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English for Exams

**Be prepared**  
for all question types

**Learn**  
useful tips and strategies

**Boost**  
your vocabulary

**Increase**  
your fluency and accuracy

**Build**  
your confidence

**Improve**  
your score!

# SKILLS FOR THE TOEIC® TEST

## Listening and Reading

SÁCH KÈM THEO Đĩa CD DẠY TẠI

PHÒNG NGHE NHÌN

NGUYỄN  
ĐC LIEU



NHÀ XUẤT BẢN TỔNG HỢP  
THÀNH PHỐ HỒ CHÍ MINH

NTV

Công ty TNHH  
Nhân Trí Việt



POWERED BY COBUILD



# Collins

English for Exams

# SKILLS FOR THE TOEIC® TEST

## Listening and Reading



NHÀ XUẤT BẢN TỔNG HỢP  
THÀNH PHỐ HỒ CHÍ MINH

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Nhân Trí Việt

**Collins**

**SKILLS FOR THE TOEIC® TEST – Listening and Reading**

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## **Guide to the TOEIC® Test Reading Section**

### **Overview**

#### **Challenges and Solutions**

- Part 5** Sentence Completion  
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Progressive Practice: Get Ready  
Progressive Practice: Get Set  
Progressive Practice: Go for the TOEIC® Test
- Part 6** Text Completion  
Walk Through  
Get It Right: Tips and Tasks for Answering Correctly  
Progressive Practice: Get Ready  
Progressive Practice: Get Set  
Progressive Practice: Go for the TOEIC® Test
- Part 7** Reading Comprehension  
Walk Through  
Get It Right: Tips and Tasks for Answering Correctly  
Progressive Practice: Get Ready  
Progressive Practice: Get Set  
Progressive Practice: Go for the TOEIC® Test

#### **Reading Practice Test**

#### **Answer Key**

#### **Audio Scripts**

## How to Use This Book

*Collins Skills for the TOEIC® Test: Listening and Reading* and its companion edition, *Speaking and Writing*, offer a comprehensive guide to the TOEIC (Test of English for International Communication). If you use this series to prepare for the test, you will be able to improve your score on the TOEIC test and demonstrate your skills in using English in a business setting.

No matter the level of your English, *Collins Skills for the TOEIC® Test* provides you with all the tools you need to succeed on the test. Here's a glimpse of the learning tools included in this book.

- » **Skill-specific Challenges and Solutions sections.** These sections offer strategies and suggestions to help you learn how to overcome the most common challenges in each section of the test.
- » **Quick Guide question overviews.** Each lesson provides a brief summary of a specific part of the test in an easy-to-read chart. This allows you to quickly understand what is important to know in order to answer the questions correctly.
- » **Walk Through samples.** Clear, visual and/or audio examples show you the types of questions, passages, and answer options you can expect to find on the test. Knowing what to expect is an important part of preparing for the test.
- » **Get It Right presentations.** These presentations give an overview of the most important steps, skills, and language needed for doing well on each part of the test. They include useful vocabulary and expressions that are needed when answering the questions and provide tips and tasks for noticing and understanding the important elements of each question type.
- » **Progressive Practice.** For each part of the test, these carefully designed activities gradually prepare you to take the actual TOEIC test. This step-by-step practice builds the knowledge and skills you need for a good score and encourages independent learning while working up to TOEIC testing levels.
  - *Get Ready* activities require you to listen or read for certain pieces of information, practice structured activities, and notice why answers are correct or incorrect.
  - *Get Set* activities allow you to respond to TOEIC-style test questions more independently but still offer additional support and models to help you as you go.
  - *Go for the TOEIC® Test* activities put you in an authentic test situation and allow you to practice what you have learned in a simulated test environment.
- » **Answer Analysis presentations.** Answer analyses offered throughout the book teach you how to eliminate incorrect answer options and select the best answers for various question types.
- » **Skill-specific Practice Test sections.** At the end of each section, you'll be able to put your skills for the test to use by taking a timed practice test. These practice tests will help you identify your weaknesses so you can know what areas to focus on before the real test.
- » **Quick Tips.** Throughout the book, you'll see *Quick Tips*, which offer best-practice strategies and useful advice on how to approach certain activity types and perform better on the test.
- » **Dictionary definitions.** *Collins COBUILD Advanced Dictionary* definitions are provided throughout the book to help you understand words and build your knowledge of vocabulary that may be found on the TOEIC test and in business settings where English is the language of communication.
- » **Answer Key and Audio Scripts.** Found at the back of this book, these tools will help you check your answers and improve your listening comprehension as you prepare for the TOEIC test.

## Tips for Success

Start getting ready to take the TOEIC test by following these tips.

- » **Find out where you can take the test.** Begin by asking the organization requiring the test information if the TOEIC test can be administered on its premises. There are also test sites around the world with specific test dates available. Finally, if neither of these options is available in your country, you or your organization can contact ETS to find out how the test can be made available.
- » **Find out the score requirements for your organization.** Your organization will decide how to use the score you receive on the TOEIC test.
- » **Start to study early.** The more you practice, the more you will improve your skills. Give yourself at least one or two months to review the materials and complete all of the practice activities in this book. Try to spend at least one hour a day studying. Remember, by using this book, you are on your way to good scores on the TOEIC test!
- » **Time yourself.** When you do exercises and *Practice Test* sections in this book, track the time used to match TOEIC test requirements. By practicing in a timed setting, you will feel more comfortable with the time limits of the actual test.
- » **Listen to the audio.** For practice activities, you can listen to the audio as many times as you need to in order to understand the concepts taught in this book. As you listen, or after you listen, read along in the scripts. This can help improve your listening comprehension. However, when you do the Listening *Practice Test* section, stay with the audio and listen only once. You cannot go back in the actual test, so this will help you get used to the process.
- » **Complete all the exercises in this book.** The practice activities have been designed to develop specific skills that will help you perform better on the test. Also, don't be afraid to make your own notes on the page. For example, writing down the definitions of words you don't know will help you remember them later on.

## Overview of the TOEIC® Test

The TOEIC test measures your proficiency in the type of English used in business settings around the world. The test does not evaluate your knowledge of the English language. Rather, it measures your ability to use English in a variety of business settings.

The TOEIC test is divided into two smaller, timed tests: Listening and Reading, and Speaking and Writing. The Listening and Reading test is a paper-and-pencil test. The Speaking and Writing test is administered on a computer. Each test evaluates key skills that you will need in order to use English in a business setting, regardless of where in the world this might be. You can choose to take either test first and the other second. You may also opt to take only the test that is needed to gauge your skills in a specific area, Listening and Reading or Speaking and Writing.

## Listening and Reading

The TOEIC Listening and Reading test takes approximately 2.5 hours to complete.

- Listening Section = 45 minutes
- Reading Section = 75 minutes
- Filling out forms = approximately 30 minutes



For the Listening and Reading test, you will receive an answer sheet and a test booklet. The TOEIC test for Listening and Reading is a multiple-choice test. You will mark each answer by filling in the oval on your answer sheet, **not by marking the test booklet**. You must fill in the oval completely. Look at the example. This test taker has marked (B) as the answer.



You **must** use a #2 pencil to mark your answers on the answer sheet. For security reasons, you may **not** use a mechanical pencil. You may **not** use a pen, either.

You can erase an answer if you decide a different answer is the correct one. If you change your mind, be sure to erase the answer completely. **Never** cross out an answer. The machine that scores the test will count that as two answers, and two answers are always wrong.

You may **not** mark your answers in the test booklet.

### Listening Section

The Listening test comes first on the TOEIC paper-and-pencil test. The Listening test consists of four parts with 100 questions in total. The Listening test lasts 45 minutes. You **cannot** go back during any of the four parts and listen again, and you cannot go back between the parts or at the end.

Part 1: Photographs	10 questions
Part 2: Questions & Responses	30 questions
Part 3: Conversations	30 questions (10 conversations with 3 questions each)
Part 4: Talks	30 questions (10 talks with 3 questions each)

### Reading Section

The Reading test comes last on the TOEIC paper-and-pencil test. The Reading test consists of three parts with 100 questions in total. The Reading test lasts 75 minutes. Because the reading material is in the test booklet, you can go back to check or adjust your answers during the Reading test.

Part 5: Sentence Completion	40 questions
Part 6: Text Completion	12 questions
Part 7: Reading Comprehension	
Single Passages	28 questions (7–10 passages with 2–5 questions each)
Double Passages	20 questions (4 pairs of passages with 5 questions per pair)

### Scoring for the Listening and Reading Test

You will receive a score for each section of the Listening and Reading test. A raw score — the actual number of correct answers — is converted to a scaled score by the testing center using statistical analysis. The scores for the Listening and Reading test are all done by computer. The raw score ranges per section are as follows.

Listening	0–100
Reading	0–100

## Speaking and Writing

The TOEIC Speaking and Writing test takes approximately 2 hours to complete.

- Speaking Section = 20 minutes
- Writing Section = 60 minutes
- Filling out forms = approximately 30 minutes

For the Speaking and Writing test, you will be tested on a computer. You will complete each task by responding into a microphone or typing your response onto the computer. You cannot go back and rerecord or retype most task responses.

### Speaking Section

The Speaking test comes first on the computer-based TOEIC Speaking and Writing test. The Speaking test consists of 11 tasks in total and lasts about 20 minutes.

Questions 1–2: Read a Text Aloud

Question 3: Describe a Picture

Questions 4–6: Respond to Questions

Questions 7–9: Respond to Questions Using Information Provided

Question 10: Propose a Solution

Question 11: Express an Opinion

You will wear a headset with both earphones and a microphone during the test. You should speak clearly and carefully to be sure your speech is heard correctly by the scorers. You will be given the opportunity before you start to check that your microphone is in the best position and at the best levels to record your responses. Should you have any technical issues before or during the test, you will be able to call an administrator for help.

You will be expected to speak for a specific amount of time on the tasks given and will be given a specific amount of time to prepare for some of the tasks. The audio program will indicate when preparation and speaking times begin and end. An on-screen timer may also be used to help you gauge how much time you have used and how much time you have left to speak.

### Writing Section

The Writing test comes last on the computer-based TOEIC Speaking and Writing test. The Writing test consists of 8 tasks in total and lasts about one hour.

Questions 1–5: Write a Sentence Based on a Picture

Questions 6–7: Respond to a Written Request

Question 8: Write an Opinion Essay

The test is given on a standard English-language keyboard. You should, therefore, practice typing and working with this type of keyboard (called a QWERTY keyboard) if possible to ensure that you will be able to perform well on the test day. A QWERTY keyboard is the most common English keyboard layout, and you can check to see if you have this version by looking at the first six letters that are located at the top left edge of the keyboard. The letters should read Q-W-E-R-T-Y. If you do not have a QWERTY keyboard, you may wish to find one on which you can practice before you take the test.

In the Writing test, you will be expected to complete specific tasks in a certain amount of time. When your time is over, a pop-up window will notify you that your time is finished and that you need to move to the next question. As with the Speaking section, the on-screen timer may also be used to help you gauge how much time you have used and how much time you have left to write.