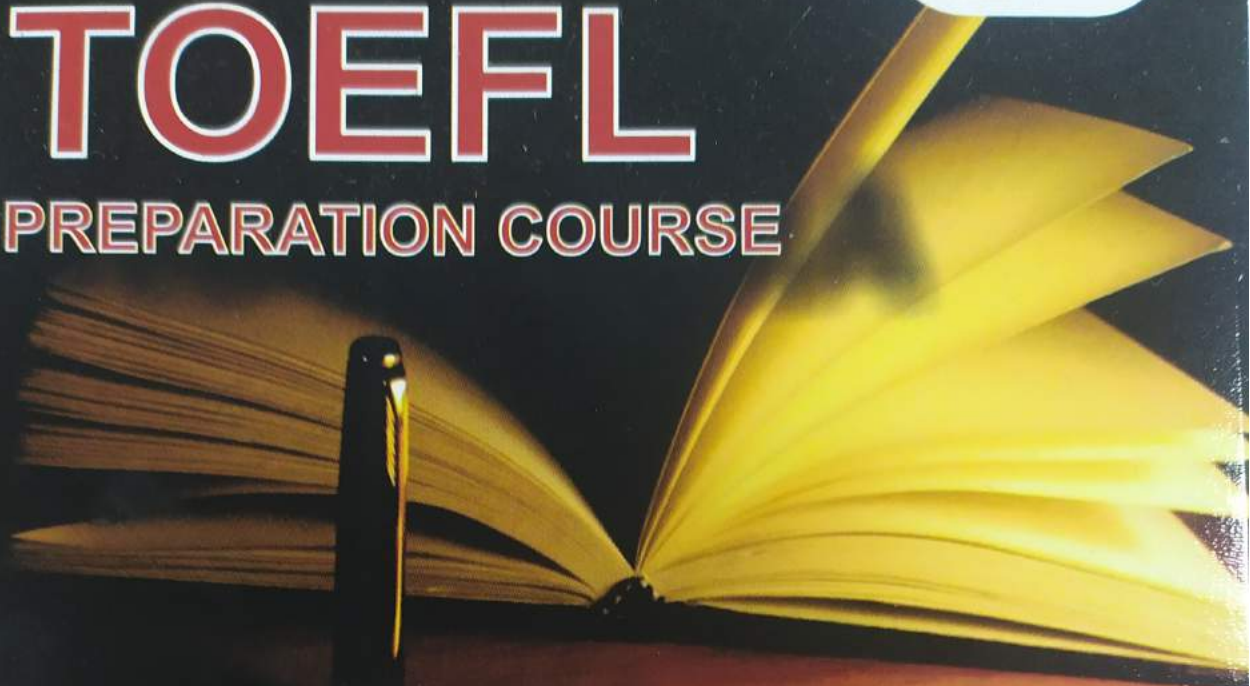


TOEFL

PREPARATION COURSE



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PREFACE

By saying Alhamdulillah to Allah SWT, this module has been finished to be compiled. The module titled TOEFL Preparation Course is very useful not only for the students, but also for everyone who want to prepare to conduct TOEFL Test, especially for Paper-Based-Test. It is expected that after studying this module, the readers can get new knowledge about the tips and tricks to do the TOEFL Paper-Based-Test which contains of three skills, listening, structure and written expressions, and also reading. The module, which the material was taken from Longman Complete Course for the TOEFL Test by Deborah Phillips (2001), is expected to be the reference for everyone who want to study about TOEFL or researchers who want to conduct research related to the TOEFL topics. I would like to say thank you to the Mechanical Engineering Department UMY who is willing to publish this book as the students' handbook in TOEFL classes. I wish it can be beneficial and improve the students' scores so that they can reach their TOEFL score target.

Yogyakarta, November 15, 2019

Yashinta Farahsani

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LISTENING

LISTENING ON THE PAPER TOEFL® TEST

On the paper TOEFL test, the first section is called Listening Comprehension. This section consists of fifty questions (though some tests may be longer). You will listen to recorded materials and respond to multiple-choice questions about the material. You must listen carefully because you will hear the recording one time only and the material on the recording is not written in your test book.

1. **Short Dialogues** are two-line dialogues between two speakers, each followed by a multiple-choice question. You will listen to each short dialogue and question on the recording and then choose the best answer to each question from the four choices in your test book. The 30 short dialogues and 30 questions about them make up Part A of the paper TOEFL test.
2. **Long Conversations** are 60–90 second conversations on casual topics between students, each followed by a number of multiple-choice questions. You will listen to each long conversation and each of the questions that accompany it on the recording and then choose the best answer to each question from the four choices in your test book. The two conversations and the seven to nine questions that accompany them make up Part B of the paper TOEFL test.
3. **Talks** are 60–90 second talks about school life or on academic subjects, each followed by a number of multiple-choice questions. You will listen to each lecture and each of the questions that accompany it on the recording and then choose the best answer to each question from the four choices in your test book. The three lectures and the 11–13 questions that accompany them make up Part C of the paper TOEFL test.

GENERAL STRATEGIES FOR LISTENING COMPREHENSION
(Paper TOEFL® Test) 

1. **Be familiar with the directions.** The directions on every paper TOEFL test are the same, so it is not necessary to spend time reading the directions carefully when you take the test. You should be completely familiar with the directions before the day of the test.
2. **Listen carefully to the passages.** You should concentrate fully on what the speakers are saying on the recording because you will hear the recording one time only.
3. **Know where the easier and the more difficult questions are generally found.** Within each part of the Listening Comprehension section on the paper test, the questions generally progress from easy to difficult.
4. **Be familiar with the pacing of the test.** You have 12 seconds between each question on the recording, so you must answer each question within 12 seconds and then be prepared for the next question on the recording.
5. **Never leave any answers blank on your answer sheet.** Even if you are not sure of the correct response, you should answer each question. There is no penalty for guessing.
6. **Use any remaining time to look ahead at the answers to the questions that follow.** When you finish with one question, you may have time to look ahead at the answers to the next question.

SHORT DIALOGUES ON THE PAPER TOEFL® TEST

Short dialogues are found in Part A in the Listening Comprehension section of the paper TOEFL test. For each of the 30 short dialogues in this part of the test, you will hear a two-line dialogue between two speakers followed by a multiple-choice question. After you listen to the dialogue and the question, you must choose the best answer to the question from your test book. Look at an example of a short dialogue from the paper TOEFL test.

Example from the Paper TOEFL Test 


On the recording, you hear:

- (man) *This physics course couldn't be any harder.*
(woman) *I'll say!*
(narrator) *What does the woman mean?*

In your test book, you read:

- (A) She has something to say to the man.
- (B) She doesn't think the physics course is hard.
- (C) She agrees with the man.
- (D) She'd like to discuss the physics course.

In the dialogue, when the woman says *I'll say*, she is showing that she agrees with what the man just said. Answer (C) is therefore the best answer to this question. 2020/5/6 10:49

PROCEDURES FOR THE SHORT DIALOGUES
(Paper TOEFL® Test) 

1. As you listen to each short dialogue, focus on the second line of the conversation. The answer to the question is generally found in the second line.
2. Keep in mind that the correct answer is probably a restatement of a key word or idea in the second line of the dialogue. Think of possible restatements.
3. Keep in mind that certain structures and expressions are tested regularly in the short dialogues. Listen for these structures and expressions:
 - structures (passives, negatives, wishes, conditions)
 - functional expressions (agreement, uncertainty, suggestion, surprise)
 - idiomatic expressions (two-part verbs, three-part verbs, idioms)
4. Keep in mind that these questions generally progress from easy to difficult. This means that questions 1 through 5 will be the easiest and questions 26 through 30 will be the hardest.
5. Read the answers and choose the best answer to each question. Remember to answer each question even if you are not sure of the correct response. Never leave any answers blank.
6. Even if you do not understand the complete dialogue, you can still find the correct answer.
 - If you only understand a few words or ideas in the second line, choose the answer that contains a restatement of those words or ideas.
 - If you do not understand anything at all in the second line of the conversation, choose the answer that sounds the most different from what you heard.
 - Never choose an answer because it sounds like what you heard in the dialogue.
7. Be prepared for the next question. You have only 12 seconds between questions.

STRATEGIES

SKILL 1: FOCUS ON THE LAST LINE

The short dialogues involve conversations between two people, each followed by a question. It is important to understand that the answer to this type of question is most often (but not always!) found in the last line of the conversation.

Example from the Paper and Computer TOEFL® Tests 

On the recording, you hear:

- (man) *Billy really made a big mistake this time.*
(woman) *Yes, he forgot to turn in his research paper.*
(narrator) *What does the woman say about Billy?*

In your test book or on the computer screen, you read:

- (A) It was the first time he made a mistake.
(B) He forgot to write his paper.
(C) He turned in the paper in the wrong place.
(D) He didn't remember to submit his assignment.

The last line of this dialogue indicates that Billy *forgot to turn in his research paper*, and this means that he *didn't remember to submit* it. The best answer is therefore answer (D).

The following chart outlines the most important strategy for the short dialogues:

STRATEGY #1: FOCUS ON THE LAST LINE

1. The last line of the dialogue probably contains the answer to the question.
2. Listen to the first line of the dialogue. If you understand it, that's good. If you don't understand it, don't worry because it probably does not contain the answer.
3. Be ready to focus on the last line of the dialogue because it probably contains the answer. Repeat the last line in your mind as you read through the answers in the text.

EXERCISE 1: In this exercise, you should focus on the last line of the dialogue, read the question, and then choose the best answer to that question. Remember that you can probably answer the question easily with only the last line.

1. (man) *Can you tell me if today's matinee is a comedy, romance, or western?*
(woman) *I have no idea.*
(narrator) *What does the woman mean?*
- (A) She has strong ideas about movies.
(B) She prefers comedies over westerns and romances.
(C) She doesn't like today's matinee.
(D) She does not know.
2. (woman) *Was anyone at home at Barb's house when you went there to deliver the package?*
(man) *I rang the bell, but no one answered.*
(narrator) *What does the man imply?*
- (A) Barb answered the bell.
(B) The house was probably empty.
(C) The bell wasn't in the house.
(D) The house doesn't have a bell.
3. (woman) *You just got back from the interview for the internship. How do you think it went?*
(man) *I think it's highly unlikely that I got the job.*
(narrator) *What does the man suggest?*
- (A) It's unlikely that he'll go to the interview.
(B) He thinks he'll be recommended for a high-level job.
(C) The interview was apparently quite unsuccessful.
(D) He had an excellent interview.

SKILL 2: CHOOSE ANSWERS WITH SYNONYMS

Often the correct answer in a short dialogue is an answer that contains synonyms (words with similar meanings but different sounds) for key words in the conversation.

Example from the Paper and Computer TOEFL® Tests



On the recording, you hear:

- (woman) *Why is Barbara feeling so happy?*
(man) *She just started working in a real estate agency.*
(narrator) *What does the man say about Barbara?*

In your test book or on the computer screen, you read:

- (A) She always liked her work in real estate.
(B) She began a new job.
(C) She just bought some real estate.
(D) She bought a real estate agency.

In this dialogue, the key word *started* means *began*, and the key word *working* refers to *job*. The best answer to this question is therefore answer (B).

The following chart outlines a very important strategy for short dialogues:

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STRATEGY #2: CHOOSE ANSWERS WITH SYNONYMS

1. As you listen to the last line of the dialogue, focus on key words in that line.
2. If you see any synonyms for key words in a particular answer, then you have probably found the correct answer.

EXERCISE 2: In this exercise, underline key words in the last line of each short dialogue. Then underline synonyms for these key words in the answers, and choose the best answer to each question. Remember that the best answer is probably the answer that contains synonyms for the key words in the last line of the dialogue.

1. (woman) *Did you see the manager about the job in the bookstore?*
(man) *Yes, and I also had to fill out an application.*
(narrator) *What does the man mean?*
(A) He got a job as bookstore manager.
(B) The bookstore was not accepting applications.
(C) He saw a book about how to apply for jobs.
(D) It was necessary to complete a form.
2. (man) *We're planning to leave for the trip at about 2:00.*
(woman) *Couldn't we leave before noon?*
(narrator) *What does the woman ask?*
(A) If they could leave at noon
(B) If it is possible to go by 12:00
(C) Why they can't leave at noon
(D) If they could leave the room
3. (man) *Was the concert well-received?*
(woman) *The audience applauded for a long time after the performance.*
(narrator) *What does the woman say about the concert?*
(A) The performance went on for a long time.
(B) There was applause throughout the performance.
(C) The people clapped on and on after the concert.
(D) The audience waited for a long time for the concert to begin.

SKILL 3: AVOID SIMILAR SOUNDS

Often the incorrect answers in the short dialogues are answers that contain words with similar sounds but very different meanings from what you hear on the recording. You should definitely avoid these answers.

Example from the Paper and Computer TOEFL® Tests



On the recording, you hear:

- (man) *Why couldn't Mark come with us?*
(woman) *He was searching for a new apartment.*
(narrator) *What does the woman say about Mark?*

In your test book or on the computer screen, you read:

- (A) He was in the department office.
(B) He was looking for a place to live.
(C) He was working on his research project.
(D) He had an appointment at church.

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The key words in the last line of the dialogue are *searching* and *apartment*. In answers (C) and (D), the words *research* and *church* sound like *search*, so these answers are incorrect. In answers (A) and (D), the words *department* and *appointment* sound like *apartment*, so these answers are incorrect. The best answer is therefore answer (B).

The following chart outlines a very important strategy for the short dialogues:

STRATEGY #3: AVOID SIMILAR SOUNDS
1. Identify key words in the last line of the dialogue.
2. Identify words in the answers that contain similar sounds, and do not choose these answers.

NOTE: In Appendix A there are drills to practice distinguishing similar sounds. You may want to complete these practice drills before trying the following exercises.

EXERCISE 3: In this exercise, underline key words in the last line of each short dialogue. Then underline words with sounds similar to these key words in the answers, and choose the best answer to each question. Remember that the best answer is probably the answer that does not contain words with sounds that are similar to the sounds of the key words in the last line of the dialogue.

- (woman) *I heard that Sally just moved into a new, big house near the beach.*

(man) *But Sally doesn't have a cent!*

(narrator) *What does the man mean?*

(A) Sally has no sense of responsibility.
 (B) Sally sent her friend to the house.
 (C) Sally has no money.
 (D) Sally is on the set with her.
- (woman) *Did they get the new car they wanted?*

(man) *No, they lacked the money.*

(narrator) *What does the man mean?*

(A) They locked the map in a car.
 (B) They looked many times in the car.
 (C) It cost a lot of money when the car leaked oil.
 (D) They didn't have enough money to buy another car.
- (man) *Have you finished packing yet?*

(woman) *You should call the porter to get the suitcases.*

(narrator) *What does the woman mean?*

(A) It's important to pack the suitcases.
 (B) They need help carrying their bags.
 (C) The man should pack his suit in case he needs it.
 (D) The suitcases are quite portable.

TOEFL EXERCISE (Skills 1-3): In this exercise, listen carefully to each short dialogue and question on the recording, and then choose the best answer to the question.



NOW BEGIN THE RECORDING AT TOEFL EXERCISE (SKILLS 1-3).

1. (A) He would like some iced coffee.
(B) He wants to stop drinking coffee.
(C) A drink seems like a good idea.
(D) He needs to drink something to stop his coughing.
2. (A) She would prefer a sunny day.
(B) The park is too crowded.
(C) She would like a place that is not so loud.
(D) She cannot walk because she's too old.
3. (A) He should open an account.
(B) He should take a ride on a ship.
(C) He should try to keep the cost cheap.
(D) He should try something monotonous to get to sleep.
4. (A) The department is not changing the requirements.
(B) He hasn't heard anything about the change.
(C) The changes are believable.
(D) What has happened is incredible to him.
5. (A) The wait has taken close to an hour.
(B) They were stranded in their car.
(C) Most of the people have been in line for hours.
(D) They made a line in the sand.
6. (A) The instructor is selecting several passages.
(B) The conductor is fair to the passengers.
(C) The stamp collector is conducting his business.
(D) The riders are paying for the train trip.
7. (A) The managers will take the train to the program.
(B) A program to develop new managers will commence soon.
(C) The new management program is very weak.
(D) The program will be maintained to the letter.
8. (A) The fire started to attack the building.
(B) The firefighter stared at the attacker.
(C) The fire probably began at the top of the building.
(D) The firefighter started to attack the fire.
9. (A) He assured the woman that he knew the truth.
(B) He is sure that it isn't new.
(C) He thought that the woman was aware of what happened.
(D) He soon will know the truth.
10. (A) The art professor is not one of his fans.
(B) His drawings were amazing.
(C) The catches that he made were fantastic.
(D) His sketches showed a fantasy world.

WHO, WHAT, WHERE

SKILL 4: DRAW CONCLUSIONS ABOUT WHO, WHAT, WHERE

It is common in the short dialogues to ask you to draw some kind of conclusion. In this type of question the answer is not clearly stated; instead you must draw a conclusion based on clues given in the dialogue. One kind of conclusion that is common in this part of the test is to ask you to determine *who* the speaker is, based on clues given in the dialogue.

Example from the Paper and Computer TOEFL® Tests  

On the recording, you hear:



- (woman) *Can you tell me what assignments I missed when I was absent from your class?*
(man) *You missed one homework assignment and a quiz.*
(narrator) *Who is the man?*

In your test book or on the computer screen, you read:

- (A) A newspaper editor
- (B) A police officer
- (C) A teacher
- (D) A student

The clues *class*, *homework*, and *quiz* in the dialogue tell you that the man is probably a *teacher*. Answer (C) is therefore the correct answer.

Another type of conclusion that is common in the short dialogues is to determine *what* will probably happen next, based on clues given in the dialogue.

Example from the Paper and Computer TOEFL® Tests  

On the recording, you hear:

- (woman) *Are you going to read those books here in the library?*
(man) *I think I'd rather check them out now and take them home.*
(narrator) *What will the man probably do next?*

In your test book or on the computer screen, you read:

- (A) Sit down in the library
- (B) Look for some more books
- (C) Return the books to the shelves
- (D) Go to the circulation desk

The man mentions *books* and says that he would like to *check them out now*. Since the *circulation desk* is where you go to check books out from a library, the man will probably go to the circulation desk next. The correct answer is therefore answer (D).

A final type of conclusion that is common in the short dialogues is to determine where the conversation probably takes place, based on clues given in the conversation.

Example from the Paper and Computer TOEFL® Tests  

On the recording, you hear:

- (woman) *Are you going into the water, or are you just going to lie there on the sand?*
(man) *I think I need to put on some suntan lotion.*
(narrator) *Where does this conversation probably take place?*

In your test book or on the computer screen, you read:

- (A) At a beauty salon
(B) At the beach
(C) In a sandbox
(D) At an outdoor restaurant

The clues *water*, *sand*, and *suntan lotion* in the dialogue tell you that this dialogue probably takes place at the *beach*. Answer (B) is therefore the correct answer.

The following chart outlines the key point that you should remember about this type of question:

CONCLUSIONS ABOUT WHO, WHAT, WHERE

It is common for you to be asked to draw one of the following conclusions in the short dialogues:

1. **WHO** is probably talking?
2. **WHAT** will s/he probably do next?
3. **WHERE** does the dialogue probably take place?

EXERCISE 4: In this exercise, read each short dialogue and question, underline the clues that help you answer the question, and then choose the best answer. You will have to draw conclusions about *who*, *what*, and *where*.

1. (man) *I'd like to deposit this check in my account, please.* (A) A store clerk
(woman) *Would you like any cash back?* (B) A bank teller
(narrator) *Who is the woman?* (C) An accountant
(D) A waitress
2. (woman) *Have you deposited your paycheck yet?* (A) Earn his paycheck
(man) *No, but that's next on my list of errands.* (B) Write a check for a deposit on an apartment
(narrator) *What will the man probably do next?* (C) Go to a bank
(D) Make a list of errands to run

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