

The Heinemann

TOEFL[®]

Preparation Course



The Heinemann TOEFL® Preparation Course

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Preface

The Heinemann TOEFL Preparation Course is designed to help students prepare for the TOEFL (Test of English as a Foreign Language). It is written by teachers with over twenty years of combined experience teaching TOEFL preparation classes to students from a wide variety of language backgrounds. We have learned from our teaching experiences that there are important language skills and test-taking strategies which can be taught and mastered to promote student success on the TOEFL. This book has been written as a step by step guide to developing and practicing these language skills and test-taking strategies.

We also recognize the value of using TOEFL practice tests to practice language skills and test-taking strategies as they are being developed. With this in mind, we conducted extensive research into the TOEFL. We examined TOEFL test items, characterizing them in terms of material tested and difficulty level. Following this analysis, we wrote questions with the same characteristics as those on the TOEFL and incorporated these questions into practice TOEFL tests. We then pilot tested these tests with international students from over twenty different countries. From these pilot tests, we selected only those questions which, when statistically analyzed, worked in the same way that official TOEFL questions do. Using these questions, we created the practice tests that are found in this book and its companion, *The Heinemann TOEFL Practice Tests*. These tests contain all of the question types found on the TOEFL, and they function in the same way that official TOEFL tests do.

By using *The Heinemann TOEFL Preparation Course*, students can develop and practice the language skills and test-taking strategies necessary for TOEFL success. By supplementing this book with *The Heinemann TOEFL Practice Tests*, students can use reliable TOEFL practice tests to gain further practice of what they have learned.

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Contents Chart

INTRODUCTION		8
About the TOEFL		8
Questions Commonly Asked About the TOEFL		9
General TOEFL Test Strategies		12
About This Course Book		13
How to Use This Course		14
Notes for the Teacher		15
Notes for the Self-Study Student		18
DIAGNOSTIC TEST		19
SECTION ONE: LISTENING COMPREHENSION		42
General Strategies for Section One		42
Listening Comprehension: Question Types		42
Listening Comprehension: Vocabulary		43
PART A: RESTATEMENTS		44
Restatement Strategies		45
Restatement Checkpoints		45
L✓1: Check Key Words and Key Word Synonyms		46
L✓2: Check Idioms		49
L✓3: Check Words with Many Meanings		52
L✓4: Check Sound-Alikes		54
L✓5: Check Exclamations		59
L✓6: Check Question Intonation		62
L✓7: Check Negatives		65
L✓8: Check Time		69
L✓9: Check Conditions, Wishes, and Causes and Results		74
L✓10: Check Who Does What		78
Restatement Checkpoint Test		81
PART B: MINI-DIALOGUES		83
Mini-Dialogue: Spoken Questions		84
Mini-Dialogue Strategies		85
Mini-Dialogue Checkpoints		85
L✓11: Check the Situation		86
L✓12: Check the Topic		91
L✓13: Check Language Functions		94
L✓14: Check Ahead to Predict Questions		99
✓=Checkpoint G=Grammar L=Listening Comprehension R=Reading V=Vocabulary W=Writing		

Mini-Dialogue Checkpoint Test	102
PART C: TALKS AND LONGER CONVERSATIONS	104
L✓15: Check Ahead to Predict Topics and Questions	108
L✓16: Check the First Lines of Each Passage	114
L✓17: Check to Answer Fact and Inference Questions	117
Talks and Longer Conversations Checkpoint Test	121
LISTENING COMPREHENSION SECTION TEST	122
SECTION TWO: STRUCTURE AND WRITTEN EXPRESSION	129
General Strategies for Section Two	129
Structure and Written Expression: Question Types	129
G✓1: Check Subjects, Objects, and Noun Complements	134
G✓2: Check Subjects and Verbs	139
G✓3: Check Expressions of Quantity	143
G✓4: Check Articles	145
G✓5: Check Personal, Possessive, and Reflexive Pronouns	148
G✓6: Check Adjectives and Nouns	150
Grammar Checkpoint Test One	153
G✓7: Check Verb Tense Forms	154
G✓8: Check Verb Tense Meanings	157
G✓9: Check Passive and Active Sentences	160
G✓10: Check Modals and Modal-Like Verbs	164
G✓11: Check Subject-Verb Agreement	167
Grammar Checkpoint Test Two	170
G✓12: Check Prepositions and Prepositional Phrases	171
G✓13: Check Main and Subordinate Clause Markers	174
G✓14: Check Prepositional Phrases and Subordinate Clauses	178
G✓15: Check Appositives and the Noun Structures They Rename	183
Grammar Checkpoint Test Three	186
G✓16: Check One-Word —ING and —ED Adjectives	187
G✓17: Check —ING and —ED Modifying Phrases	189
G✓18: Check Gerunds and Infinitives	192
G✓19: Check IT and THERE Sentences	197
Grammar Checkpoint Test Four	200
G✓20: Check Word Form and Function	202
✓=Checkpoint G=Grammar L=Listening Comprehension R=Reading V=Vocabulary W=Writing	

Contents Chart (continued)

G✓21: Check Word Form After Verbs	206
G✓22: Check Word Form: Person Nouns and Activity Nouns	208
G✓23: Check Words That Don't Exist in English	209
G✓24: Check Equative, Comparative, and Superlative Degree	210
Grammar Checkpoint Test Five	215
G✓25: Check Standard Word Order	216
G✓26: Check Word Order in Subordinate Clauses Beginning with Question Words	218
G✓27: Check Inverted Subject-Verb Word Order with Special Expressions and in Conditional Sentences	221
G✓28: Check Parallel Structure in Comparisons and in Series Joined by AND, BUT, or OR	225
G✓29: Check Paired Expressions	229
G✓30: Check Confusing Words and Expressions	232
Grammar Checkpoint Test Six	235
STRUCTURE AND WRITTEN EXPRESSION SECTION TEST	237
SECTION THREE: VOCABULARY AND READING COMPREHENSION	243
General Strategies for Section Three	243
Vocabulary and Reading Comprehension: Question Types	243
Vocabulary Throughout the TOEFL	244
VOCABULARY	249
Vocabulary Checkpoint Test One	251
V✓1: Read Widely and Concentrate on Vocabulary	252
V✓2: Use Special ESL Vocabulary and Idiom Textbooks	253
V✓3: Make and Use Vocabulary Flash Cards	255
V✓4: Practice with Adverbs with Related Meanings	260
Vocabulary Checkpoint Test Two	270
V✓5: Practice with Adjectives with Related Meanings	271
V✓6: Predict Meaning Using Latin and Greek Roots	277
Vocabulary Checkpoint Test Three	281
V✓7: Predict Meaning Using Prefixes	282
V✓8: Predict Meaning Using Suffixes	287
Vocabulary Checkpoint Test Four	295
V✓9: Make and Study Word Form Charts	296
V✓10: Make and Study Word Category Charts	299
✓=Checkpoint G=Grammar L=Listening Comprehension R=Reading V=Vocabulary W=Writing	

READING COMPREHENSION	305
Reading Comprehension: Question Types	306
R✓1: Build Good Reading Skills: Skim and Scan	308
R✓2: Check the Topic, Main Idea, and Title of a Passage	313
R✓3: Check Purpose and Organizational Patterns	323
Reading Comprehension Checkpoint Test One	329
R✓4: Check Reference Words	332
R✓5: Check Details and Factual Information	336
R✓6: Check to Make Inferences	342
Reading Comprehension Checkpoint Test Two	350
R✓7: Check Vocabulary in Context	353
R✓8: Check the Attitude of the Author and Tone of the Passage	357
Reading Comprehension Checkpoint Test Three	361
VOCABULARY AND READING COMPREHENSION SECTION TEST	364
SECTION FOUR: TEST OF WRITTEN ENGLISH	375
General Strategies for Section Four	375
Test of Written English: Question Types	376
Test of Written English: Vocabulary	376
W✓1: Practice Prewriting for TWE Essays	377
W✓2: Practice Writing a TWE Essay	383
TWE Writing Practice I: Type One Question	386
TWE Writing Practice II: Type Two Question	387
W✓3: Practice Self-scoring Your TWE Essays	388
TWE PRACTICE ESSAY QUESTIONS	399
COMPLETE PRACTICE TOEFL TEST	403
APPENDICES	427
The Listening Appendix	427
The Grammar Appendix	435
The Vocabulary Appendix	469
The Reading Appendix	489
The Writing Appendix	499
The General Appendix	500
Diagnostic Test Answer Sheet	507
Section Tests Answer Sheet	509
Complete Practice TOEFL Test Answer Sheet	510
TWE Answer Sheets for Photocopying	511
✓=Checkpoint G=Grammar L=Listening Comprehension R=Reading V=Vocabulary W=Writing	

Introduction

About the TOEFL

The TOEFL (Test of English as a Foreign Language) measures the level of English language proficiency of non-native speakers of English. It is written and published by the Educational Testing Service (ETS) of Princeton, New Jersey, U.S.A. The TOEFL is an admissions requirement at over 2,500 colleges and universities in the United States and other parts of the world. In addition, many scholarship and professional certification programs now require their applicants to take the TOEFL. The test currently contains 150 questions and has four sections: Listening Comprehension, Structure and Written Expression, Vocabulary and Reading Comprehension, and the Test of Written English. The first three sections contain multiple choice questions. Each multiple choice question has four answer choices. The fourth section of the test, the Test of Written English, contains one essay question.

Section One: Listening Comprehension

This section of the test is administered by audiocassette and normally takes between 30 and 40 minutes. There are 50 questions in this section, which has three parts.

Part A: Restatements (20 questions)—In Part A, you choose the correct written restatement of a spoken sentence.

Part B: Mini-Dialogues (15 questions)—In Part B, you choose the correct written answer to a spoken question based on a short spoken dialogue.

Part C: Talks and Longer Conversations (15 questions)—In Part C, you choose the correct written answers to a series of questions about a longer spoken dialogue between two speakers or a talk given by one speaker.

Section Two: Structure and Written Expression

You are allowed 25 minutes to complete this section of the test. There are 40 questions in this section, which consists of two subsections.

Structure (15 questions)—In this subsection, you choose grammatically *correct* sentence completions for sentences with missing parts.

Written Expression (25 questions)—In this subsection, you choose the *incorrect* segments in complete sentences.

Section Three: Vocabulary and Reading Comprehension

You are allowed 45 minutes to complete this section of the test. There are 60 questions in this section, which consists of two subsections.

Vocabulary (30 questions)—In this subsection, you choose synonyms for underlined words in sentences.

Reading Comprehension (30 questions)—In this subsection, you read passages and answer questions about them.

Section Four: Test of Written English

You are allowed 30 minutes to complete this section of the test. You are given a topic and asked to write an essay about that topic. There are two types of essay questions asked on the Test of Written English: comparison and contrast questions, and questions which ask you to interpret charts and graphs. The Test of Written English is not included in all TOEFLs. It is included during the months of September, October, March, and May.

Questions Commonly Asked About the TOEFL

Students who are going to take the TOEFL often have questions about it. Below are commonly asked questions about the TOEFL followed by answers to these questions.

How do I register for the TOEFL?

You can register to take the TOEFL in the United States or Canada by completing the registration form found in the *Bulletin of Information for TOEFL and TSE*. You can receive this free bulletin by writing to:

TOEFL Registration Office
P.O. Box 6151
Princeton, NJ 08541-6151
USA

There is a special registration bulletin for TOEFLs that are given outside the United States or Canada. If you plan to take the TOEFL in a country other than the United States or Canada, you should ask for the specially prepared *Bulletin of Information, Overseas Edition* from the above address.

You may also be able to receive the *Bulletin of Information* from a TOEFL representative agency that directly serves the country you are in. For a list of countries that have special TOEFL agencies and for the addresses of these agencies, see the General Appendix, #1, pages 500–501.

Are all TOEFLs the same length?

No. Most TOEFLs contain 150 questions. However, sometimes a longer version of the TOEFL, one containing 200 questions, is given. The extra questions on longer versions are experimental in nature and do not count toward your total TOEFL score. However, these extra questions are all mixed in with the other TOEFL questions. If you are given a longer version of the TOEFL, you should try your best on all of the questions because you will not know for sure which ones are experimental.

How is my TOEFL scored?

Each individual section of the TOEFL (not including Section Four, the Test of Written English) is reported as a converted score based on a scale of from below 30 to a high of 68 points.

Your total TOEFL score is reported on a scale of from below 300 to a high of 677 points. This scale is ten times as large as the scale for the individual sections (from below 30 to 68 points). Very few people ever receive less than 300 points on the TOEFL, because it is possible to answer one-fourth of the questions correctly just by guessing. If you guess at all the questions on the TOEFL, you are likely to get a score of about 330.

You can use Score Conversion Table 1 in the General Appendix, #2, page 505 to estimate your converted score on each of the sections of the Diagnostic, Section, and Complete Practice tests in this book. You can also use Score Conversion Table 2 to estimate your total TOEFL score for these tests.

The Test of Written English is not included in your total TOEFL score. It is scored separately on a scale of 1 to 6. For more information on the scoring of the Test of Written English, see pages 388–398.

What is a passing score on the TOEFL?

There really is no one passing score. Each college and university that requires a TOEFL score has its own minimum acceptable score. Most colleges and universities require a score of between 525 and 550 for both undergraduate and graduate students. However, some undergraduate institutions require a score of less than 525. Some graduate institutions require more than 550 points. To find out for sure what score you need, you should write to the colleges and universities that interest you and ask them what their minimum TOEFL score requirements are.

There is no passing score on the Test of Written English either. However, many colleges and universities like to see a score of 4 or better on this test.

Can I keep my TOEFL test booklet after the test?

Sometimes. You can usually keep your booklet or request that it be sent to you if you take the test in September, October, February, March, or May. However, these dates sometimes change, so you should check the *Bulletin of Information* to verify them.

If you also want copies of the Listening Comprehension Section audiotape, your answer sheet, and the correct answers, you can order these. To do this, you must complete a request form that is in the *Bulletin of Information* and send it, along with eighteen dollars, to the address on page 9.

It is a good idea to take the TOEFL on a day when you can keep the test booklet. It is also a good idea to order the cassette and other test materials. If you do this, you can study the test. Also, if there is an error in the test, you can find it and report it. If you find a question on the test that you think is marked incorrectly or has two correct answers or for any other reason has an error in it, you may write a letter to:

School and Higher Education Test Development
Educational Testing Service
P. O. Box 6656
Princeton, NJ 08541-6656
USA

In this letter, you must clearly identify the question and describe what you feel is wrong with it. You should also send a photocopy of the page that contains the question.

Can I complain about a TOEFL test administration?

Yes. If you have a complaint about the way your TOEFL was given, you can write a letter of complaint to:

TOEFL Program Office
P. O. 6155
Princeton, NJ 08541-6155
USA

You must send this letter within three days after the test date. In your letter, you must include the date and location of the test. Then, you must clearly explain your complaint.

Can I cancel my TOEFL score?

Yes. If you are certain that you did poorly on the TOEFL, you can cancel your test score by completing the Score Cancellation Section of your TOEFL answer sheet immediately after taking the test. You can also cancel your test score by calling:

609-951-1100

or by sending a fax to:

609-771-7681

or by sending a telegram to:

EDUCTESTSVC
Princeton, NJ 08541
USA

If you call or send a telegram, you must also immediately send a letter with your signature to:

TOEFL Score Cancellations
P. O. Box 6151
Princeton, NJ 08541-6151
USA

You must cancel your score within seven days of the test. After seven days, you cannot cancel your score.

We do not recommend that you cancel your score unless you feel very certain that you did poorly. Students sometimes cancel good scores because they are nervous about the test.

How do I have my TOEFL scores sent to a college or university?

ETS will send your score to any college or university that you request. On the day you take the test, you can request that three score reports be sent for you. There is a place on your TOEFL answer sheet for making this request. There is no charge for this request.

In addition, you can use the Score Report Request Form published in the *Bulletin of Information*. You must pay eight dollars for each score you request using this form.

Many institutions require that the scores they receive be sent to them directly by ETS. Some institutions, however, will allow you to send them photocopies of score reports. You should check with the institution you are interested in to find out which they want. You should never send a photocopy of your scores without finding out first if it is acceptable. More and more institutions will accept only the official reports sent to them by ETS.

For how long is my test score valid?

Two years. If it has been more than two years since you took the TOEFL, you will have to take it again if you want ETS to send out score reports for you.

How many times can I take the TOEFL?

As many times as you want to. Only your most recent score will be kept and reported by ETS.

What is the best way to prepare for the TOEFL?

The TOEFL is designed to test a wide variety of skills and abilities in English. For this reason, there are two steps that you should follow to prepare for it.

1. The first thing you should do is take part in a regular program of study of English. This is best accomplished by enrolling in a course that aims at teaching general proficiency in English, not just TOEFL preparation. Many colleges and universities in the United States and elsewhere offer intensive English programs for developing general proficiency.

2. The second thing you should do is take part in a regular program of TOEFL preparation study. This study should include taking practice TOEFL tests. However, taking practice tests is not enough. Taking practice tests will not help you if you have not mastered the language being tested on them. Therefore, your TOEFL preparation study should not consist only of taking practice TOEFL tests. It should also include the study and review of specific TOEFL language skills and test-taking strategies. This is best accomplished by using *The Heinemann TOEFL Preparation Course*, *The Heinemann TOEFL Practice Tests*, and the materials that accompany them. These materials provide the opportunity for in-depth review of all of the language skills that are specifically tested on the TOEFL. In addition, they provide practice using test-taking strategies that are particularly useful for this test.

Students who are the most successful on the TOEFL are those who follow both of the steps listed above.

The general strategies listed on the next page are also helpful and should be followed on the day that you take the TOEFL.

GENERAL TOEFL TEST STRATEGIES

1. Use your time wisely. The TOEFL is a timed test. You must work very quickly and efficiently to finish all of the questions in the time you are allowed. The skill and strategy practice in this book will help you learn to budget your time on each section of the TOEFL. In addition, you should bring a watch to the TOEFL so that you can keep track of your time.
2. Don't read the instructions to each TOEFL section. The test instructions used in this text are exactly the same as the ones used on the TOEFL. You should become familiar with these instructions. If you are familiar with them before you take the TOEFL, you do not have to read them when you begin the test. Instead, you can move immediately to the test questions and begin working.
3. If you don't know the answer to a question, GUESS. This is a very important strategy to use when taking the TOEFL. There is no penalty for guessing. You have a twenty-five percent chance of guessing the correct answer to each question. **Unmarked answers will be counted as wrong and will lower your score.**
4. Mark your answer sheet very carefully. To prevent marking answers in the wrong order, you should follow your place on your answer sheet with one finger. Check to see that the number next to this finger is the same as the number of the question you are looking at in your test booklet. When you choose your answer, fill in the circle completely with a Number 2 pencil. If you need to change an answer, erase it completely, and mark your new answer.
5. Do not write in your test booklet. You are not allowed to make any marks on your TOEFL test book during the test.
6. The night before the TOEFL, relax. Don't try to do any serious studying the night before the test. This will only make you nervous and tired. The night before the TOEFL, it is a good idea to relax and go to bed early. Then, you will be at your best for the test.
7. It is a good idea to eat something substantial before the TOEFL. The TOEFL is a long exam, and having something to eat beforehand can help you to focus and concentrate on the test.
8. Arrive at the test center ahead of time. **If you are late for a TOEFL, you will not be allowed to take it.**

About This Course Book

The Heinemann TOEFL Preparation Course contains a variety of materials to prepare you for success on the TOEFL.

1. The **Diagnostic Test** allows you to evaluate your weak areas in English language proficiency before deciding your course of TOEFL preparation study.

2. **Strategies** are given for taking each section of the TOEFL. These strategies provide you with steps to follow for success on each part of the test.

3. **Checkpoint studies** for each section of the test provide explanations and practice exercises in each of the TOEFL skills. The exercises in these studies are written in a variety of formats. These checkpoints (✓) are identified as follows: L✓ for listening (eg. L✓8), G✓ for grammar, V✓ for vocabulary, R✓ for reading, and W✓ for writing.

4. Whenever possible, **sample questions** illustrating each checkpoint are provided and analyzed in depth. These sample questions make it clear how each checkpoint skill is actually tested on the TOEFL.

5. **Checkpoint tests** are interspersed throughout the checkpoint studies to provide follow-up practice of the strategies and skills you study. All checkpoint tests are written in a TOEFL format.

6. **Section tests** allow you to measure your progress at the end of each chapter of the text. Section tests are written in exactly the same format as the sections of the TOEFL.

7. A **Complete Practice TOEFL Test** at the end of the course book gives you practice in applying all the skills and strategies you learn in the course.

8. A **Score Conversion Table** allows you to estimate your TOEFL score on the Diagnostic, Section, and Complete Practice TOEFL Tests.

9. The **Listening Appendix** provides Word Category Charts and a glossary of idioms commonly tested on the Listening Comprehension Section of the TOEFL.

10. The **Grammar Appendix** gives the extra rules some students find necessary for success on the Structure and Written Expression Section of the TOEFL. In addition, this appendix contains lists of troublesome structures tested on the TOEFL (irregular verbs, verbs followed by gerunds, verbs followed by infinitives, etc.)

11. The **Vocabulary Appendix** provides Word Category Charts for eight topic areas that are commonly used for TOEFL reading passages. A Word Form Chart accompanies each Word Category Chart. The Word Form Charts provide you with valuable practice in working with words from academic topic areas. You are urged to add words to both the Word Category Charts and the Word Form Charts as you complete exercises and reading passages from *The Heinemann TOEFL Preparation Course* and *The Heinemann TOEFL Practice Tests* and from your outside reading.

12. The **Reading Appendix** provides extra practice in active reading of academic passages. Explanations to questions about the reading passages in *The Heinemann TOEFL Preparation Course* are also included. In addition, this appendix contains a list of vocabulary words and structures that express organizational patterns and the author's purpose. This list is also useful for you as you prepare for the Test of Written English.

13. The **Writing Appendix** contains charts for handwriting practice.

14. The **General Appendix** provides the names and addresses of agencies outside the United States that students can write to for TOEFL registration forms. It also includes the Diagnostic Test Scoring Instructions; the Conversion Tables for estimating your TOEFL scores on the Diagnostic Test, the section tests and the Complete Practice TOEFL Test in this book; and the TOEFL Answer Sheets you will need to take these tests. A sample TWE Answer Sheet has been provided for you to photocopy and use when answering the TWE essay questions.

How to Use This Course

The Heinemann TOEFL Preparation Course can be used in a variety of ways:

1. It can be the principal text in a TOEFL preparation course.
2. It can be used as a supplementary text in a more general English language course.
3. It can be used as a self-study text by people who are not enrolled in any formal courses.

In all of these situations, the general procedures recommended for following this course are:

1. Read and understand the introduction to this book.
2. Take the Diagnostic Test which begins on page 19. Record your answers to this test on the Diagnostic Test Answer Sheet found in the General Appendix on page 509. Score your test and follow the instructions on page 502 for using your Diagnostic Test results to determine your weakest areas of TOEFL language proficiency.

Special Note About the Diagnostic Test

Using the Diagnostic Test to determine areas of strength and weakness is very important; weak areas should receive special attention. However, the best preparation for the TOEFL includes review and refinement of stronger areas, as well as strengthening of weak areas. Thus, we do not recommend that only weak areas be covered in a TOEFL preparation course. All areas should be covered.

3. If possible, study the entire text, giving special attention to the areas that the Diagnostic Test indicated were your weakest.

4. If you have only a short time for TOEFL study, move directly to the beginning of the section of the book that corresponds to your weakest area of TOEFL language proficiency. Work on that section first. Then, try to find time to work through the other sections.

5. As you complete sections of the book, take and score the section tests. Estimate your TOEFL scores for these tests by using the Conversion Tables in the General Appendix, #3, page 505.

Special Note About the Meaning of Converted TOEFL Scores

Converted TOEFL scores are only estimates of scores you would actually receive on a TOEFL. If your converted score goes down from one test to the next, it may mean that the second test was slightly more difficult for you than the first or that you were not concentrating quite as well during the second test. Use converted scores only to judge approximately how well you would do on an official TOEFL. Do not be overly concerned about differences in estimated TOEFL scores.

6. As you move through the text, use *The Heinemann TOEFL Practice Tests* described below. You should try to schedule a complete test from this book at regular intervals.

7. Once you have worked through the course, take the Complete Practice TOEFL found at the end of this book. Score this test and estimate your TOEFL score using the Score Conversion Tables in the General Appendix, #3, page 505. If you are still weak in certain areas, review these areas again using the course book.

Accompanying Materials

Additional materials accompany *The Heinemann TOEFL Preparation Course* to complete the Heinemann TOEFL course of study.

The Heinemann TOEFL Preparation Course Tapescripts and Answers provides a script for all listening comprehension exercises and tests. It also contains the answers for all exercises and tests in the book.

A set of cassette tapes contains recordings of the listening comprehension portions of the tests and exercises used in the text.

The Heinemann TOEFL Practice Tests contains five complete practice TOEFLs, Listening Comprehension Section tapescripts, answer keys, scoring information, and study notes. This text is also accompanied by cassette tapes.

NOTES FOR THE TEACHER

Designing your Course

In general, the procedures described above should make it possible for you to design a TOEFL preparation course suited to your students' needs. If you are teaching a class in which most or all of your students have the same native language, the Diagnostic Test will most likely produce similar results for all of your students. You can then rely on it to determine the area or areas you want to give special attention to in your course. No matter the area of special concentration, however, it is important that you try to cover as much of the entire course book as possible. As mentioned above, TOEFL success depends on the review of strong skills and strategies as well as on the strengthening of weak ones.

If your students come from a variety of language backgrounds, the Diagnostic Test may indicate different areas of strength and weakness for different students. When this happens, it may be advisable to cover all skills and strategies equally. To do this, it is possible to start at the beginning of the book and work systematically through each section. Different individual homework assignments can be made in areas of individual weakness. The course book is designed so that students can work on their own on sections that you may not have time to cover in class. You should feel free, for example, to assign extra work from the Vocabulary and Reading Section while you are working on the Structure and Written Expression Section in class.

It is also possible to move back and forth between sections of the book, giving equal treatment to each section. If you choose this method, it is advisable to change sections on a weekly, rather than a daily basis. It is also important to carefully cover the introductory material to each section.

Students should also be encouraged to refer to the appendices for special help in their areas of weakness. In addition to supplementary information in a specific skill area, each appendix contains a list of supplementary textbooks which provide valuable reference material for students who need extra study.

Complete in-depth classroom treatment of all of the material in this text takes approximately seventy-five hours (roughly one hour of class time per day for one semester of fifteen weeks). If regular homework assignments are made, this time frame can be significantly reduced.

Approximate time frames necessary to cover the material in each individual section are as follows:

Introduction and Diagnostic Test.....	3 hours
Section One: Listening Comprehension.....	20 hours
Section Two: Structure and Written Expression	20 hours
Section Three: Vocabulary and Reading Comprehension.....	20 hours
Section Four: Test of Written English	10 hours
Complete Practice TOEFL Test.....	2 hours

It is also advisable to schedule periodic practice tests from *The Heinemann TOEFL Practice Tests*. Each of these tests takes approximately two hours. If the Test of Written English is included, they take approximately two and one-half hours. They can be scheduled after class in two hour blocks of time or used in class, section by section.

Covering the Checkpoints

Each of the checkpoints covered in the course book contains an explanation of the point and, whenever possible, a sample TOEFL question illustrating this point. This material should be covered in class. Once explanations and sample questions have been discussed in class, checkpoint exercises can be assigned as homework.

Checkpoint tests and section tests are all timed to reflect the time constraints of a TOEFL. Because TOEFL checkpoint tests and section tests are timed, it is preferable to do them as class activities. If time does not permit this, they can be assigned as homework.

Using the Tapescripts and Answers

The *Tapescripts and Answers* should be used to check students' answers and to help them understand their mistakes. The tapescript is especially useful as an aid in explaining the answers to the listening comprehension questions in the course book. When students miss listening comprehension questions, they should be referred to the tapescript so that they can check what they think they heard against what was actually said on the tapes.

The *Tapescripts and Answers* contains a great deal of useful explanatory information as well. Explanations accompany the answers to listening and reading checkpoint exercises that deal with long conversations, talks, or reading passages involving difficult skills such as making inferences and determining the main idea, purpose, or attitude of a text. The answers to grammar checkpoint exercises involving the identification of errors include the corrections for these errors. If students can make and understand these error corrections, they will be successful in identifying errors on the TOEFL. Finally, where possible, checkpoint test and section test answer keys refer back to the specific checkpoints on which they are based for further review and study.

Using the Listening Comprehension Section

Everyday vocabulary is stressed throughout this section of the book. For example, all idioms used are specially marked by ***bold italics*** either in the text or in the tapescript. Students should be encouraged to try to figure out the meaning of each idiom from the context in which it is used. If they cannot determine the meaning of an idiom from context, they can refer to the Glossary of Idioms in the Listening Appendix for a definition.

Lists of words in the most common categories of everyday vocabulary tested on the Listening Comprehension Section of the TOEFL are also included in the Listening Appendix. Students should be encouraged to refer to and add words to these lists.

For students who are especially weak in listening, we recommend supplemental use of the tapescript for this section. Very weak students can read along with the tapescript as they listen to the tapes.

Using the Structure and Written Expression Section

This section of the course book provides a comprehensive review of the grammar tested on the TOEFL. In addition, the Grammar Appendix provides extensive supplementary information for weaker students and for students who are not familiar with grammatical terms and categories. Read through the Grammar Appendix before teaching this section of the book and use this appendix to supplement the Grammar Checkpoint Study.

In order to cover all of the material in this section of the course book, we recommend that you regularly assign exercises as homework. Review of lists of irregular verbs, etc., in the Grammar Appendix can also be assigned as homework.

Using the Vocabulary and Reading Section

Vocabulary development depends on regular study rather than a crash course on learning lists of words. Checkpoints V✓1, Read Widely, and V✓2, Use Special Books, are very general and should be followed up with special assignments which encourage weaker students to work outside of the TOEFL preparation course. V✓9, Word Forms, and V✓10, Word Categories, also lend themselves