



The People Who Make the Test!

The Official Guide to the

TOEFL[®]

Test

**Fifth
Edition**

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- Practice with authentic past *TOEFL iBT[®]* test questions and essay topics
- Read ETS raters' comments on actual test taker responses

DVD-ROM with

4 Full-length

Authentic *TOEFL[®]* Practice Tests





The Official Guide to the TOEFL® Test

Using the DVD-ROM

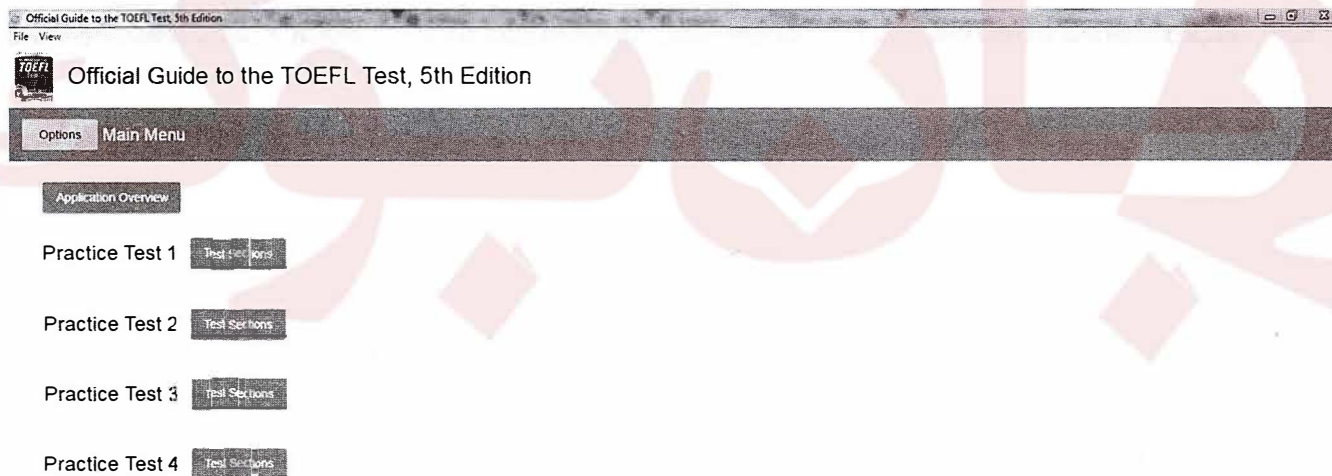
The test questions on this DVD-ROM are from actual *TOEFL iBT*® tests. However, the screens and delivery formats are not identical to the actual test. When you take the actual *TOEFL iBT* test, you may notice some variations in how the questions are presented to you on screen.

Installation

Insert the DVD-ROM into your computer. Go to the DVD drive and select the folder labeled **Audio** to copy and save the audio tracks to your device for use in working through the **book** tests. To install the electronic practice tests on a PC computer, select the file labeled **Setup** to be guided through a short series of screens. At the end of the process, the program of electronic practice tests will be installed on your computer. On a Mac® computer, the DVD-ROM will automatically display its contents. To install the computer practice tests, drag the program icon to the **Applications** folder.

Main Menu

When you launch the program, this screen appears:



Taking TOEFL iBT® Practice Tests on Your Computer

From the **Main Menu**, choose Practice Test 1, 2, 3, or 4. Then select the test section you wish to take: **Reading**, **Listening**, **Speaking**, or **Writing**. Note that you can take each section more than once.



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1

About the *TOEFL iBT*[®] Test

Read this chapter to learn

- ▶ The main features of the *TOEFL iBT*[®] test
- ▶ What kind of questions are on the test
- ▶ How you can use this book to help you prepare for the test

This Official Guide has been created to help English language learners understand the *TOEFL*[®] test and prepare for it. By preparing for the test, you will also be building the skills you need to succeed in an academic setting and go anywhere in your career and in life.

Getting Started

Start your preparation for the *TOEFL*[®] test by reading the following important information about the test, testing requirements, and your *TOEFL* scores.

Undergraduate, graduate, and postgraduate programs around the world require students to demonstrate their ability to communicate in English as an entrance requirement.

The *TOEFL* test gives test takers the opportunity to prove they can communicate ideas effectively by simulating university classroom and student life communication. The language used in the test reflects real-life English language usage in university lectures, classes, and laboratories. It is the same language professors use when they discuss course work or concepts with students. It is the language students use in study groups and everyday university situations, such as buying books at the bookstore. The reading passages are from real textbooks and course materials.

TOEFL[®] Scores Can Help You Go Anywhere

The *TOEFL*[®] test measures how well test takers *use* English, not just their knowledge of the language. Because it is a valid and reliable test with unbiased, objective scoring, the *TOEFL* test confirms that a student has the English language skills necessary to succeed in an academic setting.

That's why it is the most highly regarded and widely accepted test in the world. More than 10,000 colleges, universities, and agencies in 130 countries

accept TOEFL scores, so test takers have the flexibility to use their TOEFL test scores worldwide. The TOEFL test is also the most accessible English-language test. It is administered at secure, ETS (Educational Testing Service)-approved test centers in 180 countries. More than 30 million people have taken the test since it began in 1964.

Who Creates the *TOEFL*® Test?

ETS is the nonprofit educational organization that develops and administers the *TOEFL*® test.

Who Is Required to Take the *TOEFL*® Test?

If your first or native language is *not* English, it is likely that the college or university that you wish to attend will require you to take an English-language proficiency test. However, you should check with each institution to which you are applying for admission.

How Is the *TOEFL*® Test Used in the Admissions Process?

Your test scores will be considered together with other information you supply to the institution to determine if you have the appropriate academic and language background to be admitted to a regular or modified program of study. Often, your field of study and whether you are applying as a graduate or undergraduate student will determine what *TOEFL*® scores you need.

Is There a Minimum Acceptable Score?

Each institution that uses *TOEFL*® scores sets its own minimum level of acceptable performance. These minimums vary from one institution to another, depending on factors such as the applicant's field of study, the level of study (undergraduate or graduate), whether the applicant will be a teaching assistant, and whether the institution offers English as a Second Language support for its students.

How to Use This Book/DVD Package

This book/DVD package gives you instruction, practice, and advice on strategies for performing well on the *TOEFL*® test.

- **Chapter 1** provides an overview of the test, information about test scores, and an introduction to the on-screen appearance of the different parts of the *TOEFL iBT*® test, along with general test-taking suggestions.
- **Chapters 2, 3, 4, and 5** provide in-depth discussions of the kinds of ques-

tions that appear in each section of the test. Each chapter also includes practice questions and explanations of correct answers so that you will understand the actual communicative skills that are being tested in each section.

- **Chapters 6–9** provide four full-length actual TOEFL iBT tests that will give you an idea of how you might perform on the actual test.
- **Chapter 10** is the Writer’s Handbook, a guide to help you write essays in English. It covers grammar, usage, mechanics, style, and organization and development. There is also a discussion of different types of essays, tips on how to improve your essay by revising, editing, and proofreading, and a glossary.
- **The DVD** packaged with this book provides on-screen versions of the full-length actual tests from Chapters 6–9. It also includes numbered audio tracks for all of the listening materials that accompany the practice questions in this book. For more information about how to use the DVD, see the instruction page in the front of the book.

You can use this book to familiarize yourself with the appearance, length, and format of the test. For additional practice and to experience the real test, go to *TOEFL*® Practice Online at www.ets.org/toeflpractice. *TOEFL*® Practice Online offers:

- a real TOEFL iBT test experience
- a variety of practice tests to help you prepare for test day
- performance feedback and scores with 24 hours on all four skills

TOEFL® Practice Online can help you become familiar with the way the test is delivered and what it is like to answer the questions under timed conditions. This Official Guide will help you understand the language skills you will need to succeed on the test and in the classroom.

Use the practice tests in this book/DVD and from *TOEFL*® Practice Online to determine which of your skills are the weakest. Then follow the advice in each skill chapter to improve those skills. You should use other materials to supplement the practice test questions in this book.

Because the TOEFL test is designed to assess the actual skills you will need to be successful in your studies, the very best way to develop the skills being measured is to study in an English program that focuses on:

- communication using all four skills, especially speaking
- integrated skills (for example, listening/reading/speaking, listening/reading/writing)

However, even students who are not enrolled in an English program should practice the underlying skills that are assessed on the TOEFL test. In other words, the best way to improve performance on the test is to improve your skills. Each chapter of this book gives you explicit advice on how to connect your learning

activities to the kinds of questions you will be asked on the test. Perhaps you want to improve your score on the Reading section. The best way to improve your English reading skills is to read frequently and to read many different types of texts in various subject areas (sciences, social sciences, arts, business, and others). The Internet is one of the best resources for this, but any books, magazines, or journals are very helpful as well. It is best to progress to reading texts that are more academic in style, the kind that would be found in university courses.

In addition, you might try these activities:

- Scan the passages to find and highlight key facts (dates, numbers, terms) and information.
- Increase vocabulary knowledge, perhaps by using flash cards.
- Rather than carefully reading each word and each sentence, practice skimming a passage quickly to get a general impression of the main idea.
- Choose some unfamiliar words in the passage and guess the meanings from the context (surrounding sentences).
- Select all the pronouns (*he, him, they, them*, and others) and identify which nouns each one refers to in the passage.
- Practice making inferences and drawing conclusions based on what is implied in the passage as a whole.

All About the *TOEFL iBT*[®] Test

The *TOEFL iBT*[®] test consists of four sections: Reading, Listening, Speaking, and Writing. The entire test is about four hours long, and all sections are taken on the same day.

Key Features

- **The *TOEFL iBT*[®] test measures all four language skills that are important for effective communication: speaking, listening, reading, and writing**, emphasizing the test taker's ability to use English effectively in academic settings.
- **It reflects how language is really used** with integrated tasks that combine more than one skill, just as in real academic settings. The integrated questions ask test takers to:
 - read, listen, and then speak in response to a question
 - listen and then speak in response to a question
 - read, listen, and then write in response to a question
- **It represents the best practices in language learning and teaching.** In the past, English instruction focused on learning *about* the language (espe-

cially grammar), and students could receive high scores on tests without being able to communicate. Now teachers and learners understand the importance of using English to communicate, and activities that integrate language skills are popular in many English language programs.

Format

- The *TOEFL iBT*[®] test is administered via the Internet at a secure network of testing centers around the world.
- Instructions for answering questions are given with each section. There is no computer tutorial.
- The test is not computer-adaptive. Each test taker receives items that cover the full range of ability.
- Test takers can take notes throughout the entire test. At the end of testing, all notes are collected and destroyed at the test center to ensure test security.
- For the Speaking section, test takers wear noise-canceling headphones and speak into a microphone. Responses are recorded digitally and sent to ETS to be scored.
- Human raters, trained and certified by ETS, rate the Speaking responses.
- For the Writing section, test takers type their responses. The typed responses are sent to ETS for scoring.
- Human raters, trained and certified by ETS, rate the Writing responses. In addition to human scoring, automated scoring is used for the Writing tasks.
- Scores are reported both online and by mail.

The following chart shows the possible number of questions and the timing for each section. The time limit for each section varies according to the number of questions. Every test contains additional questions in the Reading or Listening section. These extra questions are being tested by ETS and do not count toward the test taker's score.

Test Format

Test Section	Number of Questions	Timing
Reading	3–4 passages, 12–14 questions each	60–80 minutes
Listening	4–6 lectures, 6 questions each 2–3 conversations, 5 questions each	60–90 minutes
BREAK		10 minutes
Speaking	6 tasks: 2 independent and 4 integrated	20 minutes
Writing	1 integrated task 1 independent task	20 minutes 30 minutes

Toolbar

The on-screen toolbar in each section allows you to navigate through the test with ease. The following are examples of testing tools from the Listening and Reading sections of the test. The section is always listed in the upper left-hand corner of the toolbar.

This is what the toolbar looks like in the Listening section.



- You will always know what question you are on and how much time is remaining in the section. It is possible to hide the clock at any time by clicking on **Hide Time**.
- **Volume** allows you to adjust the volume as you listen.
- **Help** allows you to get relevant help. When you use the **Help** feature, the clock does not stop.
- **Next** allows you to proceed to the next question.
- Once you click on **Next**, you can confirm your answers by clicking on **OK**. In the Listening section, you cannot see a question again once you click on **OK**.

The toolbar for the Reading section has some important features.



You can view the entire passage when answering questions. For some questions, you need to click on **View Text** to see the entire passage.

You can view all your answers by clicking on **Review**. This allows you to return to any other question and change your answer. You can also see which questions you have skipped and still need to answer.

In the Reading section you can also click on **Back** at any time to return to the previous question.

Reading Section

Academic Reading Skills

The Reading section measures your ability to understand university-level academic texts and passages. In many academic settings around the world, students are expected to read and understand information from textbooks and other academic materials written in English. The following are three purposes for academic reading:

Reading to find information

- effectively skimming text for key facts and important information
- increasing reading fluency and rate

Basic comprehension

- understanding the general topic or main idea, major points, important facts and details, vocabulary in context, and pronoun references¹
- making inferences² about what is implied in a passage

Reading to learn

- recognizing the organization and purpose of a passage
- understanding relationships between ideas
- organizing information into a category chart or a summary in order to recall major points and important details
- inferring how ideas throughout the passage connect

Description

Reading Section Format

Length of Each Passage	Number of Passages and Questions	Timing
Approximately 700 words	3–4 passages 12–14 questions per passage	60–80 minutes

Reading Passages

The *TOEFL iBT*[®] test uses reading passages from university-level textbooks that introduce a discipline or topic. The excerpts are changed as little as possible so the test can measure how well test takers can read academic material.

The passages cover a variety of subjects. You should not be concerned if you are unfamiliar with a topic. The passage contains all the information needed to answer the questions.

1. Pronoun references: The nouns that pronouns refer to in a passage

2. Make an inference: To comprehend an argument or an idea that is strongly suggested but not explicitly stated in a passage

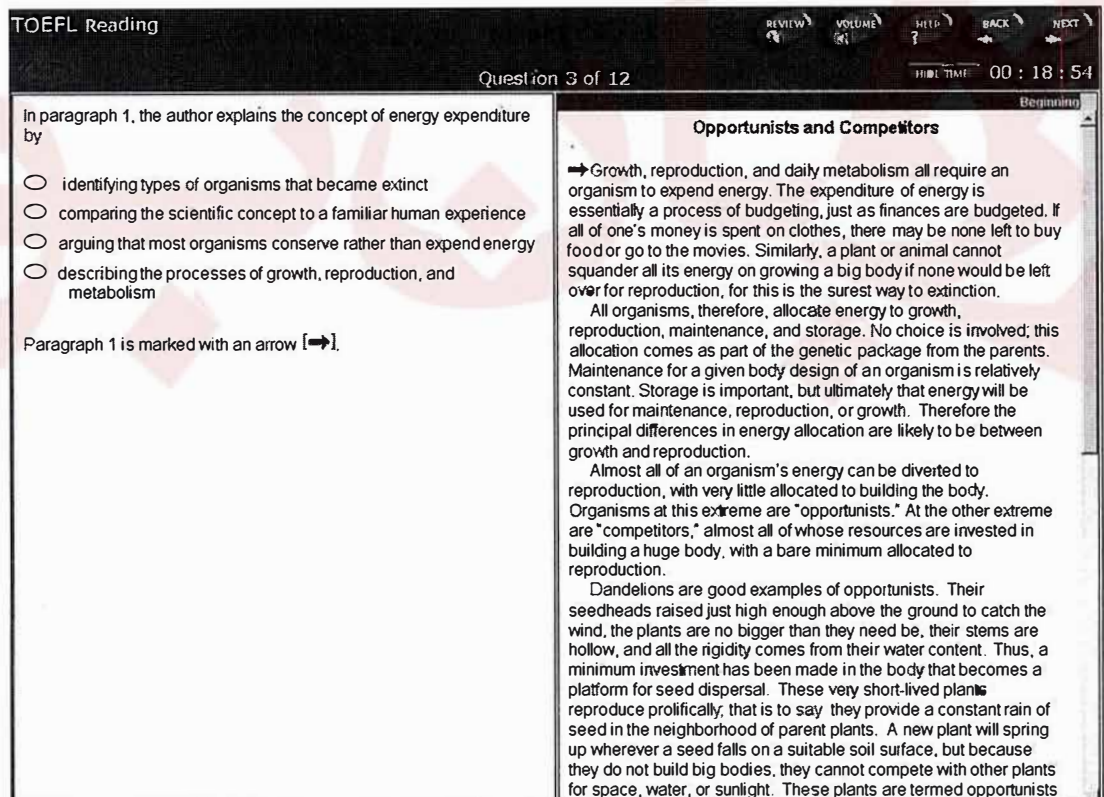
All passages are classified into three basic categories:

- exposition³
- argumentation⁴
- historical

Often, passages present information about the topic from more than one perspective or point of view. This is something you should note as you read. Usually, you are asked at least one question that allows you to demonstrate that you understood the general organization of the passage. Common organization types that you should be able to recognize are:

- classification
- compare/contrast
- cause/effect
- problem/solution

You must read through or scroll to the end of each passage before receiving questions on that passage. Once the questions appear, the passage appears on the right side of the computer screen. The questions are on the left. (See the illustration that follows.)



3. Exposition: Material that provides an explanation of a topic

4. Argumentation: Material that presents a point of view about a topic and provides evidence to support it

Level: LIMITED (1.5–2.0)**YOUR PERFORMANCE**

In your responses, you are able to use English to talk about the basic ideas from academic reading or lecture materials, but, in general, you include few relevant or accurate details. It is sometimes difficult for listeners to understand your responses because of problems with grammar, vocabulary, and pronunciation. Overall, you are able to respond in a general way to the questions, but the amount of information in your responses is limited and the expression of ideas is often vague and unclear.

ADVICE FOR IMPROVEMENT

Practice speaking about current events.

- Read newspaper articles, editorials, and information about cultural events in English. Share the information that you read with a friend in English.
- Visit a university class and take notes in the class. Then use your notes to tell a friend about some of the information you heard in English.
- Develop your academic vocabulary. Write down important new words that you come across while reading or listening and practice pronouncing them.
- Listen to a weather report and take notes on what you heard. Then give the weather report to a friend in English.

Level: WEAK (0–1.0)**YOUR PERFORMANCE**

Your responses are incomplete. They include little or no information about the topic. Your speech is often difficult for listeners to understand, and the meaning is unclear.

ADVICE FOR IMPROVEMENT

Increase your vocabulary and improve your grammar in your speech.

- Study basic grammar rules so that your speech is grammatically correct.
- As you learn new words and expressions, practice pronouncing them clearly. Record yourself as you practice.

Writing Skills: Writing Based on Reading and Listening

Level: GOOD (4.0–5.0)

YOUR PERFORMANCE

You responded well to the task, relating the lecture to the reading passage. Weaknesses, if you have any, might have to do with:

- slight imprecision in your summary of some of the main points, and/or
- use of English that is occasionally grammatically incorrect or unclear.

ADVICE FOR IMPROVEMENT

Continue to improve your ability to relate and convey information from two or more sources. For example, practice analyzing reading passages in English.

- Read two articles or chapters on the same topic or issue, write a summary of each, and then explain the ways they are similar and the ways they are different.
- Practice combining listening and reading by searching for readings related to talks and lectures with a teacher or a friend.

Level: FAIR (2.5–3.5)

YOUR PERFORMANCE

You responded to the task, relating the lecture to the reading passage, but your response indicates weaknesses, such as:

- an important idea or ideas may be missing, unclear, or inaccurate;
- it may not be clear how the lecture and the reading passage are related; and/or
- grammatical errors or vague/incorrect uses of words may make the writing difficult to understand.

ADVICE FOR IMPROVEMENT

Practice finding main points.

- Record news and informational programs in English from the television or radio, or download talks or lectures from the Internet.
- Listen and take notes. Stop the recording about every 30 seconds to write out a short summary of what you heard.
- Replay the recording to check your summary. Mark places where you are not sure if you have understood what was said or where you are not sure if you have expressed yourself well.

Writing Skills: Writing Based on Knowledge and Experience

Level: GOOD (4.0–5.0)

YOUR PERFORMANCE

You responded with a well-organized and developed essay. Weaknesses, if you have any, might have to do with:

- use of English that is occasionally grammatically incorrect, unclear, or unidiomatic, and/or
- elaboration of ideas or connection of ideas that could have been stronger.

ADVICE FOR IMPROVEMENT

Continue to improve your ability to express opinions by studying the ways that published writers express their opinions.

- Read articles and essays written by professional writers that express opinions about an issue (for example, a social, environmental, or educational issue).
- Identify the writer's opinion or opinions.
- Notice how the writer addresses possible objections to the opinions, if the writer discusses these.

Level: FAIR (2.5–3.5)

YOUR PERFORMANCE

You expressed ideas with reasons, examples, and details, but your response indicated weaknesses, such as:

- you may not provide enough specific support and development for your main points;
- your ideas may be difficult to follow because of how you organize your essay or because of the language you use to connect your ideas; and/or
- grammatical errors or vague/incorrect uses of words may make the writing difficult to understand.

ADVICE FOR IMPROVEMENT

Write a response to an article or essay in English, taking the opposite viewpoint.

- Outline your response.
- Note the methods you use to support your ideas. Reread what you have written.
- Make sure your supporting ideas are clearly related to your main point.
- Note what method you use to develop each of your supporting points.
- Make sure you have developed each of your points in detail. Is there anything more you could have said to strengthen your points?

Get the only official guide to the *TOEFL*[®] test that comes straight from the makers of the test!

If you are looking for the best, most authoritative guide to the *TOEFL iBT*[®] test, you have found it! *The Official Guide to the TOEFL[®] Test* is the one and only *TOEFL*[®] guide specially created by ETS—the maker of the test. It is packed with everything you need to prepare for the TOEFL test. Only ETS can show you exactly what to expect on the test, tell you precisely how the test is scored, and give you hundreds of authentic test questions to study for practice. That makes this guide your most reliable source for everything you need to know about the TOEFL test.

No other TOEFL guide gives you:

- Everything you need to know about the TOEFL iBT test, straight from the test makers
- Hundreds of authentic TOEFL iBT questions and essay topics
- In-depth analyses of the multiple-choice Reading and Listening sections, with valuable tips for answering test questions
- A detailed review of the Speaking and Writing sections, with scoring information, real students' responses, and actual raters' comments

ETS is a private, nonprofit organization devoted to educational measurement and research, primarily through testing. ETS develops and administers millions of achievement and admissions tests each year in the United States and 180 other countries. These include the TOEFL[®], GRE[®], Praxis[®], and other standardized tests.

For the real TOEFL iBT testing experience, visit *TOEFL Practice Online* at www.ets.org/toeflpractice

See inside front cover for details.

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