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NEW TOEIC Writing coach

Created by San Francisco Education Consulting



NHÀ XUẤT BẢN TỔNG HỢP
THÀNH PHỐ HỒ CHÍ MINH

NTV

Công ty TNHH
Nhân Trí Việt

About the Author

Jay Koo has over eighteen years experience in the test preparation industry. He has personally coached thousands of students for the TOEFL, SAT, GRE, GMAT and LSAT. He is also the founder of TOEFLweb.com. He currently lives in northern California and is a principal of South Bay Education Consulting, a Cupertino California firm specializing in test preparation consulting and development of educational materials and programs.

NEW TOEIC® Writing coach

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Published in Vietnam, 2011

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Preface

The TOEIC – Test of English for International Communication – assesses language skills that are used in daily life and in the workplace. Today the TOEIC test is used as a certification tool in more than 9,000 organizations across 90 countries throughout the world, making it a globally recognized English proficiency assessment.

Since 2006 the optional TOEIC Speaking and Writing tests have been made available to ascertain test-takers' level of English speaking and writing abilities in addition to the "standard" TOEIC, which tests only listening and reading abilities. The type and format of the questions in these optional tests are quite different from the standard test because TOEIC Speaking and Writing tests are computer-based. However, as with the standard test, all questions are designed to represent the real-world business situations and evaluate the test-takers' ability to communicate in such situations.

The new tests will certainly pose new challenges to test-takers as there are new question types and formats to be familiar with and new tactics and skills to be acquired. **TOEIC Writing Coach** is designed to help you best prepare for the TOEIC Writing test by introducing all the question types and guiding you through the process of dealing with the questions. Special features of the book include:

1. A full coverage of all question types and tasks of the TOEIC Writing test to familiarize you with the test items. Samples are carefully selected to reflect the real-test task variety as well as level of difficulty.
2. A full analysis of successful and unsuccessful answers to help you identify possible problematic areas and make progress in a most effective manner.
3. Evaluation criteria checklists to raise your awareness about the accuracy and relevance of your responses to the test items.
4. A full practice test to apply what you have studied and monitor your progress.

While it is true that your English proficiency cannot be enhanced overnight, it is also true that not all resources you may use are of equal value, as a saying goes, "All roads lead to Rome, but some roads will take longer than the others, and some won't get you there at all." You will find that **TOEIC Writing Coach** is worthy of your choice for the maximum effectiveness it brings you in improving your English writing ability as well as earning you a high score on the TOEIC Writing test.

Jay Koo

● New TOEIC Writing Test Basics

What is the TOEIC Writing test?

Developed and administered by Educational Testing Service, the new TOEIC Writing test measures test-takers' ability to write in English in the workplace environment, using key expressions and everyday vocabulary. Test-takers are not required to have specialized business knowledge to do well on the test.

The TOEIC Writing test is administered on fixed dates at secure internet-based centers worldwide. Contact IIG for information about the TOEIC Writing tests in Vietnam, or visit their website at: <http://www.iigvietnam.com/VN/Home/Newdetail.aspx?catid=1&newid=22>.

What is the test format?

Question(s)	Description	Number of items	Response time
1-5	Write a Sentence Based on a Picture Test-taker writes one sentence based on a picture, using the two words or phrases provided.	5	8 minutes for 5 items
6-7	Respond to a Written Request Test-taker reads an e-mail message and writes an e-mail in response.	2	10 minutes for each item
8	Write an Opinion Essay Test-taker writes an essay expressing opinion on the topic provided, giving reasons or examples to support the opinion.	1	30 minutes

What are the evaluation criteria?

The TOEIC Writing test maintains high standards of a globally recognized English proficiency test by using a centralized team of scorers via the internet. Test-takers' responses are sent directly to the team based in Princeton where every test is scored and checked by at least 3 human scorers.

The range of scores varies for each type of questions: 0-3 for questions 1-5, 0-4 for questions 6-7, and 0-5 for question 8. The sum of the test-taker's score for all the 8 questions is then scaled. The scaled range is 0-200. In addition to the scaled score, the test-taker is assigned a proficiency level, which ranges from 1 to 9.

Question(s)	Evaluation Criteria
1-5	<ul style="list-style-type: none"> - Grammar - Relevance of the sentences to the pictures
6-7	<ul style="list-style-type: none"> - Quality and variety of your sentences - Vocabulary - Organization
8	<ul style="list-style-type: none"> - Whether the opinion is supported with reasons and/or examples - Grammar - Vocabulary - Organization

What is the correlation between the TOEIC Writing scores and the standard TOEIC scores?

TOEIC Writing		TOEIC R/L	
Writing Level	Scaled Score	TOEIC Score	TOEIC Score Range
4 and below	70 and below	290	0~345
5	80	350	350~355
	90	400	360~420
	100	465	425~490
6	110	530	495~555
	120	595	560~620
	130	655	625~690
7	140	730	695~755
	150	790	760~820
	160	855	825~885
8 and above	170	920	890~955
	180 and above	980	960~990

● How to Register for the TOEIC Writing Test

How to register for the TOEIC Writing test?

- Contact IIG Vietnam for registration information:

Văn phòng tại Tp. Hồ Chí Minh

Số 03, Đường 3 Tháng 2, Phường 11, Quận 10, Tp. Hồ Chí Minh, Việt Nam

Tel: (08)3929 2633/34 Fax: (08)3929 2635

Email: saigon@iigvietnam.com

Văn phòng tại Thủ đô Hà Nội

Số 75, Đường Giang Văn Minh, Quận Ba Đình, Hà Nội, Việt Nam

Tel: (04)3773 2411/3773 2602/03 Fax: (04)38359 418

Email: info@iigvietnam.com

hanoi@iigvietnam.com

Văn phòng tại Tp. Đà Nẵng

Số 268, Đường Trần Phú, Quận Hải Châu, Tp. Đà Nẵng, Việt Nam

Tel: (0511)3565 888 Fax: (0511)3565 154

Email: danang@iigvietnam.com

You may want to register at:

<http://www.iigvietnam.com/VN/Home/Registerdirectly.aspx>

● Foreword

When learning to write English, it's important to write often and create many different types of materials. Such materials include: lists, sentences, descriptions, letters, single paragraphs, stories, essays, themes, informational reports, analysis of information, persuasive arguments, formal term papers, and others.

Steps in Learning to Write

- Step one is to create a list and brief descriptions of persons, places, and things.
- Step two is to learn how to use adverbs and adjectives.
- Step three is to create sentences with various kinds of clauses.
- Step four is to write answers to questions and write a letter.
- Step five is to write a simple paragraph with a topic sentence and supporting ideas.
- Step six is to learn how to create a four- or five-paragraph essay.

The Five-Paragraph Essay Writing Approach

In the five-paragraph essay writing approach, the first paragraph is the introduction. The middle three paragraphs make up the body of the essay and the fifth paragraph is the conclusion. The purpose of the five-paragraph essay is to develop an essay, a report, or a theme with a topic, supported by specific details, and followed by a conclusion.

The first paragraph, or the introduction, gets the attention of the readers and tells them what the essay is going to say. It should be at least three sentences long. It must directly relate to the purpose of the essay, as set forth in the body.

The first body paragraph should begin with a transition word from the introduction. It should have a topic sentence, relating the main idea of the paragraph. There should be three or more sentences with specific details about the main idea. There should be a closing sentence, too.

The second body paragraph also should begin with a transition word from the first body paragraph. It should have a topic sentence, relating the main idea of the paragraph. There should be three or more sentences with specific details about the main idea. There should be a closing sentence, too.

The third body paragraph begins with a transition word from the second body paragraph. It should have a topic sentence, relating the main idea of the paragraph. There should be three or more sentences with specific details about the main idea. There should be a closing sentence, too.

The conclusion paragraph ties all the paragraphs together. It should begin with a transition word from the third body paragraph. It should have three or more sentences that draw conclusions about the other paragraphs and the last sentence should summarize what the essay has been about or what assertion has been proven.

Revising the Essay to Improve It (and Your Writing)

Read Through the Whole Essay and Ask Yourself These Questions

- Does it make sense? Ask a friend to read the essay and mark anything that is not understandable. Clear up any questions your friend has about the content. Revise until everything makes sense.
- Should any paragraphs or sentences within paragraphs be rearranged? If so, move them around until they flow in a logical order.
- Does each paragraph have a topic sentence? If not, write them.
- Have you put in enough details and examples to support your ideas? If not, add more. Do your details and examples further your arguments? If not, find more convincing ones. Are your examples so similar that they are repetitive? If so, eliminate the repetitive ones and find others.
- Are your conclusions clear? If not, explain them more clearly.
- Have you used boring words like nice, good? If so, consult your thesaurus and replace them with more interesting words. Have you used all vocabulary correctly? If not, choose different words.
- Have you used the word **and** too often? Eliminate it at the beginning of sentences and replace it if there are more than a few in your sentences. Use replacements such as **as well as**, **in addition to**, **also**, **plus**, **with**, and **moreover**.
- Have you used repetitive sentence structures, such as **I like...** too often? If so, change the sentences around and/or choose different patterns, such as **I enjoy...**, **I appreciate...**, or **I take pleasure in...**
- Have you used the inversion structure more than once or twice? This structure refers to a sentence similar to: **Down the street ran the girl**, which tells the place rather than shows action. More interesting is: **The girl ran frantically down the street**. The second sentence shows action, with the subject coming first in the sentence. Reverse the order of subjects and verbs to correct overuse of the inversion structure.
- Is everything written in your own words? If not, cite the sources of quotes, statistics, and specific information you found in a book or online. Cite the sources of any charts and graphs you've used that were created by others.

Becoming a good writer is not easy. But, by following the approach outlined above and by practicing, you will gradually increase your writing skill and become a proficient writer before you know it.