



WORKSHOP PENYUSUNAN SOAL DAN MODUL PEMBELAJARAN TOEIC

POLTEKKES MALANG 1-2 November 2021

Speaking & Writing in
TOEIC

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Competitive Global Job Market

- effective presentations
- face-to-face communication
- meetings
- videoconferencing
- teleconferencing
- telephone
- emails
- business letter
- other forms of business correspondence



Career Opportunity

- a stronger candidate for job opportunities
- ability to communicate across borders and cultures
- hiring decisions and other employment opportunities
- new opportunities within a company





Question	Task	Evaluation	Score Scale
1-2	Read Text Aloud	Pronunciation • Intonation and stress	0-3
3-4	Describe a picture	All of the above, plus • Grammar • Vocabulary • Cohesion	0-3
5-7	Respond to questions	All of the above, plus • Relevance of content • Completeness of content	0-3
8-10	Respond to questions using information provided	All of the above	0-3
11	Express an opinion	All of the above	0-5

Direction of speaking in TOEIC

Read text aloud

Directions: In this part of the test, you will read aloud the text on the screen. You will have 45 seconds to prepare. Then you will have 45 seconds to read the text aloud.

If you're shopping, sightseeing and running around every minute, your vacation can seem like hard work. To avoid vacation stress, come to the Blue Valley Inn on beautiful Lake Mead. While staying at our inn, you'll breathe clean country air as you view spectacular sights. With its spacious rooms, swimming pool and many outdoor activities, the inn is the perfect place for a vacation you won't forget. The Blue Valley Inn prides itself on the personal attention it provides to every guest. The Blue Valley motto has always been "A happy guest is our greatest treasure."

Describe a picture

Directions: In this part of the test, you will describe the picture on your screen in as much as you can. You will have 45 seconds to prepare your response. Then you will have 30 seconds to speak about the picture.



Respond to questions

Directions: In this part of the test, you will answer three questions. You will have 3 seconds to prepare after you hear each question. You will have 15 seconds to respond to Questions 5 and 6, and 30 seconds to respond to question 7.

Imagine that a Canadian marketing firm is doing research in your country. You have agreed to participate in a telephone interview about television viewing.

Question 5: How often do you watch television?

Question 6: What kinds of programs do you usually watch?

Question 7: Describe your favorite television program.

Respond to questions using information provided

Directions: In this part of the test, you will answer three questions based on the information provided. You will have 45 seconds to read the information before the questions begin. You will have 3 seconds to prepare after you hear each question. You will have 15 seconds to respond to questions 8 and 9, and 30 seconds to respond to question 10.

After 45 seconds you will hear:

Hello, I'm calling about the conference on May 27 that I saw advertised in the newspaper. It's about starting your own business. I was hoping you could give me some information.

Question 8: Could you tell me what time the conference starts and how long it will last?

Question 9: How much does the conference attendance cost?

Question 10: I may not be available for the full day. Could you give me information about the activities in the morning, before lunchtime?



STARTING AND MANAGING YOUR OWN BUSINESS

Date: May 27

Location: Bristol Office Building

Seminars: 9:00 A.M. Financing Your Business, Room 210—*Martha Ross, Certified Public Accountant*

11:00 A.M. How to Promote Your Own Business, Room 312—*Howard Brown, Brown Publishers*

OR

11:00 A.M. Planning for Profit, Room 318—*John Phillips, Phillips Associates*

1:00 P.M. Lunch*

2:00 P.M. Sales Techniques Workshop, Room 246—*Helen King, West Side Consultants*

4:00 P.M. General Discussion

Registration Fee: Individuals, \$95.00
Members of the Business Information Center, \$75.00

*Not included in registration fee.

Express an opinion

Directions: In this part of the test, you will give your opinion about a specific topic. Be sure to say as much as you can in the time allowed. You will have 30 seconds to prepare. Then you will have 60 seconds to speak.

Question:

(Narrator): Some people prefer to take a job that does not pay well but does provide a lot of time off from work. What is your opinion about taking a job with a low salary that has a lot of vacation time? Give reasons for your opinion.



Question	Task	Evaluation Criteria	Score Scale
1-5	Write a sentence based on a picture	<ul style="list-style-type: none">• Grammar• Relevance of the sentences to the pictures	0-3
6-7	Respond to a written request	<ul style="list-style-type: none">• Quality and variety of your sentences• Vocabulary• Organization	0-4
8	Write an opinion essay	<ul style="list-style-type: none">• Whether your opinion is supported with reasons and/or examples• Grammar• Vocabulary• Organization	0-5

Writing test direction

Write a sentence based on picture

Directions: In this part of the test, you will write ONE sentence that is based on a picture. With each picture you will be given TWO words or phrases that you must use in your sentence. You can change the forms of the words and you can use the words in any order.

Your sentence will be scored on

- the appropriate use of grammar, and
- the relevance of the sentence to the picture.

In this part, you can move to the next question by clicking on **Next**. If you want to return to a previous question, click on **Back**. You will have 8 minutes to complete this part of the test.



Respond to a written request

Directions: In this part of the test, you will show how well you can write a response to an e-mail.

Your response will be scored on

- the quality and variety of your sentences,
- vocabulary, and
- organization.

You will have 10 minutes to read and answer each e-mail.

Directions: Read the e-mail.

From: Dale City Welcome Committee
To: New Dale City Resident
Subject: Welcome to your new home!
Sent: July 23, 4:32 P.M.

Welcome! We would like to be the first to welcome you to Dale City. We know that there are many things to do when you move, from finding your way around town to setting up your utilities. Please contact us if you need any help at all.

Directions: Respond to the e-mail. Respond as if you have recently moved to a new city. In your e-mail to the committee, make at least TWO requests for information.

(Type your response here.)

Write an opinion essay

Directions: In this part of the test, you will write an essay in response to a question that asks you to state, explain, and support your opinion on an issue. Typically, an effective essay will contain a minimum of 300 words.

Your response will be scored on

- whether your opinion is supported with reasons and/or examples,
- grammar,
- vocabulary, and
- organization.

You will have 30 minutes to plan, write, and revise your essay.

Directions: Read the question below. You have 30 minutes to plan, write, and revise your essay. Typically, an effective response will contain a minimum of 300 words.

There are many ways to find a job: newspaper advertisements, Internet job search websites, and personal recommendations. What do you think is the best way to find a job? Give reasons or examples to support your opinion.

(Type your response here.)

Score proficiency level descriptors

SPEAKING Scaled Score	SPEAKING Proficiency Level
0-30	1
40-50	2
60-70	3
80-100	4
110-120	5
130-150	6
160-180	7
190-200	8

WRITING Scaled Score	WRITING Proficiency Level
0-30	1
40	2
50-60	3
70-80	4
90-100	5
110-130	6
140-160	7
170-190	8
200	9