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LONGMAN PREPARATION
SERIES FOR THE NEW
TOEIC TEST
Intermediate Course

新托业官方 考试指南(2)

难度级别++

Lin Lougheed / 编著

TOEIC



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LONGMAN PREPARATION SERIES FOR THE
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INTRODUCTION

TO THE STUDENT: SELF-STUDY GUIDE

Examine the Book



Before you begin to study for the new TOEIC® test, you should look through this book from the first page to the last. You will learn how the book is organized and how it will help you. Notice the headphone symbol used throughout the book. This symbol means that you will need the appropriate audio for that section. Now read this Self-Study Guide completely.

■ General Information

This introduction has information about the new TOEIC (Test of English for International Communication™) test. Parts 1 through 7 of the test are described, and the test directions are given with the permission of Educational Testing Service (ETS).

■ Level

When you take the new TOEIC test, you may be surprised at how difficult the test is. The test measures the proficiency levels of beginning, intermediate, and advanced students of English. You will find some questions easy; you will find some questions difficult. When you become an advanced student, you will find questions on the new TOEIC test easy. As you become more proficient in English, your score will improve.

The materials in the book are written for intermediate-level students like you. Study these materials carefully and you will be able to get a good intermediate level score. Do not be discouraged that the exam is more difficult than this book. If you study more, the test will be easier and your score will be higher.

■ Table of Contents

By looking at the table of contents, you will be able to see what is taught in the book and where each part of the new TOEIC test can be found.

■ Parts 1-7

Each part of the book has directions and activities that match the corresponding part of the new TOEIC test. The introduction to each part gives the new TOEIC test directions and discusses learning strategies. It is followed by practice activities.

DIRECTIONS: You should read and understand all the test directions. They are reprinted here with permission from the company that makes the new TOEIC test, Educational Testing Service. Study the directions, and be sure you understand what you are going to do for each part of the test.

STRATEGIES AND ACTIVITIES: Study all the strategies given in the book and do all the activities. The more you practice for each part of the test, the more you will be able

to improve your score. In each part you will find words and situations that will help you increase your command of English.

This book will show you common test errors and help you avoid them, although, of course, it is not possible to predict exactly what will be on the new TOEIC test. However, this book will show you common themes and help you recognize them. It will show you common patterns and help you understand them. It is your responsibility to study as much as you can.

■ Practice Tests

The Practice Tests are very important. They have two purposes. They are both diagnostic tests and measures of achievement.

DIAGNOSTIC TESTS: The Practice Tests and the Self-Study Charts can help you find out what you need to study next.

ACHIEVEMENT MEASURES: You can use the Practice Tests and the Self-Study Charts to see how well you learned strategies for the new TOEIC test.

TEST SCORES: This book prepares you for the kinds of questions you will find on the new TOEIC test. If your score is low, you need to go over the strategy and activity sections more thoroughly. If your score is high, you have made a good beginning in preparing for the new TOEIC test.

SPEED: The new TOEIC test is a timed test. You must learn how to read questions quickly and how to look for the answer quickly. Push yourself to work faster and faster. Record your reading times in the blanks provided in the reading sections so that you can see if you are increasing your reading speed.

Choose a Study Plan

In Study Plan One, do each section of the book in the order in which it is presented. In Study Plan Two, do one section of a Practice Test at a time, correct your answers, and then go to the correct section to study the material you got wrong. Choose a method and check (✓) each section as you finish it.

STUDY PLAN ONE	DONE
<p>Begin with Part 1 on page 2. Read and learn the strategies on page 3. Practice the strategies for Part 1 on pages 4–38.</p>	
<p>Next do Part 2. Read and learn the strategies on page 39. Practice the strategies for Part 2 on pages 40–73.</p>	
<p>Next do Part 3. Read and learn the strategies on page 74. Practice the strategies for Part 3 on pages 75–110.</p>	
<p>Next do Part 4. Read and learn the strategies on page 111. Practice the strategies for Part 4 on pages 112–152.</p>	
<p>Do the Listening Comprehension Review, Parts 1–4, on pages 153–165. Use the Answer Key to correct your test. Mark your Self-Study Chart. Study the pages indicated on your Self-Study Chart for the questions you answered incorrectly.</p>	
<p>Continue with Part 5. Read and learn the strategies for each section. Practice the strategies for Part 5 on pages 170–195.</p>	
<p>Next do Part 6. Read and study the grammar boxes for each section. Practice the strategies for Part 6 on pages 197–226.</p>	
<p>Next do Part 7. Read and learn the strategies on pages 227–229. Practice the strategies for Part 7 on pages 230–269.</p>	
<p>Do the Reading Review, Parts 5–7, on pages 270–297. Use the Answer Key to correct your test. Mark your Self-Study Chart. Study the pages indicated on your Self-Study Chart for the questions you answered incorrectly.</p>	
<p>Take Practice Test One, Parts 1–7, on pages 299–339. Pretend you are taking the real TOEIC test. Use the Answer Key to correct your test. Mark your Self-Study Chart. Study the pages indicated on your Self-Study Chart for the questions you answered incorrectly.</p>	
<p>Take Practice Test Two, Parts 1–7, on pages 341–383. Pretend you are taking the real TOEIC test. Use the Answer Key to correct your test. Mark your Self-Study Chart. Study the pages indicated on your Self-Study Chart for the questions you answered incorrectly.</p>	

STUDY PLAN TWO	DONE
<p>Do the Listening Comprehension Review, Part 1, on pages 153–158. Use the Answer Key to correct your test. Mark your Self-Study Chart. Study the pages indicated on your Self-Study Chart for the questions you answered incorrectly.</p>	
<p>Do the Listening Comprehension Review, Part 2, on page 159. Use the Answer Key to correct your test. Mark your Self-Study Chart. Study the pages indicated on your Self-Study Chart for the questions you answered incorrectly.</p>	
<p>Do the Listening Comprehension Review, Part 3, on pages 160–162. Use the Answer Key to correct your test. Mark your Self-Study Chart. Study the pages indicated on your Self-Study Chart for the questions you answered incorrectly.</p>	
<p>Do the Listening Comprehension Review, Part 4, on pages 163–165. Use the Answer Key to correct your test. Mark your Self-Study Chart. Study the pages indicated on your Self-Study Chart for the questions you answered incorrectly.</p>	
<p>Do the Reading Review, Part 5, on pages 270–273. Use the Answer Key to correct your test. Mark your Self-Study Chart. Study the pages indicated on your Self-Study Chart for the questions you answered incorrectly.</p>	
<p>Do the Reading Review, Part 6, on pages 274–278. Use the Answer Key to correct your test. Mark your Self-Study Chart. Study the pages indicated on your Self-Study Chart for the questions you answered incorrectly.</p>	
<p>Do the Reading Review, Part 7, pages 279–297. Use the Answer Key to correct your test. Mark your Self-Study Chart. Study the pages indicated on your Self-Study Chart for the questions you answered incorrectly.</p>	
<p>Take Practice Test One, Parts 1–7, on pages 299–339. Pretend you are taking the real TOEIC test. Use the Answer Key to correct your test. Mark your Self-Study Chart. Study what you missed.</p>	
<p>Take Practice Test Two, Parts 1–7, on pages 341–383. Pretend you are taking the real TOEIC test. Use the Answer Key to correct your test. Mark your Self-Study Chart. Study what you missed.</p>	

The Self-Study Chart

The Self-Study Chart on page xiii is your own personal record of what you know and what you do not know about English. When you look at the Answer Key to correct your Practice Tests, you will see something like the left column:

ANSWER KEY

ANSWER SHEET

Part 2

21. (C) *By noon* answers *when*. Choice (B) answers *when did she arrive*. Choice (C) is incorrect because he hasn't arrived yet.
22. (B) *I went shopping* answers *what did you do*. Choice (A) answers *how do you get to your destination*. Choice (C) confuses the similar-sounding *play* and *day*.
23. (A) *The woman came before the others* answers *who came first*. Choice (B) confuses the opposites *last* and *first*. Choice (C) confuses the opposites *left* and *came*.

(A)	(B)	<input checked="" type="radio"/>
(A)	<input checked="" type="radio"/>	(C)
(A)	<input checked="" type="radio"/>	(C)

When you compare your Answer Sheet (right column) with the Answer Key, you see that you missed question 23. The correct answer was (A). Put a mark for *Who* under Part 2 in the Self-Study Chart.

PART 2: QUESTION-RESPONSE	ERRORS	STUDY PAGES
Statements	0	40–43
Who	I	44–47
What	II	48–52
When	I	53–56
Where	0	57–60
Why	III	61–64
How	0	65–68
Auxiliaries	0	69–72

The completed Self-Study Chart tells you that in Part 2 of this Practice Test, you missed one question with *Who*, two questions with *What*, one question with *When*, and three questions with *Why*. You should first review Part 2 activities on *Why*, then review *What*, and then review *When*.

The Self-Study Chart will help you make your studying very efficient. You need to review only those sections you missed on the Practice Tests.

SELF-STUDY CHART	ERRORS Review	ERRORS Practice Test One	ERRORS Practice Test Two	STUDY PAGES
Part 1: Photos				2–38
Part 2: Question-Response				
Statements				40–43
Who				44–47
What				48–52
When				53–56
Where				57–60
Why				61–64
How				65–68
Auxiliaries				69–72
Part 3: Conversations				
Occupations				75–80
Activities				81–87
Time				88–93
Locations				94–99
Reasons				100–105
Part 4: Talks				
Advertisements				112–117
Weather				118–123
News				124–129
Recorded Announcements				130–136
Special Announcements				137–143
Business Announcements				144–149
Part 5: Incomplete Sentences				
Word Choice: Nouns				170–171
Word Choice: Verbs				172–173
Word Choice: Adjectives				174–175
Word Choice: Adverbs				176–177
Word Choice: Conjunctions				178–179
Word Choice: Prepositions				180–181
Word Form: Nouns				182–183
Word Form: Verbs				184–185
Word Form: Adjectives				186–187
Word Form: Adverbs				188–189
Word Form: Pronouns				190–191
Part 6: Text Completion				
Reference				197–198
Verb Tenses				
The Simple Present				200–201
The Present Continuous				200–201
The Present Perfect				200–201
The Present Perfect Continuous				200–201
The Simple Past				202–204
The Past Continuous				202–204
The Past Perfect				202–204
The Simple Future				205–207
The Future Perfect				205–207
Modal Auxiliaries				208–210
Modifiers				
Adjectives: Comparative and Superlative Forms				216–217
Adverbs of Frequency				218–219
Verbal Adjectives: Present and Past Participles				220–221
Part 7: Reading Comprehension				
Advertisements				229–236
Forms				237–244
Letters, E-mail, Faxes, and Memos				245–251
Tables, Indexes, and Charts				252–258
Instructions and Notices				259–265

Taking the Test

Here are some hints to help you do well on the new TOEIC® test.

- Be on time.
- Sit as close to the audio source as possible.
- Make yourself comfortable.
- Read all the directions.
- Read all the answer choices.
- Guess. Do not leave blanks on the answer sheet.
- One minute before the test time ends, look over your answer sheet and make sure there are no unanswered questions.
- Do the questions that are easy for you first.

TO THE TEACHER: CLASSROOM STUDY GUIDE

Planning Your Lesson

■ Level

Often students with limited English proficiency are surprised at how difficult the new TOEIC® test is when they take it. This is because the test must measure a student's ability at all different levels. There are challenging questions to measure the proficiency level of students whose English is at a native-speaker level. There are easier questions to measure the proficiency of students with minimal English.

The materials in this book are designed for students at the intermediate proficiency level. These materials develop language skills as well as provide test-taking practice. Students at the intermediate level will find some questions on the new TOEIC test very challenging. As students study more and as they move up from the *Intermediate Course* to the *Advanced Course*, they will find it easier to answer all the questions on the TOEIC test.

■ Sequence

Preparing for the new TOEIC test should easily fit into a 30-hour course. The class should work through each part in successive order as presented in the book. The strategies that a student learns in one part will be helpful in subsequent parts. Vocabulary learned in one part will be useful in another part.

■ Questions

Help students learn to ask questions when they examine a picture, study grammar problems, or read a passage. The strategies are all designed as questions. These questions focus the student's attention on themes and patterns in English in general and on the new TOEIC test specifically.

■ Speed

The new TOEIC test is a timed test. Therefore, students must learn how to read questions quickly and how to look for the answer quickly. Push students to work faster and faster.

■ Atmosphere

Make the Practice Tests simulate a real TOEIC test. Take the whole class period for the test experience. Do not allow students to bring anything but a pencil to their desks. Time the activities.

■ Advanced Activities

You can supplement the activities in this book with other TOEIC test preparation books in this series, including the *Introductory Course* and the *Advanced Course*, as well as *More Practice Tests*, available from Pearson Longman ELT.

Preparing a Class Study Chart

If you do not have enough time to go through the entire book, you can use a Class Study Chart to help you make efficient use of your class periods. Have your students take Practice Test One as a diagnostic test; correct the tests and prepare a Class Study Chart. The chart will show what most students need to study first, what can be saved until the end, and what can be assigned as homework.

For example, you may find that, in general, your students need more work on listening and less on grammar. Specifically, you may find that most students need work on Part 2, Question-Response. Even more specifically, you may find that most of your students need work on the *When* section of Part 2, Question-Response.

To use the Class Study Chart, do the following:

- Have your students take the Listening Comprehension Review, Parts 1–4.
- Correct the test in class.
- Read aloud each category on the Class Study Chart, and count the number of students who missed questions in a particular category.
- Enter the results on the chart.

CLASS STUDY CHART	STUDENT ERRORS REVIEW	STUDY PAGES
Part 2		
Statements	0	40–43
Who	///	44–47
What	+++ I	48–52
When	+++ ///	53–56
Where	+++	57–60
Why	+++ ///	61–64
How	II	65–68
Auxiliaries	I	69–72

For example, if this were your class chart, you would begin by teaching Part 2, *When*, because in the class a total of nine errors were made in this category. Then you would teach the *Why* section, followed by the *What* and *Where* sections. The sections *Who*, *How*, and *Auxiliaries* were not problems for most of your students and could be assigned as individual homework.

CLASS STUDY CHART	STUDENT ERRORS Review	STUDENT ERRORS Practice Test One	STUDENT ERRORS Practice Test Two	STUDY PAGES
Part 1: Photos				2–38
Part 2: Question-Response				
Statements				42–43
Who				44–47
What				48–52
When				53–56
Where				59–60
Why				61–64
How				65–68
Auxiliaries				69–72
Part 3: Conversations				
Occupations				75–80
Activities				81–87
Time				88–93
Locations				94–99
Reasons				100–105
Part 4: Talks				
Advertisements				112–117
Weather				118–123
News				124–129
Recorded Announcements				130–136
Special Announcements				137–143
Business Announcements				144–149
Part 5: Incomplete Sentences				
Word Choice: Nouns				170–171
Word Choice: Verbs				172–173
Word Choice: Adjectives				174–175
Word Choice: Adverbs				176–177
Word Choice: Conjunctions				178–179
Word Choice: Prepositions				180–181
Word Form: Nouns				182–183
Word Form: Verbs				184–185
Word Form: Adjectives				186–187
Word Form: Adverbs				188–189
Word Form: Pronouns				190–191
Part 6: Text Completion				
Reference				197–198
Verb Tenses				
The Simple Present				200–201
The Present Continuous				200–201
The Present Perfect				200–201
The Present Perfect Continuous				200–201
The Simple Past				202–204
The Past Continuous				202–204
The Past Perfect				202–204
The Simple Future				205–207
The Future Perfect				205–207
Modal Auxiliaries				208–210
Modifiers				
Adjectives: Comparative and Superlative Forms				216–217
Adverbs of Frequency				218–219
Verbal Adjectives: Present and Past Participles				220–221
Part 7: Reading Comprehension				
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Forms				237–244
Letters, E-mail, Faxes, and Memos				245–251
Tables, Indexes, and Charts				252–258
Instructions and Notices				259–265

QUESTIONS ABOUT THE NEW TOEIC® TEST

What is the new TOEIC test?

The Test of English for International Communication (TOEIC) is a multiple-choice test of English for adult, nonnative speakers of the language. It consists of two sections: Listening Comprehension and Reading. Each section contains 100 questions. There are four parts to the Listening Comprehension section.

		NUMBER OF QUESTIONS
Part 1:	Photos	10
Part 2:	Question-Response	30
Part 3:	Conversations	30
Part 4:	Talks	30
TOTAL		100

There are three parts to the Reading section of the test.

		NUMBER OF QUESTIONS
Part 5:	Incomplete Sentences	40
Part 6:	Text Completion	12
Part 7:	Reading Comprehension	
	• Single Passages	28
	• Double Passages	20
TOTAL		100

How long does the new TOEIC test last?

The actual time for the new TOEIC test is approximately two hours. Additional time is required to answer questions about yourself on the Answer Sheet. You should allow up to three hours to take the test.

LISTENING COMPREHENSION SECTION	45 minutes
READING SECTION	1 hour and 15 minutes

What does the new TOEIC test measure?

The new TOEIC test is designed to test your proficiency in English. The test covers the English language as it is used internationally in business, commerce, and industry. You do not need to have specialized knowledge or know specialized vocabulary for business situations.

How is the new TOEIC test scored?

The new TOEIC test is scored on a scale of 10 to 990. This is the total of the listening comprehension score and the reading score.

LISTENING COMPREHENSION	5 to 495
READING	5 to 495
	<hr/> 10 to 990

The score is a scaled score determined by the number of correct responses the student makes on a test.

Are some TOEIC tests more difficult than others?

People who take the new TOEIC test more than once may believe that one test was easier or more difficult than another. While every effort is made to develop tests that are of equal difficulty, it is not possible to develop tests that are exactly equivalent. For the new TOEIC test, any difference in difficulty between forms of the test is eliminated statistically. This means that a score on one form of the test is equivalent to the same score on any other form of the test.

GUIDELINES FOR PREPARING FOR AND TAKING THE NEW TOEIC® TEST

■ Use English as often as possible.

If you are planning to take the new TOEIC test, you should make every effort to use English as often as possible at work, as well as in social, travel, and other everyday situations.

■ Read the directions carefully.

Before beginning the test, you will read a set of general directions. You will also be given specific directions as to how to answer each part of the test. Study the directions and the sample questions in this book carefully so that you will be familiar with the test format.

■ Work rapidly and carefully.

When you take the test, do not spend too much time on any one question. Work as fast as you can.

■ Do not take notes.

While you are taking the exam, do not make any notes on your answer sheet or on any other piece of paper.

■ Guess.

There is no penalty for guessing. Try to answer every question. Some questions are more difficult than others. You may not know the answer to every question, so make a guess.

■ Mark only one answer per question.

Questions with more than one answer marked will be counted wrong even if one of the answers marked is correct.

■ Follow the directions of the test examiners.

If you do not follow the rules during the test, your score may not be counted.