



**NEW
TOEIC®
FORMAT**

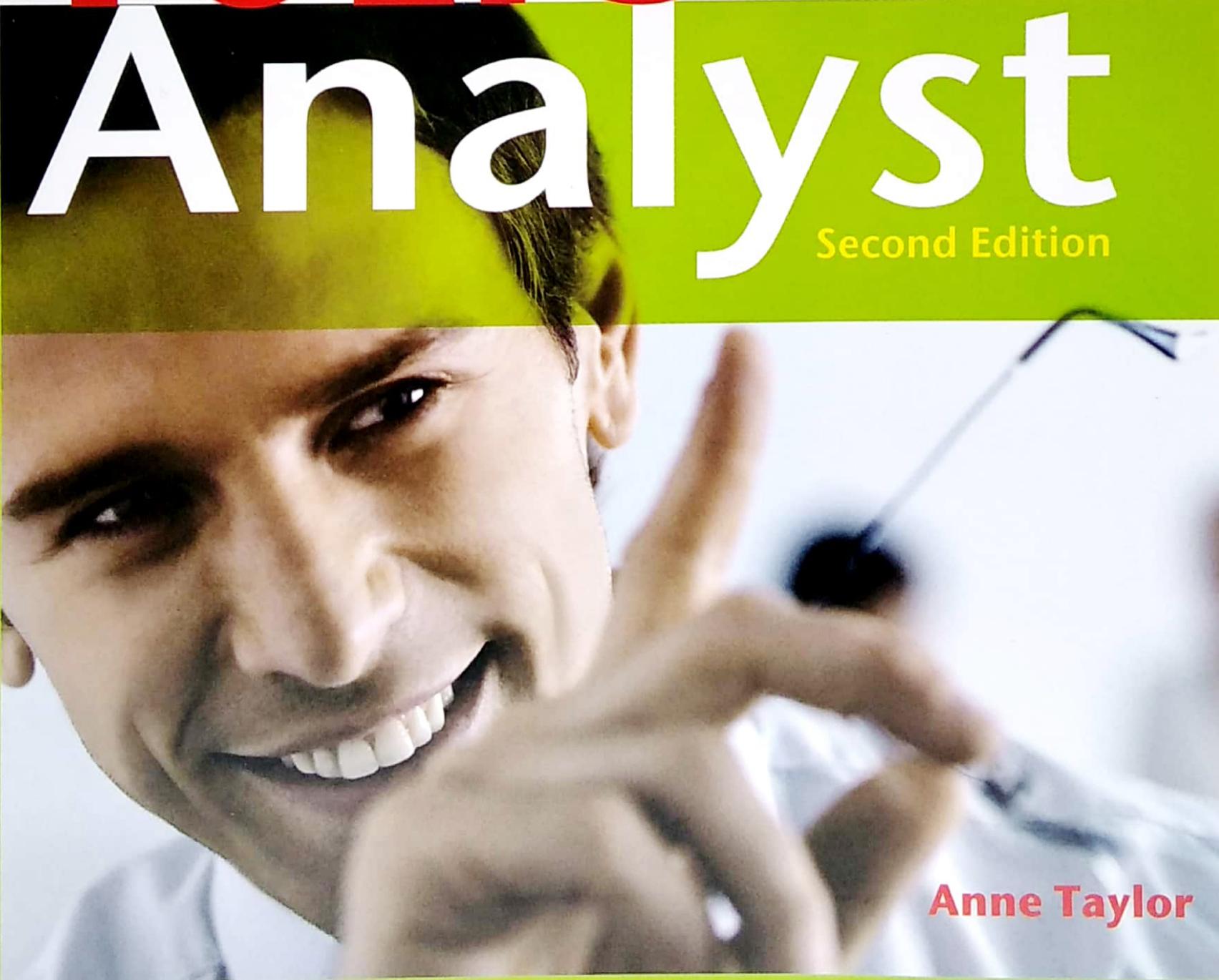
Mastering TOEIC® Test-taking Skills

LEVEL **B1+** - **C1+** Intermediate~
Advanced

TOEIC®

Analyst

Second Edition



Anne Taylor

First News®



Free Learning
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Mastering TOEIC® Test-taking Skills

TOEIC® Analyst

Second Edition

Anne Taylor

CONTENTS

Introduction.....	4
The TOEIC® Listening Section	
Part 1 Picture Description	7
Type 1 — Location Questions	8
Type 2 — Action Questions	10
Type 3 — Situation Questions	12
Type 4 — Similar-Sounding Word Questions	14
Sample Test	16
Part 2 Questions and Responses	23
Type 1 — Who Questions	24
Type 2 — When Questions	25
Type 3 — Where Questions	26
Type 4 — What Questions	27
Type 5 — How Questions	28
Type 6 — Why Questions	29
Type 7 — Yes/No Questions	30
Type 8 — Choice Questions	31
Type 9 — Statements	32
Sample Test	33
Part 3 Short Conversations	37
Type 1 — Who Questions	38
Type 2 — When Questions	39
Type 3 — Where Questions	40
Type 4 — What Questions	41
Type 5 — How Questions	42
Type 6 — Why Questions	43
Type 7 — Which Questions	44
Sample Test	45
Part 4 Short Talks	51
Type 1 — Main Idea Questions	52
Type 2 — Fact and Detail Questions	53
Type 3 — Inference Questions	54
Type 4 — Cause and Effect Questions	55
Sample Test	56

The TOEIC® Reading Section

Part 5 Incomplete Sentences	65
Type 1 — Vocabulary Questions	66
Type 2 — Grammar Questions	71
Sample Test	79
Part 6 Incomplete Texts	83
Theme 1 — Banking and Finance.....	84
Theme 2 — Marketing	85
Theme 3 — Hospitality	86
Theme 4 — Office	87
Theme 5 — Shopping	88
Theme 6 — Transportation	89
Theme 7 — Health	90
Theme 8 — Telephone	91
Theme 9 — Travel	92
Theme 10 — Mail	93
Theme 11 — Insurance	94
Theme 12 — Meetings	95
Sample Test	96
Part 7 Reading Comprehension	99
Type 1 — Main Idea Questions	100
Type 2 — Fact and Detail Questions	101
Type 3 — Inference Questions	102
Type 4 — Cause and Effect Questions	103
Sample Test	104

Practice Test

Practice Test 1	121
Practice Test 2	171
Answer Sheets	221

INTRODUCTION

TOEIC® Analyst Second Edition is designed to help students prepare for the TOEIC® by giving them practice with both question formats commonly found on the TOEIC® and strategies for analyzing the answer choices typically found on the test. The units in this book are organized according to skill (listening or reading) and task types (picture description, questions and responses, short conversations, short talks, incomplete sentences, incomplete texts, and reading comprehension). These tasks are then subdivided into common question types with each type explained in detail to help students focus on how to approach questions of different natures.

The basic principles of this book derive from proven test preparation techniques. The TOEIC® (Test of English for International Communication) is, after all, a standardized test created by ETS (Educational Testing Service), and the test shares many similarities with other ETS products. This book simply gives strategic test preparation techniques tailored to the unique content of the TOEIC® and the special nature of test takers for this test.

Accordingly, this book contains a number of practice questions organized by question type to allow you to practice the strategies and techniques of the TOEIC®. In addition, you will find two practice tests included in this book designed to simulate the actual TOEIC®. It is recommended you take the practice test after you have completed the other materials in this book and are ready for a timed, full-length exam. To get the most benefit from the two practice tests, try to take them under exam conditions following the time limits set for the actual test.

As a final note, view the TOEIC® as a challenge. The test does not assess how smart you are or even how well you actually speak English. It only assesses how well you take the TOEIC® itself. Learn as much as you can, adopt a strategic approach and practice intelligently and you can achieve your TOEIC® goals.

The TOEIC® Listening Section

The Listening Comprehension Section of the TOEIC® test consists of four parts: Picture Description, Questions and Responses, Short Conversations, and Short Talks. There are a total of one hundred questions. All questions relate to recorded materials. You must listen to the recording in order to answer the questions. You will have forty-five minutes to complete the Listening Comprehension Section. The timing of each part of this section is controlled by the audio tape recording.

You must follow along with the tape to answer the questions.

Part 1	Picture Description	10 questions
Part 2	Questions and Responses	30 questions
Part 3	Short Conversations	30 questions
Part 4	Short Talks	30 questions
Listening Total		100 questions

PART
1

Picture Description

Strategies

This section of the TOEIC® checks how well you can describe the given picture. First, identify what the picture focuses on, and then try to think of vocabulary related to it. Using that, try to form a possible statement that you think is appropriate for the picture. Note that no inferences are needed. In other words, if something is not clear from the picture, do not assume it is true simply because it seems reasonable. The correct answer should describe what can clearly be seen in the picture.

Test-taking Tips

- ✓ Don't read the directions for this section unless it is your first time taking the test.
- ✓ Preview the picture before you hear the statements.
- ✓ Determine the focus or main idea of the picture; ignore minor elements of the picture. Remember the correct answer always describes the main action or subject of the picture and is always in the present continuous or simple present tense.
- ✓ When listening to the statements, eliminate obviously wrong answers. This will help you guess quickly, if you are not sure.

Question Types

- Type 1 — Location Questions
- Type 2 — Action Questions
- Type 3 — Situation Questions
- Type 4 — Similar-Sounding Word Questions

Question Type 1

Location Questions

Questions of this sort often deal with the position of one person or thing in relation to someone or something else, so you should pay careful attention to the prepositions used in the statements you hear. Following is a list of some common prepositions for the location category:

above, against, among, at, at the back of, at the end of, atop, before, behind, below, beneath, between, by, close to, in, inside, in front of, near, next to, on, on top of, over, under

Look at the following picture and the sentences next to it. Each sentence contains a commonly used preposition for location. In this example, all four sentences are possible. Of course, in the sample test question below, there is only one correct answer.

He is sitting at the kitchen table.



The woman is standing next to the man.

There is a cake on the table.

The banner is hanging behind the woman.

The woman is ----- the man.

Focus on:

woman

man

~~eating~~

~~flowers~~

next to

- (A) There is a vase of flowers on the table.
- (B) The cake is between the man and the woman.
- (C) The woman is next to the man.**
- (D) The man is eating cake in the kitchen.

PART 1**Picture Description**

Type 1	Location Questions
Type 2	Action Questions
Type 3	Situation Questions
Type 4	Similar-Sounding Word Questions

TRANSCRIPTS

- (A) There is a telephone on the woman's desk.

(B) The woman is sitting behind the computer.

(C) The woman is inside a store.

(D) There are a lot of papers on the desk.
- (A) The plane has arrived at the airport.

(B) The man's suitcase is on the conveyor belt.

(C) A man is meeting his friend at the airport.

(D) The man is looking in his new suitcase.
- (A) There is a helicopter above the city.

(B) The pilot is landing in the city.

(C) There are two pilots in the helicopter.

(D) The helicopter is between the cities.
- (A) There is no passenger in the car.

(B) A passenger is getting in the car.

(C) The car is parked on the sidewalk.

(D) There are many people on the corner of the street.

1.



Focus on:
 papers
~~telephone~~
 desk
~~computer~~
 on

There are a lot of papers ----- the desk.

2.



Focus on:
 suitcase
 conveyor belt
 on
~~airport~~

The man's suitcase is ----- the conveyor belt.

3.



Focus on:
 above
 helicopter
~~pilot~~
 city

There is a helicopter ----- the city.

4.



Focus on:
~~passenger~~
 on the corner
 people
 street

There are many people ----- the corner of the street.

Picture Description

Type 1 Location Questions

Type 2 Action Questions

Type 3 Situation Questions

Type 4 Similar-Sounding
Word Questions

Question Type 2

Action Questions

Keep in mind that the correct answer to a question of the action category can be in either the active or the passive form. The active form is usually a statement in the present continuous (i.e., *be + V-ing*). The passive is composed of *be + V-ed* participle of the main verb. Following is a list of common action verbs:

i. active

cleaning, crossing, cutting, drawing, drinking, eating, holding, jogging, listening, loading, (un)locking, making, packing, playing, pouring, pulling, pushing, selling, setting, sitting, speaking, stretching, sweeping, talking, typing, walking, watching, watering, working, wrapping, writing

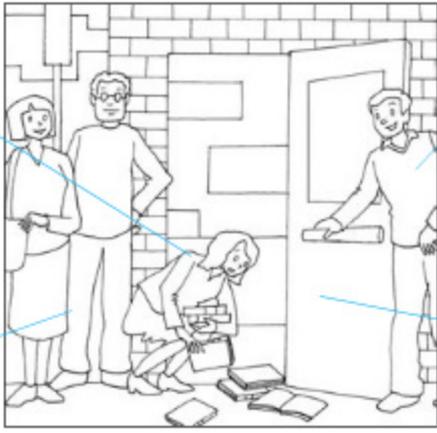
ii. passive

being + cleaned, cleared, displayed, dug up, handed, locked, painted, planted, piled, served, set up, towed, walked, washed, watered, wrapped

Look at the following picture and the sentences next to it. Each sentence contains a commonly used action verb in either the active or passive form.

The woman is picking up some books.

People are waiting to enter the building.



The man is holding the door open for the woman.

The door is being opened by the man.

The woman is ----- some books.

Focus on:

books

~~man~~

picking up

~~helped~~

(A) People are waiting for a bus.

(B) The woman is picking up some books.

(C) The woman is being helped by the woman.

(D) A big pile of books is displayed.

PART 1**Picture Description**

Type 1	Location Questions
Type 2	Action Questions
Type 3	Situation Questions
Type 4	Similar-Sounding Word Questions

TRANSCRIPTS

- (A) The rider is holding a helmet.

(B) The rider is stopping his motorcycle.

(C) A helmet is being worn by the rider.

(D) The motorcycle is being carried by the rider.
- (A) The class is chatting.

(B) The teacher is asking the student to stand up.

(C) The student is teaching the teacher.

(D) The students are being taught by the teacher.
- (A) A woman is being walked along the platform.

(B) A woman is walking along the platform.

(C) The train is being driven by a woman.

(D) The woman is getting on the train.
- (A) The map is being folded by the man and woman.

(B) They are driving a car.

(C) The man and woman are looking at a map.

(D) The car is being driven fast.

1.

**Focus on:**

~~stopping~~
worn
helmet

A helmet is ----- by the rider.

2.

**Focus on:**

taught
teacher
students
~~chatting~~

The students are ----- by the teacher.

3.

**Focus on:**

walking
platform
woman
~~train~~

A woman is ----- along the platform.

4.

**Focus on:**

map
looking
~~ear~~

The man and woman are ----- at a map.

Picture Description

Type 1 Location Questions

Type 2 Action Questions

Type 3 Situation Questions

Type 4 Similar-Sounding
Word Questions

Question Type 3

Situation Questions

This category asks about the condition of things in the picture. With the two categories below, you should try identifying what the picture focuses on and imagining a description of the picture before the statements are read. Following is a list of common adjectives for the situation category:

i. past participle forms used as adjectives

arranged, broken, chained, cleared, closed, crowded, crushed, deserted, displayed, equipped, (un)loaded, locked, occupied, parked, piled, posted, scattered, seated, spread, stacked, tied

ii. adjectives

asleep, beautiful, bent, bright, clean, dark, dirty, empty, flat, full, happy, heavy, high, light, long, open, rainy, round, tall, sad, straight, wet

Look at the following picture and the sentences next to it. Each sentence contains a commonly used adjective.

The car tire is flat.

The door is open.

The man is seated on the ground.

The street is deserted.

The car is parked by a tree.

The car has a ----- tire.

Focus on:

flat

tire

~~abandoned~~

~~car door~~

(A) The man is asleep.

(B) The car has a flat tire.

(C) The car door is closed.

(D) There is an abandoned car in the street.

PART 1**Picture Description**

- Type 1 Location Questions
 Type 2 Action Questions
Type 3 Situation Questions
 Type 4 Similar-Sounding Word Questions

TRANSCRIPTS

- (A) The flowers are growing between two houses.
 (B) The benches are in front of the pretty flowers.
 (C) The hanging pots have flowers in them.
 (D) There are lots of flowers on the roof of the house.
- (A) The car is parked by a barn.
 (B) A man is driving the car.
 (C) A woman is seated on the car.
 (D) The car has broken down.
- (A) The mail box is full of newspapers.
 (B) A man is delivering mail.
 (C) The mail box is open.
 (D) The mail box is closed.
- (A) The glasses are broken.
 (B) The sinks are full of water.
 (C) The sinks are empty.
 (D) The water is hot.

1.



Focus on:
 flowers
 hanging
 pots
~~roof~~

The ----- pots have flowers in them.

2.



Focus on:
 seated
 woman
~~barn~~

A woman is ----- on the car.

3.



Focus on:
 mail box
 closed
~~open~~

The mail box is -----.

4.



Focus on:
 sink
 full
~~hot~~

The sinks are ----- of water.

Picture Description

Type 1 Location Questions

Type 2 Action Questions

Type 3 Situation Questions

Type 4 Similar-Sounding Word Questions

Question Type 4

Similar-Sounding Word Questions

Incorrect choices often include words that sound similar to the key words of the correct answers. You might wish to keep a journal of similar-sounding words that sometimes confuse you. Examples of words that might easily be confused include:

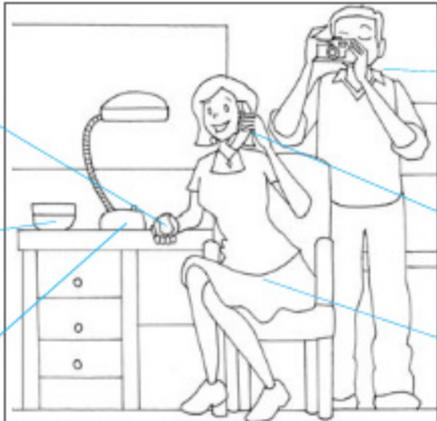
i. words that have little sound difference, such as *walk* and *work*, or that rhyme, such as *station* and *nation*.

<i>ball/bowl</i>	<i>lean/learn</i>	<i>pine/fine</i>	<i>talk/take</i>
<i>bike/hike</i>	<i>light/right</i>	<i>player/prayer</i>	<i>there/they're</i>
<i>clean/lean</i>	<i>lock/rock</i>	<i>playing/plane</i>	<i>try/tie</i>
<i>coach/couch</i>	<i>low/row</i>	<i>pool/pull</i>	<i>wait/weigh</i>
<i>hitting/fitting</i>	<i>mail/rail</i>	<i>poor/four</i>	<i>walk/work</i>
<i>just/adjust</i>	<i>meal/wheel</i>	<i>possible/impossible</i>	<i>west/rest</i>
<i>lake/rake</i>	<i>on the/under</i>	<i>rag/bag</i>	<i>wheel/will</i>
<i>lamp/ramp</i>	<i>peach/speech</i>	<i>selling/sailing</i>	
<i>law/raw</i>	<i>peel/pill</i>	<i>shopping/chopping</i>	

ii. words with the same root, prefix, or suffix, such as *example/examine*

<i>agree/disagree</i>	<i>relay/delay</i>	<i>tie/untie</i>
<i>appear/disappear</i>	<i>reread/relayed</i>	<i>tire/retire</i>
<i>close/enclose</i>	<i>rest/arrest</i>	<i>type/retype</i>
<i>extract/exhale</i>	<i>similar/dissimilar</i>	<i>underworked/underused</i>
<i>just/adjust</i>	<i>terrible/terrific</i>	<i>undrinkable/unthinkable</i>

Look at the following picture and the sentences next to it. Each sentence contains a commonly confused word.



The woman is holding a ball.

There is a bowl on the desk.

The lamp is on the woman's right.

The man is taking a photo.

The woman is talking on the telephone.

The woman is sitting by a lamp.

The woman is ----- on the phone.

Focus on:
talking
~~bowl~~
~~photo~~

(A) The woman is holding a bowl.
(B) **The woman is talking on the phone.**
(C) The woman is taking the photo.
(D) The man is talking on the phone.

PART 1**Picture Description**

Type 1 Location Questions

Type 2 Action Questions

Type 3 Situation Questions

Type 4 Similar-Sounding
Word Questions**TRANSCRIPTS**

- (A) The man is sitting on a couch.
(B) The man is coaching the woman.
(C) The woman is leaning.
(D) The woman is standing next to a couch.
- (A) The man is sailing.
(B) The man is watching a sale.
(C) The man is selling watches.
(D) The man is tired.
- (A) There is a lamp in front of the hut.
(B) The ramp leads to the sea.
(C) There is a ramp in front of the hut.
(D) The sky is getting cloudy.
- (A) The man is weighing a train.
(B) The man is waiting for a train.
(C) The man is holding a tray.
(D) It is starting to rain.

1.



The man is ----- the woman.

Focus on:

man

~~-couch-~~

coaching

~~-sitting-~~

2.



The man is ----- watches.

Focus on:

selling

~~-sailing-~~

watching

3.



There is a ----- in front of the hut.

Focus on:

ramp

~~-lamp-~~~~-sea-~~

hut

4.



The man is ----- for a train.

Focus on:

waiting

~~-weighing-~~~~-tray-~~

Sample Test: PART 1

Choose the statement that best describes what you see in the picture.

1.



2.



3.



4.



5.



6.



7.



8.



9.



10.



Transcripts: PART 1



1. (A) The man is sleeping at his desk.
(B) The man is typing at his desk.
(C) The man is attending a meeting.
(D) The man is drinking tea.



2. (A) There are TVs stacked up on the shelves.
(B) There is a microwave oven tacked up on the wall.
(C) There are microwave ovens on the shelves.
(D) There are many books on the shelves.



3. (A) The man is standing in front of some picture frames.
(B) The man is selling fans.
(C) The man is standing beside a bus stop.
(D) The man is satisfied with a fan.



4. (A) The woman is buying vegetables.
(B) The man is going grocery shopping.
(C) The woman is selling vegetables.
(D) The woman is buying shoes.



5. (A) The woman is carrying a suitcase.
(B) The woman is folding her umbrella.
(C) An umbrella is being held by the woman.
(D) The man is sleeping.



6. (A) The woman is getting in a taxi.
(B) The woman is talking to the driver.
(C) The woman is being called.
(D) The woman's arm is held up.



7. (A) The woman is sitting beside a computer.
(B) The woman is sitting at a computer.
(C) The woman is sitting next to a computer.
(D) The woman is sitting at the back of a computer.



8. (A) The three men are happy.
(B) The three men are asleep.
(C) The three men look disappointed.
(D) The three men are angry.



9. (A) The man has dropped his jacket.
(B) The man is holding a briefcase.
(C) The man is sitting outside.
(D) There is a cat on the man's lap.



10. (A) The people are listening to the woman.
(B) The woman is reading a letter.
(C) The people are standing in a meeting room.
(D) The woman is attending a concert.

A	10	C	6
A	8	B	7
D	9	C	5
A	4	A	3
C	2	A	1
Answer Key			