-type: none">能够完全理解日常对话，并能迅速应答。即使是特定话题，也同样能作出回应。在业务上也无太大障碍。在句子的正确性和流畅程度上存在个人差异，而且在语法、行文结构上也有错误出现，但并不妨碍整体意思的表达。
C	730	能够满足日常生活的需要，可以在某些特定范围内进行业务上的交流。 <ul style="list-style-type: none">在日常对话当中，可以理解要点，并能作出回应。但在复杂场合作出准确应答或是意思表达上，能够看出差距。掌握了基本的词汇、语法和行文结构，虽然在表现力上有所欠缺，但起码能够基本表达自己的想法。
	470	具备了最基本的日常对话能力。 <ul style="list-style-type: none">如果请对方讲得慢一些，或重复、换一种说法，也能够理解简单的对话。对自己相关的话题，也能作出回答。在词汇、语法和行文结构上虽然有很多不足之处，但如果对方是母语使用者，而且能够给予特别照顾的话，也可以将自己的想法表达出来。
E	220 10	还没有达到对话交流的能力。 <ul style="list-style-type: none">即便请对方讲得很慢、很简单，也只能理解一小部分。只能够罗列一些单词，还不能进行实质性的对话交流。

目 录

何谓 TOEIC

Unit 1 Lifestyle 1

常考词汇

- Day 1 Listening
词汇自测
题型一 攻略
题型一 练习

- Day 2 Reading
词汇自测
题型五 攻略
题型五 练习
常用语法归纳

Unit 2 Transportation 13

常考词汇

- Day 3 Listening
词汇自测
题型二 攻略
题型二 练习

- Day 4 Reading
词汇自测
题型七 攻略
题型七 练习

Unit 3 Dining Out 25

常考词汇

- Day 5 Listening
词汇自测
题型三 攻略
题型三 练习

- Day 6 Reading
词汇自测
题型六 攻略
题型六 练习
常用语法归纳

Unit 4 Public Relations 37

常考词汇

- Day 7 Listening

词汇自测

题型四 攻略

题型四 练习

- Day 8 Reading

词汇自测

题型七 攻略

题型七 练习

Unit 5 Teleconferencing 49

常考词汇

- Day 9 Listening

词汇自测

题型一 攻略

题型一 练习

- Day 10 Reading

词汇自测

题型五/六 攻略

题型五/六 练习

常用语法归纳

Unit 6 Meet the Press 61

常考词汇

- Day 11 Listening

词汇自测

题型二 攻略

题型二 练习

- Day 12 Reading

词汇自测

题型七 攻略

题型七 练习

Unit 7 Biotechnology 73

常考词汇

- Day 13 Listening

词汇自测

题型三 攻略

题型三 练习

- Day 14 Reading

词汇自测

题型五/六 攻略

题型五 / 六 练习
常用语法归纳

Unit 8 TOEIC Practice Test One 85

Day 15 Practice Test 1

Unit 9 Shopping 101

常考词汇

Day 16 Listening

词汇自测

题型四 攻略

题型四 练习

Day 17 Reading

词汇自测

题型七 攻略

题型七 练习

Unit 10 Tourism 113

常考词汇

Day 18 Listening

词汇自测

题型一 攻略

题型一 练习

Day 19 Reading

词汇自测

题型五 攻略

题型五 练习

常用语法归纳

Unit 11 Leisure 125

常考词汇

Day 20 Listening

词汇自测

题型二 攻略

题型二 练习

Day 21 Reading

词汇自测

题型七 攻略

题型七 练习

Unit 12 Finance 137

常考词汇

Day 22 Listening

词汇自测

题型三 攻略

题型三 练习

Day 23 Reading

词汇自测

题型七 攻略

题型七 练习

Unit 13 R & D 149

常考词汇

Day 24 Listening

词汇自测

题型四 攻略

题型四 练习

Day 25 Reading

词汇自测

题型六 攻略

题型六 练习

常用语法归纳

Unit 14 The Environment 161

常考词汇

Day 26 Listening

词汇自测

题型四 攻略

题型四 练习

Day 27 Reading

词汇自测

题型五 / 六 攻略

题型五 / 六 练习

常用语法归纳

Unit 15 TOEIC Practice Test Two 173

Day 28 Practice Test 2

Answer Sheet 189

Transcripts 191

Answer Key 206

Lifestyle

Read the profile of Jeff Martins and decide whether the following statements are true or false.

1. Jeff Martins spends his days on the picturesque prairie.
2. He sells soybeans and pet foods.
3. His wife plays a role in his business, too.
4. He loves to live and work close to the land.
5. His son will probably go into the agricultural business.

Most people think that if you work in agriculture, you spend your days on the picturesque prairie. Boy, I wish that were true. I'm a buyer for a company in Illinois that turns soybeans into food products. It's an interesting profession, but hectic!

I commute from my house in Galena, where I live with my wife, Cheryl, and son, Jim. I visit farms all day and then talk with our executives about the quality of the soybeans, or with veterinary scientists who use our products for pet foods. I also entertain, taking customers to lunch or dinner. If it's dinner, I arrange to have Cheryl meet us and help me socialize with them.

Coming home from dinner one night, we saw a farmer plowing his fields. We stopped and watched from his picket fence, and talked about how nice it would be to live so close to the land. Then I remembered that Jim was waiting at home to discuss his college plans, so we hurried home and ended up talking with him until midnight. He told us he wanted to study agriculture. I guess he'd inherited our family's love for the land. Someday soon he'll be one of the farmers I buy soybeans from!

Jeff Martins

常考词汇

- agriculture** *noun* 农业 the practice or science of farming
Not everyone who works in agriculture works on a farm.
- arrange** *verb* 1. 准备, 安排 to organize or make plans for something such as a meeting etc. 2. 整理 to put a group of things or people in a particular order 3. 改编乐曲 to write or change a piece of music so that it is suitable for particular instruments
He didn't write the music, but he arranged it. (3)
- commute** *verb* 1. 乘车上下班 to regularly travel a long distance to get to work 2. 减刑 to change the punishment given to a criminal to one that is less severe — **commute** *noun* 上下班交通路程 the journey to work every day
The judge agreed to commute the prison sentence to 24 months of public service. (2)
- entertain** *verb* 1. 款待、招待 to invite people to your home for a meal or party or to take customers to have a meal etc. 2. 娱乐; 使喜欢 to do something that amuses or interests people 3. **entertain an idea etc.** 抱有, 怀着, 持有 (想法、疑问) to think that something might be true, even briefly
Jeff often entertains his customers with funny stories he hears from local farmers. (2)
- executive** *noun* (企业、团体等的) 管理人员、业务经理 someone who has an important job as a manager in a business
Mr. Martins talks with his company's executives daily.
- gathering** *noun* 集会 a meeting of a group of people
He has to meet his wife at a social gathering later this evening.
- generation** *noun* 1. 同代人, 同龄人 all people of about the same age 2. 一代, 代 (小孩出生、长大、直至生儿育女的平均时间) the average period of time between someone's birth and their children's birth 3. 产生 the process of producing something or making something happen
Jeff's generation did not have the same opportunities as their children do today. (1)
- harvest** *noun* 1. 收获期, 收获 the time when crops are gathered from the fields, or the act of gathering them 2. 收成 the size or quality of the crops that have been gathered — **harvest** *verb* 收获, 收割 to gather crops from the field
Jeff wishes he could harvest an acre of soybeans.
- hectic** *adj.* 忙碌的, 忙乱的 very busy or full of activity
His job is so hectic, he often has to do three different things at once.
- inherit** *verb* 1. 继承 (传统、财产、权利等) to receive money, property etc. from someone after they have died 2. (从前人、前任等) 接过 (问题), 得到 to have a problem caused by mistakes that other people have made 3. 继承 (父母的相貌、性格、特征等) to have the same character or appearance as your parents
Jeff inherited the house from his grandfather, who had lived there all his life. (1)

常考词汇

- **lifestyle** *noun* 生活方式 the way someone lives, including the place they live in, the things they own, the kind of job they do, and the activities they enjoy
Although Cheryl was raised in New York, she prefers her current lifestyle.
- **obligation** *noun* 义务, 职责 a moral or legal duty to do something
Mr. Martins' obligations require him to work hard at his job and socialize after hours.
- **picket fence** *noun* 尖桩篱栅 a fence made up of a line of strong pointed sticks fixed in the ground
Standing by the picket fence, we watched the farmer plow his field.
- **picturesque** *adj.* 如画的, 别有一番情趣的 a place that is picturesque is pretty and interesting
Most people think that the English countryside with its rolling hills is picturesque.
- **plow** *noun* 锄 a large piece of farm equipment used to turn over the earth so that seeds can be planted — **plow** *verb* 耕作 to turn over the earth using a plow
Most Midwestern farmers plow their fields in the early spring.
- **prairie** *noun* 大草原 a wide open area of land in North America which is covered in grass or wheat
Illinois is nicknamed the Prairie State, as much of the land there was originally grassland.
- **profession** *noun* 1. 专门的职业 a job that needs special education and training 2. **by profession** 作为职业 as your job 3. 信仰表白 a declaration of your belief, opinion, etc.
Cheryl is a teacher by profession, but she recently gave up work to concentrate on her painting. (2)
- **satisfaction** *noun* 1. 满足 a feeling of happiness or pleasure because you have achieved something 2. (使人的欲望、需求等) 满足的事物 fulfillment of a need, demand, desire, etc.
Jeff gets a lot of satisfaction from his job. (1)
- **socialize** *verb* 社交, 交际 to spend time with other people in a friendly way
Jeff finds that socializing with his customers is a useful way to keep up with the latest developments.
- **veterinarian** *noun* 兽医 someone who is trained to give medical care and treatment to sick animals — **veterinary** *adj.* 兽医学的 connected with the treatment of sick animals
He discusses the ingredients of pet food with veterinary scientists.

词汇自测

Part A What Word Can You Use?

Listen to the tape. There are ten words on the tape. Choose the five words that best describe what you see in the picture and write them down on the lines underneath.



Part B Which Do You Hear?

Listen to the tape. You will hear ten words. Listen to each word only once and choose which of the pair you are hearing.

- | | | |
|-----------------------------------|-------------------------------|-------------------------------------|
| 1. a. inherit
b. inherent | 5. a. commute
b. compute | 9. a. veterinarian
b. vegetarian |
| 2. a. profession
b. procession | 6. a. gather
b. getter | 10. a. veneration
b. generation |
| 3. a. plow
b. proud | 7. a. entrain
b. entertain | |
| 4. a. range
b. arrange | 8. a. prairie
b. plenty | |



文化背景

Married couples in the U.S. often share responsibilities such as entertaining clients or discussing their children's future plans.

题型一 攻略

图片 (One Picture)



1. Look at the picture above. Brainstorm and list the words that come to mind to describe the picture. Write the words on the lines above.
2. Answer the following questions about the picture.
 - (1) Who is in the picture?
 - (2) Where are they?
 - (3) What are they doing?
 - (4) What is their relationship?
3. Make up a statement that describes the picture using the words on your list.

高分点津

图片问题的解题对策:

听录音磁带前

1. 看图片。
2. 在头脑中列出描写照片内容的单词表。
3. 运用单词表中的单词写作, 写一些包括谁、在哪儿、做什么等内容的句子。

听录音磁带时

1. 听听是否包含单词表中的单词。
2. 听听是否有与自己所造句子内容相同的句子。

题型一 练习

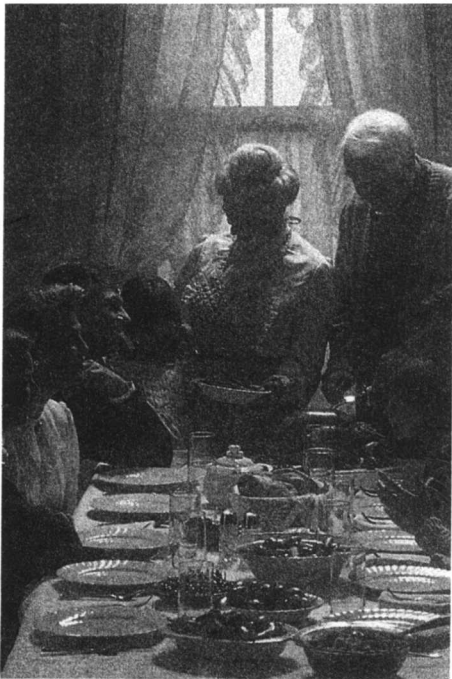
图片 (One Picture)

Below are the real directions for this part of the TOEIC Test. First familiarize yourself with them, then look at the pictures and write down a statement that best describes each one on the line below. Then answer the practice questions.

Directions: For each question, you will see a picture in your test book and you will hear four short statements. The statements will be spoken just one time. They will not be printed in your test book so you must listen carefully to understand what the speaker says.

When you hear the four statements, look at the picture in your test book and choose the statement that best describes what you see in the picture. Then, on your answer sheet, find the number of the question and mark your answer.

1.



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

2.



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