

Introduction

i. What is *Taking the TOEIC®* Second edition?

Taking the TOEIC® is a comprehensive guide to taking the TOEIC® Listening and Reading Test. This book can be used as the perfect companion manual for self-learners or as a classroom text. The book is targeted for those who have experience with the TOEIC® test but are looking to improve their basic TOEIC® skills, fix commonly-made errors, and polish their English grammar to avoid simple mistakes. This book is made up of four chapters: three go over each section of the test in detail, and one is a practice test.

Chapter 1 Parts 1 – 4 (Listening Practice)

Each unit within the Listening Practice chapter features sample questions and answers and provides helpful hints for developing strategies to recognize relevant information in listening passages. Part 1 introduces common themes featured in Part 1 of the TOEIC®, such as the home, the workplace, and public places. Part 2 focuses on the most common question types and provides assistance in identifying appropriate answers for each type. Parts 3 and 4 give sample short conversations and talks and focus on how to identify key points in order to answer questions. Each part features mini-tests to provide practice of the strategies introduced in this chapter.

Chapter 2 Parts 5 and 6 (Grammar Practice)

Lessons within the Grammar Practice chapter outline fundamental grammar points frequently tested on the TOEIC®. Each lesson begins with a brief explanation of the grammar target including key points and particular structures of interest in the TOEIC®. The lessons also provide exercises based on the format of TOEIC® grammar questions, which allow students to practice their understanding of the grammar points. These exercises include vocabulary comprehension, sentence completion, and grammar exercises. Additional practice is provided in mini-tests at the end of each lesson. These mini-tests use the format of questions found in Parts 5 and 6 of the TOEIC®, combining grammar and vocabulary practice. After five lessons, students may measure their progress with review tests. There is also a cumulative final test at the end of the chapter.

Chapter 3 Part 7 (Reading Practice)

The Reading Practice chapter introduces sample texts to familiarize students with the kinds of materials they will encounter on the TOEIC®—such as emails, letters, brochures, tables, chat room excerpts, text messages, articles, and reports—together with examples of the kinds of questions students may expect to find in this part of the test. The mini-tests provide extensive test practice using the format of questions found in Part 7 of the TOEIC®.

Chapter 4 Practice Test

The Practice Test chapter provides students with a full-length test including 100 listening test questions and 100 reading test questions.

An answer key and MP3 files are provided for all the test questions. For the listening sections, transcriptions of all passages and questions are available, as well as explanations for Part 5 & 6 questions. There is also an accompanying application for this book. The app will enhance the learning experience by providing more customized practice for students. This will allow students to truly focus on their areas of weakness.

The simplified grammar and theme-based texts of *Taking the TOEIC®* provide pre-intermediate to intermediate students with access to TOEIC® practice materials appropriate for building their test-taking skills without the frustration of encountering overly complicated vocabulary and grammar structures. *Taking the TOEIC®* builds an excellent foundation for students starting preparation for the TOEIC® test.

ii. Why Taking the TOEIC® Second edition?

The second edition of this series is meant to reflect the recent changes made to the TOEIC® in 2016. Therefore, students of this book will have access to the most up-to-date question formats. This series supplies plenty of examples of the new question types to prepare students thoroughly for these changes. However, besides focusing on the new question types, we have also selected the most common themes and questions found on the test. Each and every question in this book was written by native English speakers who have years of experience with the TOEIC test, bringing you a native speaker's tips and tricks to achieving a high score on this test. *Taking the TOEIC®* Second Edition also introduces a brand-new feature—the *Taking the TOEIC®* mobile application—to help students study better for the TOEIC®.

Key Features of the Book

Words & Expressions

Words & Expressions

- counter
- decorations
- flower arrangement
- kitchen appliances
- lamp
- sofa/couch
- to be stored

Each part of *Taking the TOEIC®* includes a Words & Expressions section which highlights vocabulary and expressions that are common in that part of the test.

Tips are presented throughout the book to provide learners with quick tips and shortcuts to solve difficult questions that frequently confuse test takers.

Tips

Tips

Answers that express uncertainty are very common. Expect answers like these:

"Let me check the schedule."
"It's been here all day."
"I'm not sure."

What to Listen for/What to look for

What to listen for

- Where is the conversation taking place? *At a doctor's office*
- Why has the man come? *To request a refund*
- What will the man probably do? *Come back later*

What to look for

- Who will attend this meeting? *Shareholders*
- What will happen at the meeting? *Voting on a new project*
- What is the purpose of this letter? *To encourage*

In some sections of the book that deal with longer and more complicated passages, you will see *What to listen for* or *What to look for* sections under sample passages. These help students familiarize themselves with possible questions that might come up for that passage as well as what to look for in a correct answer to these questions.

Theme Notes

Look at the pictures below. Mark X or ✓ in the boxes.

Answer Key p.19

A House



- ☐ Two women are planting some herbs.
- ☐ Two women are watering some plants.

At the beginning of Parts 1 to 4 and 7, Theme Notes present the reader with sample questions and passages that are most common in that part of the test.

Grammar Notes

1 Present: Simple, Progressive, and Perfect

- A. Use the present simple for routines, habits, or things that are always true. The present simple is used with the time adverbs *every week, usually, regularly, always, generally, often, and frequently*.
- B. Use the present progressive (*am/are/is + ing*) for an unfinished action. It often goes with the time adverbs *now, currently, presently, at the moment, and right now*.
- C. Use the present perfect (*have/has + past participle*) for a situation in which the action has started in the past and continues in the present. The present perfect often goes with *just, not yet, time, second time, this week, and so far*.
- He *takes* the subway to work every day. (regular activity)
 - I *usually go* to the gym in the morning.
 - He *is attending* a meeting. (right now)
 - I'm *currently watching* a movie at the moment. Can I call you back?
 - They *have scheduled* the meeting for next Thursday.

In Parts 5 & 6, Grammar Notes present important grammar points and explanations with examples to illustrate each point, as these parts focus on the test taker's knowledge of grammar. The grammar notes you find here are about the most common grammar questions on the TOEIC® and are absolutely essential for students to learn.

Mini-Tests

Following each part, students will be given mini-tests with lots of practice questions that can be answered using the new *Taking the TOEIC®* app. Students can send their answers to their teacher, who can see in real-time how well students understand the material.

Mini-Test

Listen to the questions and choose the best answer.

A Questions with an Interrogative

- 049 App 1. (A) (B) (C)
- 050 App 2. (A) (B) (C)
- 051 App 3. (A) (B) (C)
- 052 App 4. (A) (B) (C)
- 053 App 5. (A) (B) (C)

iii. 2016 New TOEIC® - Changes and Updates

Educational Testing Service (ETS) created the TOEIC® test in order to gauge how well some people speak English. As more and more people are becoming familiar with the test, there is a push to further challenge test takers while maintaining the general difficulty of the test. In 2016, the TOEIC® underwent changes to its questions and question types while maintaining the original set-up of the TOEIC®. The scoring system of the test has also remained the same.

Changes to the test include:

Listening Section (Parts 1 – 4)			
Part	Task	Question No.	Question Changes
Part 1: Photographs	Listen and choose the best description of the picture provided.	6	Number of questions changed (10 → 6)
Part 2: Questions and Responses	Listen and choose the best response to the question or statement provided.	25	Number of questions changed (30 → 25)
Part 3: Short Conversations	Listen to a short conversation and answer comprehension questions based on the conversation.	39 (13 Conversations)	Number of questions changed (30 → 39) Conversations now may include three speakers . Two new question types introduced: 1. Implication question – Questions that refer to a direct quote from the conversation and question their meaning (often not literal) 2. Graphic question – A simple graphic is provided in relation to the conversation, which must be used to answer a question.
Part 4: Short Talks	Listen to a short talk and answer comprehension questions based on the talk.	30 (10 Talks)	Two new question types introduced: 1. Implication question – Questions that refer to a direct quote from the talk and question their meaning (often not literal) 2. Graphic question – A simple graphic is provided in relation to the talk, which must be used to answer a question.
Reading Section (Parts 5 – 7)			
Part	Task	Question No.	Question Changes
Part 5: Incomplete Sentences	Choose the best word or phrase to fill the blank.	30	Number of questions changed (40 → 30)
Part 6: Text Completion	Choose the best word, phrase, or sentence to fill the blank.	16 (4 passages)	Number of questions changed (12 → 16) (Each passage contains 4 questions) New question type introduced: Choosing the sentence that best fits the text.
Part 7: Reading Comprehension	Read the provided passage(s) and answer questions based on the passage(s).	54 (10 Single Passages 2 Double Passages 3 Triple Passages)	Two new text types have been added: 1. Excerpts from online chats 2. Text messages A new question type has been added: Find the best position for the provided sentence. Triple passage sets have been added.

Among these physical changes to the questions and passages, more diverse accents will be used in the recordings, such as American, Canadian, British, and Australian accents. Also, more colloquial use of the language, such as "wanna" instead of "want to" or "gonna" instead of "going to" are included in the listening passages.

iv. Sample Lesson Plans

These sample lesson plans are designed to have those preparing for the TOEIC® work on both listening and reading skills side by side over a 16-week period. These syllabi are suitable for both classroom instruction and self-study. It can also be adjusted based on areas of strength or weakness.

Lesson Plan A

Week	Listening Comprehension	Reading Comprehension
1	Part 1 House, Workplace (p. 14, pp. 16~23)	Parts 5&6 Pronouns (pp. 64~69)
2	Part 1 Businesses, Other Public Places (p. 15, pp. 24~31)	Parts 5&6 Tenses (pp. 70~75)
3	Part 2 Questions with an Interrogative (p. 32, 36)	Parts 5&6 Agreement (pp. 76~81)
4	Part 2 Questions with No Interrogative (p. 33, 36)	Parts 5&6 Voice (pp. 82~87)
5	Part 2 Other Types of Questions (p. 34, 37)	Parts 5&6 Modification, Review Test 1 (pp. 88~97)
6	Part 3 Office Talk (p. 38, pp. 40~41)	Parts 5&6 Infinitives and Gerunds (pp. 98~103)
7	Part 3 Workplace Dilemmas (p. 38, pp. 42~43)	Parts 5&6 Participles and Participle Clauses (pp. 104~109)
8	Midterm Exam	
9	Part 3 Staffing Changes (p. 39, pp. 44~45)	Parts 5&6 Conjunctions and Prepositions, Comparison (pp. 110~121)
10	Part 3 Daily Life (p. 39, pp. 46~47)	Parts 5&6 Relative Clauses, Review Test 2 (pp. 122~131)
11	Part 3 Travel (p. 39, pp. 48~49)	Part 7 E-mails and Letters (p. 138, pp. 142~151)
12	Part 4 Office Announcements 1, 2 (p. 50, pp. 54~55)	Part 7 Advertisements (p. 138, pp. 152~161)
13	Part 4 Speeches/Lectures, Public Announcements (p. 51, pp. 56~57)	Part 7 Office Memos and Notices (p. 139, pp. 162~169)
14	Part 4 Telephone Messages, Advertisements (p. 52, pp. 58~59)	Part 7 Articles and Reports (p. 139, 170~177)
15	Part 4 Broadcasts, Tours and Trips (p. 53, pp. 60~61)	Part 7 Text Message and Instant Message Chains, Forms (pp. 140~141, 178~193)
16	Final Exam	

Lesson Plan B

Week	Listening Comprehension	Reading Comprehension
1	Part 1 House, Workplace (p. 14, pp. 16~23)	Parts 5&6 Pronouns (pp. 64~69)
2	Part 2 Questions with an Interrogative (p. 32, 36)	Part 7 E-mails and Letters (p. 138, pp. 142~151)
3	Part 3 Office Talk (p. 38, pp. 40~41)	Parts 5&6 Tenses (pp. 70~75)
4	Part 4 Office Announcements 1, 2 (p. 50, pp. 54~55)	Part 7 Advertisements (p. 138, pp. 152~161)
5	Part 1 Businesses, Other Public Places (p. 15, pp. 24~31)	Parts 5&6 Agreement (pp. 76~81)
6	Part 2 Other Types of Questions (p. 34, 37)	Parts 5&6 Voice (pp. 82~87)
7	Part 3 Workplace Dilemmas (p. 38, pp. 42~43)	Part 7 Office Memos and Notices (p. 139, pp. 162~169)
8	Midterm Exam	
9	Part 4 Speeches/Lectures, Public Announcements (p. 51, pp. 56~57)	Parts 5&6 Modification, Review Test 1 (pp. 88~97)
10	Part 2 Questions with No Interrogative (p. 32, 36)	Part 7 Articles and Reports (p. 139, 170~177)
11	Part 3 Staffing Changes (p. 39, pp. 44~45)	Parts 5&6 Infinitives and Gerunds (pp. 98~103)
12	Part 4 Telephone Messages, Advertisements (p. 52, pp. 58~59)	Parts 5&6 Participles & Participle Clauses (pp. 104~109)
13	Part 3 Travel (p. 39, pp. 48~49)	Part 7 Text Message and Instant Message Chains, Forms (pp. 140~141, 178~193)
14	Part 4 Broadcasts, Tours and Trips (p. 53, pp. 60~61)	Parts 5&6 Conjunctions and Prepositions, Comparisons (pp. 110~121)
15	Part 3 Daily Life (p. 39, pp. 46~47)	Parts 5&6 Relative Clauses, Review Test 2 (pp. 122~131)
16	Final Exam	