

# TOEIC

## Test of English for International Communication

TOEIC is a standardized test that measures your listening and reading skills. Unlike other tests, the TOEIC evaluates your ability to function in the business world rather than in an academic setting. The test consists of 200 multiple-choice questions. Some students take the TOEIC because they want to improve their English. Other students take the TOEIC because they want to apply for a job that requires a TOEIC score. Your score will range from 10-990. Every institution expects a different standard of proficiency from its employees. Many companies expect entry level applicants to score at least 600 on the TOEIC. Management positions may require a score of 800. You can take the TOEIC as many times as you want in order to achieve your goal.

Here is a general proficiency table:

TOEIC Scores	
Below 400:	Beginner
400-600:	Intermediate
600-700:	High Intermediate
800-900:	Advanced

Here are some of the topics on the TOEIC:

Typical TOEIC Topics	
Banking	Jobs
Entertainment	Offices
Health	Restaurants
Housing	Transportation
Industry	Travel

**Coming soon:** The new TOEIC has been launched in a few countries around the world. Some sections of the original TOEIC have been altered structurally and others have been eliminated. The new test uses authentic communication from modern life and business and includes a variety of English accents. EnglishClub.com is currently updating the TOEIC pages to provide users with new test information, practice (including audio), and tips.

Here is the format of the TOEIC:

**TOEIC Format****Section 1: Listening Comprehension**

*100 questions, 45 minutes*

Part I: Photographs (20 questions)

Part II: Question and Response (30 questions)

Part III: Short Conversations (30 questions)

Part IV: Short Talks (20 questions)

**Section 2: Reading**

*100 questions, 75 minutes*

Part V: Incomplete Sentences (40 questions)

Part VI: Error Recognition (20 questions)

Part VII: Reading Comprehension (40 questions)

The TOEIC is developed in the United States, but is used throughout the world. The test developers use American language and spelling. The voices in the listening section are usually American, though some European countries administer tests with British accents.

Part: [I](#) - [II](#) - [III](#) - [IV](#) - [V](#) - [VI](#) - [VII](#)

## TOEIC Practice Session

## Part I: Photographs

In Part I of the TOEIC you will look at several photographs. For each photograph you will hear four statements. You will have to choose which statement has the best description of the picture.

### Example 1:

First you will look at a photograph:



Next you will listen to four statements. Choose the one that best describes what you see in the picture.

- A) The woman is wearing glasses.
- B) There is a note on the keyboard.
- C) The woman is facing the monitor.
- D) There is a lamp above the computer.

#### Explanation:

- **Choice A** is incorrect because the glasses are on the table. **Placement** of objects is a common distractor in Part I.
- **Choice B** is incorrect because the note is on the monitor not the keyboard.
- **Choice D** is incorrect because the lamp is beside the computer. **Prepositions** are very common distractors found in Part I. Make sure to review your prepositions of location for the TOEIC.

The correct answer is **C**.

## Example 2:



- A) The people are wearing coats.
- B) The boat is in the water.
- C) The life-jackets are on the boat.
- D) The drum is in front of the chair.

### Explanation:

- **Choice A** is incorrect because the people are wearing life-jackets not coats. **Types of clothing** are often tested in Part I.
- **Choice B** is incorrect because the boat is not yet in the water. The people are pulling the boat into the water. When you are analyzing a photo make sure that you note the **main action** that is taking place.
- **Choice C** is incorrect because the life-jackets are on the people, not in the boat. Be careful not to choose a statement just because you recognize a **vocabulary** word from the photo.

The correct answer is **D**.

### Example 3:



- A) The man is on a pathway.
- B) The mountains are covered with snow.
- C) The man is carrying a cap.
- D) The sandals are in the water.

#### Explanation:

- **Choice B** is incorrect because the mountains do not have any snow on them. It is summertime. You may be asked to distinguish between **seasons** in Part I.
- **Choice C** is incorrect because the man is wearing a cap. Remember you will not be able to read the choices in this section. Wearing and carrying **sound similar**. Listen carefully.
- **Choice D** is incorrect because the sandals are on the man's feet. Both vocabulary words are in the photo, but the **context** is incorrect.

*The correct answer is A.*

TOEIC Practice Session

Part: [I](#) - [II](#) - [III](#) - [IV](#) - [V](#) - [VI](#) - [VII](#)

## Part II: Question and Response

In Part II of the TOEIC you will be tested on your ability to respond to a question. It is very important that you can understand and identify wh-questions. You will listen to three possible responses. Only one of the responses is correct.

## Example 1:

First you will hear a question:

- How many people are coming to the conference?

Next you will hear three answer choices:

- A) There were 70 people there.
- B) I don't think she is coming.
- C) At least 150 people.

### Explanation:

- **Choice A** has a distractor called a **related word**. When you hear the words, "how many" your brain automatically looks for a response with a number in it. This is an error that the test maker expects you to make. Also, the response is in the past **tense**, but the question asks about the future.
- **Choice B** is a distractor called a **repeated word**. The word "coming" is in the question but the answer B does not make sense. This is another common error that the test maker expects you to make.

*The correct answer choice is C.*

## Example 2:

- Do you think the boss will take us out for lunch today?

- A) I had a hamburger and fries.
- B) He's probably too busy today.
- C) I didn't take the bus.

### Explanation:

- **Choice A** contains **related words**. The test taker wants you to associate "lunch" with "hamburger and fries". Try not to get tricked this way!
- **Choice C** is a distractor called **similar sounds**. The word "boss" sounds similar to the word "bus". This is another common error that you need to watch out for.

*The correct answer is B.*

## Example 3:

- Did you fax the letter to the client?

- A) I'll type it after lunch.
- B) No, I sent it by email.
- C) I collected some important facts.

**Explanation:**

- **Choice A** contains a **related word**. You might have associated the word "letter" with "type".
- **Choice C** contains another distractor called a **homonym**. A homonym is a word that sounds the same but is spelled differently. On the real test you will not be able to read the answer choices. You have to be able to understand which word is which by the context. In this case the homonyms are "fax" and "facts". In the question, "fax" is a verb. In the answer choice it is a noun. You should make a list of all of the homonyms you come across.

**Other homonyms**

week/weak  
 add/ad  
 hear/here  
 knot/not  
 right/write  
 weight/wait

*The correct answer is B.*

**Example 4:**

- Did you have to wait very long?
  - A) No more than an hour.
  - B) I hate long line-ups.
  - C) I've gained twenty pounds.

**Explanation:**

- **Choice B** is another common distractor that uses the **same word with a different meaning**. In the question, the word "long" refers to amount of time. In the answer choice, the word "long" refers to distance.
- **Choice C** associates the word "wait" (which could be confused for "weight") with "pounds". The test maker wants to trick you twice!

*The correct answer is A.*

## Part III: Short Conversations

In this part of the test you will listen to a short conversation between a man and a woman. There will be three lines to listen to. After the conversation, you will read a question about the dialogue. There will be four possible answers.

### Example 1:

First you will hear a short conversation:

- **Man:** Do you want to share a taxi to the airport?  
**Woman:** Actually I'm not flying. I'm going to the conference by bus.  
**Man:** That's right. I forgot that you are afraid of flying.

Next you will read a question with four possible answers:

☰ How is the woman getting to the conference?

- A) By plane
- B) By bus
- C) By taxi
- D) By car

### Explanation:

- **Choice A** is how the man is getting to the conference. In Part III there is often one or two choices that are **mentioned** but are not correct.
- **Choice C** is how the man is getting to the airport. "Taxi" is mentioned but is not correct.
- **Choice D** is not mentioned. In Part III there is often one choice that is **not mentioned** at all.

*The correct answer is B.*

### Example 2:

- **Man:** I have a doctor's appointment this afternoon.  
**Woman:** Don't worry. I'll handle all of your calls.  
**Man:** Thanks. I'm expecting a message from my lawyer.

☰ What does the man have to do?

- A) Visit his lawyer

- B) Get a massage
- C) Go to the doctor
- D) Make an appointment

**Explanation:**

- **Choice A** is who the man is expecting a call from. It is mentioned but not correct.
- **Choice B** confuses the sound "message" with "massage". **Sound** is a common distractor in Part III.
- **Choice D** is not correct because the man has already made the appointment. If the question was in the past, then it could be correct. **Tense** is a common distractor used in Part III.

*The correct answer is C.*

**Example 3:**

- **Man:** I'm looking for a gift for my wife.  
**Woman:** How about a scarf or some perfume?  
**Man:** I was hoping you would show me your jewelry section.

☰ What is the man looking for?

- A) His wife
- B) A skirt
- C) The jewelry section
- D) Some perfume

**Explanation:**

- **Choice A** answers "who" he is buying a gift for. In Part III you have to pay attention to the **question words**. In this example the question word is "what".
- **Choice B** confuses the **sounds** "scarf" and "skirt".
- **Choice D** is **mentioned** but is not what the man is looking for.

*The correct answer is C.*

**Part IV: Short Talks**

In Part IV you will listen to a short talk. It might be an announcement, a radio advertisement, or a telephone recording. You will listen to the talk and read a few questions about it.

## Example 1:

First you will hear a short talk:

- Good morning ladies and gentleman. This is your tour guide speaking. The ship will be docking in approximately five minutes. Please collect all of your belongings and exit to the right. Before heading to the farmer's market we will gather under the welcome sign for a group photo.

Next you will read a few questions with four answer choices:

- ☰ 1. What should the passengers do before exiting the ship?
  - A) Welcome the visitors
  - B) Check the time
  - C) Collect their personal items
  - D) Take a picture

### Explanation:

- **Choice A** has the word "welcome". This is a **repeated word**. This choice does not make sense because the visitors and passengers are the same people.
- **Choice B** distracts you because of the **association** you automatically make between time and "five minutes".
- **Choice D** is the wrong choice for two reasons. Firstly, because they are going to have a picture taken (passive). Secondly, because this will happen after they get off the ship.

*The correct answer is C.*

- ☰ 2. What will happen in five minutes?
  - A) The ship will arrive at the dock.
  - B) The passengers will go shopping.
  - C) The passengers will take photos of the ship.
  - D) The market will open.

### Explanation:

- **Choice B** will happen, but not in five minutes. The **time** is confused.
- **Choice C** confuses the passengers getting off the ship and taking photos of the ship.
- **Choice D repeats** the word "market" but does not answer the question.

*The correct answer is A.*

## Example 2:

- I'd like to welcome you all to the fourth annual poet's brunch. In just a few minutes a server will be around to offer you coffee or tea. Please take a moment to fill out your name tag and introduce yourself to the other artists at your table. Lunch will be served at 11:00 am sharp, followed by a reading from last year's prize winner.

☰ 1. How often does this event take place?

- A) monthly
- B) four times a year
- C) once a year
- D) every four years

### Explanation:

- **Choice A** is not mentioned.
- **Choices B and D** confuse "fourth annual" or "every four years" with four times a year. This is very tricky and something you must watch out for.

*The correct answer is C.*

☰ 2. What will happen after the brunch?

- A) The people will be served drinks.
- B) An artist will show his paintings.
- C) The guests will introduce themselves.
- D) A poet will read a poem.

### Explanation:

- **Choice A** is what will happen in a few minutes.
- **Choice B** confuses the idea of what an artist is. An artist can be many things; a poet, a painter, or a writer. This is a poet's brunch, so the artist is a poet.
- **Choice C** is what is going to happen now.

*The correct answer is D.*

## Example 3:

- Thank you for calling Speedy Reservations. All of our operators are busy at this time. If you are looking for flight schedules, please visit our online booking service at [www.speedyresos.com](http://www.speedyresos.com). If this is a personal call and you know the extension of the staff member you would like to speak to at this time, press the number now. All other inquiries please hold for the next available representative.

☰ 1. Where would you hear this type of talk?

- A) In an airport.
- B) At a bus station.
- C) On a telephone.
- D) On television.

**Explanation:**

- **Choice A** associates flights with airports.
- **Choice B** confuses the **similar sounds** busy and bus.
- **Choice D** does not make sense in **context** because the caller is instructed to press buttons or hold.

*The correct answer is C.*

☰ 2. Who should visit the website?

- A) Staff members of Speedy Reservations.
- B) Callers looking for special schedules.
- C) Callers looking for staff members.
- D) People looking for fight times.

**Explanation:**

- **Choice A** is **who** callers can find by pressing the correct extension number.
- **Choice C** is **who** should press the extension number.
- **Choice D** confuses the **similar sounds** flight and fight.

*The correct answer is B.*

## Part V: Incomplete Sentences

Part V marks the beginning of the reading skills section. In this section you will read a sentence that has one blank spot. There will be four choices of words or phrases to choose from. You will have to choose the one that you think completes the sentence. When the sentence is complete it must be grammatically correct.

### Example 1:

First you will read a sentence with a blank.

I haven't used this word processing program \_\_\_\_\_.

Next you will read four choices. Choose the word or phrase that best fits into the blank.

- A) prior
- B) advanced
- C) previous
- D) before

**Explanation:**

- **Choice A** is an **adjective**.(I have a prior engagement.)
- **Choice B** is a **verb**.(I advanced the money to her.)
- **Choice D** is an **adjective**.(That was my previous job.)

*The correct answer is D.* The sentence requires an adverb.

## Example 2:

The maid of honor will be seated \_\_\_\_\_ the bride.

- A) from
- B) to
- C) next
- D) by

**Explanation:**

- **Choice A** indicates a source.(Water comes from the tap.)
- **Choice B** indicates destination.(I'm going to Hawaii.)
- **Choice C** requires an additional "to". (I am seated next to her).

*The correct answer is D.*"By" means the same as "near" or "beside".

## Example 3:

The employees \_\_\_\_\_ about the closure before the announcement was made public.

- A) know
- B) known
- C) knew
- D) have known

**Explanation:**

- **Choice A** is the present **tense** form of the verb used for "now" or "everyday". (I know your name.)
- **Choice B** is the **passive** form of the verb. (He was known by the police.=The police knew him.)
- **Choice D** is the present perfect **plural** tense used for something in the past that continues in the present. (They have known her for years.=They still know her now.)

*The correct answer is C.* The simple past tense is needed.

**Example 4:**

\_\_\_\_\_ it was a holiday, the doctor performed the emergency surgery.

- A) During
- B) Even
- C) Although
- D) So

**Explanation:**

- **Choice A** must be followed by a noun or **noun clause**. (During the holiday...)
- **Choice B** requires "though" to complete the phrase. (Even though it was a holiday...)
- **Choice D** is a **coordinate conjunction**. (I was hungry so I had a sandwich.)

*The correct answer is C.*

## Part VI: Error Recognition

In Part VI you will read a complete sentence. There will be four underlined words or phrases. One of these choices makes the sentence incorrect. Choose the one that contains an error.

**Example 1:**

First you will read the sentence. Then you will decide which underlined word is incorrect.

Taxes and gratuities are including in the total of the bill.

- (A)                      (B)                      (C)                      (D)

**Explanation:**

- **Choice A** is the correct **conjunction**.
- **Choice B** is the correct **plural** form of the verb to be.
- **Choice D** is the correct **preposition**.

*The correct answer is C.* The word should be "included" to create the passive tense. Look out for **passive and active** forms in Part VI. The waiter included these two costs in the price.

**Example 2:**

The librarians in the reference section prefers you not to  
 (A) (B) (C)

return the books to the shelves.  
 (D)

**Explanation:**

- **Choice A** is the correct **preposition**.
- **Choice C** is the correct beginning of the infinitive. Be careful with **infinitives and gerunds**. Make sure to study which verbs are followed by an infinitive and which are followed by a gerund for Part V. Some verbs such as "prefer" can be followed by either (I prefer to drink milk. I prefer drinking milk.)
- **Choice D** is the correct article. Because **articles** are very short words, they are easily missed by test takers in Part VI. Remember that countable nouns must be preceded by an article.

*The correct answer is B.* The word should be "prefer". The subject is plural; therefore, the verb must be singular. Don't forget to pay attention to **subject verb agreement** in Part VI.

**Example 3:**

Until your car arrives before noon, we will pick you  
 (A) (B)

up at the airport.  
 (C) (D)

**Explanation:**

- **Choice B** is the correct verb **tense**.
- **Choice C** is the correct completion of the **phrasal verb** "pick up" meaning "gather". Learn as many phrasal verbs as you can for Part V.
- **Choice D** is the correct **preposition**.

*The correct answer is A.* The word should be "Unless". This creates a contradiction.

**Example 4:**

Can you email me a recipe you mentioned that

(A) (B) (C)

uses low-fat cream cheese?

(D)

**Explanation:**

- **Choice A** is the correct **modal** used in non-formal situations.
- **Choice C** is the correct past **tense** form of the verb.
- **Choice D** is the correct present **tense** form of the verb.

*The correct answer is B.* The word should be "the". We know it is a specific recipe because it has been mentioned before. This is a common trick found in Part V. Look out for incorrect usage of **articles**.

## Part VII: Reading Comprehension

In Part VII you will read passages in the form of letters, ads, memos, faxes, schedules, etc. You will be asked 2-4 questions about each reading. Sometimes you will be asked for specific details. Other times you will be asked about what the passage implies. On the real test you will not have time to read every word. You need to practice scanning and reading quickly for details.

**Example 1: Memo**

**Memorandum**

To: Supervisors  
 From: Judy Linquist, Human Resource Manager  
 Sub: Probation periods

As of January 1st all new employees will be subject to a 3 month probabtionary period. Medical, holiday, and flextime benefits will not apply to new staff members until the full 3 months have expired. After the three months have been completed, please contact your employees and inform them that their probabtionary period has ended. The HR department will contact you by email 2 days in advance to remind you of the date. Thank you for your cooperation.

1. What is the main purpose of this memo?

- A) To inform all employees of a new expiration date.
- B) To put staff members on probation.
- C) To introduce the HR department.
- D) To inform supervisors of a change in policy.

**Explanation:**

- **Choice A** is incorrect because the memo is only for supervisors and the subject is probationary periods.
- **Choice B** is incorrect because it is only new employees that go on probation.
- **Choice C** is who will send the notice to remind supervisors of the date.

*The correct answer is D.*

2. When does the change come into effect?

- A) Today.
- B) In 2 days.
- C) In 3 months.
- D) On January 1st.

**Explanation:**

- **Choice A** is not mentioned.
- **Choice B** confuses "2 days in advance" (which is when the supervisors will get their notice) with "in 2 days".
- **Choice C** is how long the probationary period is.

*The correct answer is D.*

## Example 2: Advertisement

**FREE  
SUNGLASSES  
AND CASE**



Purchase a 12 month subscription to *Vacation the Nation* today and receive a free pair of Sunnies Sunglasses with your very own soft leather case.\* To get your free Sunnies follow these 3 easy steps.

1. Purchase a copy of *Vacation the Nation*, New York's #1 Travel magazine.
2. Fill out the application card (found in the center of the magazine)
3. Mail the card and \$21. 95 US to the address provided

\*This is a limited time offer only. Application and funds must be received no later than Dec 1st 2004. Canadian residents should add \$3 US for shipping. Offer not available for residents outside of North America.

1. What is this advertisement for?

- A) A summer trip.
- B) A travel company.
- C) A special deal.
- D) A free magazine.

### Explanation:

- **Choice A** confuses travel magazine with trip. The picture of the sun might make you choose this one by mistake.
- **Choice B** confuses travel magazine with travel company.
- **Choice D** confuses which item is free. In this special offer the sunglasses are free. You have to buy a magazine subscription to get the glasses.

*The correct answer is C.*

2. How much do the sunglasses cost?

- A) They are free with a subscription.
- B) They cost \$1.
- C) They cost \$3 Canadian.
- D) They cost \$21. 95 US.

**Explanation:**

- **Choice B** confuses \$1 with #1 magazine.
- **Choice C** confuses \$3 Canadian with 3\$ US (the shipping charge for Canadian subscribers).
- **Choice D** is the cost of the magazine subscription.

*The correct answer is A.*

3. Who cannot benefit from this special deal?

- A) Canadians
- B) UK residents
- C) North Americans
- D) US residents

**Explanation:**

- **Choice A** can benefit from the deal, but they have to pay for shipping.
- **Choice C** confuses outside of North America and North America. Both Canada and the United States are in North America.
- **Choice D** can benefit.

*The correct answer is B. (The UK is outside of North America.)*

**Example 3: Letter**

**The Shoe People  
22 Circular Rd.  
Castlerock, Northern Ireland  
BT51 6TP**

John Timbald  
Handy Warehouse  
22 Mark Lane Rd.  
London, England  
EC3R 4BT

January 3rd, 2004

Dear Mr. Timbald,

Thank you for your letter concerning the poor quality of our rubber soled black workboots. We apologize for any inconvenience this has caused you and your

crew. Along with five new pairs of workboots for your crew (we included one extra pair), we have enclosed a free year's supply of sole protector spray. In our retail stores, this spray is always recommended to buyers who work on heated floors. This should have been brought to your attention at the time of your initial order (received by telephone on October 12, 2003). Please excuse our oversight. To date we have had no complaints about these workboots from customers who have used the protector spray. However, should you use the spray and find that you are still unsatisfied with the boots, please return the boots and spray for a full refund. Thank you for supporting The Shoe People. Have a Happy New Year.

Sincerely,

Stan Mason, President

1. Which company was unsatisfied?

- A) Stan Mason's company.
- B) The Shoe People.
- C) Handy Warehouse.
- D) The sole company.

**Explanation:**

- **Choice A** is the person who is apologizing.
- **Choice B** is the company that is apologizing.
- **Choice D** is not mentioned.

*The correct answer is C.*

2. How many people are on John Timbald's crew?

- A) Four.
- B) Five.
- C) Six.
- D) Twelve.

**Explanation:**

- **Choice B** is how many pairs The Shoe People sent.
- **Choice C** confuses an extra pair of shoes with an extra person on the crew.
- **Choice D** confuses the date of the initial order with the number of people.

*The correct answer is A. (John Timbald only needed four, but they sent an extra pair.)*

3. What is the spray used for?

- A) To protect the boots from water.
- B) To protect the soles from heat.
- C) To protect the floors from soles.
- D) To protect the boots from rubber.

**Explanation:**

- **Choice A** is not mentioned.
- **Choice C** is incorrect because it isn't the floors that need protection.
- **Choice D** confuses rubber soles with what needs to be protected.

*The correct answer is B.*

4. What should John Timbald do if he remains unsatisfied?

- A) Return just the spray.
- B) Call the President.
- C) Mail another letter.
- D) Request a refund.

**Explanation:**

- **Choice A** is incorrect because the directions say to return both the spray and the boots.
- **Choice B** confuses the phone order with call the president.
- **Choice C** is not mentioned.

*The correct answer is D.*