

How to Master Skills for the

TOEFL

新托福考试专项进阶

初级写作

riting

Basic

Arthur H. Milch | Denise McCormack | E2K





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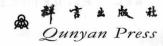
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Arthur H. Milch | Denise McCormack | E2K 蔡青,刘洋,河晰兰 译



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责任编辑 李小艾(bj62605588@163.com)

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邮政编码 100006

网 站 www.qypublish.com

电子信箱 qunyancbs@126.com

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Introduction

A. Information on the TOEFL® iBT

The Format of the TOEFL® iBT

Section	Number of Questions	Timing	Score
Reading	• 3~5 Passages - approximately 700 words each - 12~14 questions per passage	60~100 min.	30 points
Listening	 2~3 Conversations 12~25 exchanges each (3 min.) 5 questions per conversation 4~6 Lectures 500~800 words each (3~5 min.) 6 questions per lecture 	60~90 min. 30 points	
BREAK		10 min.	
Speaking	 2 Independent Tasks (preparation: 15 sec. / response: 45 sec.) 1 personal experience 1 personal choice/opinion 2 Integrated Tasks: Read-Listen-Speak (preparation: 30 sec. / response: 60 sec.) 1 campus situation topic - reading: 75~100 words (45 sec.) - conversation: 150~180 words (60~80 sec.) 1 academic course topic - reading: 75~100 words (45 sec.) - lecture: 150~220 words (60~90 sec.) 2 Integrated Tasks: Listen-Speak (preparation: 20 sec. / response: 60 sec.) 1 campus situation topic - conversation: 180~220 words (60~90 sec.) 1 academic course topic - lecture: 230~280 words (90~120 sec.) 	20 min.	30 points
Writing	• 1 Integrated Task: Read-Listen-Write (20 min.) - reading: 230~300 words (3 min.) - lecture: 230~300 words (2 min.) - a summary of 150~225 words • 1 Independent Task (30 min.) - a minimum 300-word essay		30 points

B. Information on the Writing Section

The Writing section of the TOEFL® iBT measures test takers' ability to use writing to communicate in an academic environment. This section has two writing tasks. For the first writing task, you will read a passage and listen to a lecture and then answer a question based on what you have read and heard. For the second writing task, you will answer a question based on your own knowledge and experience.

1. Types of Writing Tasks

- (1) Integrated Writing Task
 - Read You will read a short text of about 230~300 words on an academic topic for 3
 minutes. You may take notes on the reading passage.
 - Listen After reading the text, you will listen to a lecture discussing the same topic from a different perspective for about 2 minutes. You may take notes on the lecture.
 - Write You will have 20 minutes to write a 150- to 225-word summary in response to the following kinds of questions:

Casting Doubt

- _ Summarize the points made in the lecture, being sure to explain how they cast doubt on specific points made in the reading passage.
- _ Summarize the points made in the lecture, being sure to explain how they challenge specific claims/arguments made in the reading passage.
- cf. This question type accounts for almost all the questions that have been asked on the TOEFL® iBT so far.

Problem-Solution

_ Summarize the points made in the lecture, being sure to specifically explain how they answer the problems raised in the reading passage.

(2) Integrated Writing Task

You will have 30 minutes to write an essay of at least 300 words in response to the following kinds of questions:

Agree / Disagree

- _ Do you agree or disagree with the following statement? [A sentence or sentences that present an issue] Use specific reasons and examples to support your answer.
- cf. This question type accounts for almost all the essay topics that have been asked on the TOEFL® iBT so far.

Preference

- _ Some people say X. Others believe Y. Which opinion do you agree with? Use specific reasons and examples to support your answer.
- _ Some people do X. Others people do Y. Which do you think is better? Use specific reasons and examples to support your opinion.

2. Writing Scoring Rubrics

(1) Integrated Task (Question 1)

Your response to the Integrated Task will be scored according to these criteria:

Score	Task Description	
5	A response at this level is a well-organized summary of the lecture in connection with the reading. The response includes important points made in the lecture and appropriately explains how they are related to important points made in the reading. It shows appropriate language structure and usage, with only occasional minor errors which do not interfere with conveying information and connections.	
4	A response at this level contains most of the important points from the lecture and the reading and is generally good in relating the information from the lecture to that of the reading. But it may omit some points or explain them imprecisely. It may also show noticeable minor language errors or an occasional lack of clarity.	
3	A response at this level includes some important information from the lecture and connects it with the relevant information from the reading. But it may omit one key point made in the lecture and shows only limited understanding of the information. Some content or connections between ideas may be incomplete or incorrect; errors in grammar or usage make some sentences unclear.	
2	A response at this level does not include sufficient relevant information from the lecture and the reading and is not successful in relating the information from the lecture to that from the reading. It is characterized by language errors or expressions that make it difficult for the reader to understand key ideas or to follow connections among ideas.	
1	A response at this level contains little or no important points from the lecture and fails to relate information from the lecture and the reading. It is poorly written and contains so many language errors that it is difficult to understand it.	
0	A response at this level only copies sentences from the reading, is not related to the topic, is written in a language other than English, or is blank.	

(2) Independent Task (Question 2)

Your essay for the Independent Task will be scored according to these criteria:

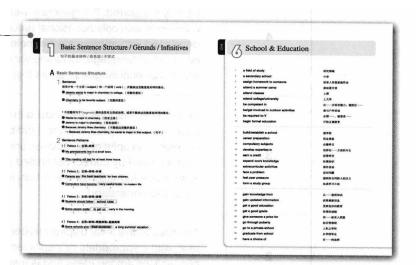
Score	Task Description	
5	An essay at this level effectively responds to the topic and task by clearly stating an opinion and is easy to understand. It is well organized and shows unity, progression, and coherence. It is well developed with clearly appropriate examples, reasons, and/or details, and it displays a good command of language, including a variety of sentence structures and well-suited choices of words and idioms to express ideas.	
4	An essay at this level responds to the topic and task well, but some points may not be fully supported. It is generally well organized and shows unity, progression, and coherence with only occasional redundancy or lack of clarity. It also is generally well developed with appropriate examples, reasons, and/or details, and it demonstrates a good use of language, including various sentence structures and range of vocabulary with occasional language errors that do not obscure the meaning.	
3	An essay at this level responds to the topic and task on a basic level with somewhat developed examples, reasons, and/or details. It shows unity, progression, and coherence in spite of occasional, unclear connections among ideas. It is also characterized by correct but limited use of grammar and vocabulary, including errors in sentence formation and word choice that may make some sentences unclear or difficult to understand.	
2	An essay at this level displays limited development in response to the topic and task, with inappropriate or insufficient supporting details. It has poor organization or connections among ideas and is marked by obviously inappropriate word choice or word forms and an accumulation of errors in grammar and/or usage.	
1	An essay at this level responds to the task confusingly. It lacks any organization and development. It contains little or no detail or details that are not related to the task, and it shows serious and frequent errors in grammar and usage.	
0	An essay at this level only contains words from the topic, is not related to the topic, is written in a language other than English, or is blank.	

How to Use This Book

How to Master Skills for the TOEFL® iBT Writing Basic is designed to be used either as a textbook for a TOEFL® iBT writing preparation course or as a tool for individual learners who are preparing for the TOEFL® test on their own. With a total of 19 units, this book is organized to prepare you for the test with a comprehensive understanding of the test and thorough practice of essential expressions and skills to address the writing tasks on the TOEFL® iBT. The book is comprised of four parts, and each part provides a step-by-step program that can enhance your writing ability. At the back of the book are two actual tests of the Writing section of the TOEFL® iBT.

Essential Grammar, Collocations, or Patterns & Expressions

This part presents essential grammar or lexical items you need to know in order to respond effectively to the writing tasks on the TOEFL® iBT. Essential grammar for writing is dealt with in units 1 to 5; essential TOEFL® collocations in units 6 to 12; and essential patterns and expressions in units 13 to 16.



2 Check-Up

The purpose of this section is to ensure that you understand essential grammar points, collocations, or patterns and expressions presented at the beginning of each unit. You will be given a chance to confirm your understanding before starting on the further exercises.

© Check-Up	O Check-Up	
Fill in each blank with the correct form of the given verb.	Match the words or phrases on the left to the	correct collocates on the right.
3 I found documentaries	Seale Dell A	
2 Thoma is a heavy rain	expand •	a credit competent in
3 Borns students to participate in extracountcular activities. (require) —由于主张安全是证明的社会。	work career	one's knowledge as a team preparation
4. People others' scores are trustworthy, (keep) 報守進入指統的人是可以包括的。	be share form	in class shroad expertise in
S South Korea repidly since the Korean War. (develop) 概据中非,特殊选择定義。	attend a secondary study	ideas with someone a study group
6 Parents are now	develop	s summer camp school
7 We should have the food shortage. (prevent) 我打手似是免免物物品。	1 MANUEL	expand one's investedge
Addescents no television are often rebellious. (zhow) 他哲学之や直音性疾症。	2	
9 The greathcuse effect vill many countries in danger (put) 概要可以符合性许多可能的最优度。	6 現在作品 4 政府學会 7 教育學出來數	
つ Plastic bottles should(woycle) 型特殊以談判役形式。	が 写版人分享販点 9 中等 20 会議教徒	
17 Every person a knack for something. (heve) 每个人服务一性之前。	10 出版哲學 13 参加夏令者 12 培养在——方面的专系	
12 Ten years ago, public transportation		

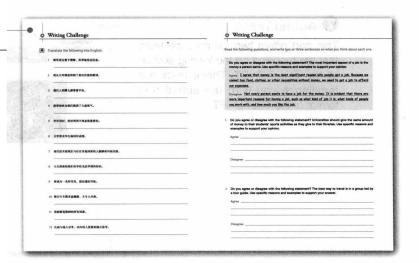
3 Writing Practice

This section allows you to practice writing various English sentences while using the grammar points, collocations, and patterns and expressions you have learned. In this practice section are sentence completion, sentence formation, and translation exercises.



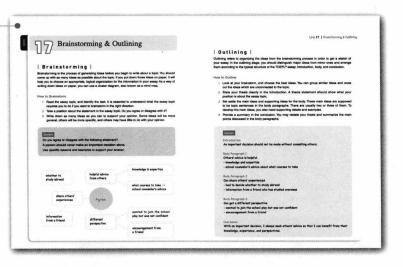
4 Writing Challenge

Exercises in this section encourage you to make full sentences on your own, to provide some sentences to complete the given contexts, and to state your own theses with some reasons in response to the given prompts. These writing exercises will help you express your ideas in English fluently and accurately.



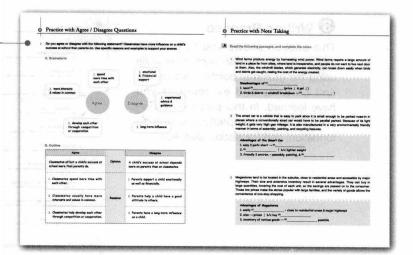
6 Essential iBT Writing Skills

This component appears at the beginnings of units 17 to 19. It introduces each of several helpful writing skills for the TOEFL® iBT by showing how to brainstorm, outline, take notes, paraphrase, and summarize step by step. This presentation will help you understand each skill in a simple, clear way.



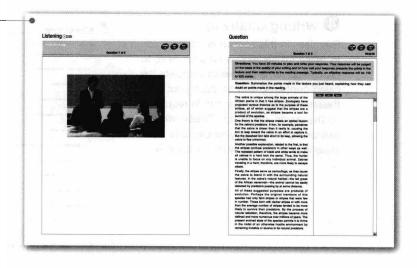
6 Practice with Essential iBT Skills

This section will help you to practice brainstorming, outlining, note taking, paraphrasing, and summarizing—all skills that were introduced in the former section. You will experience enough exercises to practice those skills in response to the essay prompts and passages, which are very similar to those on the real TOEFL® iBT.



7 Actual Tests

This part offers two full practice tests that are modeled on the Writing section of the TOEFL® iBT. These tests will familiarize you with the actual test format of the TOEFL® iBT.



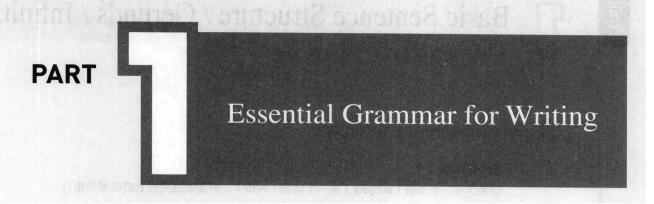
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Grammar is what gives sense to language. It is used to increase the range of language choices when you write. Understanding and having knowledge of the uses of grammar will help you write more effectively. In this part, you will study basic grammar points and practice a lot of sentence writing skills to make well-formed English sentences. These drills are the very first step to writing your own essays.

- Unit 1 Basic Sentence Structure / Gerunds / Infinitives 句子的基本结构 / 动名词 / 不定式
- ●Unit 2 Participles / Voice 分词 / 语态
- ●Unit 3 Parallelism / Comparison 平行结构 / 比较
- ●Unit 4 Noun Clauses / Adjective Clauses 名词从句 / 定语从句
- ●Unit 5 Adverb Clauses / Conditionals 状语从句 / 条件从句

5]

Basic Sentence Structure / Gerunds / Infinitives

句子的基本结构/动名词/不定式

A Basic Sentence Structure

Sentence

指至少有一个主语(subject)和一个动词(verb),并能表达完整意思的词的集合。

- <u>Jeremy wants</u> to major in chemistry in college. (完整的意思)
- ❷ <u>Chemistry</u> <u>is</u> his favorite subject. (完整的意思)
- * 不完整的句子 Fragment 指的是没有主语或动词,或者不能表达完整意思的词的集合。
- Wants to major in chemistry. (没有主语)
- ❷ Jeremy to major in chemistry. (没有动词)
- ❸ Because Jeremy likes chemistry. (不能表达完整的意思)
 - → Because Jeremy likes chemistry, he wants to major in that subject. (句子)

Sentence Patterns

- 1) Pattern 1: 主语+动词
- My grandparents live in a small town.
- This meeting will last for at least three hours.
 S
 V
- 2) Pattern 2: 主语+动词+补语
- Parents are the best teachers for their children.
- 2 Computers have become very useful tools in modern life.
- 3) Pattern 3: 主语+动词+宾语
- 1 Students should follow school rules ...
- 2 Some people prefer to get up early in the morning.
- 4) Pattern 4: 主语+动词+间接宾语+直接宾语
- **1** Some schools give their students a long summer vacation

We s	hould ask	ourselves	what the most important thing in our lives is .
S	V	1.0.	D.O.
5) Patt	ern 5:主i	语+动词+宾语	+ 补语
1 Good	friends m	ake school	life happy .
	S	V O	С
Watcl	ning fun m	ovies allows	me to take a break from my busy routine.

B Gerunds

- As a Subject
 - Taking a walk is very good exercise.
 - Eating meals regularly is important for your health.
- As a Complement
 - One of my favorite activities is surfing the Internet.
 - Teamwork is communicating with others.
- As an Object
 - I enjoy watching movies in my spare time.
 - My brother is proud of having many good friends.

C Infinitives

- Like a Noun
 - To read books in English is very important for improving your vocabulary. (主语)
 - ightarrow It is very important to read books in English to improve your vocabulary. (形式主语一真正的主语)
 - ② The main purpose of traveling is to experience new things. (补语)
 - ⑤ People often like to criticize others' behavior. (宾语)
- Like an Adjective
 - 1 People's behavior has much to do with what clothes they wear.
 - I always need a book to read on the subway.
- C Like an Adverb
 - In order to earn more money in the future, people try to get accepted to good schools.
 - 2 No one is intelligent enough to make good decisions without others' advice.

Check-Up

Mark the subject, verb, object, and complement in each sentence as shown in the example.

Scientific technologies have made our lives convenient .

- 1 Laughter improves health by lowering stress hormones.
- 2 Friends are one of the most important influences on young adults.
- 3 Our city should build a new library for our children.
- 4 I found it helpful to listen to others' advice when making an important decision.
- 5 Every morning, I exercise.
- 6 A happy life requires an optimistic attitude.
- 7 Some people change their jobs very frequently.
- 8 I was a child when I lived in a different country.
- 9 Inexperienced workers earn less money than experienced ones.
- 10 I could almost not breathe because of the stuffy atmosphere.
- 11 Many immigrants have a hard time adjusting to a new culture.
- 12 Our community offers students various after-school activities.
- 13 Modern apartment buildings are too expensive in my town.
- 14 Universities give students many opportunities to learn a variety of subjects.

- B Correct the errors in the following sentences. Some sentences have no errors.
 - 1 People should ask the advice of others before move to other cities. 人们应该在迁居至其他城市之前询问他人的意见。
 - 2 It is important for students to studying history and literature. 对学生来说,学习历史和文学很重要。
 - 3 Some people prefer working for a large company to work for a small company. 比起在小公司工作,有些人更喜欢在大公司工作。
 - 4 People have different ways spending their time. 人们用不同的方式打发时间。
 - 5 Children love to watch television, but they dislike to watch informative programs. 孩子们喜欢看电视,但是他们不喜欢看信息类节目。
 - 6 Working for others means that you should follow their rules. 为他人工作意味着你得遵守他人的规则。
 - 7 In order to live a healthy life, you need exercising regularly. 要活得健康,就要定期锻炼。
 - 8 Experts recommend to take some time to laugh when you get stressed out. 专家建议,有压力时要经常大笑。
 - 9 Traveling gives us the opportunity of meeting new people. 旅行为我们提供了认识新朋友的机会。
 - 10 Learning how to spend money is as important as to learn how to save it. 学习如何花钱与学习如何攒钱同样重要。
 - 11 The government should spend more money to improve public transportation. 政府应投入更多的财力改善公共交通。
 - 12 People work because needing money to live. 人们工作是因为需要钱生活。