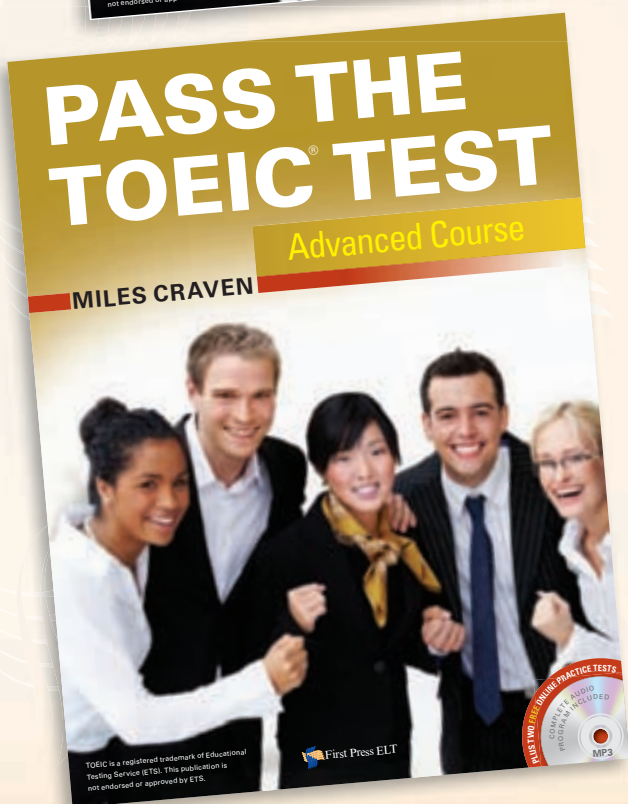
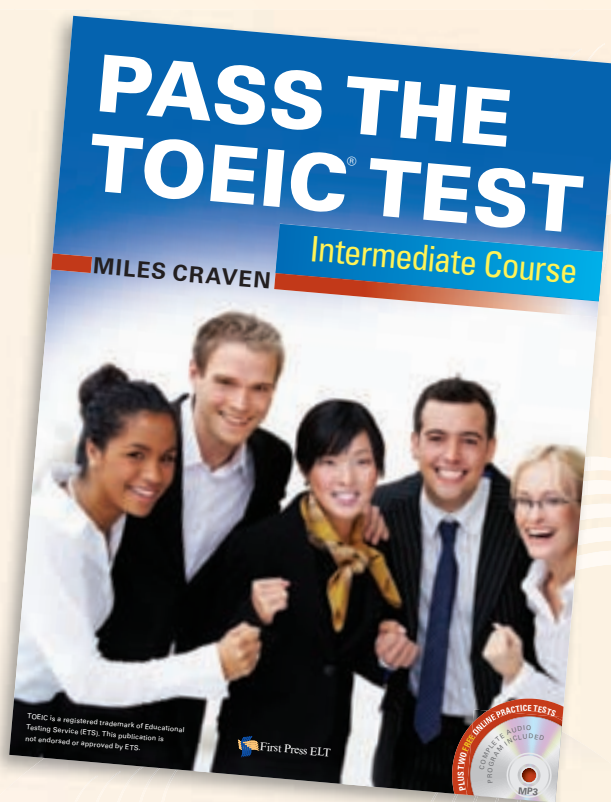
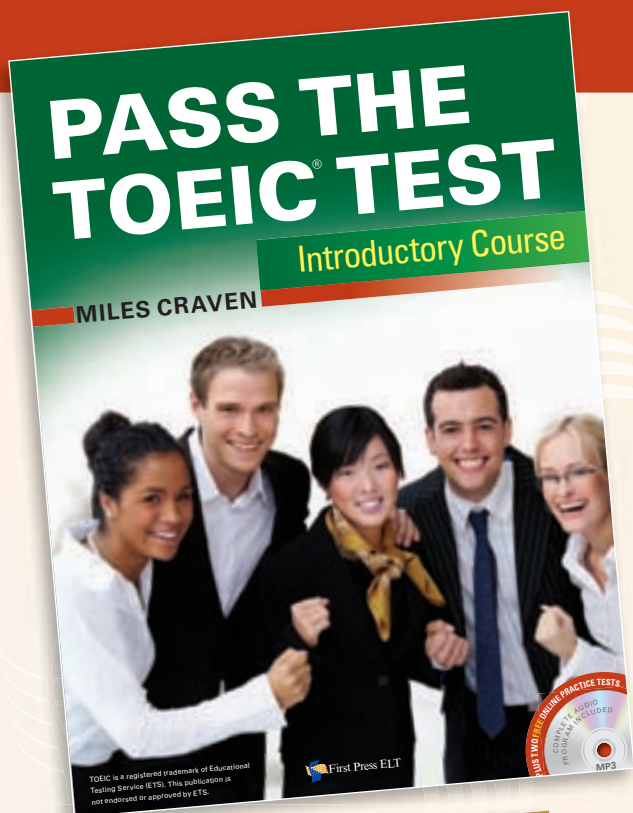


PASS THE TOEIC® TEST



Everything you need to succeed on the TOEIC test!

 **First Press ELT**
Quality English Language Publications

Pass the TOEIC® Test

Pass the TOEIC Test is the result of extensive research, interviews, piloting, and careful development. This comprehensive TOEIC preparation course provides authentic, up-to-date language practice and skills development for each part of the TOEIC test.

The course takes a clear, step-by-step approach that accurately reflects the content and format of the TOEIC test. Ideal for self-study or class use, the three levels are suitable for high elementary to advanced learners.

- Thorough preview, practice, and consolidation activities build confidence and familiarity with the test.
- TOEIC Grammar and TOEIC Vocabulary sections focus on language that is frequently tested.
- In each part there is a clear focus on the skills students need to achieve their full potential.
- Full-length Listening Comprehension Tests and Reading Tests assess improvement on each section.
- Regular Mini Tests check understanding and monitor progress.
- Accent recognition exercises increase familiarity with the different accents used in the test.
- Practice Tests accurately assess level across the entire test, with extra Practice Tests available online.
- Contains the complete Audio Program, with a detailed Answer Key.
- A companion website accompanies the course, offering a wide range of additional resources for learners and teachers.

Miles Craven



Miles Craven is the author or co-author of several best-selling courses, including *Get Real!*, *Reading Keys*, *English Grammar in Use Extra*, *Cambridge English Skills*, *Listening Extra*, *Quizzes*, *Questionnaires and Puzzles*, *Q*, and *Breakthrough Plus*. Over four million of these publications have been sold worldwide. Miles has worked in English language education since 1988, teaching in schools, colleges, and universities around the world. He has a wide range of experience as a teacher, teacher-trainer, examiner, and materials writer. He currently acts as an advisor for Executive Education programs at The Møller Centre for Continuing Education Ltd., Churchill College, University of Cambridge, specializing in the design and delivery of management training programs for aspiring business leaders.



First Press ELT is an innovative publisher of English Language Teaching textbooks and online learning resources, specializing in TOEIC preparation.

Giving students what they want

- lots of authentic practice
- up-to-date content
- all sections clearly related to the TOEIC test
- spotlight on TOEIC grammar and vocabulary
- systematic skills development
- effective test-taking strategies
- clearly presented
- useful lists of common words and phrases
- help with accents and understanding spoken English
- detailed and informative Answer Key



Giving teachers what they need

- easy to use
- flexible format
- online teaching tips
- adaptable to the needs of each class
- well-structured preparation exercises
- photocopiable Worksheets

“Cutting-edge strategies and tactics, combined with extensive practice, put students on the right track for success. This course sets a new benchmark in TOEIC test preparation.”

Professor Mitsuyasu Miyazaki, Japan

CONTENTS	
Introduction	vi
About the Course	vi
Brief Guide to the TOEIC® Test	ix
Listening Comprehension	1
Part 1: Photographs	
Part 2: Question-Response	
Part 3: Short Conversations	
Part 4: Short Talks	
Listening Comprehension Test	
Reading	
Grammar	
Vocabulary	
Part 5: Incomplete Sentences	
Part 6: Text Completion	
Part 7: Reading Comprehension	
Reading Test	
Practice Tests	
Practice Test 1	
Practice Test 2	
Appendices	
Answer Sheets and Score Conversion Table	
Essential Vocabulary	
Understanding Different Listening Test Questions	
Tips on Taking the TOEIC Test	

Clearly organized

Scope and Sequence

Listening Comprehension

Part 1 Photographs

Try It Out 3

Improve Your Performance 7

- ▶ Analyzing Distractors 8
- ▶ Similar-sounding Words 12
- ▶ Incorrect Key Words 14
- ▶ Incorrect Interpretations 16

Steps to Success 18
 Strategy Review and Tips 24
 Review Test 25

Part 2 Question-Response

Try It Out 31

Improve Your Performance 32

- ▶ *Wh-* Questions 33
- ▶ Other Question Types 38
- ▶ Words with Multiple Meanings 46
- ▶ Similar-sounding Words 47
- ▶ Homophones 48

Steps to Success 49
 Strategy Review and Tips 55
 Review Test 56

Part 3 Short Conversations

Try It Out 58

Improve Your Performance 60

- ▶ Listening for Main Ideas 61
- ▶ Listening for Details 67
- ▶ Making Inferences 75

Steps to Success 77
 Strategy Review and Tips 83
 Review Test 84

Part 4 Short Talks

Try It Out 88

Improve Your Performance 90

- ▶ Listening for Main Ideas 91
- ▶ Listening for Details 96
- ▶ Making Inferences 103

Steps to Success 105
 Strategy Review and Tips 111
 Review Test 112

Listening Comprehension Test 115

Each part begins with a short preview test, to familiarize students and help identify any weaknesses.

Students practice the language and skills they need to boost their TOEIC score.

“My students really benefit from all the vocabulary and practice. I also like the way the exercises build up the skills they need to do well on the test.”

Lucy Wu, Taiwan

Reading

Grammar and Vocabulary Part 5 and Part 6

Grammar 129

Word Choice 130
 Auxiliary Verbs 132
 Comparatives and Superlatives 134
 Subject-Verb Agreement 136
 Pronouns 138
 Verb Forms and Tenses 140
 Gerunds and Infinitives 142

Vocabulary 145

Word Forms 146
 Words with Similar Meanings 148
 Word Choice 150
 Prepositions 152
 Words that Look Alike 154
 Conjunctions 156
 Phrasal Verbs 158

Part 5 Incomplete Sentences

Try It Out 161
 Improve Your Performance Grammar and Vocabulary
 Steps to Success 164
 Strategy Review and Tips 170
 Review Test 171

Part 6 Text Completion

Try It Out 176
 Improve Your Performance Grammar and Vocabulary
 Steps to Success 179
 Strategy Review and Tips 185
 Review Test 186

Part 7 Reading Comprehension

Try It Out 190
 Improve Your Performance 198 Reading for Main Ideas 199
 Reading for Details 207
 Making Inferences 215
 Steps to Success 219
 Strategy Review and Tips 225
 Review Test 226

Reading Test 244

SCOPE AND SEQUENCE v

This section focuses on grammar and vocabulary that is often tested.

Step-by-step guidance helps students improve their test-taking technique.

This summarizes key strategies, giving tips that learners have found useful.

Each part ends with a full-length test to assess progress.

Questions with *What*

Exercise A Match each question (1–6) with the correct response (a–f).

- | | |
|--|---|
| 1. What time are you open? | a. It's very informative and easy to use. |
| 2. What did Mrs. Smith ask you to do? | b. How about Friday afternoon? |
| 3. What is the best time to meet? | c. From nine until five every day. |
| 4. What will it cost to renew our insurance? | d. I went to one on marketing. |
| 5. What presentation did you go to? | e. She wants me to write a report. |
| 6. What do you think of our new website? | f. About \$300, I think. |

1. c 2. 3. 4. 5. 6.

Exercise B Read the questions and choose the correct response: (A), (B), or (C).

- | | | |
|--|-----------------------------------|-------------------------------|
| 1. What time does your flight leave?
(A) Yes, let's leave. | (B) Is that the time? | (C) At five-fifteen. |
| 2. What was the weather like on your vacation?
(A) I hope it's not raining. | (B) It was OK. | (C) I didn't like the hotel. |
| 3. What do you do on Saturdays?
(A) I'm looking forward to it. | (B) No, I don't. | (C) I usually see my friends. |
| 4. What's your plan for cutting costs this year?
(A) I haven't decided yet. | (B) It cost more than I expected. | (C) I hear it's expensive. |
| 5. What's your office like?
(A) I don't like to work late. | (B) That's a good idea! | (C) It's pretty big. |
| 6. What kind of business is Jason in?
(A) He's an engineer. | (B) Yes, business is good. | (C) He'll be back tomorrow. |

Exercise C ¹⁹ Read the questions. Then listen and choose the correct response: (A), (B), or (C).

- | | | | |
|--|---------------------------|--------------------------------------|---------------------------|
| 1. What was the company's headquarters like? | (A) <input type="radio"/> | (B) <input checked="" type="radio"/> | (C) <input type="radio"/> |
| 2. What's the matter with Sanjay? | (A) <input type="radio"/> | (B) <input type="radio"/> | (C) <input type="radio"/> |
| 3. What drink do you want? | (A) <input type="radio"/> | (B) <input type="radio"/> | (C) <input type="radio"/> |
| 4. What will you do with your old laptop? | (A) <input type="radio"/> | (B) <input type="radio"/> | (C) <input type="radio"/> |
| 5. What would you like to discuss? | (A) <input type="radio"/> | (B) <input type="radio"/> | (C) <input type="radio"/> |
| 6. What did you put in that desk? | (A) <input type="radio"/> | (B) <input type="radio"/> | (C) <input type="radio"/> |

MINI TEST Questions with *What*

²⁰ You will hear eight questions that begin with *What*. Each question is followed by three responses. Listen and choose the correct response: (A), (B), or (C).

- | | | | | |
|----------------|----------------|----------------|----------------|------------------|
| 1. (A) (B) (C) | 3. (A) (B) (C) | 5. (A) (B) (C) | 7. (A) (B) (C) | Score
...../8 |
| 2. (A) (B) (C) | 4. (A) (B) (C) | 6. (A) (B) (C) | 8. (A) (B) (C) | |

Structured progression
of activities builds
confidence.

Words with Multiple Meanings

In English, the same word can sometimes have more than one meaning. For example, you hear the question "Do you have the right time?" followed by the response "Yes, it's on the right." The word *right* is used for two different meanings: right (correct) and right (opposite of left). The TOEIC test sometimes uses words that have multiple meanings in order to mislead you. This is especially common in Part 2.

Exercise A Read these questions and statements. Choose the correct meaning of the underlined word.

- You have to come and see us more often.
 - visit
 - look at
- We're looking for two cheap metal filing cabinets.
 - poor quality
 - inexpensive
- That hotel is very good.
 - kind
 - high-quality
- We need to study the report carefully.
 - learn
 - examine
- Let's fix a date for the meeting.
 - arrange
 - repair
- We need to make some hard decisions.
 - difficult
 - solid
- This keyboard doesn't appear to work.
 - seem
 - become visible
- Sorry, I think you have the wrong number.
 - incorrect
 - unsuitable

Exercise B Complete each pair of sentences with the same word.

- Do you want to stop work and take a break ?
The machine is expensive so please don't break it.
- I'd like to _____ a room for tonight.
I'm reading a _____ on time management.
- Hugo is taking a _____ in business studies at college.
I never fly business _____ as it's too expensive.
- I would like a _____ refund, please.
After the big meal everyone was _____ .
- What _____ of work do you do?
It was very _____ of you to meet me.
- I often _____ tennis on the weekend.
What did you think of the _____ last night?
- Please tell me your name and _____ .
The president gave a wonderful _____ at the start of the c
- I don't like food that's too spicy or _____ .
It's going to be _____ and sunny all weekend.

MINI TEST Words with Multiple Meanings

39 You will hear eight questions or statements, each followed by three words with multiple meanings, and choose the correct response.

- | | | |
|----------------|----------------|----------------|
| 1. (A) (B) (C) | 3. (A) (B) (C) | 5. (A) (B) (C) |
| 2. (A) (B) (C) | 4. (A) (B) (C) | 6. (A) (B) (C) |

46 LISTENING COMPREHENSION

Similar-sounding Words

As in Part 1, incorrect answer choices can include words that sound similar to key words in the question or statement. For example, you hear the question "Do you enjoy your job?" followed by the response "Yes, I like to jog." The words *job* and *jog* sound similar. You need to listen carefully to distinguish these similar-sounding words.

Exercise A For each numbered word below (1–5), find three words in the box that sound similar.

than bird meat disobey Japan hotel third plan personnel sheet repay concrete bell heard delay

- can plan _____
- well _____
- sweet _____
- word _____
- say _____

Exercise B Read these questions and responses. Underline the words that sound similar. Then identify the correct response for each question.

- | | |
|--|---|
| 1. Where's the <u>report</u> ?
(A) I think <u>James has it</u> .
(B) There's a <u>resort</u> on the coast.
(C) I'd like some <u>support</u> . | 5. Should we meet at eight?
(A) If that's not too late.
(B) Go straight and turn left.
(C) Please wait here. |
| 2. Are they coming by plane?
(A) Please remain seated.
(B) I'm glad they came.
(C) No, they're taking a train. | 6. Congratulations on winning first prize.
(A) Can I have fries with that?
(B) They advised me to go.
(C) Thanks. It was a big surprise. |
| 3. What time do you usually get home?
(A) It's a tough climb.
(B) Just before nine, usually.
(C) There's a sign by the phone. | 7. Are you in charge of the sales promotion?
(A) No, I think Simon is.
(B) It's a very large increase.
(C) I don't use hand lotion. |
| 4. When will they advertise the new position?
(A) The exhibition is on Friday.
(B) It's a new competition.
(C) It'll be in Monday's edition of the paper. | 8. Would you prefer to leave at nine?
(A) I can refer you.
(B) It's time to transfer now.
(C) Yes, if you don't mind. |

MINI TEST Similar-sounding Words

40 You will hear eight questions or statements, each followed by three responses. Listen and choose the correct response: (A), (B), or (C). Do not be misled by words that sound alike.

- | | | | |
|----------------|----------------|----------------|----------------|
| 1. (A) (B) (C) | 3. (A) (B) (C) | 5. (A) (B) (C) | 7. (A) (B) (C) |
| 2. (A) (B) (C) | 4. (A) (B) (C) | 6. (A) (B) (C) | 8. (A) (B) (C) |
- Score ____/8

PART 2 QUESTION-RESPONSE 47

Mini Tests give authentic test practice at every stage.

Listening for Main Ideas

In Part 4, you need to show that you have a good overall understanding of the short talks you hear. Questions that test your ability to understand main ideas in a short talk may ask about *the speaker*, *the topic*, *the audience*, *the location*, and *the purpose* of the talk.

TIPS Listening for Main Ideas – Part 4 Short Talks

- Look for questions such as *Who is speaking? What is the message mainly about? Who is the audience for this talk? Where is this announcement being made? What is the purpose of this talk?*
- As you listen, ask yourself these fundamental questions: *Who is the speaker? What is the speaker talking about? Who is the speaker talking to? Where is this taking place? What is the aim of the talk?*
- Don't worry about words you miss. You do not need to understand every single word in a short talk in order to understand the main ideas.

79 EXAMPLE

[M-Am] Good afternoon, everyone. Thank you all for coming. I have called this ← boss
 senior → board meeting because I need to tell you some disappointing news.
 managers
 As you know, recent months here at ARC Pharmaceuticals have not ← name of company
 been easy. Orders are currently 50 percent less than they were at the ← talking about
 same time last year. What's more, today I heard from Bensons, our ← low sales
 bad for → biggest client, that they are going out of business. We can expect
 business
 tough times ahead. However, since I started this company thirty years ← boss
 ago, we have overcome many challenges. I believe we have the best
 product on the market and that we can survive.

- Who is the audience for this talk?
 (A) All staff at ARC Pharmaceuticals
 (B) Employees at Bensons
 (C) **Senior managers in a company**
 (D) Sales and marketing personnel

The best answer to this question is answer choice (C), "Senior managers in a company." The man says he has called a *board meeting*, which suggests senior staff within the company, ARC Pharmaceuticals.

- What is the purpose of this talk?
 (A) **To report that the company is having difficulty**
 (B) To announce a merger with Bensons
 (C) To give the latest sales figures
 (D) To encourage staff to do their best

The best answer to this question is choice (A), "To report that the company is having difficulty." The man says that orders are down by 50 percent and that he expects *tough* times ahead.

- Who most likely is the speaker?
 (A) The Production Manager
 (B) The Chief Financial Officer
 (C) ARC Pharmaceuticals' Sales Manager
 (D) **The owner of the company**

The best answer to this question is choice (D), "The owner of the company." The speaker says he *called* the meeting. Later, he adds *I started* the company.

Clear and detailed explanations support learning.

MINI TEST Listening for Main Ideas

69 Practice listening for all the main idea elements: the speaker, topic, audience, location, and purpose. Listen to these short talks and choose the most appropriate answer: (A), (B), (C), or (D), for each question.

- What is the purpose of this advertisement?
 (A) To announce a store opening
 (B) To attract more customers
 (C) To advertise for new staff
 (D) To promote car safety
- What is being announced?
 (A) Reduced prices on products
 (B) Cheap vehicle insurance
 (C) Extra discounts on cars
 (D) Vehicle tests at no cost
- Who is this advertisement directed towards?
 (A) Existing customers only
 (B) New customers only
 (C) Listeners to a radio station
 (D) Car owners with full insurance
- What is this report mainly about?
 (A) A transportation trade show
 (B) An industrial dispute
 (C) A union leader's resignation
 (D) An auto manufacturer
- Who is the speaker?
 (A) A factory worker
 (B) A local reporter
 (C) A news presenter
 (D) A company president
- Where is this report being made?
 (A) In a radio studio
 (B) Outside a union headquarters
 (C) At a press conference
 (D) From Derek Brown's home
- What is the main purpose of this talk?
 (A) To introduce a speaker
 (B) To thank the audience
 (C) To promote a book
 (D) To present an award
- What is the woman mostly talking about?
 (A) The importance of local history
 (B) A prominent local historian
 (C) A famous person from the past
 (D) The voyage of The Mayflower
- Who is the audience for this talk?
 (A) University students studying history
 (B) Local people interested in history
 (C) Members of the Historical Society
 (D) Authors of books on history
- What is the main purpose of this speech?
 (A) To share experience and knowledge
 (B) To ask for help in the Sales Department
 (C) To announce a merger
 (D) To introduce a new staff member
- Who is the speaker talking to?
 (A) Lecturers in business
 (B) New company trainees
 (C) People at a sales conference
 (D) Sales and marketing personnel
- Where is the speech taking place?
 (A) In a factory
 (B) In a restaurant
 (C) In an office building
 (D) In a parking lot

1. A B C D 4. A B C D 7. A B C D 10. A B C D
 2. A B C D 5. A B C D 8. A B C D 11. A B C D
 3. A B C D 6. A B C D 9. A B C D 12. A B C D

Score _____/12

Reading for Details

In Part 7, you need to show that you can identify and understand important points in the texts you read. Questions about details are the most common type of question in this part of the test.

TIPS Reading for Details – Part 7 Reading Comprehension

- Look for *Wh-* questions (e.g., questions beginning with *What, When, Why, How,* etc.)
- Before you read, make sure you know what information you need to read for.
- Look for any headings or titles to help you find the part of the passage you need.
- Don't read every word. Focus only on finding the information you need.
- Don't worry about words you do not understand.
- When you find the part you need, read more carefully. Identify any key words or phrases.
- As soon as you have found the information you need, stop reading.

EXAMPLE

ARGO Summer Conference		Agenda
Thursday, July 10		
12:15	Lunchtime networking	
1:00	Lecture: The Future of Technology , Dan Swanson (I.T. Director)	Look for any key words related to the information you need to find.
2:00	Panel discussion: Opportunities in Europe	
3:30	Lecture: Strategic Management, Hye Kim (Operations Manager)	
4:30	Coffee break	
4:45	Lecture: Innovation, Hans Peterson (Marketing Director)	When you find the right part of the text, read carefully.
5:45	Panel discussion: Growth in Asia	
6:30	Closing speech, Nigella Coopers (C.E.O.)	
7:00	Farewell Dinner, Function Room 1	

1. When is the Marketing Director's afternoon lecture?

- (A) Immediately after lunch
 (B) Around 4:00 P.M.
 (C) **A quarter to five**
 (D) After the coffee break

The best answer to this question is answer choice (C), "A quarter to five." After you find *Marketing Director* in the program, you see *Lecture* and the time 4:45. You should mark answer choice (C).

2. What talk is Dan Swanson giving?

- (A) **The Future of Technology**
 (B) Growth in Asia
 (C) Opportunities in Europe
 (D) Innovation

The best answer to this (A), "The Future of Technology" in the program, you see *Lecture* and the answer choice (A).

3. Who is Nigella Coopers?

- (A) Operations Manager
 (B) Marketing Director
 (C) I.T. Director
 (D) **Chief Executive Officer**

The best answer to this (D), "Chief Executive Officer" in the program, you see *C.E.O.* You should mark

PART 7

MINI TEST Reading for Details

Read this form and choose the most appropriate answer: (A), (B), (C), or (D), for each question.

BENDIX FURNITURE

ESTIMATE

82 Cherry Lane, Biggleswade • Bedfordshire SG21 8PY • Tel: 01767 - 438798 / Fax: 01767 - 438799

Dear Mr. Ames,

Please find below details of the office products you expressed an interest in during your visit to our showroom last Friday. As discussed, we have applied the maximum discount on each item wherever possible.

Item	Quantity	Price	Discount	Total
Napoli desk (deluxe)	1	£299	10%	£269.10
Bergamo desk	3	£159	5%	£453.15
Oak bookcase	6	£110	8%	£607.20
Viper metal storage cabinet	2	£235	12%	£413.60
Milano executive chair (black)	4	£179	10%	£644.40
OfficePro conference table (black)	1	£975	5%	£926.25
Sub-Total				£3313.70
Plus VAT at 20%				£662.74
Grand Total				£3976.44

Shipping: Free (No charge for delivery on orders over £1000.)

Expected delivery times: Approximately 5 days after order is received.

Returns policy: A cancellation fee of 20% of the order cost will be applied in the event any items are returned to us after delivery. All goods are guaranteed for a period of one year from delivery.

We look forward to receiving your order.

Charlie Bryson
 Sales Team

1. Which item has the largest discount?

- (A) Viper metal storage cabinet
 (B) Oak bookcase
 (C) Milano executive chair
 (D) OfficePro conference table

2. How soon after ordering will the items be delivered?

- (A) The next working day
 (B) Within three days
 (C) Within a week
 (D) Over one week

3. When did Mr. Ames visit Bendix furniture?

- (A) The previous day
 (B) Over the weekend
 (C) At the end of last week
 (D) Sometime last month

4. Why is there no charge for shipping?

- (A) There is a special promotion.
 (B) The order exceeds a certain amount.
 (C) All items have free shipping.
 (D) Mr. Ames negotiated this separately.

5. How much is the order without VAT?

- (A) £662.74
 (B) £926.25
 (C) £3313.70
 (D) £3976.44

1. (A) (B) (C) (D) 4. (A) (B) (C) (D)
 2. (A) (B) (C) (D) 5. (A) (B) (C) (D)
 3. (A) (B) (C) (D) Score ____/5

Skills are explained,
 practiced, and then
 tested.

Students practice the thought processes they need to use in the test.

PART 4 STEPS TO SUCCESS Practice 1

STEP 1 Quickly read the questions and answer choices for this newscast.

1. What is being announced?
(A) A merger between two companies
(B) The collapse of a drug company

PART 4 STEPS TO SUCCESS Practice 2

STEP 1 Quickly read the questions and answer choices for this voicemail message.

1. What problem with the company's website does the speaker mention?
(A) Customers cannot access the website.
(B) The website does not work well.

PART 4 STEPS TO SUCCESS Practice 3

STEP 1 Quickly read the questions and answer choices for this announcement.

1. Where is this announcement being made?
(A) On a plane
(B) On a bus

PART 4 STEPS TO SUCCESS Practice 4

STEP 1 Quickly read the questions and answer choices for this short message.

1. What is the aim of this message?
(A) To compare different movies
(B) To promote a movie company

PART 4 STEPS TO SUCCESS Practice 5

STEP 1 Quickly read the questions and answer choices for this speech.

1. Who is the speaker probably addressing?
(A) Members of the public
(B) Buyers for large department stores
(C) Directors at a board meeting
(D) Managers in a post office
2. How does the Argo 250 compare to its rivals?
(A) It is more economical to use.
(B) It is easier to use.
(C) It is less expensive to buy.
(D) It is a lot more powerful.
3. How long does the company guarantee the Argo 250?
(A) For one month only
(B) For six months
(C) For one year
(D) For the life of the product

STEP 2 For each question, identify the information you need to listen for. Note the key words.

Question 1:

Question 2:

Question 3:

REMEMBER

On the actual test, you cannot mark the test paper, or make notes. You should quickly preview the questions and identify the key words silently to yourself.

STEP 3 Listen to the speech. As you listen, study the questions and answer choices above. For each question, try to identify the correct answer. Eliminate any answer choices you are sure are incorrect.

STEP 4 Mark your answers.

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)
3. (A) (B) (C) (D)



Strategy Review and Tips

Strategy Review Reading Test – Part 7

Remember, in the test...

Always skim the passage(s) first. Read quickly to get a general idea, and don't worry about any words you don't know.

Make sure you know exactly what information you need to find before you look in the passage. Then scan the passage to quickly find the answer you are looking for.

Eliminate any answers that you are sure are wrong.

Remember that for double readings you sometimes need to refer to both passages to find the answer.

Do not spend too long on one passage. Be aware of the time. If you are not sure of an answer, make a guess and move on.

TIPS Here is some advice that people taking the TOEIC test have found useful for this part. Choose the tips you like, and try to use them.

"The first one or two questions usually ask about the topic and purpose. If you skim the passage first, these are fairly easy to answer."
Maria Santos

"As a rule, questions about details come in the same order as the information they relate to in the passage. That means you'll find the answer for question three lower down the passage than where you found the answer for question two, for example."
Fujiko Nishimura

"In Part 7, never spend long thinking about the answer to a question. If you can't find the answer in about 30 seconds, take a guess and move on."
Huang Zhao

"Always read the questions first, but don't read the answer choices as well or this will take more time and confuse you."
Hitoshi Kobayashi

"Often, the correct answer choice paraphrases the information it relates to in the passage, so look out for synonyms."
Bruno Ribeiro

"The first time I took the test, I left a blank for questions I didn't know. My plan was to return to the difficult questions after I finished... but in the end there wasn't time, so I lost a lot of marks! Now I always make a guess as I go through, even if I'm not sure."
Sunee Suttikul

234 READING

Skimming

Key Skill for Part 7

When reading for main ideas, you need to read the passage simply to get a general overview of what it is about. This is called *skimming*. For example, if you look through a magazine to see what's inside, or look at a menu, this is skimming. Do not read every word – just focus on the key words that contain important information. Your goal is to get an overall idea of what the text is about. Get used to skimming texts in this way, and you will improve your TOEIC score.

Scanning

Key Skill for Part 7

When reading for details, you need to read the passage quickly to find the specific information you need. This is called *scanning*. For example, if you look through a dictionary to find a word, or check what time your favorite program is on TV, this is scanning. Do not read every word – just focus on the information that you are looking for. Your goal is to find specific details. Get used to scanning texts in this way, and you will improve your TOEIC score.

228 READING

Word Choice

Study these examples of grammar that can often be confused.

There are many things we need to do. There are few women in senior management.	Used with countable nouns (<i>problems, people, etc.</i>).
I do not have much work at the moment. We have little control over the project.	Used with uncountable nouns (<i>time, money, etc.</i>).
Here are some tickets for tonight's movie. Can I have some help, please?	Used in positive statements and questions.
I do not have any luggage. Are there any letters for me?	Used in negative statements and questions.
This is so easy, it will not take long. It is such an easy task it will not take long.	Used before an adjective (<i>so heavy, so cheap</i>). Used before an adjective + noun (<i>such a good idea</i>).
Do not work too hard. Are there enough chairs? We do not have enough money.	more than is necessary sufficient less than is necessary

There is **no** ink in the printer.
The printer is out of ink.

I called two hotels.
Neither hotel has a swimming pool.
I cannot stay at **either**.

That is the best meal I have ever had.
Have you **ever** gone to Paris?
I have **never** had a vacation in Europe.

Most workers have a car.
Of all my hobbies, I like **most** reading.

Almost all the employees are satisfied.

130 READING

MINI TEST Word Choice

Choose the most appropriate answer: (A), (B), (C), or (D), to complete each sentence.

- When I got home I was tired that I fell asleep immediately.
(A) such
(B) such a
(C) so
(D) too
- Susan looked for a place to park her car, but there were spaces left.
(A) none
(B) no
(C) not
(D) nothing
- Would you like assistance with your bags?
(A) some
(B) ever
(C) little
(D) much
- There are not time to finish the work.
(A) no
(B) enough
(C) much
(D) too
- Very time to go to the gym.
(A) short
(B) few
(C) less
(D) little
- Did you take photographs when you were on vacation?
(A) almost
(B) much
(C) many
(D) most
- manufacturing companies are having difficulty at the moment.
(A) The most
(B) Most
(C) Much
(D) Almost
- James and Bill started working here after high school.
(A) both
(B) either
(C) neither
(D) over

- Word Choice
- Auxiliary Verbs
- Modal Verbs
- Comparatives and Superlatives
- Subject-Verb Agreement
- Pronouns and Determiners
- Verb Forms and Tenses
- Gerunds and Infinitives
- Relative Clauses
- Conditionals
- Passives

Common Grammar "Traps" in the TOEIC® Test

Here are some of the most common grammar "traps" that are used in the TOEIC test.

Diane promised giving us a large discount. Diane promised <i>to give</i> us a large discount.	Some verbs take <i>to</i> + infinitive (e.g., <i>expect, pretend, manage, tend</i>).
Can you imagine to-own your own company? Can you imagine <i>owning</i> your own company?	Other verbs take the <i>-ing</i> form (e.g., <i>avoid, deny, imagine, mind</i>).
Before I went in, I stopped to read the menu on the door. Tim only stopped <i>reading</i> when he'd finished the whole book.	A few verbs take either <i>to</i> + infinitive or the <i>-ing</i> form (e.g., <i>remember, stop, regret, try</i>), with a difference in meaning.
All these office furniture is to be sold at auction. All <i>this</i> office furniture is to be sold at auction.	Uncountable nouns take a singular verb form.
The flight was arriving from Sydney was delayed. The flight <i>arriving</i> from Sydney was delayed. The lecture giving this morning was very interesting. The lecture <i>given</i> this morning was very interesting.	Watch out for present and past participles.
We were not offered no refreshments when we arrived. We were not offered <i>any</i> refreshments when we arrived.	Avoid double negatives.
Kwon said us that the meeting in Seoul went well. Kwon <i>told</i> us that the meeting in Seoul went well.	Check use of verbs in reported speech (<i>tell</i> someone, say something).
I have wanted always to be a civil engineer. I have <i>always</i> wanted to be a civil engineer.	Be careful of word order.

Transitional Words and Phrases

Transitional words and phrases connect ideas within sentences and paragraphs. Study these examples to understand their meaning and use.

We unloaded the cargo as soon as we reached the harbor. Mr. Jones was suspended and subsequently dismissed. I was not sure at first how I could explain the situation.	Time <i>after, afterward, as soon as, at first/last, before (long), currently, during, immediately, in the end, meanwhile, recently, subsequently</i>
Now that everyone is here, I will begin the presentation. The study was rejected because the data was inaccurate. I was given a bonus because of my superb sales record. Since Adam started work late, he did not stop until nine.	Cause/Effect <i>accordingly, as a result, because (of), consequently, due to, for this reason, hence, now that, since, so, therefore</i>
I would like a coffee, and maybe a piece of cake as well . Besides the website design, what else did you discuss? Not only was the meal tasty, but also it was cheap.	Addition <i>also, as well (as), besides, furthermore, in addition, moreover, not only...but also</i>
The talk was not dull. On the contrary , it was interesting. John wore a stylish suit, so I looked plain by comparison . Why don't you stop work and do something else instead ?	Contrast <i>alternatively, by comparison, conversely, even so, however, in contrast, instead, on the contrary</i>
Sales fell in the recession and likewise so did our profits.	Comparison <i>in the same way, likewise, similarly</i>
It was very cloudy, but at least it was not cold. Even though I did not win, I enjoyed the award ceremony. The committee passed the bill, despite local opposition. I may not be on time, but in any case you need not wait.	Concession <i>after all, although, at any rate, at least, despite, even though, in any case, in spite of, nevertheless, still, while, yet</i>
Did Lisa say if/whether she will be at the meeting (or not)? Unless there is a problem, I will see you later for coffee. Pets are welcome provided that they are kept on a leash.	Condition <i>if...or, on condition that, provided that, unless, whether...or</i>
In brief , I advise we accept the proposal without delay. Can I take a few moments to sum up the main points?	Summary <i>finally, in brief, in conclusion, therefore, to sum up</i>
One candidate did particularly well, namely Zhera.	Example <i>for example, for instance, namely</i>
Jane is off sick. In other words , she is not at work.	Paraphrase <i>in other words, that is, that is to say</i>
as.	Detail <i>especially, in particular, specifically</i>
	Generalization <i>as a rule, for the most part, generally speaking, ordinarily</i>

MINI TEST Transitional Words and Phrases

Choose the most appropriate answer: (A), (B), (C), or (D), to complete each sentence.

- The ink cartridges for the new office printer are more expensive and our printing costs are now higher.
(A) as
(B) due to
(C) consequently
(D) now that
- leasing to independent operators, we also have a large range of trucks and trailers for sale.
(A) In spite of
(B) Besides
(C) Moreover
(D) However
- Mr. Garcia is in an important meeting with a client and will not be able to see you for another hour or so, I'm afraid.
(A) recently
(B) subsequently
(C) currently
(D) before long
- The weather forecast for the week was terrible, but we decided to go ahead with our planned trip to the beach.
(A) likewise
(B) even so
(C) nevertheless
(D) alternatively
- we appreciate all your hard work over recent months, we cannot unfortunately extend your contract beyond the end of
- This morning's seminar on group dynamics should start promptly at nine o'clock, all the participants have already arrived.
(A) unless
(B) since
(C) yet
(D) whether
- You will be promoted to Pay Grade 7 at the end of the year, you have fulfilled all the necessary criteria and met your targets.
(A) provided that
(B) whether
(C) also
(D) similarly
- The chairman does not address new trainees at the start of each year, but this time is an exception.
(A) especially
(B) ordinarily
(C) namely
(D) conversely
- There are a few points in your estimate that I would like to query, the distribution costs and delivery times.
(A) in particular
(B) as a rule
(C) in any case
(D) even so
- Shaun was worried about finding a parking

Word Forms
Words with Similar Meanings
Word Choice
Prepositions
Words that Look Alike
Conjunctions
Phrasal Verbs
Transitional Words and Phrases

The Audioscript shows all the accents used.

15. [F-Cn] What do you think of the hotel?
 [M-Au] (A) Thank you for staying.
 (B) That's what I think, too.
 (C) It's nothing special.
16. [M-Br] I'd like to book a table for two.
 [F-Am] (A) How many people will be coming?
 (B) Sorry, those two are reserved already.
 (C) What time will you be arriving?
17. [F-Am] The accountant isn't here yet, is she?
 [M-Cn] (A) I'm not sure, but I can check for you.
 (B) She didn't count it.
 (C) I couldn't hear her very well.

Review Test p105 Track 97

1. **D** The speaker mentions going to *at least one show* is a *course requirement*, and refers to *extra credit* if listeners write a review. References to *college* and *campus* also indicate the audience are drama students.
2. **C** The announcement states that the event is a *four-week festival*.
3. **B** The speaker says *you can get your tickets for just \$10*. (A) relates to the maximum number of tickets listeners can buy. (C) is the regular price without a subsidy. (D) confuses 50 with 15.

The Answer Key gives detailed explanations for all answers.

Essential Vocabulary

In this section, you will find over 500 useful words and phrases that often appear in the TOEIC® test. Refer to this list to help you prepare whenever you see the *Essential Vocabulary* icon throughout the book. You can also use this list as a self-study resource.

Occupations

artist, author, auto mechanic, bookseller, businessman/woman, cashier, chef, cleaner, consultant, cook, correspondent, dentist, doctor, electrician, engineer, flight attendant, firefighter, florist, health inspector, hotel manager, information officer, market researcher, mechanic, news presenter, newspaper reporter, painter, pilot, plumber, police officer, professor, realtor, receptionist, researcher, sales clerk, secretary, security guard, student, taxi driver, teacher, telephone engineer, tennis coach, ticket clerk, tour guide, traffic officer, travel agent, waiter, waitress

Relationships

bank manager–client, cashier–shopper, coworkers, doctor–patient, employee–employer, friends, passenger–flight attendant, salesperson–customer, student–teacher, tourist–tour guide, waiter–customer

Activities

apply for a job, attend a lecture, buy food, call the office, catch a bus, change a tire, check some figures, check the time, do some work, drive a car, check your e-mail, cook a meal, exercise in the gym, extend a warranty, find a job, get on a plane, give a presentation, give directions, go for a drive, go home, go on a training course, go out with friends, go sightseeing, go to a concert, go to the movie theater, have a meal in a restaurant, have breakfast/lunch/dinner, have a meeting, have a picnic, leave a message, leave work, listen to the radio, look for a job, mail a letter, make a cup of tea/coffee, meet some coworkers, open a bank account, order some food, pay a bill, place an order, plan a party, play a computer game, play golf, play the violin, prepare a presentation, prepare dinner, rent a movie, repair a fault, see a play, send a text message, take a bath, take a break, take a subway, take a vacation, take a walk, visit a client, wait for a train, watch a soccer game, watch TV, work on a report, write an e-mail

Feelings and Emotions

afraid, amused, angry, bored, calm, cold, confident, disappointed, excited, frustrated, hungry, ill, jealous, nervous, pleased, relaxed, sad, sick, thankful, thirsty, tired, unhappy, unwell, upset, worried

Useful word lists aid vocabulary learning.

Common Words

Here are some of the most common words you will find in the TOEIC® test. Make sure you know what these words mean, and test yourself regularly. You can listen to the words using the CD in the back of this book.

accept	block	definite
accommodation	board	degree
according	boost	delivery
actually	branch	demand
additional	brand	department
adjust	briefcase	detail









































Understanding Different Accents

In the Listening section of the TOEIC® test you will hear speakers with American, British, Australian, and Canadian accents. You do not need to identify the different accents. However, being familiar with these accents can help improve your score on the test.

Of course, people from different countries have different accents. Even people from the same country can speak very differently. The American, British, Australian, and Canadian accents used in the TOEIC test are "standard." This section of *Pass the TOEIC Test* gives you practice in listening to and understanding "standard" American, British, Australian, and Canadian accents.

Comparing Accents

Exercise A 116 Listen to the way these words are pronounced differently.

	American	British	Australian	Canadian
water				
again				
caught				
brother				
today				
park				
beautiful				
vase				
tomato				
convenient				

Exercise B 117 Listen to these sentences. Compare the pronunciation.

- The woman is pouring water in the vase.    
- We went to a beautiful park last weekend.    
- Mr. Hill's secretary will call you later today.    
- My brother's a doctor.    
- I hear Jane's salary has gone up again.    
- Would you like pasta with tomato sauce?    
- The car caught fire, but nobody was hurt.    
- When is a convenient time to meet?    

356 UNDERSTANDING DIFFERENT ACCENTS

Accents are identified to familiarize students with different pronunciation.



To hear recordings for the exercises in this brochure, go to www.pass-the-toEIC-test.com/audio

PASS THE TOEIC® TEST

Two companion websites offer study guidance, extra exercises, teaching tips, and much more. Try the free sample test at www.practice-the-toEIC-test.com/

Collocations

Collocations are words that are often used together. Expanding your vocabulary by learning common collocations can help to boost your score in the TOEIC test.

Exercise 1

Write each verb next to the correct set of words.

go	pay	win	achieve
make	do	take	catch

- _____ a profit / friends / a mistake / arrangements
- _____ bankrupt / sightseeing / to work / on vacation
- _____ a contract / a medal / an election / approval
- _____ your goals / success / independence / the right standard
- _____ a cold / your breath / a bus / sight of someone
- _____ an exam / a break / a risk / a seat
- _____ your best / your duty / an experiment / some work
- _____ attention / a bill / taxes / cash

EXTRA PRACTICE ONLINE

Go to www.pass-the-toEIC-test.com for advice and useful exercises to help improve your score on Part 4 of the TOEIC test.

- ▶ Paraphrasing
- ▶ Word Building
- ▶ Roles and Responsibilities

114 LISTENING COMPREHENSION

Pass the TOEIC Test

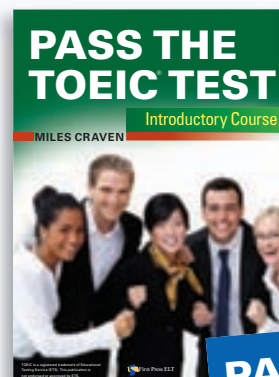
A thoroughly comprehensive, authentic, and up-to-date preparation course for the TOEIC test. Ideal for self-study or class use, the course builds confidence and boosts test scores for students on the Listening and Reading sections of the TOEIC test.

Key features

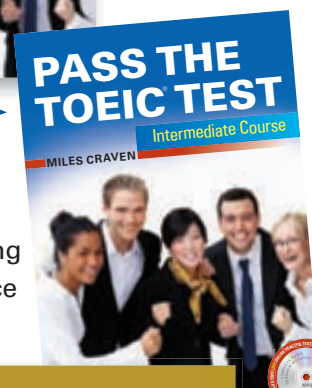
- ✓ over **1,500** high-quality practice items in each level
- ✓ clear, **step-by-step skills development**
- ✓ effective **test-taking strategies**
- ✓ full-length **review tests** for each part
- ✓ regular **Mini Tests** assess performance at every stage
- ✓ full-length **Listening Comprehension Test** and **Reading Test**
- ✓ **Grammar** and **Vocabulary** sections focus on language use
- ✓ **Practice Tests** for reliable assessment

Plus

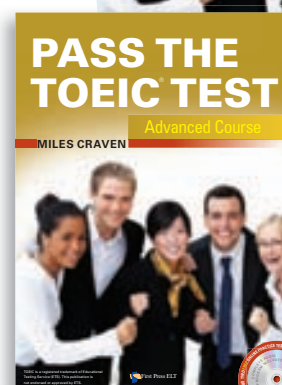
- ✓ complete **Audio Program** on MP3
- ✓ detailed **Answer Key** and full **Audioscript**
- ✓ **Essential Vocabulary** with over 500 key words and phrases
- ✓ useful **accent recognition** exercises
- ✓ **website support** with free activities for students and teachers
- ✓ **free online Practice Tests**



developing key listening and reading skills



expanding vocabulary and boosting performance



focusing on technique and accuracy

	TOEIC	A1	A2	B1	B2	C1
Introductory Course	200 → 500+	[Progress bar from A1 to A2]				
Intermediate Course	400 → 700+		[Progress bar from A2 to B1]			
Advanced Course	600 → 900+			[Progress bar from B1 to C1]		

Introductory Course with complete Audio Program, Answer Key and Audioscript

ISBN 978-1-908881-00-7

Intermediate Course with complete Audio Program, Answer Key and Audioscript

ISBN 978-1-908881-01-4

Advanced Course with complete Audio Program, Answer Key and Audioscript

ISBN 978-1-908881-02-1



www.pass-the-toEIC-test.com
www.practice-the-toEIC-test.com