

# TOEFL

## 考试指导

钟桂芬 俞耀生

复旦大学TOEFL教程之一

TOEFL考试须知

如何准备TOEFL考试

1984年—1986年5月留美TOEFL考卷

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Key to the Test Papers

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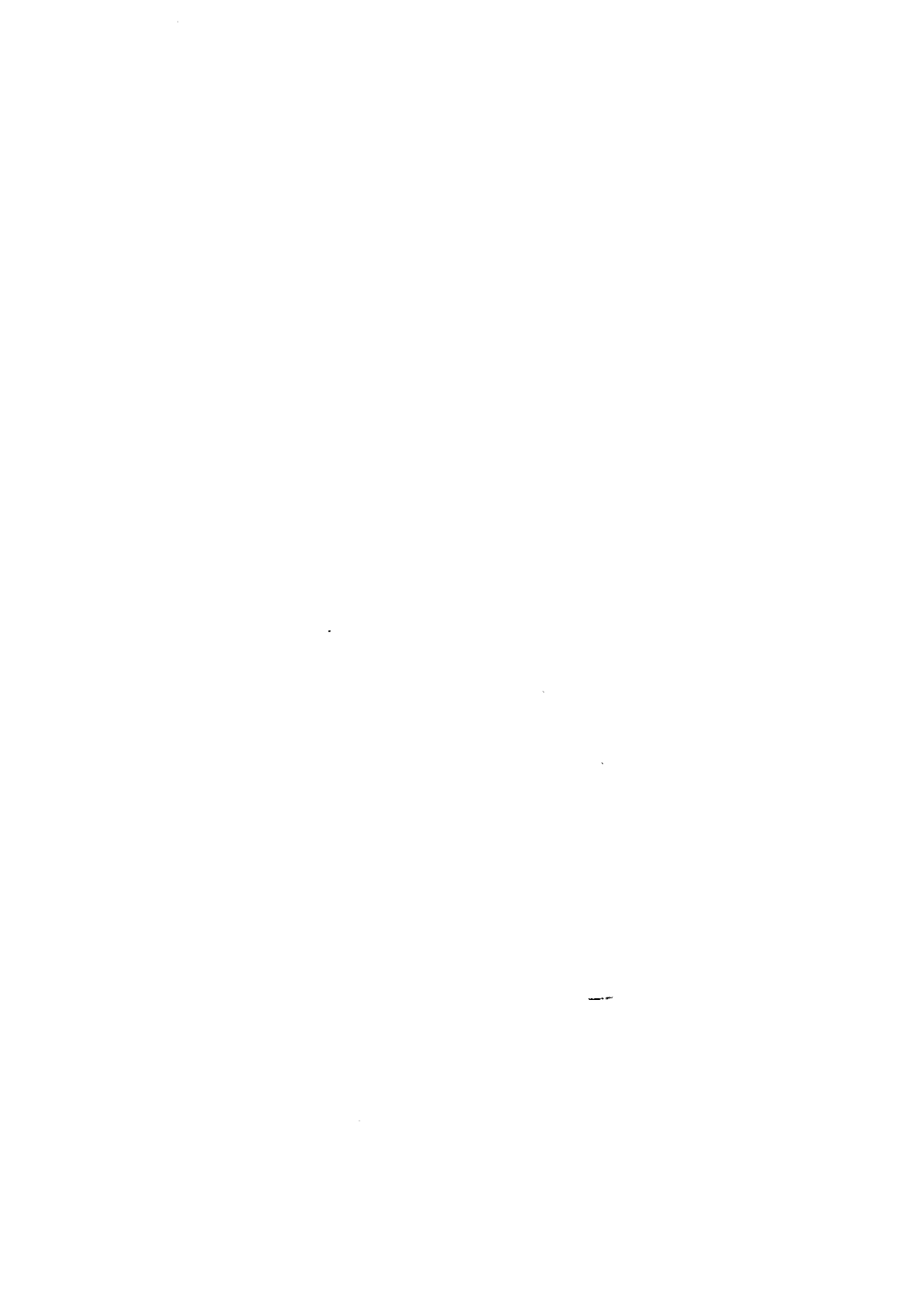
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## (一) 《1986—87年度 TOEFL 考试须知》

(节 译)

为使考生对 TOEFL 考试有一个全面的了解,现选用《1986-87年度 TOEFL 考试须知》作介绍,并就其中的说明作部分节译。



## GENERAL INFORMATION

This is the Overseas edition of the TOEFL Bulletin, for use by persons who plan to take the test in the People's Republic of China. Use the registration form and follow the directions in this bulletin to apply to take the TOEFL test at a test center listed on the back cover.

Last year more than 400,000 people registered to take the TOEFL test; it was given at more than 1,100 test centers in 170 countries and areas. More than 2,300 colleges and universities in the United States and Canada, as well as in other countries where English is the language of instruction, require their applicants who are not native speakers of English to take the test. In addition, many other institutions, government agencies, and scholarship programs use TOEFL scores.

You should take the test as soon as possible after the institutions or agencies to which you are applying tell you that they require TOEFL scores. This will ensure that the institutions will receive your scores in time to consider them with your application. If you think you should not be required to take the test, write directly to the institutions to which you plan to apply and explain why you believe you should not have to take it. Do not write to the TOEFL-Princeton office or to the China International Examinations Coordination Bureau (CIECB).

Your TOEFL registration form is not an application for admission to any institution. You must send to the institutions of your choice the application papers they request. Many undergra-

graduate schools also require applicants to take one or more other tests, such as the College Board Admissions Tests (the Scholastic Aptitude Test and the Achievement Tests). Graduate schools may require such tests as the Graduate Record Examinations or the Graduate Management Admission Test, as well as others. If you cannot get information bulletins or registration forms for the above tests where you live, write to the China International Examinations Coordination Bureau (CIECB), Beijing, PRC.

### **TOEFL (Test of English As a Foreign Language)**

The major purpose of the TOEFL test is to evaluate the English proficiency of people whose native language is not English. The test uses a multiple-choice format and is given in a single session of about three hours, including the time required for admitting examinees. It consists of three sections:

- 1 Listening Comprehension - Measures ability to understand spoken English.
- 2 Structure and Written Expression- Measures ability to recognize language that is appropriate for standard written English.
- 3 Vocabulary and Reading Comprehension-Measures ability to understand nontechnical reading matter.

### **Writing Test**

At the request of many colleges and universities that require TOEFL test scores, the TOEFL program will offer a writing test at one administration in the PRC during the 1986-87 testing year. Examinees who take the TOEFL test at the May administration will be required to write a short essay.

The purpose of the writing test is to provide you with an opportunity to demonstrate your ability to write in English. This includes the ability to organize your ideas on paper, to support



those ideas with examples or evidence, and to compose in standard written English. The writing test score will not affect the total TOEFL score; it will, however, help colleges and universities evaluate the level of your writing proficiency.

If you wish to obtain a measure of your essay writing ability, or if an institution to which you are applying asks you to do so, you should register early to take the TOEFL test at the May administration.

## HOW TO REGISTER FOR TOEFL

The TOEFL program has arranged for the fourteen test centers in the PRC to process the registration forms of persons who wish to take the TOEFL test in the PRC. The completed TOEFL registration form and test payment must be mailed in the envelope provided or submitted in person to the test center where you will take the test.

### Completing Your Registration Form

To register to take TOEFL, remove the registration form from the center of this bulletin and fill it out according to the directions that follow. You **MUST** use this form; you cannot register by cable, telephone, or personal letter. In completing your registration form, print clearly with a pen.

### Test Payment

The test payment for TOEFL under the International Testing Program is US\$29. The test payment is subject to change without notice.

## How to Make Your Payment

If you are selected by the government of the PRC, the CIECB will be responsible for your test payment. (Check the box in the upper right-hand corner of the registration form: "Fee to be paid by CIECB.") If you are sponsored by an American agency that will make your test payment, you may receive a Fee Voucher Card that must be sent with your completed registration form as your test payment. (Check the box for: "TOEFL Fee Voucher Card.") If you are not selected by the PRC or sponsored by an American agency, you must submit the US\$29 test payment in US dollars. (Check the box for "Fee Paid by Applicant.") All checks must be drawn on a bank in the USA and made payable to TOEFL/CIECB. The test payment or Fee Voucher Card must be sent with the registration form to the test center where you will take the test.

Be sure to write your name and registration number on the bank check and enclose it with your completed registration form. If full payment is not enclosed, your registration form will be returned to you.

If you ask another person to make your test payment, be sure that person sends the check to you. Send your completed registration form and the check in the reply envelope to the test center at the same time. A payment cannot be identified if it is received without the registration form.

Your admission ticket will be your receipt.

Go on to complete the registration form.

**Item 1. NAME.** Before you begin to complete Item 1, you must first decide how you will spell your name in English. Your name in English should be spelled in

Hanyu Pinyin. The "English" version of your name that you print here should be the same name that you will use when you apply for an American visa. You must always use this same spelling of your "English" name when you write to that CIECB, the TOEFL office, or to any American school that will receive your TOEFL scores. Print your name, beginning with your family name (surname); use one box for each letter. At the end of your family name, leave one box empty. Then print your first, or given name(s). For example, if your name is 夏晓民 you should print your name like this:

1. NAME Print your family or surname, given name, then middle name. Leave a blank box between names.

X	I	A	X	I	A	O	M	I	N				
---	---	---	---	---	---	---	---	---	---	--	--	--	--

There are only 21 boxes. Do not be concerned if you cannot print your complete name in the boxes.

- Item 2. ADDRESS. Print your complete mailing address in English letters, using one box for each letter or number. Leave one box empty after each complete word or number. This address will be used to mail your admission ticket and your examinee's score record.
- Item 3. TEST CENTER. Using the Test Center List on the back cover, choose the center where you would like to take the test.

Print the city, state, or province, and country of the test center in item 3. Print the center number in Area 3a.

- Item 4. TEST DATE. Choose the date on which you would

like to take the test and check (✓) the date of your choice. (When you select your date, be sure there is enough time for your registration form to be received at the test center before the registration closing date.) Note that if you wish to register for more than one test date, you must send a completed registration form and test payment for each one.

- Item 5. DATE OF BIRTH. Indicate your birth date by writing a number in each box. The two numbers for "month" range from 01 for January to 12 for December. The two numbers for "day" range from 01 for the first day of the month to 31 for the last day. For "year," you should write the last two numbers of the western calendar year in which you were born. As an example, if your birth date were February 15, 1965, your completed boxes would look like this:

Month		Day		Year	
0	2	1	5	6	5

- Item 6. SEX. Check the appropriate box.
- Item 7. NATIVE COUNTRY CODE. The country code for the People's Republic of China (PRC) is 457. If your native country is not the PRC, refer to the List. Print one number in each of the boxes in item 7 of your registration form.
- Item 8. NATIVE LANGUAGE CODE. The native language code for Chinese is 315. If your native language is not Chinese, refer to the List. Print one number in each of the boxes in item 8 of your registration form.

- Item 9. **TIMES TESTED.** The current testing year is July 1, 1986, to June 30, 1987. Check the box that shows how many times you have taken the test during this time. Do not include the test date for which you are now registering.
- Item 10. **SIGNATURE STATEMENT.** You must copy the printed statement in your own handwriting. When you finish, sign the statement as you would sign a business letter.

Follow the instructions given below regarding the procedures for completing additional forms and mailing your registration form.

## BEFORE MAILING YOUR REGISTRATION FORM

You must complete the following information before you mail your registration form and test payment in the envelope provided by the test center.

### **Mailing Slips**

Carefully fill out the two mailing slips at the bottom of the form. Give your complete name and mailing address in **Chinese**. The first mailing slip will be used to mail your examinee's score record. The second mailing slip will be used to mail your admission ticket.

### **Examinee Information Slip**

A. Write your name, the requested test date and test center number

- on the **Examinee Information Slip** at the top of the registration form. Be sure to print your name exactly as you printed it in Item 1 of the registration form. Detach the **Examinee Information Slip** and keep it with your **Bulletin**. You will need this information when you receive your admission ticket. You must also include this information if you write to the CIECB or TOEFL about your registration or about the test. Put the **Bulletin** in a safe place. **DO NOT LOSE IT**
- B. Use the envelope provided by the test center to send your completed registration form and test payment to the center **as early as possible**. Because test centers are sometimes filled well before the registration closing date, you should mail your registration form and payment at least four weeks before the closing date indicated on the back cover.

### Questions about TOEFL

If you have questions about your registration to take the test or your test payment, write to the test center.

If you have questions about the test itself, your own copy of your score report, or the score reports sent to the institutions and agencies whose codes you marked on your answer sheet, write to:

TOEFL Services

CN 6151

Princeton, NJ 08541-6151

USA

Be sure to include your registration number, test center number, and test date. This is the information you copied on the **Examinee Information Slip** at the top of the registration form. The TOEFL staff must have this information to assist you.

## BEFORE THE TEST

### Admission Ticket

After your registration form has been received and processed, the test center will mail you an admission ticket, which you must complete and take to the test center on the day of the test.

Do not return the ticket; you will need it for admission to the test center. The supervisor at the test center will collect your ticket and return it to the TOEFL office.

You must report to the test center on the date and at the time and place shown on the ticket. ALSO, YOU MUST HAVE WITH YOU THE IDENTIFICATION DOCUMENT THAT IS SPECIFIED ON YOUR ADMISSION TICKET. You will not be admitted to the test center if you do not have the required identification, photo file record, and your ticket.

### How to Complete Your Admission Ticket

Be sure to fill out both sides of your admission ticket completely and accurately before you go to the test center. At the center, you will have to copy information from your ticket onto the answer sheet you will use for the test. No extra time will be allowed to fill out the ticket at the test center, and you may not be admitted if your ticket has not been properly completed and a photograph attached to the photo file record.

The numbered instructions that follow correspond to the areas with the same numbers on your ticket and on the answer sheet.

### FRONT OF THE TICKET

1. **Name:** Print your name on the front of the ticket exactly as you did on the Examinee Information Slip and in Item 1 of your registration form. Remember, if your name is printed in English letters in your passport or on another official identification document that you will present at the test center, your name must be spelled the same way on your admission ticket.

If you correct your name, the test center supervisor will compare the corrected spelling of your name with the name in your identification document. If the corrected spelling of your name is the same as the name in your identification document, the supervisor will sign the ticket to verify the change. If the supervisor does not sign your ticket, the change will not be made. All corrections in your name are subject to ETS approval.

**NOTE:** Your address should also be printed on your ticket. If there is an error or you have changed your address, print the correct information in the space below the printed address. **DO NOT RETURN THE TICKET;** you will need it at the test center. The supervisor will collect the corrected ticket at the test center and return it to ETS.

2. **Registration Number:** Print your registration number just as you copied it on the Examinee Information Slip.  
**Photo File Record.** Complete your photo file record according to the directions.

## **BACK OF THE TICKET**



**3. Institution and Department Codes.** If you are selected by the government of the PRC, a copy of your score report will automatically be sent to the CIECB. The TOEFL-Princeton office will send an official score report directly to an institution or agency only if you correctly mark its code number and department number on your answer sheet. (You will be able to mark up to three institutions or agencies.) Therefore, it is very important that you accurately complete area 3 on your admission ticket. First, fill out the chart according to the instructions that follow. When it is complete, you can transfer the information to your ticket, and you will also have a personal record of the names and code numbers of those institutions you wish to receive copies of your official TOEFL score report.

### **How to Complete the Chart**

First, look at List A: Institution Codes. Find the names of the institutions or agencies to which you want your official score reports sent. Then, print the names and code numbers from left to right in the spaces provided on the chart. (Code numbers appear in the list to the left of the institution names.)

If you are applying to an institution or agency that is not listed but that has given you a TOEFL code number, print its name and number on the chart. On the day of the test you will mark only the code numbers on your answer sheet, not the names. Official score reports will be sent only to those institutions you identify by code number and department number. If you do not know the code numbers, you will have to complete a Score Report Request Form and pay the required fee. (See "Score Reporting Services"; that section also tells you what to do if you wish to have score reports sent to more than three institu-