

LISTENING TEST

In this section of the test, you will have the chance to show how well you understand spoken English. There are four parts to this section, with special directions for each part.

Part 1 Picture Description

The directions for Part 1 of the TOEIC[®] appear on the test as follows:

Directions: In this part of the test, you will hear four statements about each picture in your textbook. After listening to all four statements, you must select the one statement that best describes what you see in the picture. Then, find the number of that question on your answer sheet and mark your answer. The statements will be spoken only one time, and are not printed in your test book.

Look at the sample below.



Now listen to the four statements.

- (A) The woman is using a musical instrument.
- (B) The woman is typing on a computer.
- (C) The woman is playing a video game.
- (D) The woman is sitting behind the table.

Sample Answer

(A) ● (C) (D)

Statement (B), "The woman is typing on a computer," best describes what you see in the picture. Therefore, you should choose answer (B).

TIPS

- Preview the picture before the statements are read. Ask yourself, "Who?" "What?" "Where?"
- Focus on the meaning of the statements as a whole.
- Answer the question as quickly as possible. If you don't know the answer, guess and begin previewing the next picture.

TRICKS

- Incorrect answers may contain similar sounding words.
e.g. The woman is tying on a computer.
- Incorrect answers may give wrong pronouns, numbers, and locations.
e.g. He is typing on a computer. / There are two computers. / The woman is sitting under the sofa.
- Incorrect answers may include a correct word.
e.g. The computer is for sale. / The woman is sitting with some friends.

Part 2 Questions and Responses

The directions for Part 2 of the TOEIC® appear on the test as follows:

Directions: In this section you will hear a question or statement followed by three responses. Select the best response to the question or statement and mark the letter (A), (B), or (C) on your answer sheet. Again, each response will be spoken only one time and will not be printed in your test book.

Now listen to the four statements.

You will hear:

Good morning, John.

How are you?

You will also hear:

(A) I'm fine, thank you.

(B) I'm in the living room.

(C) My name is John.

Sample Answer

(A) (B) (C)

The best response to the question "How are you?" is choice (A), "I'm fine, thank you." Therefore, you should choose answer (A).

TIPS

- The first word of the question will help you to know what kind of answer is required.
What, where, who, why, how—ask for information.
Do, does, did, are, is, will, can—usually need a yes/no answer.
- Questions that contain "or" and require a choice never have yes/no answers.
"Did you stay home or go out last night?" "I went to a movie."
- Sometimes you will hear a statement, not a question. However, it still requires an answer.
"Thanks for dinner." "You're welcome."

TRICKS

- Pay attention to words that sound the same (homonyms).
e.g. two, too, to
- Look out for tag questions that are added to the end of statements.
e.g. "That movie was great, wasn't it?"
- Watch out for indirect answers. Sometimes the answer to a yes/no question does not include the words "yes" or "no."
e.g. "Is there enough gas in the car?" "I just filled it yesterday."

Part 3 Short Conversations

The directions for Part 3 of the TOEIC® appear on the test as follows:

Directions: In this section of the test, you will hear a number of conversations between two people. You will be asked to answer three questions about what is said in each conversation. You must select the best response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. Each conversation will be spoken only one time and will not be printed in your test book.

TIPS

- Look at the question before the dialog begins. If you have time, look at the answers as well.
- While you are listening to the dialog, try to imagine where the speakers are.
- Read all the answers before making your choice.

TRICKS

- Watch out for answers that are true, but not related to the question. Don't answer too quickly. Read all the options before you choose.
- Watch out for distracting numbers. These may include dates, times, and numbers of things or people. Preview the question to help you listen for the right information.

Part 4 Short Talks

The directions for Part 4 of the TOEIC® appear on the test as follows:

Directions: In this section of the test, you will hear a number of short talks given by a single speaker. Again, you must answer three questions about what is said in each talk. Choose the most appropriate response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. Each talk will be spoken only one time and will not be printed in your test book.

TIPS

- Listen closely to the introduction preceding the talk. It will tell you the number of the questions related to the talk. It will also tell you what type of information you will hear (news report, weather report, advertisement, recorded message, announcement, etc.).
- Try to preview the questions before the talk begins. This will help you listen for the information required by the questions.
- Begin to answer the questions as soon as the talk is finished. Don't wait for the speaker.

TRICKS

- Watch out for the same traps that are in Parts 1-3.

READING TEST

In this section of the test, you have a chance to show how well you understand written English. There are three parts to this section, with special directions for each part.

Part 5 Incomplete Sentences

The directions for Part 5 of the TOEIC® appear on the test as follows:

Directions: In each question, you will find a word or phrase missing. Four answer choices are given below each sentence. You must choose the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Example:

Because the equipment is very delicate, it must be handled with -----.

- (A) caring
- (B) careful
- (C) care
- (D) carefully

Sample Answer

(A) (B) ● (D)

The sentence should read, "Because the equipment is very delicate, it must be handled with care." Therefore, you should choose answer (C).

TIPS

- Don't worry about spelling. Incorrect spelling is never an option in TOEIC® answers.
- Look at the words on either side of the blank. They can give you clues about what the correct answer is.
- Read the whole sentence and understand the meaning before you answer.

TRICKS

- Watch out for answers with the wrong word form.
e.g. drove, drives, driving
- Watch out for words that use the same beginnings or endings.
e.g. return, retire, reuse
- Watch out for commonly misused words.
e.g. affect/effect, lend/borrow

Part 6 Incomplete Texts

The directions for Part 6 of the TOEIC[®] appear on the test as follows:

Directions: Read the text on the following pages. You will find a word or phrase missing in some of the sentences. Below each of the sentences, four answer choices are given. Select the most appropriate answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Example:

As of June 15th, employees will be ----- to wear full company uniform whenever

1. (A) requiring
(B) requirement
(C) required
(D) require

they are on company premises. This ----- to all employees who work in areas of

2. (A) considers
(B) applies
(C) works
(D) implements

Sample Answer

- | | | | | |
|----|-----|-----|-----|-----|
| 1. | (A) | (B) | ● | (D) |
| 2. | (A) | ● | (C) | (D) |

the building accessible by members of the public. The full uniform consists of a white shirt, green pants, and the company tie for men.

The sentences should read "As of June 15th, employees will be required to wear full company uniform whenever they are on company premises. This applies to all employees who work in areas of the building accessible by members of the public." Therefore you should choose answers (C) and (B).

TIPS

- Remember that you are looking for the most appropriate word to fill in the blank.
- Read the whole text, not just the words around the blank. Try to get the meaning of the text.

TRICKS

- Watch out for repetition and redundancy
e.g. keep on continuing, finally at last
- Watch out for words that don't belong
e.g. The apples they are fresh.
- Pay attention to word form and verb tenses
e.g. nice/nicely, had gone/has gone

Part 7 Reading Comprehension

The directions for Part 7 of the TOEIC® appear on the test as follows:

Directions: In this part of the test, you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Choose the correct answer to each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

Read the following example.

The Grenville Museum Of Technology is a “hands-on” museum, designed for people to experience science at work. Although this kind of museum may be fairly common nowadays, Grenville was the first of its kind in the United States. Visitors are encouraged to use, test, and handle the various objects on display. Special demonstrations are scheduled for the first and second Wednesday of each month at 13:30. The museum is open Tuesday-Friday 12:00-16:30, Saturday 10:00-17:30, and Sunday 11:00-16:30. Admission is \$2 for children and \$3 for adults.

At what times during the month can visitors see special demonstrations?

- (A) Every weekend
- (B) The first two Wednesdays
- (C) One afternoon a week
- (D) Every other Wednesday

Sample Answer

A B C D

The reading says that the demonstrations are scheduled for the first and second Wednesdays of the month. Therefore, you should choose answer (B).

TIPS

- As with Part 4, pay attention to the introduction. It will tell you the number of questions and a hint about the type of information in the passage.
- As you read the passage, ask yourself, “Who is it for? Why was it written?”
- First, glance quickly through the passage and read the questions. Then, go back to the passage and try to look for the answers to the questions.

TRICKS

- Many answers use information that appears in the passage. However, they may not directly answer the question.
- As with all sections of the TOEIC®, watch out for similar sounding words, confusing numbers, wrong word forms, and words with similar meanings.
- Don’t be confused by questions that follow these formats:
 - e.g. Which of the following is NOT mentioned in the reading?
The text refers to all of the following EXCEPT . . .
- Simply read the answer choices and find the one that is unfamiliar or incorrect.