

The Best Test Preparation for the

TOEFL

Test of English as a Foreign Language

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**The Best Test Preparation for the
TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)**

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Chapter 1

About Research and Education Association

Research and Education Association (REA) is an organization of educators, scientists, and engineers who specialize in various academic fields. REA was founded in 1959 for the purpose of disseminating the most recently developed scientific information to groups in industry, government, and universities. Since then, REA has become a successful and highly respected publisher of study aids, test preps, handbooks, and reference works.

REA's Test Preparation series extensively prepares students and professionals for the Medical College Admission Test (MCAT), the Graduate Record Examinations (GRE), the Graduate Management Admission Test (GMAT), Scholastic Aptitude Test (SAT), as well as the TOEFL, and the Advanced Placement Exams.

Whereas most test preparation books present few practice exams which bear little resemblance to the actual exams, REA's test preparation books present six or more exams which accurately depict the official tests in degree of difficulty and in types of questions. REA's practice exams are always based on the most recently administered tests, and include every type of question that can be expected on the actual tests.

REA's publications and educational materials are highly regarded for their significant contribution to the quest for excellence that characterizes today's educational goals. We continually receive an unprecedented amount of praise from professionals, instructors, librarians, parents, and students for our books. Our authors are as diverse as the subjects and fields represented in the books we publish. They are well-known in their respective fields and serve on the faculties of prestigious universities throughout the United States.

Preface

This book will provide you with an accurate and complete representation of the Test Of English as a Foreign Language (TOEFL). The diagnostic test and the six sample tests are based on the most recently administered TOEFL examinations. Our reviews are designed to prepare you for the types of

questions you can expect to see when taking the actual test. You are allowed 1 hour and 45 minutes to complete each sample test. The sample tests contain every type of question that you may expect to appear on the actual exam. Following each test you will find an answer key with detailed explanations which are designed to help you understand the test material.

Some copies of this book include two audio cassettes, containing the six sample listening tests. If this book does not contain these cassettes, you should have a friend read the Listening Comprehension material to you, from the transcripts located in the back of this book. This will help you improve your listening skills and prepare you for the Listening Comprehension portion of the TOEFL.

About the Test

Who takes the test?

People who are not native speakers of English will take the TOEFL if they plan to attend an undergraduate school in the United States, Canada, the United Kingdom, or in a country where English is the language of instruction, because most schools in these countries require TOEFL scores from foreign applicants. According to TOEFL administrators, in the years 1988-89 approximately 566,000 people registered to take the examination.

Who administers the test?

The TOEFL is developed and administered by the Educational Testing Service (ETS). The questions for the TOEFL are developed by language specialists who follow standardized procedures which ensure a high quality of work. All questions are reviewed by many people, revised as necessary, and then are administered in trial test situations, before being compiled into a test format. According to ETS, the tests are then reviewed, using specific procedures, to ensure that they are free from cultural bias and that they will properly measure students knowledge. ETS also coordinates test site instructors.

When and where is the test given?

TOEFL is administered in 170 countries, at over 1,200 test centers on various testing dates throughout the year.

To receive information on upcoming administrations of the TOEFL, ask your guidance counselor or contact the TOEFL test service at:

TOEFL/TSE Services
P.O. Box 6151
Princeton, NJ 08541-6151
USA

General Information: 215-750-8050

Fax Number: 609-771-7681

Telecommunications Device for the Deaf:
(TDD): 609-771-7150

What is the test used for?

The Test Of English as a Foreign Language is used to measure your verbal skills in English, as well as your understanding of spoken English. It is used at over 2,300 colleges and universities in the U.S. and Canada as an admission requirement for non-native speakers of English, and may also be used for academic placement. Often, educational institutions will also use the scores to determine eligibility for scholarships and other forms of financial aid. The TOEFL is also used as a means of evaluating English proficiency by many government agencies and licensing boards.

How to Use This Book

What do I study first?

Before you do anything else, you should take the diagnostic test, which appears after this introduction. After you complete this test, you will be able to determine what areas are causing you difficulty by referring to the diagnostic chart. These problem areas are what you should begin to study first, so that you can strengthen your weaknesses. The diagnostic test is described in more detail in the *About the Diagnostic Test* section.

After you have thoroughly studied the areas with which you are having problems, you may want to re-take the diagnostic test to gauge your improve-

ment in these areas. When you feel comfortable with the areas which have previously caused you difficulty, you should then begin reviewing and preparing for each section of the TOEFL.

When should I start studying?

It is never too early for you to start studying for the TOEFL—the earlier the better. You should start studying as soon as possible so that you will be able to learn more. Make sure you take our diagnostic test before you start studying, so that you can determine your weaknesses and begin strengthening them immediately. Using the diagnostic test, the diagnostic chart, and its cross-referencing system (described in the *About the Diagnostic Test* section) can help you strengthen your problem areas before you run out of time to study. Last minute studying and cramming is not an efficient way to study and does not allow you to learn the material which you will need to know for the exam.

How else can I improve my English speaking and writing skills while preparing for the test?

In addition to using the diagnostic test to determine your problem areas, make sure you study all of the reviews. The reviews will cover the information you will need to know for the exam. You should also test yourself by completing as many of the practice tests as you possibly can.

Besides using this book, there is one way you can familiarize yourself with written English—READ! Reading will help you improve your writing skills because you will become acquainted with correct structure and phrasing in written English. You should read newspaper and magazine articles. Read the college admissions material and college catalogs of the schools to which you are applying. You should also read books of interest to you. Just make sure you read, read, READ !

There are many ways you can familiarize yourself with spoken English. If you are in your car, turn on the radio. Listening to radio newscasts and weather reports can also help prepare you for the test. You should watch television documentaries, go to lectures, and even go to the movies. Doing all of these things will help your perception of spoken English and will help prepare you for the Listening Comprehension section, and may even aid in building your vocabulary.

Format for the TOEFL

Section	Time	Questions
1: Listening Comprehension	35 minutes	50 questions
2: Structure and Written Expression	25 minutes	40 questions
3: Vocab. & Reading Comprehension	45 minutes	60 questions

All of the questions in the TOEFL will be multiple choice. Each question will have four answers from which to choose. You should be aware of the amount of time you have to complete each section of the test, so that you do not waste too much time working on difficult questions, while neglecting to answer easy questions. Speed is very important. Using the practice tests will help you prepare for this. Taking as many of the practice tests as possible, and making sure to time yourself, will help you become accustomed to the time constraints. Repeating this process will help you develop speed in answering the questions because you will become more familiar with the format.

First, make sure you know how much time you have to complete each section. Second, read the directions to each section so that you understand it completely. Third, you should become familiar with the three sections of the TOEFL. These sections are:

Section 1: Listening Comprehension – In this section, your ability to respond to and understand spoken English will be tested. A tape recording of a series of statements, dialogues, and short talks will be played for you. You will then have to choose the best answer based on the spoken questions. Neither the questions, nor the statements, dialogues, or short talks will appear in your test booklet. Only the answer choices for each of the questions will be in your test booklet. When you take the sample tests, take the Listening sections for Tests 1-6 by using the provided tapes. If have you purchased the book without the tapes, have a friend read the transcripts located in the back of the book. NOTE: You must first read, or have a friend read, the transcripts to the Diagnostic Test,

whether or not you have the tapes. The spoken talks for the Diagnostic Test are not provided on any of the tapes. In a recent examination, this section consisted of 50 questions. To study for this section, turn to the Listening Comprehension Review.

Section 2: Structure and Written Expression – This section will test your knowledge of the structure and grammar of the English language. The items in this section will include a number of sentences which contain errors. You will be required to find the mistakes and correct them by choosing the right answer. Other sentences will be incomplete. For these, you must choose the answers that correctly complete the sentence. In a recent examination, there were 45 questions in this section. To study for this section, turn to the Structure and Written Expression Review.

Section 3: Vocabulary and Reading Comprehension – The Vocabulary subsection will test your knowledge of the meaning of words in English. You will have to place words in sentences according to their meaning and according to correct grammar. The Reading Comprehension subsection will have several short paragraphs. You must read the paragraphs and then answer questions which will be based upon what you have just read. In a recent examination, there were 45 questions in this section. To study for this section, turn to the Vocabulary and Reading Comprehension Review.

About the Diagnostic Test

You should use the diagnostic test in conjunction with the reviews to gauge your strengths and weaknesses in order to best prepare for the TOEFL. The diagnostic test will look just like the practice tests in this book. It will contain the same sections and the same amount of questions as the practice tests. Although the diagnostic test is a timed test, you may choose not to time it. It is not as important to time the diagnostic test, as it is to time the practice tests, since you are only gauging your strengths and weaknesses in different areas of the test. For diagnostic purposes, the Listening Comprehension section is not recorded on tape. Instead, have a friend read the material to you from the transcripts provided at the back of the book.

Once you have completed the diagnostic test and have determined

which questions you answered incorrectly, you can use the cross-referencing system to determine your problem areas. If you follow the directions for using the cross-referencing system, given in the table after the diagnostic test, you will be guided to the review section that corresponds with your problem area. By looking at the number of your incorrect answers, you can then go to the cross-referencing table which will tell you what page of what review you should study. This will make your preparation for the TOEFL much easier.

About the Review Sections

Our reviews are written to help you understand the concepts behind the questions which will be asked in the TOEFL. They will help you to prepare for the actual test. The reviews will teach you what you need to know for each section of the test. They contain study tips on how to choose the best answer quickly and accurately. Also, there will be many drills which will help you in studying for the TOEFL. You should use the reviews in conjunction with the diagnostic test and its cross-referencing table, which can show you what areas you need to study the most. The three review sections in this book correspond to the test sections of the official TOEFL.

Listening Comprehension Review: The Listening Comprehension section will be discussed, in great detail, in this review. It will illustrate for you the different forms of questions that may appear in this section of the TOEFL. It will also review some aspects of American culture that may be discussed in the Listening Comprehension section. Through using this review, you will learn how to listen for key words and phrases. A number of study-tips have been included to help you concentrate more effectively and choose the correct answer quickly.

Structure and Written Expression Review: This review will describe for you the grammar and structure of English in a clear way. The review will help you learn how to pick out errors in sentences and to replace them with correct choices. It will also help you become familiar with the basic rules of English grammar.

Vocabulary and Reading Comprehension Review: An extensive vocabulary list has been included containing some of the words you will most likely encounter on the TOEFL. Definitions with many drills are also included to help you learn and remember

these words. Using the sample reading passages, you can learn to pick out topic sentences, make inferences, and determine content.

Scoring the Exam

What is a passing score for the TOEFL?

There is no specific “passing grade” on the TOEFL. Every school looks at many factors, of which your TOEFL score is only one, in determining whether or not you will be admitted. Every school has a different set of admissions standards. You should check with the school to which you are applying to find out what range of TOEFL scores will be acceptable for admission. As a general rule, you should keep in mind that a total score below 400 is considered fairly low while, a score above 600 is considered advanced. Remember, any school you are applying to will look at many factors, not just your TOEFL score, in determining whether or not you will be admitted to the school.

How is the TOEFL scored?

You will receive three section scores, one for each section of the TOEFL, and a total score. Only correct answers are counted and there is no penalty for wrong answers. Each section will be given a raw score, which is the total number of correct answers for a particular section. The raw scores are then converted into a scaled score which is what is reported on your score report. Scaled scores for each section can range from 20 to 68, while the total scaled score can range from 200 to 677.

How do I score my practice tests?

To determine your score on any of the practice tests, you should perform the following procedure, using the given table.

Count your number of correct answers (your raw score) in the Listening Comprehension section. Go to the *Raw Score Conversion Table* which follows. Under the column marked *Number of Correct Answers*, find the score range that includes your number of correct answers. From the numbers you have just found, move to the right, and under the column marked *Listening Comprehension*, find the score range that corresponds to your number of correct answers.

RAW SCORE CONVERSION TABLE

Number of Correct Answers (Raw Score)	Listening Comprehension	Structure and Written Expression	Vocabulary and Reading Comprehension
60			
57-59			66-67
54-56			64-65
51-53			61-63
48-50	64-68		59-60
45-47	61-63		56-58
42-44	58-60		54-56
39-41	55-57		52-54
36-38	53-55	63-68	50-51
33-35	51-52	58-62	48-49
30-32	49-50	54-57	45-47
27-29	47-49	51-53	43-45
24-26	46-47	48-50	41-42
21-23	44-45	45-47	38-40
18-20	42-43	42-44	35-37
15-17	40-41	38-41	32-34
12-14	37-39	35-37	30-31
9-11	33-36	30-34	28-29
6-8	30-32	26-29	25-27
3-5	27-29	22-25	23-24
0-2	24-26	20-21	20-22

For example, say you had 40 correct answers in the Listening Comprehension section. Looking under the *Number of Correct Answers* column, you would find that 40 falls under the score range of 39-41. Then, you would move to the right, to the *Listening Comprehension* column, and find that the score range 39-41 corresponds to the score range of 55-57 in the Listening Comprehension column.

Repeat this procedure for the last two sections of the test. When you determine your score range for each of the sections, mark the range below:

	Your Score	Example
Listening Comprehension	_____	<u>55 - 57</u>
Structure and Written Expression	_____	<u>48 - 50</u>
Vocabulary and Reading Comprehension	_____	<u>61 - 63</u>

When you have determined your score range for each section, add together the first number of each score range (mark this below). Then add together the last numbers of each score range (mark this below).

Add first numbers

$$\underline{\quad\quad} + \underline{\quad\quad} + \underline{\quad\quad} = \underline{\quad\quad}$$

Example (using number above):

$$\underline{55} + \underline{48} + \underline{61} = \underline{164}$$

Add last numbers

$$\underline{\quad\quad} + \underline{\quad\quad} + \underline{\quad\quad} = \underline{\quad\quad}$$

Example (using number above):

$$\underline{57} + \underline{50} + \underline{63} = \underline{170}$$

When this is done, you will have determined the total score range. The total score range is the sum of the first numbers and the sum of the last numbers. Example: the total score range for the number above is 164-170.

Now, you must multiply each sum by $\frac{10}{3}$.

Example:

$$164 \times \frac{10}{3} = 546.66 \text{ (round to nearest whole number)} = 547$$

$$170 \times \frac{10}{3} = 566.66 \text{ (round to nearest whole number)} = 567$$

When this is done, you will have determined your total score range. Make sure to round the total score range to the nearest whole number.

Example: Your total score range is 547-567.

Use the table below to see how your potential total score may rank according to others who have taken the TOEFL. The table is based on the scores from examinees who took the TOEFL between July 1987 and June 1989.

TOEFL Score Rank

Section 1:		Section 2:		Section 3:	
Total Score		Listening Comprehension	Structure and Written Expression	Vocabulary and Reading Comprehension	
Your Score	% Lower Than You	Your Score	% Lower Than You	Your Score	% Lower Than You
660	99	66	98	66	99
640	97	64	95	64	96
620	93	62	91	62	92
600	88	60	86	60	87
580	81	58	79	58	80
560	73	56	72	56	71
540	62	54	62	54	60
520	51	52	52	52	50
500	39	50	42	50	39
480	29	48	31	48	30
460	20	46	22	46	22
440	13	44	14	44	16
420	8	42	8	42	11
400	5	40	4	40	7
380	2	38	2	38	4
360	1	36	1	36	3
340		34	1	34	2
320		32		32	1
300		30		30	

Studying for the TOEFL

At first glance, the TOEFL may appear to be primarily a test of written English. However, the TOEFL not only tests your written English ability, but it also tests your ability to understand spoken English. By using the tests contained in this book, you will be able to develop your abilities in both of these areas.

It is important for you to discover the time and place for studying that works best for you. Some students may set aside a certain number of hours every morning to study, while others may choose to study at night before going to sleep. Other students may study during the day, while waiting in a line, or they may even listen to English tapes while doing chores. Only you will be able to know when and where your studying is most effective. The most important factor to keep in mind is consistency. Use your time wisely. Work out a study routine—and stick to it!

You may want to follow a schedule similar to the one below. (Depending on how long before the exam you begin to study, you may want to add to this schedule, or condense it.)

Study Schedule

Week	What I will do
1	I will take the diagnostic test to determine my problem areas and I will use the cross-referencing system to determine what I should study. Then I will begin studying the areas which the cross-referencing system has directed me to study in the reviews.
2	I will re-take the diagnostic test to gauge the improvement of my weak areas, and continue to study and strengthen my weak areas.
3	I will study the Listening Comprehension Review.
4	I will study the Structure and Written Expression Review.
5	I will study the Reading Comprehension Review.
6	I will study the Vocabulary List and quiz myself on the spelling, the pronunciation, and the definition of each word.
7	I will take Practice Examination One and review all incorrect answers.
8	I will take Practice Examination Two and review all incorrect answers.
9	I will take Practice Examination Three and review all incorrect answers.
10	I will take Practice Examination Four and review all incorrect answers.