



The People Who Make the Test!

The **Official Guide** to the
TOEFL®
Test **Third Edition**

- Find out all about the TOEFL Internet-based Test
- Practice with hundreds of real TOEFL questions and essay topics
- Read ETS raters' comments on actual responses



CD-ROM with

**2 Full-length
Authentic TOEFL Tests**



The **Official Guide** to the
TOEFL®
Test Third
Edition

McGraw-Hill

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1

Introducing the TOEFL® iBT

Read this chapter to learn

- ▶ The main features of the TOEFL iBT
- ▶ What kinds of questions are on the test
- ▶ How you can use this book to help you get a better score

This *Official Guide* has been created to help English language learners understand the TOEFL® Internet-based Test (iBT) 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 iBT by reading the following important information about the test, testing requirements, and your TOEFL scores.

The TOEFL Test — The Test That Takes You Farther

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 students 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 coursework 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 students *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 6,000 colleges, universities, and agencies in 130 countries

accept TOEFL scores, so students 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 more than 4,500 test centers in 180 countries. More than 22 million people have taken the test since 1964.

Who Creates the TOEFL Test?

ETS (Educational Testing Service) is the nonprofit educational organization that develops and administers the TOEFL test.

What Is the TOEFL iBT?

The TOEFL iBT is an Internet-based test (iBT) delivered in secure testing centers around the world. The TOEFL iBT replaced the TOEFL computer-based test (CBT). The paper-and-pencil (PBT) version of the test is still offered in some locations where iBT testing is not possible.

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 this test. However, you should check with each institution to which you are applying for admission.

How Is the TOEFL 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/CD Package

This book/CD package gives you instruction, practice, and advice on strategies for performing well on the TOEFL iBT.

- **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, along with general test-taking suggestions.
- **Chapters 2, 3, 4, and 5** provide in-depth discussions of the kinds of questions that appear in each part of the TOEFL iBT. 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 and 7** provide two full-length actual TOEFL iBT tests that will give you an estimate of how you would perform on the actual exam.
- **The CD-ROM** packaged with this book provides on-screen versions of both full-length actual TOEFL iBT tests from Chapters 6 and 7. It also includes numbered audio tracks for all of the listening passages that accompany the practice questions in this book. For more information about how to use the CD-ROM, see the instruction page inside the front cover.

You can use this book to familiarize yourself with the appearance, length, and format of the TOEFL iBT. 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 experience
- A variety of practice tests that help prepare you for test day
- Instant scores and performance feedback on all four tested skills
- Access to discussion boards

TOEFL Practice Online can help you become familiar with the tools available in the TOEFL iBT 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/CD-ROM 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 iBT 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 on the TOEFL iBT test is to study in an English program that focuses on:

- communication using all four skills, especially speaking
- integrated skills (i.e., 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 iBT. In other words, the best way to improve performance 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 reading score on the TOEFL iBT. The best way to improve reading skills is to read frequently and to read many different types of texts in various subject areas (sciences, social sciences, arts, business, etc.). 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 flashcards.
- 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*, etc.) 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

The TOEFL iBT 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 tests all four language skills that are important for effective communication: speaking, listening, reading, and writing.** The TOEFL iBT emphasizes the student's ability to use English effectively in academic settings.

- **It reflects how language is really used.** TOEFL iBT uses 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.** Learning English used to focus on learning *about* the language (especially 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

- TOEFL iBT is administered via computer from a secure internet-based network.
- Instructions for answering questions are given with each section. There is no computer tutorial.
- TOEFL iBT 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-cancelling headphones and speak into a microphone. Responses are digitally recorded and sent to ETS's Online Scoring Network.
- For the Writing section, test takers must type their responses. The typed responses are sent to ETS's Online Scoring Network.
- Human raters, trained and certified by ETS, rate the Speaking and Writing responses.
- 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.

Test Format

Test Section	Number of Questions	Timing
Reading	3–5 passages, 12–14 questions each	60–100 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

Tool Bar

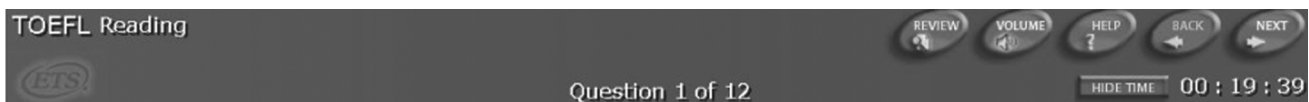
The on-screen tool bar in each section allows you to navigate through the test with ease. Following are examples of testing tools from the Listening and Reading sections of the test. The section is always listed in the upper left-hand corner of the tool bar.

This is what the tool bar 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 of the Listening passages.
- **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 tool bar 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.