

The TOEIC Exam

With more than 6 million of test takers each year, the Test of English for International Communication (TOEIC) Listening and Reading test has become a standard for assessing English-language listening and reading skills needed in the workplace

The *TOEIC* Listening and Reading certification offers a common standard for measuring and comparing language skills of non-native speakers in the workplace. The test content reflects real-world tasks and provides information that enables:

- Corporations to recruit, train and promote candidates and employees with the most appropriate skills
- Academic institutions to help their students enter the job market
- Language schools to give added value to their training programme
- Individuals to highlight their English skills on their resumé

There is a good chance your student is preparing to take this exam. As a tutor, it is imperative for you to understand the basics of their studies.

- TOEIC is evenly divided into two separate topics: Listening Comprehension and Reading Comprehension.
- TOEIC is a two-hour multiple choice test consisting of 200 questions (100 for Listening and 100 for Reading)
- 45 minutes are given to Section I: Listening
- 75 minutes are given to Section II: Reading
- TOEIC Reading and Listening give test takers a score between 10 & 990

This document will provide tutors with TOEIC test samples, tutor instructions, student instructions, and fun studying ideas.

Listening, Part 1: Photographs

STUDENTS: In Part I of the TOEIC you will look at a photograph. For each photograph you will hear four statements. You will have to choose which statement has the best description of the picture.

TUTORS: Make sure you are prepared by having a few different pictures along with a few pre-created simple multiple-choice questions. This section requires students to not only understand the picture and the questions, but also be able to communicate their answer – it is ONLY spoken and not written. Make sure you focus on the content of their response rather than their grammar of pronunciation – once they have given their answer, explain why they answered correctly/incorrectly and then talk about their grammar.



- A) The woman is wearing glasses
- B) There is a note on the keyboard
- C) The woman is facing the monitor
- D) There is a lamp above the computer.

Listening, Part 2 : Question and Response

STUDENTS: In Part II of the TOEIC you will be tested on your ability to respond to a question. It is very important that you can understand and identify “wh” questions. You will listen to three possible responses. Only one of the responses is correct.

TUTORS: This portion of the test is also ONLY spoken rather than written. Make sure you are prepared by pre-researching a few of these types of questions. They are very general and tricky, so you must fully explain to your student what they are being asked (above). Below the sample question and answer is the testing explanation behind each wrong answer—make sure you understand your topic well enough to explain this type of reasoning to them. Give them **60 seconds to answer the question**. Again, focus more on the content of their answer rather than their grammar/pronunciation.

“How many people are coming to the conference?”

- A) There were 70 people there.
- B) I don't think she is coming.
- C) At least 150 people

Explanation

Choice A has a distracter called a **related word**. When you hear the words, "how many" your brain automatically looks for a response with a number in it. This is an error that the test maker expects you to make. Also, the response is in the past **tense**, but the question asks about the future.

Choice B is a distracter called a **repeated word**. The word "coming" is in the question but the answer B does not make sense. This is another common error that the test maker expects you to make.

Listening, Part 3: Short Conversations

STUDENTS: In this part of the test you will listen to a short conversation between a man and a woman. After the conversation, you will answer three questions about the dialogue. There will be four possible answers for each question. Typical questions include, who, what, where, when, why, and how. You may also be asked to make an inference.

TUTORS: This portion of the test is both printed and spoken. Prepare yourself by having a few short dialogs between 2 people (under 100 words). It might be easy to copy & paste a short dialog from a movie script into the vee-session type bar. Make sure you have 3 simple multiple-choice questions lined up about the script before hand. You will need to both read and type out these questions to your student. Give your student 60 seconds per question. Again, focus on the content of their answer rather than their grammar/pronunciation.

Man: Do you want to share a taxi to the airport? We can save on expenses that way, and as you know the company is trying to cut costs. **Woman:** Actually I'm not flying. I'm going to the conference by bus. I have to leave tomorrow because it's going to take two days to get there. **Man:** That's right. I forgot that you are afraid of flying. Are you taking a vacation day tomorrow? **Woman:** Well, I worked some overtime last week, so I just banked it instead of wasting a holiday day.

Next you will read three questions with four possible answers:

1. What are the man and woman mainly discussing?
 - a. A vacation
 - b. A Budget
 - c. Company policy
 - d. A conference
2. How is the Woman Traveling?
 - a. By plane
 - b. By bus
 - c. By taxi
 - d. By car
3. Why aren't the man and woman going together?
 - a. The woman needs to arrive early
 - b. The man has to work overtime
 - c. The woman dislikes air travel
 - d. The man has to go to the bank first

Listening, Part 4 : Short Talks

STUDENTS: In Part IV you will listen to a short talk. It might be an announcement, a radio advertisement, or a telephone recording. You will listen to the talk and read a few questions about it.

TUTORS: This portion of the test is both printed and spoken so be prepared to both copy & paste a passage into the vee-session type bar as well as read it out loud. Prepare yourself with a few short (under 100 word) passages of one person speaking. Also have 3 simple multiple-choice questions lined up that you are ready to both read and past into the type bar. Once you have read the passage, read one question at a time while giving your student **60 seconds** to answer it. Again, focus on the content of their answer rather than their grammar/pronunciation. Be ready to explain why they answered the question correctly/incorrectly.

TRANSCRIPT: *Good morning ladies and gentlemen, this is your tour guide speaking. I hope you have enjoyed the cruise of the inner harbor today. We certainly had a nice day for it, especially compared to yesterday. The ship will be docking in approximately five minutes. Once we are docked, please collect all of your belongings and exit the ship. As a reminder, our group will be exiting to the right. Follow the north ramp all the way to the far end of the platform. Before heading to the farmer's market we will gather under the ferry terminal welcome sign for a group photo.*

1. What should the passengers do before exiting the ship?
 - a. Welcome the visitors
 - b. Check the time
 - c. Collect their personal items
 - d. Take a picture
2. What does the speaker imply?
 - a. The water was rough
 - b. The weather was poor yesterday
 - c. The tour went faster than usual
 - d. There is only one way to exit
3. What will happen in the next 5 minutes?
 - a. The ship will arrive at the dock
 - b. The passengers will go shopping
 - c. The passengers will take photos of the ship
 - d. The market will open

Reading, Part 5: Incomplete Sentences

STUDENTS: Part V marks the beginning of the reading skills section. In this section you will read a sentence that has one blank spot. There will be four choices of words or phrases to choose from. You will have to choose the one that you think completes the sentence. When the sentence is complete it must be grammatically correct.

TUTORS: This section of the test is printed so make sure to have a couple incomplete sentences ready to copy and paste into the vee-session type bar as well as 1 multiple-choice question (example below). Make sure the student understands they will be choosing the best answer that fits and/or completes the sentence you will give to them. Ask them to read the sentence aloud for better practice. Give your student **60 seconds** to select an answer. Be prepared to explain why your student answered correctly/incorrectly as shown below.

First you will read a sentence with a blank.

Despite having four years of experience in software programming, Mr. Jones hadn't used a word processing program _____.

Next you will read four choices. Choose the word or phrase that best fits into the blank.

- a) Prior
- b) Advanced
- c) Previous
- d) Before

Explanation 1:

Choices A is an **adjective**.(I have a prior engagement.)

Choice B is a **verb**.(I advanced the money to her.)

Choice C is an **adjective**.(That was my previous job.)

*The correct answer is **D**. The sentence requires an adverb.*

Reading, Part 6: Text Completion

STUDENTS: In Part VI you will read four passages of text, such as an article, a letter, a form and an e-mail. In each reading passage there will be three blanks to fill in. You will read four possible choices for each blank. You should read the entire passage to make sure you choose the correct choice in context.

TUTORS: Studying for this portion of the test will take time and effort – make sure to prepare yourself with a short (200 word or less) letter/announcement. Take out 2 or 3 adjectives or verbs to use as your “completing questions”. Create 2 or 3 multiple choice questions to correspond with the removed information. Copy and paste the passage with the blanked out words into the vee-session type bar. This portion of the test is printed so it is important for your student to be comfortable reading such a long passage on their own—help them whenever they have an issue but remember that this portion is timed for **5 minutes per passage**. Give them **1 minute to answer each multiple-choice question**. Be prepared to explain why they answered the question correctly/incorrectly.

Dear Ms. Michaels:

Holiday Sale

Seasons Greetings. As a _____ customer, we wanted you to be among the first to know about our upcoming holiday sale. All craft paper, specialty printer paper, and decorative envelopes will be reduced by 50% for the month of December.

- (A) value
- (B) valued
- (C) valid
- (D) validate

As per tradition at Sid's Stationery, we will be having a Christmas raffle. This year the grand prize is a 2-night stay for two at the Meridian Inn _____ Toronto Island. The winner will receive a free double occupancy stay in the penthouse suite as well as a free dinner on the moonlit patio.

- (A) through
- (B) on
- (C) over
- (D) at

TheTalkList



Money from ticket sales will be _____ to The Family Foundation, a local organization that provides food and clothing to those who need it most this Christmas.

- (A) purchased
- (B) donated
- (C) funded
- (D) collected

We look forward to seeing you this Christmas season.

Yours truly,

Sid and Sandy Chester

Reading, Part 7: Reading Comprehension

STUENTS: In Part VII you will read passages in the form of letters, ads, memos, faxes, schedules, etc. The reading section has a number of single passages and 4 double passages. You will be asked 2-4 questions about each single passage, and 5 questions for each double passage. Sometimes you will be asked for specific details. Other times you will be asked about what the passage implies. In the paired passages you will also be asked to make connections between the two related texts. On the real test you will not have time to read every word. You need to practice scanning and reading quickly for details.

TUTORS: This section of the test is printed so make sure to have a couple passages ready to copy and paste into the vee-session type bar as well as 1 multiple-choice question (example below). Make sure the student understands they will be selecting an answer based on details or on the general implication of the text. Ask them to read the memo aloud for better practice. Give your student **60 seconds** to select an answer. Be prepared to explain why your student answered correctly/incorrectly as shown below.

As of January 1st all new employees will be subject to a 3 month probationary period. Medical, holiday, and flextime benefits will not apply to new staff members until the full 3 months have expired. After the three months have been completed, please contact your employees and inform them that their probationary period has ended. The HR department will contact you by email 2 days in advance to remind you of the date. Thank you for your cooperation.

What is the main purpose of this memo?

- a) To inform employees of a new expiration date
- b) To put staff members on probation
- c) To introduce the HR department
- d) To inform supervisors of a change in policy

Explanation:

Choice A is incorrect because the memo is only for supervisors and the subject is probationary periods.

Choice B is incorrect because it is only new employees that go on probation.

Choice C is who will send the notice to remind supervisors of the date.