

LONGMAN

WITH
ANSWER
KEY

PREPARATION SERIES FOR THE NEW TOEIC® TEST

Advanced Course

Fourth Edition



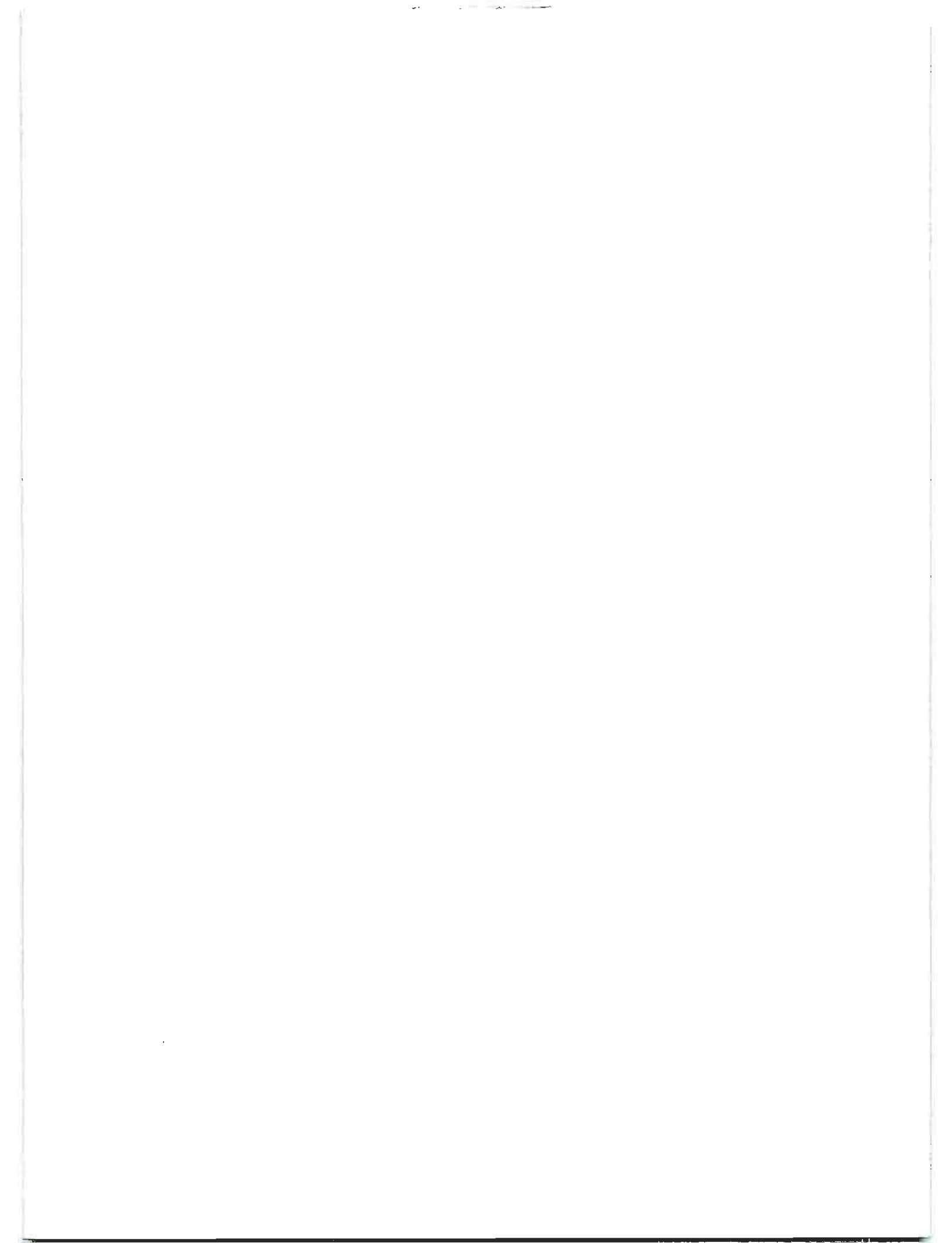
Lin Lougheed



PEARSON
Longman

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PREPARATION SERIES FOR THE NEW TOEIC® TEST

Advanced Course

Fourth Edition

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INTRODUCTION



TO THE STUDENT: SELF-STUDY GUIDE

Examine the Book



Before you begin to study for the new TOEIC® test, you should look through this book from the first page to the last. You will learn how the book is organized and how it will help you. Notice the headphone symbol used throughout the book. This symbol means that you will need the appropriate audio for that section. Now read this Self-Study Guide completely.

■ **General Information**

This introduction has information about the new TOEIC (Test of English for International Communication) test. Parts 1 through 7 of the test are described, and the test directions are given with the permission of Educational Testing Service (ETS).

■ **Level**

The new TOEIC test measures the proficiency levels of beginning, intermediate, and advanced students of English. As you become more proficient in English, your score will improve.

The materials in the book are written for advanced-level students. Study these materials carefully and you will be able to get a good score.

■ **Table of Contents**

By looking at the table of contents, you will be able to see what is taught in the book and where each part of the new TOEIC test can be found.

■ **Parts 1–7**

Each part of the book has directions and activities that match the corresponding part of the new TOEIC test. The introduction to each part gives the new TOEIC test directions and discusses learning strategies. It is followed by practice activities.

DIRECTIONS: You should read and understand all the test directions. They are reprinted here with permission from the company that makes the new TOEIC test, Educational Testing Service. Study the directions, and be sure you understand what you are going to do for each part of the test.

STRATEGIES AND ACTIVITIES: Study all the strategies given in the book and do all the activities. The more you practice for each part of the test, the more you will be able to improve your score. In each part you will find words and situations that will help you increase your command of English.

□ Practice Tests

The Practice Tests have two purposes. They are both diagnostic tests and measures of achievement.

DIAGNOSTIC TESTS: The Practice Tests and the Self-Study Chart can help you find out what you need to study next.

ACHIEVEMENT MEASURES: You can use the Practice Tests and the Self-Study Chart to see how well you learned strategies for the new TOEIC test.

TEST SCORES: This book prepares you for the kinds of questions you will find on the new TOEIC test. If your score is low, you need to go over the strategy and activity sections more thoroughly.

SPEED: The new TOEIC test is a timed test. You must learn how to read questions quickly and how to look for the answer quickly. Push yourself to work faster and faster.

The Self-Study Chart

The Self-Study Chart on page xiii is your own personal record of what you know and what you do not know about English. When you look at the Answer Key to correct your Practice Tests, you will see something like the left column:

ANSWER KEY	ANSWER SHEET
Part 2	
21. (C) <i>By noon</i> answers <i>when</i> . Choice (B) answers <i>when did she arrive</i> . Choice (A) is incorrect because he hasn't arrived yet.	(A) (B) ●
22. (B) <i>I went shopping</i> answers <i>what did you do</i> . Choice (A) answers <i>how do you get to your destination</i> . Choice (C) confuses the similar-sounding <i>play</i> and <i>day</i> .	(A) ● (C)
23. (A) <i>The woman came before the others</i> answers <i>who came first</i> . Choice (B) confuses the opposites <i>last</i> and <i>first</i> . Choice (C) confuses the opposites <i>left</i> and <i>came</i> .	(A) ● (C)

When you compare your Answer Sheet (right column) with the Answer Key, you see that you missed question 23. The correct answer was (A). Put a mark for *Who* under Part 2 in the Self-Study Chart.

PART 2: QUESTION-RESPONSE	ERRORS	STUDY PAGES
Who	I	47
What	II	47
When	I	47
Where	0	47
Why	III	47
How	0	47
Auxiliaries	0	46
Statement-Response	0	46

The completed Self-Study Chart tells you that in Part 2 of this Practice Test, you missed one question with *Who*, two questions with *What*, one question with *When*, and three questions with *Why*. You should first review Part 2 activities on *Why*, then review *What*, and then review *Who* and *When*.

The Self-Study Chart will help you make your studying very efficient. You need to review only those sections you missed on the Practice Tests.

GUIDELINES FOR TAKING THE NEW TOEIC® TEST

■ **Be on time.**

Make yourself comfortable, and sit as close to the audio source as possible.

■ **Read the directions carefully.**

Before beginning the test, you will read a set of general directions. You will also be given specific directions as to how to answer each part of the test. Study the directions and the sample questions in this book carefully so that you will be familiar with the test format.

■ **Work rapidly and carefully.**

When you take the test, read all the answer choices. Do not spend too much time on any one question. Do the questions that are easy for you first. Work as fast as you can.

■ **Do not take notes.**

While you are taking the exam, do not make any notes on your answer sheet or on any other piece of paper.

■ **Guess.**

There is no penalty for guessing. Try to answer every question. Some questions are more difficult than others. You may not know the answer to every question, so make a guess.

■ **Mark only one answer per question.**

Questions with more than one answer marked will be counted wrong even if one of the answers marked is correct.

■ **Follow the directions of the test examiners.**

If you do not follow the rules during the test, your score may not be counted.

■ **Look over your answer sheet.**

One minute before the test ends, check your answer sheet. Make sure there are no unanswered questions.

SELF-STUDY CHART	ERRORS Review	ERRORS Practice Test One	ERRORS Practice Test Two	STUDY PAGES
Pert 1: Photos				3–44
Pert 2: Question-Response				
Who				47
Whet				47
When				47
Where				47
Why				47
How				47
Auxlieries				46
Statement-Response				48
Pert 3: Conversations				
Who				55–57
Whet				61–63
When				67–69
Where				73–76
Why				80–82
How				86–88
Pert 4: Talks				
Business Announcements				95–97
Special Announcements				97–98
Recorded Announcements				99–100
Advertisements				100–101
News				102–103
Weather				103–104
Pert 5: Incomplete Sentences				
Adverbs of Frequency				129–130
Conjunctions				131–132
Prepositlons				133–134
Transition Words				135–137
Verbs				
Causative				138–139
Conditionel				140–142
Tense				143–144
Two-Word				145–146
Word Families				147–148
Pert 6: Text Completion				
Adjective Comparisons end Superlatives				151
Gerunds end Infinitives				152
Modals				153
Participles				158
Verbal Adjectives				159
Pronouns				160
Pert 7: Reading Comprehension				
Single Passages				
Advertisements				171–176
Bulletins				177–181
Forms end Tables				182–186
Labels				187–191
Letters, E-mail, and Memos				192–202
Double Pessegas				203–211

QUESTIONS ABOUT THE NEW TOEIC® TEST

What is the new TOEIC test?

The Test of English for International Communication (TOEIC) is a multiple-choice test of English for adult, nonnative speakers of the language. It consists of two sections: Listening Comprehension and Reading. Each section contains 100 questions. There are four parts to the Listening Comprehension section.

		NUMBER OF QUESTIONS
Part 1:	Photos	10
Part 2:	Question-Response	30
Part 3:	Conversations	30
Part 4:	Talks	30
TOTAL		100

There are three parts to the Reading section of the test.

		NUMBER OF QUESTIONS
Part 5:	Incomplete Sentences	40
Part 6:	Text Completion	12
Part 7:	Reading Comprehension	
	• Single Passages	28
	• Double Passages	20
TOTAL		100

How long does the new TOEIC test last?

The actual time for the new TOEIC test is approximately two hours. Additional time is required to answer questions about yourself on the Answer Sheet. You should allow up to three hours to take the test.

LISTENING COMPREHENSION SECTION	45 minutes
READING SECTION	1 hour and 15 minutes

What does the new TOEIC test measure?

The new TOEIC® test is designed to test your proficiency in English. The test covers the English language as it is used internationally in business, commerce, industry, and diplomacy. You do not need to have specialized knowledge or know specialized vocabulary for business situations.

How is the new TOEIC test scored?

The new TOEIC test is scored on a scale of 10 to 990. This is the total of the listening comprehension score and the reading score.

LISTENING COMPREHENSION	5 to 495
READING	<u>5 to 495</u>
	10 to 990

The score is a scaled score determined by the number of correct responses the student makes on a test.

Are some TOEIC tests more difficult than others?

People who take the new TOEIC test more than once may believe that one test was easier or more difficult than another. While every effort is made to develop tests that are of equal difficulty, it is not possible to develop tests that are exactly equivalent. For the new TOEIC test, any difference in difficulty between forms of the test is eliminated statistically. This means that a score on one form of the test is equivalent to the same score on any other form of the test.

NEW TOEIC® TEST DIRECTIONS

GENERAL DIRECTIONS: The following general directions are provided by the Educational Testing Service (ETS®) and are reprinted here with permission. Read them and be sure you understand them.



Test of English for International Communication

General Directions

This test is designed to measure your English language ability. The test is divided into two sections: Listening and Reading.

You must mark all of your answers on the separate answer sheet. For each question, you should select the best answer from the answer choices given. Then, on your answer sheet, you should find the number of the question and fill in the space that corresponds to the letter of the answer that you have selected. If you decide to change an answer, completely erase your old answer and then mark your new answer.

SPECIFIC DIRECTIONS: Each part of the new TOEIC test begins with specific directions for that part. In this book you will find them at the beginning of each study section and in the Practice Tests. Read them and be sure you understand them.

Note that the items in the study sections may differ slightly from those described in the actual TOEIC test directions, but the directions are provided so you will become familiar with them.

PREPARING FOR THE NEW TOEIC® TEST

To prepare for the new TOEIC test, you must recognize the familiar, routine ways thoughts are organized into words, phrases, sentences, and paragraphs. Learning to recognize these organizational patterns will help you understand the meaning of the words and phrases more readily and more completely. This will help you score well on the new TOEIC test.

The Listening Comprehension Practice exercises in Parts 1 to 4 in this book are designed in a format similar to the items of the new TOEIC test. So while you are improving your general listening comprehension, you are also sharpening your test-taking listening abilities.

Each of the sections of the Listening Comprehension Practice exercises in this book focuses on a particular way to help you understand what you have heard, even when you did not understand every word. By training yourself to pay attention to certain details, you will gain skill in general listening comprehension.

The Reading Practice exercises in Parts 5 and 6 in this book focus on certain common grammatical problems that lead to errors. Your attention is drawn to grammar items that can be easily confused: the exercises help you to gain mastery over them. The Reading Comprehension section (Part 7) helps you become familiar with certain kinds of written business material. Each of these has its own peculiar style and comprehension problems. The Reading Practice exercises and Reading Comprehension section are also designed in a TOEIC-test format to give you further help in improving your score on the new TOEIC test.

You will find everything you need in this book to focus your attention on your goals—to become more proficient in English and to get a higher score on the new TOEIC test.



LISTENING COMPREHENSION

The **Listening Comprehension** section will help you

- increase your vocabulary
- analyze photographs and reject “tricky” answers that are “almost” correct
- sharpen your observation powers
- recognize the organizational patterns of spoken English
- predict topics of conversation
- isolate key words that will help you choose the best answer

LISTENING COMPREHENSION PRACTICE

OVERVIEW

When you listen to other people talk or are a part of a conversation yourself, you have clues that help you understand the subject of the conversation. These clues can be visual (for example, the locale) as well as audio (for example, street noises).

However, sometimes you do not have any visual clues. You must only listen (for example, on the telephone or on the radio). This makes it more difficult to understand. Consequently, it is important to be aware of common problems that interfere with your listening comprehension. Problems such as words that sound alike, incorrect prepositions, and words in a different context will be examined in detail in this section.

LISTENING INSTRUCTIONS

You must have a compact disc player to do the listening comprehension exercises. Each exercise is identified on the CD.

You will not need a watch for the listening exercises because they are timed. You should not stop the audio during the listening exercise. However, you may go back and repeat the exercises as many times as you wish.

PART 1: PHOTOS

LISTENING TEST

In the Listening test, you will be asked to demonstrate how well you understand spoken English. The entire Listening test will last approximately 45 minutes. There are four parts, and directions are given for each part. You must mark your answers on the separate answer sheet. Do not write your answers in the test book.

PART 1

Directions: For each question in this part, you will hear four statements about a picture in your test book. When you hear the statements, you must select the one statement that best describes what you see in the picture. Then find the number of the question on your answer sheet and mark your answer. The statements will not be printed in your test book and will be spoken only one time.

Example

Sample Answer

A B C D



Statement (C), "They're standing near the table," is the best description of the picture, so you should select answer (C) and mark it on your answer sheet.

STRATEGIES

Look at the picture and tell yourself quickly what is represented. Make up a sentence that summarizes what you see. Then listen to the four statements. One of the statements will probably be close to the sentence you made up.

As you listen to the statements, do not be confused by these common traps:

- words that sound similar to words in the photo
- words that are in the photo but are used in a different context
- words that are related to the photo but are not in the photo

COMMON TRAP: SIMILAR SOUNDS

Many words sound alike but mean different things. Be especially careful of words that change their meaning and pronunciation by changing just one letter or sound.

She is coming today.

She is coming *to play*.

He is coming today.

He is *going our way*.

He *was going to stay*.

SIMILAR SOUNDS

today / to play

She / He

is coming to play / is going our way

is going our way / was going to stay

COMMON TRAP: PREPOSITIONS

Prepositions are difficult in both written and spoken English. When you examine a photo, you should try to associate the nouns you see in the picture with an appropriate response of place (*on, at, under, near, by, beside, etc.*).

INCORRECT

[The customer is *beside* the ticket agent.]

[The woman is *on* top of the desk.]

[The airplane ticket is *in* the woman's bag.]

CORRECT

The ticket agent is *behind* the counter.

The woman is holding a ticket *in* her hand.

The customer is *in front of* the counter.



COMMON TRAP: WORDS IN A DIFFERENT CONTEXT

Some words have different meanings, depending on how they are used. The word *park* may appear with *trees* and *flowers* or with *cars*. Make sure the word in the answer you choose has the appropriate meaning. You might hear one word in a statement or question but not understand that word in the situation given.

- The chair did not attend the meeting.
- The motion was tabled.
- She needs some writing paper.

The words in these statements may be interpreted (or misinterpreted) as follows:

- The *chair* did not attend the *meeting*.
chair head of a committee, chairperson
chair a piece of furniture

meeting an organized conference
meeting a chance encounter
- The *motion* was *tabled*.
motion a policy recommendation
motion a movement

table postpone until later
table a piece of furniture
- She needs some writing *paper*.
paper something to write on
paper something to read, a newspaper

EXERCISE 1: STEPS FOR ANALYZING PHOTOS

The steps below will help you develop the skills you need to analyze photos. In addition to the photos in the book, you can practice with photos from magazines and newspapers as well as photos from your own personal collection. The more frequently you try to analyze photos using these seven steps, the more you will improve your vocabulary and observation skills.

Step 1: Examine this photo.



Step 2: Write down what you see in the photo. Here are some examples. Can you think of others?

NOUNS					
<i>table</i>	<i>tie</i>	<i>bulletin board</i>	<i>hair</i>	<i>nose</i>	<i>plant</i>
<i>cups</i>	<i>shirt</i>	<i>wall</i>	<i>hand</i>	<i>mouth</i>	<i>pen</i>
<i>saucers</i>	<i>blouse</i>	<i>window</i>	<i>head</i>	<i>eye</i>	<i>paper</i>
<i>reports</i>	<i>jacket</i>	<i>watch</i>	<i>arm</i>	<i>chair</i>	<i>briefcase</i>

Step 3: Write down some actions that might be taking place in the photo. Here are some examples. Can you think of others?

VERBS					
<i>talk</i>	<i>meet</i>	<i>stand</i>	<i>discuss</i>	<i>sit</i>	<i>watch</i>
<i>plan</i>	<i>review</i>	<i>examine</i>	<i>work</i>	<i>think</i>	<i>look</i>

Step 4: Write down the locations of the people or things. Here are some examples. Can you think of others?

LOCATIONS
<i>The chart is on the bulletin board.</i>
<i>Two men are between two women.</i>
<i>The windows are behind the people.</i>
<i>One man is standing by the table.</i>

Step 5: Write down some statements about the photo that you know are true. Here are some examples. Can you think of others?

FACTS
<i>Four people are sitting down.</i>
<i>One man is standing up.</i>
<i>There are cups on the table.</i>
<i>There is a bulletin board on the wall.</i>
<i>There are three men and two women in the photo.</i>

Step 6: Write down some statements about the photo that you think might be true. Here are some examples. Can you think of others?

INTERPRETATIONS
<i>They are having a meeting.</i>
<i>They are reviewing some documents.</i>
<i>They are drinking coffee.</i>
<i>The man standing is making a point.</i>

Step 7: Share your work on Steps 1 through 6 with others. Did they find the same words? Did they have different interpretations?

COMMON TRAP PRACTICE

SIMILAR SOUNDS

A word or phrase may sound like an object or action in the photo. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The cup is in the stable. *The cup is on the table.*
2. An ant is in front of the widow.
3. The man who is sanding has a pin in his hand.
4. There are two men knitting.
5. Two men are carrying tiles.

PREPOSITIONS

A preposition or a prepositional phrase may be used incorrectly. Circle that preposition or prepositional phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The cups are on top of the papers.
2. They're working across from the table.
3. The papers are spread under the table.
4. The woman in the dark jacket is behind the bulletin board.
5. A briefcase is across from the woman in the dark jacket.

WORDS IN A DIFFERENT CONTEXT

A word or phrase may be used in a different context. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The group is having a meeting outdoors.
2. A man is writing a report.
3. They're looking at the information on the bulletin board.
4. They're planning to meet soon.
5. Everyone is wearing suits.

Photo 1

Step 1: Examine this photo.



Step 2: Write down what you see in the photo.

NOUNS					

Step 3: Write down some actions that might be taking place in the photo.

VERBS					

Step 4: Write down the locations of the people or things.

LOCATIONS

Step 5: Write down some statements about the photo that you know are true.

FACTS

Step 6: Write down some statements about the photo that you think might be true.

INTERPRETATIONS

Step 7: Share your work with others. Did they find the same words? Did they have different interpretations?

COMMON TRAP PRACTICE

SIMILAR SOUNDS

A word or phrase may sound like an object or action in the photo. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. They're writing a check.
2. They're sanding the floor.
3. They're checking in for the fight.
4. He's wearing a tag.
5. The trailers are on time.

PREPOSITIONS

A preposition or a prepositional phrase may be used incorrectly. Circle that preposition or prepositional phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The ticket agents are in front of the counter.
2. A man is standing beside the counter.
3. The last woman in line has a large suitcase in her hands.
4. The direction signs are underfoot.
5. The two agents are working across from one another.

WORDS IN A DIFFERENT CONTEXT

A word or phrase may be used in a different context. Circle that word or phrase. On a separate sheet of paper, rewrite these sentences to make them true.

1. The bags are on the conveyor belt.
2. The passengers are boarding the plane.
3. They're weighing their bags.
4. The security officers are opening the suitcases.
5. The agents are taking a break.

Photo 2

Step 1: Examine this photo.



Step 2: Write down what you see in the photo.

NOUNS					

Step 3: Write down some actions that might be taking place in the photo.

VERBS					