

INTERNATIONAL STUDENT EDITION

# The Complete Guide to the TOEFL<sup>®</sup> Test iBT Edition

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**Bruce Rogers**

Bruce Rogers

# The Complete Guide to the TOEFL® Test iBT Edition

The instruction and practice in *The Complete Guide to the TOEFL® Test, iBT Edition*, helps students master the skills necessary to achieve the best possible score on the TOEFL® iBT and to prepare them for success in an academic setting.

- **Practice for the new speaking section of the test** provides step-by-step lessons and strategies to help students do well on both the Integrated and Independent Speaking Tasks.
- **Special Vocabulary Building, Note Taking, and Writing Your Pronunciation, Grammar Tutorials** expand learning and offer additional practice.
- **Test-taking strategies** at the beginning of each section provide extensive practice with all question types found on the TOEFL® iBT.
- **Step-by-step lessons** teach students to break down tasks, helping them to master the essential skills needed to score well.
- **An Interactive CD-ROM** delivers electronic practice through two complete TOEFL® PRACTICE TESTS.
- **The audio program on CD or tape** includes all the listening material needed for the text.

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64 MB RAM, 128 MB recommended  
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Sound card with speakers and a microphone, CD-ROM Drive

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# **The Complete Guide to the TOEFL® Test**

**iBT EDITION**

**BRUCE ROGERS**

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## The Complete Guide to the TOEFL® Test, iBT Edition

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## PREFACE

### TO THE STUDENT

If you are preparing for the TOEFL<sup>®</sup> (Test of English as a Foreign Language) iBT, you are not alone. About a million people all over the world take the test every year. A high score on this test is an essential step in being admitted to undergraduate or graduate programs in the United States and Canada. But preparing for this test can be a difficult, frustrating experience. Perhaps you haven't taken many standardized tests such as the TOEFL test. Perhaps you're not familiar with the format, or you're not sure how to focus your studies. Maybe you've taken the test before but were not satisfied with your scores.

And now the TOEFL iBT (iBT = Internet-Based Test) is a much more communicative test. What new skills are required? What tactics are needed for top scores? How can you best practice for this version of the test?

You need a guide. That's why this book was written—to guide people preparing for this important test so that they can earn the highest scores possible.

*The Complete Guide to the TOEFL<sup>®</sup> Test, iBT Edition* is the most complete, accurate, and up-to-date preparation book available. It is based on years of experience teaching preparation classes in the United States and abroad. It is simply written and clearly organized and is suitable for any intermediate to advanced English language student.

This book offers a step-by-step program designed to make you feel confident and well prepared when you sit down in front of the computer on the day of the test. It teaches you the test-taking techniques and helps you polish the language skills you need to do well on all four sections of the test, including the Speaking Section, which, for many students, is the greatest challenge of the TOEFL iBT. And *The Guide* is an efficient way to prepare for the TOEFL iBT. By concentrating only on the points that are actually tested on the TOEFL test, it lets you make the most of your preparation time and never wastes your time.

### ABOUT THIS EDITION: WHAT'S NEW?

This edition of *The Complete Guide to the TOEFL<sup>®</sup> Test, iBT Edition*, like the TOEFL iBT itself, has been completely updated. It reflects the changes made in the format, the items, and the basic philosophy of the revised exam.

On the TOEFL iBT, the first section of the test, Reading, features longer readings and new question types. In the first section of this book, Guide to Reading, you'll work with extended readings similar to those on the test and learn about new item types. One new type of question, for example, asks you to complete an outline or summary of the reading. These questions require you to have a "global" (general) understanding of readings rather than an understanding of individual facts in the reading. There are questions that ask you *why* an author wrote some part of the passage or *how* the author communicates ideas. There are questions that ask you to recognize paraphrases of complex sentences. In the first section of the book, you will find explanations and exercises that help you develop the skills you need to answer these new question types.

In the Listening Section of the test, the lectures and conversations have gotten longer and more involved as well. However, note taking is now permitted. There are also some new question types in Listening. The second section of the book, Guide to Listening, offers tips and help with note taking as well as experience with answering all types of questions about the lectures. Another new feature of the test is the “authentic language” used by the speakers. On past forms of the test, the speakers sounded like actors reading from a book. On the TOEFL iBT, the speakers sound more natural, like real professors giving classroom lectures or real students discussing campus situations. The new Audio Program for this Guide reflects these changes, and the lectures and conversations have the same feel as those used on the actual test.

The Speaking Section of the TOEFL iBT is all new, and so is the Guide to Speaking in this book. There are two types of Speaking Tasks on the exam. Independent Speaking Tasks ask the test-taker to use his or her own knowledge and background as the topic of two short responses. The four Integrated Speaking Tasks require the test-taker to listen to information from a lecture or conversation and (for two of the tasks) from a reading. Many test-takers find the Speaking Section—especially the Integrated Tasks—the most challenging section of the test. One reason is simply that test-takers have little experience with this type of task. The new Guide to Speaking in this book provides extensive practice and hints for scoring well on this section.

The Writing Section, like the Speaking Section, has an “independent” and an “integrated” component. The Independent Task is similar to the essay section on previous versions of the test. It draws upon the test-taker’s own experiences and background knowledge. The new Integrated Task is based on a lecture and a reading with contrasting ideas. The Guide to Writing in this book has been expanded and a new section on the Integrated Task has been added to prepare you for this part of the test.

Another new feature of this text is the Communicative Activities provided at the end of each section to give you and your classmates more speaking and writing practice.

## ORGANIZATION OF THIS BOOK

**Getting Started** Two sections introduce you to the book and the test:

- ▶ **Question and Answers about the TOEFL® iBT** This section provides you with basic information about the design of the Internet-based test and helps you understand the revised scoring system.
- ▶ **Ten Keys to Better Scores on the TOEFL® iBT** This section presents the “secrets” of being a good test-taker: arranging your preparation time, using the process of elimination to make the best guess on multiple-choice items, coping with test anxiety, pacing yourself during the test, and other important techniques.

**Main Sections** The main part of this textbook is divided into four sections reflecting the four parts of the exam: Reading, Listening, Speaking, and Writing. Each of these four parts consists of the following:



- ▶ **An introduction** to each test section with basic strategies.
- ▶ **A preview test** to give you a feel for each part of the test and to provide a basis for understanding the lessons.
- ▶ **Lessons** that break down the knowledge and skills that you need into comprehensible “bites” of information. Each of the twenty-eight lessons in this book contains sample items from the preview tests that illustrate exactly how the point brought up in that lesson is tested on the TOEFL iBT. Furthermore, each lesson contains one or more exercises that practice the relevant points.
- ▶ **Review tests** that go over the points discussed in the lessons. These tests put together the points practiced in isolation in the lessons.
- ▶ **Tutorials** (found near the end of each section) covering important testing points that require more time to master than points brought up in the lessons.
- ▶ **Communicative activities** (found near the end of each section) that are designed to encourage classroom communication.

*Guide to Reading* Each of the eight lessons in this section covers one of the main types of questions that appear in the Reading Section of the TOEFL iBT and is designed to give you extensive practice reading passages and answering these questions. The tutorial for this section helps you build your vocabulary.

*Guide to Listening* Each of the six lessons in this section concentrates on one of the main types of questions asked about the conversations and lectures. There is extensive practice for listening, taking notes, and answering questions. The tutorial for this section is about note taking.

*Guide to Speaking* This section is divided into two parts, one covering the Independent Tasks and one covering the Integrated Tasks. Each of the six lessons focuses on one of the six types of Speaking Tasks and provides exercises to help you plan and deliver the responses. The tutorial for this section helps you improve your pronunciation.

*Guide to Writing* This section is divided into two parts as well: Integrated Writing and Independent Writing. The eight lessons in this part of the book guide you through the process of planning, writing, and editing the two writing responses. The tutorial for this section helps you improve your written grammar.

**Two Complete Practice Tests** Taking practice tests is one of the best ways to get ready for the TOEFL® test. You can take these tests in the book or on the accompanying CD-ROM.

**Audio Program** The audio component provides all the material needed for the exercises and tests. It is available on either audio CD or audio cassettes. (The audio program is sold separately.)

**Answer Key and Audioscript** Answers and explanations for questions and a script for the Audio Program are provided. This resource is also available online at [elt.thomson.com/toefl](http://elt.thomson.com/toefl).

## TO THE TEACHER

The TOEFL iBT puts a lot of emphasis on communicative skills, and as much as you can, you should put the same emphasis on interaction in the classroom. In the past, a lot of TOEFL test preparation involved coaching students for the Structure Section of the test, but the TOEFL iBT does not directly test grammar. No matter which of the four parts of the test you are preparing for, be sure to have students work in pairs or small groups and encourage lively give-and-take discussion.

Students who feel perfectly comfortable taking long multiple-choice tests may feel more challenged by some of the communicative tasks they are given on this test. It is recommended that in every class you do some practice for the Speaking Tasks. You might, for example, begin with two or three students giving one-minute timed, impromptu talks. These can be “integrated” tasks based on summaries of newspaper articles or news stories from television or radio, or they can be “independent” tasks based on students’ own experience. Make sure everyone gets a chance to talk, and get the rest of the class involved in asking the speaker questions about the presentations.

At least once a week it is useful to work on one or more of the Communicative Activities. These are designed to get students involved in talking and working together by playing games, having discussions, or working on projects. There are ten or more activities for each of the four sections of the test.

A good way to begin the course is by taking one of the two practice tests. This familiarizes students with the test and shows them what to expect when they take the actual exam.

You can work through the lessons starting at the first lesson, or you can begin with the section in which your students seemed to have the most problems on the first practice test.

It is certainly important to give your students exposure to computers, especially for the Writing Section. However, the computer skills required to take the test are relatively basic and the focus should be on applying language skills and using test-taking strategies, not developing computer proficiency.

Following are the amounts of time suggested to cover each section of *The Guide*. These times are approximate and will vary from class to class.

Getting Started	1 to 2 hours
Guide to Reading	20 to 24 hours
Guide to Listening	14 to 18 hours
Guide to Speaking	12 to 16 hours
Guide to Writing	12 to 16 hours
Practice Tests	8 to 10 hours

What if you don’t have time to cover everything in *The Guide*? Don’t worry! *The Complete Guide to the TOEFL® Test, iBT Edition* was designed so that you can skip parts of the exercises and lessons and still improve your students’ scores.

I welcome your thoughts, comments, questions, and suggestions. Please feel free to contact me via e-mail: [Bruce\\_Rogers\\_CGT@mail.com](mailto:Bruce_Rogers_CGT@mail.com)

## ABOUT THE AUTHOR

**Bruce Rogers** has taught test preparation and English as a Second/Foreign Language courses since 1979. He has taught in the United States, Indonesia, Vietnam, Korea, and the Czech Republic. He is also the author of Thomson's *The Complete Guide to the TOEIC® Test* and *The Introductory Guide to the TOEIC® Test*. He lives in Boulder, Colorado, USA.



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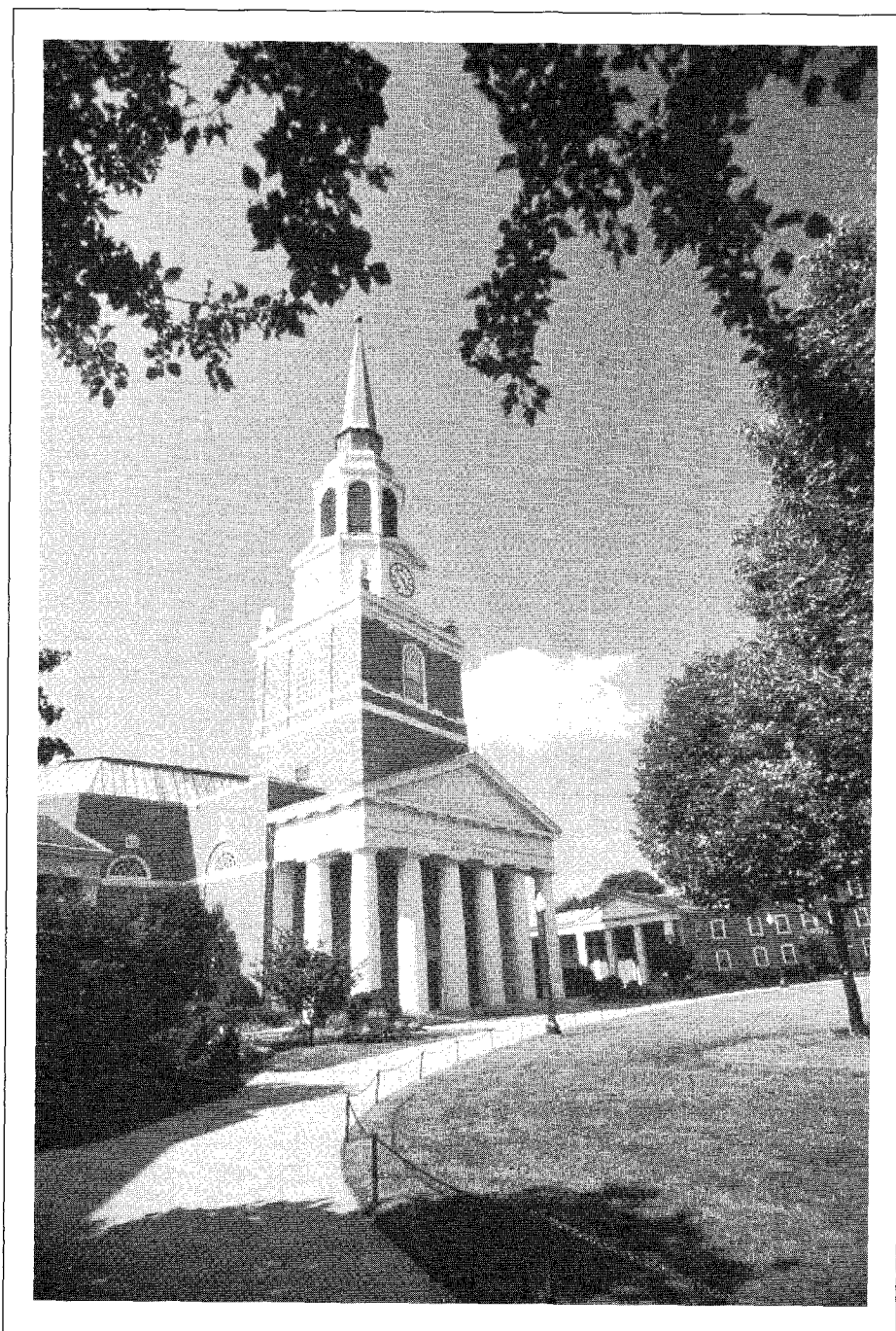
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# GETTING STARTED



# QUESTIONS AND ANSWERS ABOUT THE TOEFL<sup>®</sup> iBT

## **Q: What is the TOEFL Test?**

**A:** TOEFL stands for *Test of English as a Foreign Language*. It is a test designed to measure the English-language ability of people who do not speak English as their first language and who plan to study at colleges and universities in North America.

Educational Testing Service (ETS) of Princeton, New Jersey, prepares and administers the TOEFL test. This organization produces many other standardized tests, such as the Test of English for International Communication (TOEIC), the Graduate Management Admissions Test (GMAT), and the Graduate Record Exam (GRE).

Although there are other standardized tests of English, the TOEFL test is by far the most important in North America; ETS has offered this exam since 1965. Each year, almost a million people take the TOEFL test at testing centers all over the world. About 5,000 colleges, universities, and other institutions in the United States and Canada either require students from non-English-speaking countries to supply TOEFL test scores as part of their application process or accept TOEFL test scores as evidence of a person's proficiency in English.

## **Q: And what is the TOEFL iBT?**

**A:** For more than thirty years, the TOEFL test was given as a paper-and-pencil, multiple-choice test. In 1998, a computer-based version of the test became available in many parts of the world. The newest generation of the test, the TOEFL iBT (Internet-based test), was introduced during the 2005–2006 academic year.

As the name implies, the test is delivered over the Internet. Test-takers work on the tests at individual computer stations at official testing centers. The test is offered only on scheduled testing dates.

The TOEFL iBT is significantly different from the computer-based version of the test.

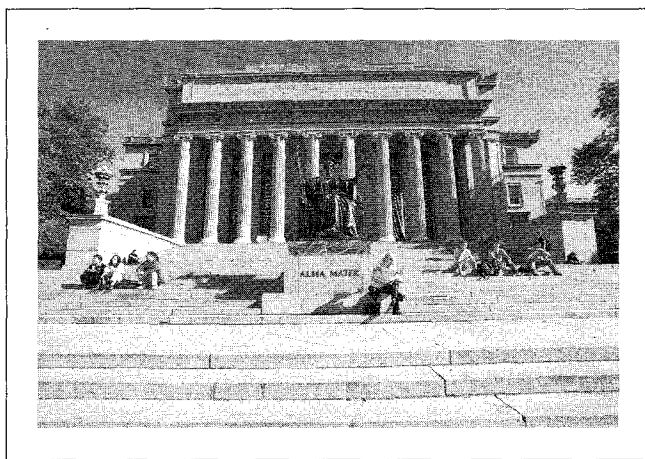
## **Q: Different? How is the TOEFL iBT different?**

**A:** For one thing, the basic way in which the TOEFL iBT tests English is different. The new test emphasizes a test-taker's ability to *communicate* in an academic setting. For that reason, a Speaking Section has been added and the Writing Section has been expanded.

Specifically, the TOEFL iBT differs from the previous version in the following ways:

- ▶ There is a new Speaking Section that tests your ability to communicate orally. You record responses that are scored by raters at ETS.
- ▶ You are allowed to take notes during all parts of the test.
- ▶ There are “integrated” tasks that require you to combine your speaking and writing skills with your reading and listening skills.
- ▶ Grammar skills are tested indirectly, especially in the Speaking and Writing Sections. There is no separate grammar section.
- ▶ There are some new types of questions in Reading and Listening.
- ▶ The lectures and conversations that you hear on the audio portions of the test are “authentic English.” In other words, the language that you hear is more natural, more like the language used in the “real world.” It contains the pauses, repetitions, self-corrections, and “umms” and “uhs” that you would expect to hear in a real lecture or conversation.

- ▶ The test is *not* “computer adaptive” (unlike the previous computer-based version). In other words, if you answer a question correctly, the next item is not more difficult, and if you answer a question incorrectly, the next question is not easier. All test-takers see the same question during each administration of the test.
- ▶ There is a new scoring system.



**Q: Why did the test change?**

**A:** One reason is that, over the last thirty years, most language teachers have changed the way they teach. The emphasis is no longer on analyzing and learning individual grammar points or memorizing vocabulary. The emphasis is on communicating in the target language in a meaningful way. That’s why the new version of the TOEFL test measures your ability to communicate orally and in writing.

Another reason for the changes is that university admissions officers wanted more information about incoming students. Can they read and understand materials in textbooks? Understand and take notes on lectures? Hold conversations with teachers, administrators, and other students? Write papers involving a number of sources? The new test indicates whether candidates have these skills.

**Q: Is the TOEFL iBT more difficult than previous versions?**

**A:** The Reading and Listening Sections and the Independent Writing Task have changed only a little, and you will probably not find them more difficult than similar sections in earlier versions of the test. However, the Integrated Writing Task and the Speaking Section may seem challenging because you do not have much experience with this kind of task. With the practice that you get in *The Complete Guide to the TOEFL, iBT Edition*, you should feel much more comfortable and confident when you actually take the test.

**Q: What format does TOEFL iBT follow? How long does it take to complete?**

**A:** The Internet-based test is divided into four sections: Reading, Listening, Speaking, and Writing, each with its own time limit. The four sections are always given in the same order. The first two sections, Reading and Listening, are mostly multiple-choice questions, while the Speaking Section requires you to give short oral presentations and the Writing Section requires you to write short essays.

The entire test takes from three and a half to four hours.

**TOEFL® iBT Format****1. Reading**

3 readings (about 600 to 700 words per reading)

39 questions (12 to 14 per reading; mainly multiple-choice)

**60 minutes****2. Listening**

2 conversations

4 lectures/discussions

34 questions (5 per conversation, 6 per lecture; mainly multiple-choice)

**About 50 minutes**Mandatory break: **10 minutes****3. Speaking**

2 Independent Tasks (based on your own knowledge and experience)

4 Integrated Tasks (based on short readings and/or lectures)

**About 20 minutes****4. Writing**

1 Independent Task (based on your own knowledge and experience)

1 Integrated Task (based on a short reading and a lecture)

**30 minutes****Total time: 3-1/2 to 4 hours**

The actual numbers in the chart above may vary from test to test. In the Reading Section, there may be four or five readings and from 36–70 questions. The Reading Section may vary in length from 60 to 100 minutes. In the Listening Section, there may be additional conversations or lectures and from 34–50 questions. The Listening Section may last from about 50 minutes to about 90 minutes.

**Q: How does the scoring system for the TOEFL iBT work?**

**A:** You will receive a Section Score for each of the four skill areas and a Total Score.

Reading	0 to 30
Listening	0 to 30
Speaking	0 to 30
Writing	<u>0 to 30</u>
Total Score	0 to 120

In addition to the numerical score, ETS will send a score “descriptor,” a short written description of what English-language skills a typical person at your score level has or does not have.

In the following chart, you can compare total scores on the TOEFL iBT with scores that are approximately equivalent to scores on the computer-based test (TOEFL CBT) and the paper-based test (TOEFL PBT).