

Target Score

A preparation course for the TOEIC® test

Charles Talcott Graham Tullis

Student's Book with two Audio CDs

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Introduction

Authors' note

Put your English to the test with *Target Score*.

Target Score is a new coursebook specifically designed for people who want to improve their overall level in international English and measure their performance against an established benchmark: the TOEIC® test – Test of English for International Communication.

Target Score combines an active communicative approach to learning authentic international English with interactive, classroom-friendly TOEIC® preparation exercises and practice tests. The twelve units and the four review tests provide a comprehensive course that prepares you for the final practice test.

The authors, building on their experience teaching English in international companies, universities and business schools, have created an exciting and challenging course that focuses on the real international situations and settings featured on the TOEIC®. Each of the units blends interesting authentic content with practical effective TOEIC® preparation exercises and tips.

With *Target Score* you'll be ready to achieve your top score on the TOEIC® and be able to use the language skills you've learned in your professional and personal life.

Enjoy the course!

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Target Score

About the book

Target Score has twelve topic based units and four review tests. After every three units, you can measure your progress with authentic TOEIC®-style questions in the review test section. When you finish all four review tests, you will have completed 200 TOEIC®-style questions.

A detailed description of the official TOEIC® is included on page 7. If you are not familiar with the TOEIC®, you should read this section before starting the course.

Each unit has been designed to create a balance between English language skills acquisition and TOEIC® practice with listening and reading exercises that are carefully matched to the seven parts on the TOEIC®. Icons like this  appear next to the exercises to indicate which part of the test the exercise is preparing you for.


Each unit contains the following components:

- Snapshot
- Listening
- Grammar Check
- Vocabulary Builder
- Viewpoint
- Communication
- TOEIC® tips

Each unit opens with **Snapshot** which features four photographs illustrating topics covered in the unit. You will practice analyzing images through communicative activities or TOEIC®-style Part I listening exercises.

The two **Grammar Check** sections in each unit will help you review and consolidate the key elements of English grammar that are essential for effective communication in international English and success on the TOEIC®. These sections include TOEIC®-style incomplete sentences from Part V and error recognition practice from Part VI. The grammar points are

cross-referenced to the **Grammar Reference** section in the back of the coursebook on pages 129–137, which gives further explanations and examples of usage.

Each unit contains several **Listening** sections where you will develop your listening comprehension skills. Where you see  you will hear a variety of TOEIC®-style listenings: Part II question and response, Part III short conversations, and Part IV short talks.

The **Vocabulary Builder** section teaches you strategies for expanding your vocabulary, focusing on keywords and terms that are commonly used in everyday English and often included on the TOEIC®. Vocabulary Builder sections provide further practice in incomplete sentences and error recognition for Parts V and VI of the test.

Viewpoint presents authentic reading texts from a wide range of international sources and includes a variety of questions and activities to test your reading comprehension. The texts focus on contemporary issues and highlight topic areas featured on the TOEIC®. Discussion sections provide an opportunity for everyone to explore and express their own point of view while improving fluency.

The **Communication** section concludes each unit with a speaking activity such as a discussion, a negotiation, or a debate. This allows you to actively practice the English you've learned in each unit and gives you the chance to interact with others just as you would in the professional world.

Each unit contains two **TOEIC® tip** boxes, which give you strategies to adopt and practical advice about what to look out for when taking the test.

A practical **Wordlist** at the back of the book includes a selection of keywords from each unit that frequently appear on the TOEIC®. **Answer keys** for the unit exercises and activities and the four review tests can be found at the back of the book on page 156. The complete **audioscripts** for all of the listening sections begin on page 140.

Overview of the TOEIC

Test of English for International Communication

What is the TOEIC?

The TOEIC is a test of international English that is taken every year by three million students and business professionals in different countries around the world.* The two-hour test includes 200 multiple-choice questions and is divided into two sections: Listening and Reading. There are 100 questions on each section.

Listening (45 minutes)

- Part I Picture identification
- Part II Question/Response
- Part III Short conversations
- Part IV Short talks

Reading (1 hour 15 minutes)

- Part V Incomplete sentences
- Part VI Error recognition
- Part VII Reading comprehension

You will find a description of each part of the test below, followed by a box with specific strategies that will help you to maximize your score.

*For more information consult the TOEIC® web page at www.TOEIC.com

The Listening section

This section of the test has four separate parts and lasts 45 minutes.

Part I Picture identification (20 questions)

In Part I you will see a selection of 20 black and white photographs and you will hear a series of 20 recordings. For each photo you will hear four descriptive statements. You must identify the one statement that best describes what you can see in the picture.

- Always look closely at each photo and ask yourself the following questions :
 Who is in the photo?
 What objects are visible?
 Where was the photo taken?
 What are the professions of the people?
 What actions are being performed?
 What are the positions of the people and the objects?
- Make sure that you listen to the complete statement. Some statements may only be partially true.
- Watch out for homonyms and similar-sounding words that have different meanings.

Part II Question/Response (30 questions)

Part II features 30 recordings of questions and responses. Each question is followed by three responses. You must select the appropriate response.

- The questions that you will hear will be of different types. Try to determine what type of question is being asked and what the purpose of the question is. Some questions ask for information but others may be invitations, suggestions or comments.
- Listen carefully to the beginning of the question, especially for question words such as *who*, *what*, *where*, etc.
- Do not expect the answer to a question to contain the same verb and tense as the question.

Part III Short conversations (30 questions)

Part III includes 30 recordings of three-part conversations between two people. After listening to each conversation, you have to answer one written comprehension question. Each question has four multiple-choice answers, only one of which is correct.

- Always read the question before you hear the recording. This will help you to focus on what is said and you may even be able to guess the meaning of words that you do not understand.
- While you are listening to the conversation, try to identify who the speakers are, where the conversation takes place and what they are talking about.
- Listen for keywords that will help you to identify the context.

Part IV Short talks (20 questions)

Part IV presents several recorded short talks that may include announcements, weather reports, travel advisories, etc. You must answer two or more written comprehension questions about each talk. Each question has four multiple-choice answers, only one of which is correct.

- Read as many questions as you can before you hear the short talk – but don't read the answers. You won't have time and they will distract you.
- Focus on the introduction and the first part of the talk to determine the context.
- Memorize key information as you listen and do not try to answer any questions before you've listened to the whole talk.

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The Reading section

This section of the test has three parts and lasts one hour and fifteen minutes.

Part V Incomplete sentences (40 questions)

The questions in Part V consist of sentences that contain a blank. You are given four possible answers to complete the sentence. You must choose the correct one.

- Ask yourself if the question is about vocabulary or grammar.
- Analyze the sentence and try to identify the parts of speech – i.e. noun, adjective, etc. This will help you to choose the correct answer especially on vocabulary questions.
- Figure out the meaning and/or the type of word by looking at prefixes and suffixes.
- Look for grammatical relationships in the sentence – i.e. cause/effect, conditionals, verb tense agreement, etc.

Part VI Error recognition (20 questions)

Part VI includes 20 sentences that each have four underlined and lettered segments. One of these segments contains an error. You must identify which underlined segment contains the error.

- Check the underlined parts of the sentence for errors that relate to the entire sentence structure.
- Look carefully at the relationship between parts of the sentence – i.e. subject/verb agreement especially with count/non-count or irregular nouns, verb tense/time expressions, etc.
- Watch out for prepositions and gerund/infinitive errors.

Part VII Reading comprehension (40 questions)

In this section of the test, you must read several documents and answer comprehension questions about them. The documents may include announcements, notices, letters, advertisements, news articles, etc. Each document is followed by a set of questions.

- Skim the questions before reading in order to establish a focus for reading.
- Be familiar with the layout of common types of texts such as emails, memos or formal letters in order to facilitate your reading.
- Read the title and the first line of the text to determine what kind of text it is and identify the main idea.
- Remember that an answer may require that you understand information in different parts of the text.

General test-taking strategies

The following simple strategies can help you to perform better on the test:

- Bring a good quality pencil and eraser.
- Make sure that you are familiar with the instructions for each section of the test before you take it. That will help you to concentrate on the questions and you will be able to use your time more effectively.
- Don't panic if you hear or read words that you do not understand. Focusing on the general context will usually help you to answer correctly.
- Remember that you are not penalized for incorrect answers so always give an answer to each question.
- If you can't find the right answer to a question in the Listening section or you haven't understood part of the recording – don't panic! Choose an answer that you think is possible and move on to focus on the next question.
- Don't let yourself be distracted by a difficult question in the Listening section. You only have limited time between each question so you must answer quickly and be ready to listen to the next one.
- Make sure that you do not run out of time when doing the Reading section. Remember that your time is limited.
- Even if you don't have enough time to finish all the questions in the Reading section, you should still complete the answer grid by guessing.