

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 questions match the target grammar of that chapter or review previously learned grammar points. The questions match the real TOEIC® in subject matter and difficulty. After six 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 intermediate to upper-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 often uses 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 uses 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 past has a result in the present. The present perfect often goes with *just, not yet, already, ever, 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)



Throughout the book, students will see an App icon accompanying the MP3 number. Those studying with *Taking the TOEIC®* will have access to a new Classroom Response Application, enhancing their learning experience. This application will improve students' scores much more drastically than the traditional method of only using a book.

App Features

For classroom users:

Teachers can create an interactive classroom using this book by having students answer questions in real-time. Answers are delivered instantly to the teacher, showing them exactly where students are struggling and excelling. This allows teachers to target their students' weaknesses.

Teachers can choose topics based on the areas that they would like to work on. The application will provide questions based on that question type to drill students. Teachers have complete control over the type and number of questions they use. These questions are delivered to the student's smartphone/tablet/PC, and answers will then be reported back to the teacher. On the teacher's website, teachers will be able to view and print out individual student records or entire class reports.

For self-study users:

Self-study users may use the app to access the MP3s. The students will also be able to use this app to gauge how well they are doing by using the question database and practice lots of different questions, focusing on parts they frequently get wrong. Students can figure out which parts they need to work on by checking their scores on the student website.

How to get the app:

Google Play Store: "Classloop"



Apple App Store: "Classloop"



Website Features (www.classloop.net)

Through the website, teachers and students can view detailed reports of their results and progress as they use *Taking the TOEIC®*. The site gives recommendations about areas for improvement and additional practice questions. In addition, teachers can make customized TOEIC tests from an available pool of question.

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 Parts of Speech, Tenses (pp. 72~83)
2	Part 1 Businesses, Other Public Places (p. 15, pp. 24~31)	Parts 5&6 Voice, Agreement (pp. 84~95)
3	Part 2 Questions with an Interrogative (p. 32, 36)	Parts 5&6 Infinitives and Gerunds (pp. 96~101)
4	Part 2 Yes/No (pp. 33~34, p.36)	Parts 5&6 Participles and Participle Clauses (pp. 102~107)
5	Part 2 Tag/Declarative/Indirect (pp. 34~35, p.37)	Parts 5&6 Review Test 1 (pp. 108~111)
6	Part 3 Office Talk (p. 38, pp. 40~41)	Parts 5&6 Relative Clauses (pp.112~117)
7	Part 3 Workplace Dilemmas (p. 38, pp. 42~43)	Parts 5&6 Conjunctions and Prepositions (pp. 118~123)
8	Midterm Exam	
9	Part 3 Staffing Changes (p. 39, pp. 44~45)	Parts 5&6 Modification (pp. 124~129)
10	Part 3 Daily Life (p. 39, pp. 46~47)	Parts 5&6 Pronouns (pp. 130~135)
11	Part 3 Travel (p. 39, pp. 48~49)	Parts 5&6 Conditionals, Comparisons (pp. 136~147)
12	Part 4 Office Announcements 1, 2 (p. 50, pp. 54~57)	Parts 5&6 Review Test 2 (pp.148~151)
13	Part 4 Speeches/Lectures, Public Announcements (p. 51, pp. 58~61)	Part 7 E-mails and Letters, Advertisement (pp. 158~159, 162~181)
14	Part 4 Telephone Messages, Advertisements (p. 52, pp. 62~65)	Part 7 Office Memos and Notices, Articles and Reports (p. 160, pp. 182~201)
15	Part 4 Broadcasts, Tours and Trips (p. 53, pp. 66~69)	Part 7 Text Message and Instant Message Chains, Forms (p. 161, pp. 202~221)
16	Final Exam	

Lesson Plan B

Week	Listening Comprehension	Reading Comprehension
1	Part 1 House, Workplace (p. 14, pp. 16~23)	Parts 5&6 Parts of Speech, Tenses (pp. 72~83)
2	Part 2 Questions with an Interrogative (p. 32, 36)	Part 7 E-mails and Letters (p. 158, pp.162~171)
3	Part 3 Office Talk (p. 38, pp. 40~41)	Parts 5&6 Voice, Agreement (pp. 84~95)
4	Part 4 Office Announcements 1, 2 (p. 50, pp. 54~57)	Part 7 Advertisements (p. 159, pp.172~181)
5	Part 1 Businesses, Other Public Places (p. 15, pp. 24~31)	Parts 5&6 Infinitives and Gerunds (pp. 96~101)
6	Part 2 Yes/No (pp. 33~34, p.36)	Parts 5&6 Participles and Participle Clauses (pp. 102~107)
7	Part 3 Workplace Dilemmas (p. 38, pp. 42~43)	Parts 5&6 Review Test 1 (pp. 108~111) Part 7 Office Memos and Notices (p. 160, pp. 182~191)
8	Midterm Exam	
9	Part 4 Speeches/Lectures, Public Announcements (p. 51, pp. 58~61)	Parts 5&6 Relative Clauses (pp.112~117)
10	Part 2 Tag/Declarative/Indirect (pp. 34~35, p.37)	Part 7 Articles and Reports (p. 160, pp. 192~201)
11	Part 3 Staffing Changes (p. 39, pp. 44~45)	Parts 5&6 Conjunctions and Prepositions (pp. 118~123)
12	Part 4 Telephone Messages, Advertisements (p. 52, pp. 62~65)	Parts 5&6 Modification (pp. 124~129)
13	Part 3 Travel (p. 39, pp. 48~49)	Part 7 Pronouns (pp. 130~135)
14	Part 4 Broadcasts, Tours and Trips (p. 53, pp. 66~69)	Parts 5&6 Conditionals, Comparisons (pp. 136~147)
15	Part 3 Daily Life (p. 39, pp. 46~47)	Parts 5&6 Review Test 2 (pp.148~151) Part 7 Text Message and Instant Message Chains, Forms (p. 161, pp. 202~221)
16	Final Exam	