

CLIFFS

Test of English
as a
Foreign Language
PREPARATION GUIDE

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PART I: Introduction

FORMAT OF RECENT TOEFL EXAMS

LENGTH AND NUMBER OF QUESTIONS

Administration	Subject Area	Time	Number of Questions
Institutional	Listening Comprehension	35 Minutes	50 Questions
	Structure and Written Expression	25 Minutes	40 Questions
	Reading Comprehension and Vocabulary	45 Minutes	60 Questions
International and Special	Listening Comprehension	35 Minutes	50 Questions
	Structure and Written Expression	35 Minutes	60 Questions
	Reading Comprehension and Vocabulary	65 Minutes	90 Questions
Total Time 1 Hour 45 Minutes to 2 Hours 15 Minutes			150 to 200 Questions

NOTE: Consult the student handbook that you receive from Educational Testing Service. Time limits may change from time to time. It is possible that an International or Special TOEFL will be the same length as an Institutional TOEFL.

All three administrations of TOEFL have the same form. Only the cost, number of questions, and time limits are different.

FORM OF TOEFL

Section I: Listening Comprehension

Part A: Single sentences for which you must choose another sentence in the test book which means *most nearly the same* as the sentence that you hear.

Part B: Short conversations. The conversations are between two people. After each conversation, a third voice will ask a question about what was said. You must find the answer to the question in the test book.

Part C: Oral readings or long conversations. These may be about any subject. There are several questions about each reading or conversation.

Section II: Structure and Written Expression

Part A: Multiple choice answers to complete sentences. You must choose the best way to complete the sentence *in formal written English*.

Part B: Sentences have four words or phrases underlined. You must choose the *one* underlined part that is *incorrect* in formal written English.

Section III: Reading Comprehension and Vocabulary

Part A: Vocabulary. You must choose the *one* word or phrase among four choices which means *most nearly the same* as the underlined word or phrase in each sentence.

Part B: Reading comprehension. You must read selections in the test book and answer questions based on what is *stated or implied* in the readings.

GENERAL DESCRIPTION

Use of TOEFL by Colleges and Universities

TOEFL, Test of English as a Foreign Language, is probably the most often used examination in the admissions process of foreign students to colleges and universities in the United States. However, these schools often do not consider the TOEFL score as the only criterion for admission. They may also consider the student's grades in schools which he or she previously attended and the records from any intensive English program in which the student was enrolled. All this depends on the school's admission criteria.

The score which is acceptable to a given school also depends on the regulations for that particular school. Some schools require 450, some 500, some 550 or 600. If you find that a school requires no TOEFL score, or a very low score, it is probable that the school does not have extensive experience with foreign students, and you may find that it would be better to attend a different school. Remember that admission to a school is not the end of the battle, but the beginning. You must be able to understand enough English to make good grades in competition with native English-speaking students. This is what TOEFL tests, and this is why schools consider TOEFL a valuable examination.

Administration of TOEFL

There are three different administrations of TOEFL: Institutional, Special, and International. The format is basically the same; however, the length and uses may be different.

Institutional TOEFL

This administration is generally given only to students in intensive English programs. It is a service offered by these programs to their students, but is an actual TOEFL just like the International and Special administrations.

Registration for an Institutional TOEFL can be done only at a program in which this type of TOEFL is offered. You *cannot* register for this administration of TOEFL through Educational Testing Service.

Scores for this type of TOEFL are generally delivered only to the test taker approximately a week after the exam. Scores are *not* sent to any college or university. Also, scores from the Institutional TOEFL are not accepted by all colleges or universities. You should ask the authorities at any school to which you are applying if they will accept an Institutional TOEFL score from a given institution.

Testing Service.

receive a booklet explaining when and where you can take these examinations. Some test centers give only the Special or the International, while others give both.

You may not register for either of these tests at the school in which the exam is given; instead, you must send the application to Educational Testing Service. Generally, the deadline for application is about six weeks before the exam, but it is wise to register well in advance because the testing centers are often full before the deadline.

Scores for these administrations are sent to the test taker and to any colleges or universities to which the student is applying approximately five weeks after the exam. Any school in the United States that requires TOEFL for admission will accept the score for either of these administrations.

The Determination of the TOEFL Score

Your test score is determined by adding the total number of correct answers in each section and then changing these "raw scores" into "converted scores." The raw score is the total number correct in each section. The converted score is different for each examination. It is based on the difficulty of the test. There is no way that you can use any simple mathematics to determine the converted score.

The "total converted score" is then determined by adding the three converted scores and multiplying the result by $3\frac{1}{3}$ (or multiplying by 10 and dividing by 3).

In Part V of this guide, there is a scale to convert your practice test scores from raw scores to converted scores. The scale is NOT one that has been produced by Educational Testing Service, but is very similar to one that was used on a recent test. It is intended only to give you a *general idea* of what your total score might be. *Do not assume that it is exactly like that of the TOEFL that you are going to take.*

QUESTIONS COMMONLY ASKED ABOUT THE TOEFL

Q: WHO ADMINISTERS THE TOEFL?

A: The TOEFL is written and administered by Educational Testing Service (ETS) of Princeton, New Jersey.

Q: IS THERE A DIFFERENCE BETWEEN THE INTERNATIONAL, SPECIAL, AND INSTITUTIONAL ADMINISTRATIONS OF TOEFL?

A: They are the same in difficulty and subject matter tested. However, as the Format of Recent TOEFL Exams indicates, they differ in time, number of questions, and cost.

Q: CAN I TAKE THE TOEFL MORE THAN ONCE?

A: Yes. Previous scores will be reported, but most schools consider only the most recent score. Many students take TOEFL more than once.

Q: WHAT MATERIALS MAY I BRING TO THE TOEFL?

A: Bring your registration confirmation ticket, positive identification (passport or alien registration card), a watch, three or four sharpened Number 2 pencils, and a good, clean eraser.

Q: WHAT MATERIALS MAY I NOT BRING?

A: You may not bring any paper, food, calculators, dictionaries (or any other books), tape recorders, or cameras.

Q: IF NECESSARY, MAY I CANCEL MY SCORE?

A: Yes. You may cancel your score on the day of the test by informing the test center supervisor, or you may contact ETS no later than seven days after the test date. Your score report will record your cancellation as well as completed test scores.

Q: SHOULD I GUESS ON THE TOEFL?

A: Yes. There is no penalty on TOEFL for incorrect answers, so **DO NOT LEAVE ANY SPACES BLANK** on your answer sheet. Of course, it is best to eliminate the answers that you are sure are not correct, and then choose among the remaining answers. Some educators suggest that if you have many spaces blank when time is almost up on a section, you *may* slightly improve your score by choosing one letter and filling in all the spaces with that answer rather than randomly choosing answers.

Q: HOW SHOULD I PREPARE FOR THE TOEFL?

A: You should study all the material in this book, and complete all the exercises and practice tests. Also, be sure that you know the directions

for each section and know the format of the test. Be sure to consult the TOEFL bulletin in case of changes in format.

Q: WHEN IS THE TOEFL ADMINISTERED?

A: The TOEFL is administered every month in some areas. Consult the TOEFL bulletin for the administration dates of areas near you.

Q: IS TOEFL ADMINISTERED ONLY IN THE UNITED STATES?

A: No. TOEFL is administered in many countries. You can receive information on foreign locations by writing to the TOEFL office and asking for the Overseas Edition of the TOEFL bulletin.

Q: HOW AND WHEN SHOULD I REGISTER FOR TOEFL?

A: Most schools with foreign students have copies of the TOEFL bulletin and application form. If your school does not, write to the TOEFL office and request the application form. Remember to register as early as possible before the deadline date in the bulletin. There are a limited number of seats in the testing center. When you fill out the application form, be sure you make a note of your registration number, (printed in red at the top right of the application form.) You will need this number if you need to contact the TOEFL office about your registration.

Q: SHOULD I ORDER THE "SAMPLE TEST" AND "TEST KIT" MENTIONED ON THE APPLICATION FORM?

A: Yes. For additional practice after you have finished using this textbook, it would be a very good idea to order these items.

Q: IS WALK-IN REGISTRATION PROVIDED?

A: No. You **MUST** register in advance.

Q: ONCE I HAVE RECEIVED MY CONFIRMATION TICKET, MAY I CHANGE THE DATE?

A: Changes in test dates are *not* allowed. If you decide to take the test on a day other than the one that you originally applied for, you must submit a new application with the total fees. You may then request a partial refund for the original amount within sixty days of the original test date.

Q: CAN I CHANGE THE TEST CENTER ONCE MY APPLICATION HAS BEEN CONFIRMED?

A: You may request a change of test center by filling out the form found on the back cover of the TOEFL bulletin and attaching a \$5 check. Do *not* fill out another application or return the registration confirmation ticket. If your request is received before the application closing date, every effort will be made to accommodate you.

Q: CAN I RECEIVE A REFUND IF I DO NOT TAKE THE TEST?

A: If you did not enter the test center and did not take the test, you are eligible for a partial refund. Consult the TOEFL bulletin for details.

Q: IF I FINISH A SECTION BEFORE TIME IS CALLED, CAN I GO TO ANOTHER SECTION?

A: No. During the time allotted for a given section, you must work only on questions in that section. If you are found working on another section, your score may be cancelled.

Q: WHAT SHOULD I DO IF I MISPLACE ANSWERS ON MY ANSWER SHEET?

A: To avoid this problem, you should check your answer sheet every ten questions to be sure that if you have skipped a question in the test booklet, you have also skipped it on the answer sheet. If you find that you have misplaced a number of answers, **DON'T ERASE THEM**. Simply raise your hand and ask for another answer sheet to finish the test beginning in the place that you realized the mistake. After the examination, a proctor will assist you in correcting your answer sheet.

Q: CAN I ERASE AN ANSWER THAT I FEEL IS WRONG?

A: Yes, but it is very important to erase mistakes completely. Before you go to the test, be sure that your erasers are clean so that they will not smudge the paper. If there are two marks for one question on the answer sheet, even if you have tried to erase the incorrect one, the question will not be counted.

Q: HOW SHOULD I MARK MY ANSWER SHEET?

A: Be sure to fill in the answer spaces correctly and completely and to fill in only one answer for each question.

Correct—	Ⓐ ● Ⓒ ⓓ
Incorrect—	Ⓐ ⓐ Ⓒ ⓓ
Incorrect—	Ⓐ ⓐ Ⓒ ⓓ

Q: HOW CAN I CONTACT EDUCATIONAL TESTING SERVICE?

A: Test of English as a Foreign Language

Box 899

Princeton, N.J. 08541 U.S.A.

Telephone: (609) 882-6601