

The book cover features a background image of a computer keyboard and two pencils. A red banner at the top left contains the 'Collins' logo. A white box on the right lists five benefits: 'Be prepared for all question types', 'Learn useful tips and strategies', 'Boost your vocabulary', 'Increase your fluency and accuracy', and 'Build your confidence'. Below this, another white box states 'Improve your score!'. The main title 'SKILLS FOR THE TOEIC® TEST' is in large, bold, black letters. Below it, a blue banner reads 'Speaking and Writing'. At the bottom, there is a dark green section with a red banner that says 'POWERED BY COBUILD'. To the right of this banner is a large image of a CD. On the left, there is a small logo and text in Vietnamese: 'NHÀ XUẤT BẢN TỔNG HỢP THÀNH PHỐ HỒ CHÍ MINH'. In the center, there is a yellow box with 'NTV' and text below it: 'Công ty TNHH Nhân Trí Việt'.

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English for Exams

Be prepared
for all question types

Learn
useful tips and strategies

Boost
your vocabulary

Increase
your fluency and accuracy

Build
your confidence

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your score!

SKILLS FOR THE TOEIC® TEST

Speaking and Writing



NHÀ XUẤT BẢN TỔNG HỢP
THÀNH PHỐ HỒ CHÍ MINH

NTV

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English for Exams

SKILLS FOR THE TOEIC® TEST

Speaking and Writing



**NHÀ XUẤT BẢN TỔNG HỢP
THÀNH PHỐ HỒ CHÍ MINH**

NTV

**Công ty TNHH
Nhân Trí Việt**

Collins

SKILLS FOR THE TOEIC® TEST – Speaking and Writing

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How to Use This Book

Collins Skills for the TOEIC® Test: Speaking and Writing and its companion edition, *Listening and Reading*, offer a comprehensive guide to the TOEIC (Test of English for International Communication). If you use this series to prepare for the test, you will be able to improve your score on the TOEIC test and demonstrate your skills in using English in a business setting.

No matter the level of your English, *Collins Skills for the TOEIC® Test* provides you with all the tools you need to succeed on the test. Here's a glimpse of the learning tools included in this book.

- » **Skill-specific Challenges and Solutions sections.** These sections offer strategies and suggestions to help you learn how to overcome the most common challenges in each section of the test.
- » **Quick Guide question overviews.** Each lesson provides a brief summary of the question type in an easy-to-read chart so that you can quickly understand what is important to know in order to answer the questions correctly.
- » **Walk Through samples.** Clear, visual and/or audio examples show you the types of questions, passages, and responses you can expect to find on the test. Knowing what to expect is an important part of preparing for the test.
- » **Get It Right presentations.** These presentations give an overview of the most important steps, skills, and language needed for doing well on each question. They include useful vocabulary and expressions that you can use when answering the questions and provide tips and tasks for noticing and understanding the important elements of each question type.
- » **Progressive Practice.** For each question type, carefully designed activities gradually prepare you for the TOEIC test. This step-by-step practice builds the knowledge and skills you need for a good score and encourages independent learning while working up to TOEIC testing levels.
 - *Get Ready* activities walk you through the steps you will need to follow to respond to each question effectively and offer extensive support and models to follow along the way.
 - *Get Set* activities allow you to respond to TOEIC-style test questions more independently, but still offer additional support and models to help you as you go.
 - *Go for the TOEIC® Test* activities put you in an authentic test situation and allow you to practice what you have learned in a simulated test environment.
- » **Skill-specific Practice Test sections.** At the end of each section, you'll be able to put your skills for the test to use by taking a timed practice test. These practice tests will help you identify your weaknesses so you can know what areas to focus on before the actual test.
- » **Quick Tips.** Throughout the book, you'll see *Quick Tips*, which offer best-practice strategies and useful advice on how to approach certain activity types and perform better on the test.
- » **Dictionary definitions.** *Collins COBUILD Advanced Dictionary* definitions are provided throughout the book to help you understand words and build your knowledge of vocabulary that may be found on the TOEIC test and in business settings where English is the language of communication.
- » **Answer Key and Audio Scripts.** Found at the back of this book, these tools will help you check your answers as you prepare for the TOEIC test and offer opportunities for reading along with the scripts to improve pronunciation, intonation, and other speaking skills.

Tips for Success

Start getting ready to take the TOEIC test by following these tips.

- » **Find out where you can take the test.** Begin by asking the organization requiring the test information if the TOEIC test can be administered on its premises. There are also test sites around the world with specific test dates available. Finally, if neither of these options is available in your country, you or your organization can contact ETS to find out how it can make the test available.
- » **Find out the score requirements for your organization.** Your organization will decide how to use the score you receive on the TOEIC test.
- » **Start to study early.** The more you practice, the more you will improve your skills. Give yourself at least one or two months to review the materials and complete all of the practice activities in this book. Try to spend at least one hour a day studying. Remember, by using this book, you are on your way to good scores on the TOEIC test!
- » **Time yourself.** When you do exercises and *Practice Test* sections in this book, track the time used to match TOEIC test requirements. By practicing in a timed setting, you will feel more comfortable with the time limits of the actual test.
- » **Listen to the audio.** For practice activities, you can listen to the audio as many times as you need to in order to understand the concepts taught in this book. As you listen, or after you listen, read along in the scripts. This can help improve your listening comprehension. However, stay with the audio and listen only once when you do the Speaking *Practice Test* section. You cannot go back in the actual test, so this will help you get used to the process.
- » **Complete all the exercises in this book.** The practice activities have been designed to develop specific skills that will help you perform better on the test. Also, don't be afraid to make your own notes on the page. For example, writing down the definitions of words you don't know will help you remember them later on.

Overview of the TOEIC® Test

The TOEIC test measures your proficiency in the type of English used in business settings around the world. The test does not evaluate your knowledge of the English language. Rather, it measures your ability to use English in a variety of business settings.

The TOEIC test is divided into two smaller, timed tests: Listening and Reading, and Speaking and Writing. The Listening and Reading test is a paper-and-pencil test. The Speaking and Writing test is administered on a computer. Each test evaluates key skills that you will need in order to use English in a business setting, regardless of where in the world this might be. You can choose to take either test first and the other second. You may also opt to take only the test that is needed to gauge your skills in a specific area, listening and reading or speaking and writing.

Speaking and Writing

The TOEIC Speaking and Writing test takes approximately 2 hours to complete.

- Speaking Section = 20 minutes
- Writing Section = 60 minutes
- Filling out forms = approximately 30 minutes

For the Speaking and Writing test, you will be tested on a computer. You will complete each task by responding into a microphone or typing your response onto the computer. You cannot go back and rerecord or retype most task responses.

Speaking Section

The Speaking test comes first on the computer-based TOEIC Speaking and Writing test. The Speaking test consists of 11 tasks in total and lasts about 20 minutes.

- Questions 1–2: Read a Text Aloud
- Question 3: Describe a Picture
- Questions 4–6: Respond to Questions
- Questions 7–9: Respond to Questions Using Information Provided
- Question 10: Propose a Solution
- Question 11: Express an Opinion

You will wear a headset with both earphones and a microphone during the test. You should speak clearly and carefully to be sure your speech is heard correctly by the scorers. You will be given the opportunity before you start to check that your microphone is in the best position and at the best levels to record your responses. Should you have any technical issues before or during the test, you will be able to call an administrator for help.

You will be expected to speak for a specific amount of time on some of the tasks and will be given a specific amount of time to prepare for some of the tasks. The audio program will indicate when preparation and speaking times begin and end. An on-screen timer may also be used to help you gauge how much time you've used and how much time you have left to speak.

Writing Section

The Writing test comes last on the computer-based TOEIC Speaking and Writing test. The Writing test consists of eight tasks in total and lasts about one hour.

- Questions 1–5: Write a Sentence Based on a Picture
- Questions 6–7: Respond to a Written Request
- Question 8: Write an Opinion Essay

The test is given on a standard English-language keyboard. You should, therefore, practice typing and working with this type of keyboard (called a QWERTY keyboard) if possible to ensure that you will be able to perform well on the test day. A QWERTY keyboard is the most common English keyboard layout, and you can check to see if you have this version by looking at the first six letters that are located at the top left edge of the keyboard. The letters should read Q-W-E-R-T-Y. If you do not have a QWERTY keyboard, you may wish to find one on which you can practice before you take the test.

In the Writing test, you will be expected to complete specific tasks in a certain amount of time. When your time is over, a pop-up window will notify you that your time is finished and that you will need to move to the next question. As with the Speaking section, an on-screen timer may also be used to help you gauge how much time you've used and how much time you have left to write.

If at any given point during the test you are unsure how to do a task, you can click on the "Help" button to get information about how to do the test. You can also call an administrator for help with technical issues.

Scoring for the Speaking and Writing Test

You will receive a score for each section of the Speaking and Writing test. Each score is based on a scale of 0–200, given in increments of 10. The individual task scores, which are most often

referenced in this book, are rated based on performance and range from 0–5 for the task types listed below.

Speaking

| | |
|----------------|-----------------|
| Questions 1–2: | Score range 0–3 |
| Question 3: | Score range 0–3 |
| Questions 4–6: | Score range 0–3 |
| Questions 7–9: | Score range 0–3 |
| Question 10: | Score range 0–5 |
| Question 11: | Score range 0–5 |

Writing

| | |
|----------------|-----------------|
| Questions 1–5: | Score range 0–3 |
| Questions 6–7: | Score range 0–4 |
| Question 8: | Score range 0–5 |

In addition to this scaled score, you will receive an indication of your general skills and abilities in the skills. The Speaking test has 8 levels of proficiency, and the Writing test has 9 levels of proficiency. These proficiency levels are based on common general English skills for speaking and writing and are assigned according to the total scaled scores a test taker receives.

Listening and Reading

The TOEIC Listening and Reading test takes approximately 2.5 hours to complete.

- Listening Section = 45 minutes
- Reading Section = 75 minutes
- Filling out general forms for taking the test = approximately 30 minutes

For the Listening and Reading test, you will receive an answer sheet and a test booklet. The Listening and Reading test is a multiple-choice test. You will mark each answer by filling in the oval on your answer sheet, not by marking the test booklet. You must fill in the oval completely. Look at the example. This test taker has marked (B) as the answer.



You must use a #2 pencil to mark your answers on the answer sheet. For security reasons, you may not use a mechanical pencil. You may not use a pen, either.

You can erase an answer if you decide a different answer is the correct one. If you change your mind, be sure to erase the answer completely. Never cross out an answer. The machine that scores the test will count that as two answers, and two answers are always wrong.

Listening Section

The Listening test comes first on the TOEIC paper-and-pencil test. The Listening test consists of four parts with 100 questions in total. The Listening test lasts 45 minutes. You cannot go back during any of the four parts and listen again, and you cannot go back between the parts or at the end.