

# CONTENTS

## CHAPTER 1

<b>Introduction</b> .....	7
1.1 WHAT IS THE TOEIC® TEST? .....	9
1.2 WHY HAS THE TOEIC® TEST CHANGED? .....	9
1.3 PURPOSE OF THE TEST .....	10
1.4 STRUCTURE OF THE TEST .....	10
1.5 CONTEXT OF THE TEST QUESTIONS .....	13
1.6 TEST SCORES .....	14
1.7 TEST SESSIONS .....	15
1.8 DIFFERENCES BETWEEN THE TOEIC® AND TOEIC BRIDGE™ TESTS .....	15
1.9 PREPARING FOR THE TEST .....	17
1.10 STRUCTURE OF THE BOOK .....	17
1.11 STUDY PLANS .....	19

## CHAPTER 2

<b>Diagnostic Test</b> .....	23
ANSWER SHEET .....	25
SCOREBOARD .....	27
TEST .....	28

## CHAPTER 3

<b>Test-taking Strategies for Part 1 “PHOTOGRAPHS”</b> .....	53
3.1 SCAN THE PHOTOGRAPHS .....	55
3.2 TYPES OF STATEMENTS .....	56
3.3 LISTEN TO THE STATEMENTS COMPLETELY .....	58
3.4 PREPOSITIONS .....	60
3.5 HOMONYMS AND SIMILAR-SOUNDING WORDS .....	61
<i>Exercises</i> .....	64

## CHAPTER 4

<b>Test-taking Strategies for Part 2 “QUESTION-RESPONSE”</b> .....	67
4.1 TYPES OF ITEMS .....	69
4.2 REPEATED WORDS .....	73
4.3 HOMONYMS .....	74
4.4 SIMILAR-SOUNDING WORDS .....	75
4.5 INFERENCES .....	77
<i>Exercises</i> .....	78

## CHAPTER 5

## CHAPTER 6

<b>Test-taking Strategies for Part 4 “SHORT TALKS”</b> .....	<b>93</b>
6.1 GENERAL FEATURES .....	95
6.2 TYPES OF QUESTIONS.....	96
6.3 READ THE QUESTIONS FIRST.....	97
6.4 TYPICAL DISTRACTERS .....	99
<i>Exercises</i> .....	101

## CHAPTER 7

<b>Mini-test 1 “LISTENING COMPREHENSION SECTION”</b> .....	<b>105</b>
ANSWER SHEET.....	107
SCOREBOARD .....	108
TEST .....	109

## CHAPTER 8

<b>Test-taking Strategies for Part 5 “INCOMPLETE SENTENCES”</b> .....	<b>121</b>
8.1 TWO TYPES OF SENTENCES .....	123
8.2 PREFIXES AND SUFFIXES .....	124
8.3 EASILY CONFUSED WORDS .....	126
8.4 FALSE FRIENDS .....	128
8.5 ANTONYMS .....	129
<i>Exercises</i> .....	130

## CHAPTER 9

<b>Test-taking Strategies for Part 6 “TEXT COMPLETION”</b> .....	<b>135</b>
9.1 MAIN FEATURES .....	137
9.2 VOCABULARY ITEMS .....	137
9.3 GRAMMAR ITEMS.....	139
<i>Exercises</i> .....	142

## CHAPTER 10

<b>Test-taking Strategies for Part 7 “READING COMPREHENSION”</b> .....	<b>145</b>
10.1 GENERAL FEATURES .....	147
10.2 SINGLE AND DOUBLE PASSAGES .....	147
10.3 TYPES OF QUESTIONS.....	149
10.4 EFFECTIVE READING.....	151
10.5 REPEATED WORDS .....	155
<i>Exercises</i> .....	156

## CHAPTER 11

<b>Mini-test 2 “READING COMPREHENSION SECTION”</b> .....	<b>161</b>
ANSWER SHEET.....	163
SCOREBOARD .....	164
TEST .....	165

## CHAPTER 12

<b>Vocabulary File.....</b>	<b>179</b>
12.1 OFFICES .....	181
12.2 GENERAL BUSINESS .....	184
12.3 PERSONNEL.....	187
12.4 MANUFACTURING / TECHNICAL AREAS .....	190
12.5 FINANCE AND BUDGETING / PURCHASING .....	193
12.6 TRAVEL.....	196
12.7 DINING OUT / ENTERTAINMENT .....	199
12.8 MISCELLANEOUS .....	202

## CHAPTER 13

<b>Grammar File .....</b>	<b>205</b>
13.1 ARTICLES .....	207
13.2 COUNTABLE AND UNCOUNTABLE NOUNS.....	209
13.3 COMPARISONS .....	212
13.4 LINKING WORDS .....	214
13.5 PRESENT SIMPLE AND PRESENT CONTINUOUS .....	216
13.6 PAST SIMPLE AND PRESENT PERFECT.....	218
13.7 MAIN IRREGULAR VERBS .....	221
13.8 FUTURE.....	224
13.9 CONDITIONALS .....	226
13.10 GERUND AND INFINITIVE .....	228
13.11 SUBJUNCTIVE.....	230
13.12 CAUSATIVE VERBS.....	232
13.13 PREPOSITIONS .....	234
13.14 REVIEW TEST .....	236

## CHAPTER 14

<b>Practice Tests.....</b>	<b>239</b>
PRACTICE TEST 1 .....	241
PRACTICE TEST 2 .....	289

## CHAPTER 15

<b>Speaking and Writing Tests .....</b>	<b>337</b>
15.1 GENERAL FEATURES .....	339
15.1.1 BACKGROUND .....	339
15.1.2 PURPOSE OF THE SPEAKING AND WRITING TESTS.....	339
15.1.3 STRUCTURE OF THE TESTS.....	339
15.1.4 SCORES .....	341
15.1.5 TEST SESSIONS.....	343
15.2 SPEAKING TEST.....	343
15.2.1 READ A TEXT ALOUD: <i>questions 1-2</i> .....	343
15.2.2 DESCRIBE A PHOTOGRAPH: <i>question 3</i> .....	344
15.2.3 RESPOND TO THREE QUESTIONS ABOUT A TOPIC: <i>questions 4-6</i> .....	347
15.2.4 RESPOND TO THREE QUESTIONS USING INFORMATION PROVIDED: <i>questions 7-9</i> .....	352
15.2.5 PROPOSE A SOLUTION: <i>question 10</i> .....	354
15.2.6 EXPRESS AN OPINION: <i>question 11</i> .....	356
15.3 WRITING TEST.....	358
15.3.1 WRITE A SENTENCE BASED ON A PICTURE: <i>questions 1-5</i> .....	358
15.3.2 RESPOND TO A WRITTEN REQUEST: <i>questions 6-7</i> .....	361
15.3.3 WRITE AN OPINION ESSAY: <i>question 8</i> .....	364
<i>Exercises</i> .....	366

## APPENDIX A

<b>Tapescripts and Answer Keys for Chapters 3, 4, 5, 6, 8, 9, 10, 12, 13 and 15.....</b>	<b>371</b>
CHAPTER 3.....	373
CHAPTER 4.....	374
CHAPTER 5.....	377
CHAPTER 6.....	380
CHAPTER 8.....	382
CHAPTER 9.....	384
CHAPTER 10.....	385
CHAPTER 12.....	386
CHAPTER 13.....	396
CHAPTER 15.....	401

## APPENDIX B

<b>Tapescripts and Answer Keys for Chapters 2, 7, 11 and 14.....</b>	<b>405</b>
CHAPTER 2 - DIAGNOSTIC TEST - TAPESCRIPT .....	407
CHAPTER 2 - DIAGNOSTIC TEST - ANSWER KEY .....	414
CHAPTER 7 - MINI TEST 1 - TAPESCRIPT .....	425
CHAPTER 7 - MINI TEST 1 - ANSWER KEY .....	432
CHAPTER 11 - MINI TEST 2 - ANSWER KEY .....	437
CHAPTER 14 - PRACTICE TEST 1 - TAPESCRIPT .....	442
CHAPTER 14 - PRACTICE TEST 1 - ANSWER KEY .....	454
CHAPTER 14 - PRACTICE TEST 2 - TAPESCRIPT .....	470
CHAPTER 14 - PRACTICE TEST 2 - ANSWER KEY .....	483

## APPENDIX C

<b>Word List .....</b>	<b>497</b>
GENERAL BUSINESS .....	499
FINANCING AND PURCHASING .....	500
TECHNICAL AREAS.....	501
PERSONNEL.....	501
HOUSING / CORPORATE PROPERTY .....	502
TRAVEL.....	502
DINING OUT / ENTERTAINMENT .....	503
MISCELLANEOUS .....	503

## APPENDIX D

<b>Conversion Chart .....</b>	<b>505</b>
PRACTICE TEST ESTIMATED CONVERSION CHART .....	507
PERSONAL SCOREBOARDS .....	508
TOEIC® LEVELS .....	508