

Introduction to the TOEFL® iBT

What is the TOEFL® test?

The TOEFL® iBT test (Test of English as a Foreign Language Internet-based test) is designed to assess English proficiency in non-native speakers who want to achieve academic success as well as effective communication. It is not meant to test academic knowledge or computer ability; therefore, questions are always based on material found in the test.

The TOEFL® iBT test is divided into four sections:

- Reading
- Listening
- Speaking
- Writing

TOEFL® Scores

TOEFL® scores can be used for:

- Admission into university or college where instruction is in English
- Employers or government agencies who need to determine a person's English ability
- English-learning institutes which need to place students in the appropriate level of English instruction

It is estimated that about 4,400 universities and other institutions require a certain TOEFL® test score for admission.

The exact calculation of a TOEFL® test score is complicated and not necessary for the student to understand. However, it is helpful to know that:

- Each section in the Internet-based test is worth 30 points
- The highest possible score on the iBT is 120 points
- Each institution will have its own specific score requirements

* It is very important to check with each institution individually to find out what its admission requirements are.

Registering for the TOEFL® iBT

Students who wish to take the TOEFL® test must get registration information. Registration information can be obtained online at the ETS website. The Internet address is www.ets.org/toefl.

The website provides information such as:

- testing locations
- costs
- identification requirements
- other test preparation material
- registration information
- test center locations

This information will vary depending on the country in which you take the test. Be sure to follow the requirements carefully. If you do not have the proper requirements in order, you may not be able to take the test. Remember that if you register online, you will need to have your credit card information ready.

Introduction to the Reading Section of the TOEFL® iBT

In the reading section of the TOEFL® test, you will be required to read 3-5 passages on varying topics. After each passage, you will answer 12-14 questions that test your ability to:

- understand vocabulary
- recognize sentence structure
- determine factual information
- determine implied information
- recognize the writer's intention

You will not be permitted to see the questions until after you have read the passage. While answering the questions, you will be permitted to look back at the reading. You do not need any previous knowledge on the topic in order to answer the questions correctly.

Passage Types:

1. Exposition—material that provides information about or an explanation of a topic
2. Argumentation—material that presents a point of view about a topic and provides supporting evidence in favor of a position
3. Narrative—an account of a person's life or a historical event

Reading Question Types:

Most questions will be multiple-choice questions. The following list explains the types and number of each type of question per passage. Questions may not appear in this order.

Question Type	Number	Description
Vocabulary	3-4	Choose the best meaning of a word or phrase
Reference	0-1	Identify the noun to which a pronoun is referring
Factual Information	2-4	Select details or facts provided in the passage
Negative Fact	1	Identify details or facts NOT provided, or NOT true according to the passage
Sentence Simplification	1	Choose the best answer to demonstrate your understanding of a sentence and your ability to analyze its meaning
Inference	0-1	Draw an inference from the passage by choosing an answer that is not actually said in the passage, but is implied or can be inferred
Rhetorical Purpose	1-2	Identify why the writer has mentioned something in a certain way or in a certain place
Insert Text	1	Insert a sentence into the most appropriate place in the passage
Summary	0-1	Choose the sentences that best summarize the entire passage
Table	0-1	Categorize major ideas or important information from the passage

Most questions are worth 1 point each, however Summary questions are worth 2 points and Table questions are worth 3-4 points.

Test management:

- Questions cannot be viewed until after the passage has been read.
- You can return to previous questions you may wish to revise or recheck by using the Review icon at the top of the screen.
- You will be allowed to study the reading as you attempt the questions.
- There is a glossary included for some words.
- When reading passages, ask yourself the following important questions:
 - ⇒ What is the main idea of the passage?
 - ⇒ How is the main idea developed/supported in the passage?
 - ⇒ What is the main point/role of each paragraph?
- You have 60-100 minutes to read the passages and answer 12-14 questions per passage. This usually means approximately 20 minutes per passage and set of questions. Try to pace yourself accordingly. The recommended reading speed would be approximately 100-150 words per minute. Therefore, you should try to read the passages in this book at that speed.
- For each set of questions, first answer all of the questions that you can answer easily. You can then go back and answer questions that are more difficult if you have time.

Introduction to the *Basic Skills for the TOEFL® iBT* series

Basic Skills for the TOEFL® iBT is a 3-level, 12-book test preparation series designed for beginning-level students of the TOEFL® iBT. Over the course of the series, students build on their current vocabulary to include common TOEFL® and academic vocabulary. They are also introduced to the innovative questions types found on the TOEFL® iBT, and are provided with practice of TOEFL® iBT reading, listening, speaking, and writing passages, conversations, lectures, and questions accessible to students of their level.

Basic Skills for the TOEFL® iBT enables students to build on both their language skills and their knowledge. The themes of the passages, lectures, and questions cover the topics often seen on the TOEFL® iBT. In addition, the independent topics, while taking place in a university setting, are also accessible to and understood by students preparing to enter university. The academic topics are also ones that native speakers study.

Students accumulate vocabulary over the series. Vocabulary learned at the beginning of the series will appear in passages and lectures later in the book, level, and series. Each level gets progressively harder. The vocabulary becomes more difficult, the number of vocabulary words to be learned increases, and the passages and lectures get longer and increase in level. By the end of the series, students will know all 570 words on the standard Academic Word List (AWL) used by TESOL and have a solid foundation in and understanding of the TOEFL® iBT.

Not only will *Basic Skills for the TOEFL® iBT* start preparing students for the TOEFL® iBT, but it will also give students a well-rounded basis for either further academic study in English or further TOEFL® iBT study.

Introduction to the *Basic Skills for the TOEFL® iBT* Reading Book

This book is the first in the *Basic Skills for the TOEFL® iBT* series. Each unit has three passages relating to an overall topic. This introduces students to the topics they will see in the other three books—Listening, Speaking, and Writing—in level one.

Each unit is separated into four sections:



The following will outline the activities and aims of each section.

Getting Ready to Read

Key Vocabulary and TOEFL Vocabulary

Students begin by studying the vocabulary they will encounter in the following passage.

TOEFL® Vocabulary is the words that have been found to appear most often in TOEFL® preparation materials or are Academic Word List (AWL) words. TOEFL® Vocabulary is the most important words for the student to learn in order to build their vocabulary before further TOEFL® study. **Key Vocabulary** is the other words that are important for the student to know in order to understand the passage that will follow.

TOEFL Question Types

In this part, students will become familiar with:

- one or two of the question types that appear in the TOEFL® iBT Reading section
- the common wording and the aims of the question types
- the strategy for identifying a question type

Becoming familiar with the question types is important for the student, as it will help them answer the questions appropriately. Therefore, the student will be less likely to get confused or distracted by the wording of TOEFL® questions.

Over the course of the book, all the reading question types will be covered.

Reading Passage

This is the first passage of the unit. It contains the vocabulary words learned on the previous page and there should be no words that student is unfamiliar with. This helps students become used to reading academic type passages but at a level they can understand. Students are asked to number each paragraph of the passage with the correct main idea or purpose. This enables them to become used to thinking about not only the passage in general but also what the main idea is and how that main idea is developed and supported throughout the passage.

Note-taking

The next part is a summary. The blanks in the summary are facts that important to the understanding of the passage and are often also either Key or TOEFL® Vocabulary. This helps students visualize the organization of the passage and prepares students to take their own notes during the real TOEFL® test.

TOEFL Questions

The next page gives students the opportunity to practice the question types they were introduced to on the first page of the unit. There will be two of each question type and they will be worded in the same way as they are in the real TOEFL® test.

TOEFL Vocabulary Practice

The next part is sentences using the TOEFL® Vocabulary the student learned at the beginning of the section. This helps students practice the words in context.

Practice

Key Vocabulary and TOEFL Vocabulary

This is the Key Vocabulary and TOEFL® Vocabulary they will encounter in following passage. See previous section for a full explanation.

Reading Passage

Students read the second passage of the unit. The passage contains the vocabulary words learned above. The students should underline the key information. This is again to help the student with identifying the main idea and how that main idea is developed and supported throughout the passage.

TOEFL Questions

This part gives students the opportunity to practice each question type they were introduced to in this unit and in the previous unit. They are worded in the same way as they are in the real TOEFL® test.

TOEFL Vocabulary Practice

The next part is sentences using the TOEFL® Vocabulary the student learned at the beginning of the section. This helps students practice the words in context.

Test

The test contains the last and longest passage of the unit. It is similar to the real TOEFL® test, but at an appropriate level for the student. It gives the student the opportunity to practice many question types at the same time. The test passage also uses many of the vocabulary words learned over the course of the unit.

Check-up

Question Type Review

These questions check the student understands the aim of question type that was focused on throughout the unit.

Key Vocabulary Practice

This part is sentences using the Key vocabulary the student learned over the course of the unit. This helps students practice the words in context.

Reading Lesson Plan - 50 minutes

Homework Check	5 min.	<ul style="list-style-type: none"> • Talk about any homework questions that the students did not understand. A combination of both teacher and peer explanations should be used.
Review	10 min.	<ul style="list-style-type: none"> • Review the strategies discussed in the previous unit and talk about other strategies students might have employed when they did homework. • Have a few students give oral summary of the passages they read for homework. * If the test section was not given as homework it should be completed here.
Main Lesson	30 min.	<p>Getting Ready to Read</p> <p>A. Learn the words</p> <ul style="list-style-type: none"> • Preview the vocabulary and have students read the words aloud. • Have students predict the topic of the first passage. • Talk about what parts of speech the words belong to. * Vocabulary preview can also be done immediately before the first reading passage. <p>B. Learn the question types</p> <ul style="list-style-type: none"> • Introduce the TOEFL® question types. • Discuss strategies that can be applied to the question types. <p>C. Reading Passage</p> <ul style="list-style-type: none"> • Ask the students to read the passage within a given time (about 1 minute.) • Talk about the main points and the organization of the passage as a class. <p>D. Note-taking</p> <ul style="list-style-type: none"> • Have students fill in the summary in pairs or in groups. • Ask students to write a few questions using the target question types. <p>E. TOEFL Questions</p> <ul style="list-style-type: none"> • Ask students to do the questions. Then as a class or in pairs talk about the strategies they used to answer the questions. • Ask students to make another question, using the target question type, by themselves or in pairs. They should then ask their peers to answer the question. <p>F. TOEFL Vocabulary Practice</p> <ul style="list-style-type: none"> • Ask students to complete the sentences and check their answers in pairs. <p>Practice</p> <p>A. Learn the words</p> <ul style="list-style-type: none"> • Preview the vocabulary and have students read the words aloud. • Talk about what parts of speech the words belong to.
Wrap-up	5 min.	<ul style="list-style-type: none"> • Check the strategies • Give homework (the rest of the Practice section) * The Test section and Check-up section can also be given as homework.

Teaching Tips

- In the real TOEFL® iBT Reading Section, each reading passage has the title above it, so students are encouraged to read the title first and predict what the passage is about.
- It is strongly recommended to teach the target vocabulary prior to reading.
- It is a good idea to have students make their own vocabulary list on their PC or notebook. Putting the words under thematic categories (categories of subjects) would be an effective way to study the words.
- It is important to emphasize understanding of the main idea of the passage. Students often read the passage without constructing the framework of the passage, which could cause them problems understanding the main points later.
- Note-taking practice needs to be done in class with the teacher's assistance in the beginning because not many students are familiar with note-taking. Gradually, have students take notes in groups, pairs, and then individually.
- At least one passage and the following questions should be done as an in-class activity; otherwise, students will not be able to understand the strategies and the new information.
- It is important to have the students read through the passage quickly (skim).
- Timed-reading is an effective activity. Teachers can change the time limit as students' reading speed builds up. Do the same with the comprehension questions.
- Encourage students to do timed-reading even when they do their homework. It is a good idea to record the time they read on their book.
- Written and oral summary is recommended as the real TOEFL® iBT includes the summary question. In addition, it is a useful exercise to prepare for the Speaking and Writing sections.
- Students can use the definitions and synonyms in the vocabulary section when they summarize or paraphrase the passages.
- Use the test at the end of each unit as a progress check by keeping recording the scores of the tests.