

A complex network diagram with numerous nodes and connecting lines. The nodes are represented by circles of varying sizes and colors, including black, blue, and grey. The lines are thin and grey, creating a dense web of connections. The background is a light beige color.

**WORKSHOP PENYUSUNAN SOAL DAN MODUL
PEMBELAJARAN TOEIC**

**POLTEKKES MALANG
1-2 NOVEMBER 2021**

**Developing test items for speaking
and writing for prep program of
English for International
Communication (TOEIC)**

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SPEAKING: READ TEXT ALOUD

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

Give a paragraph here 80 – 100 words

.....
.....
.....

SPEAKING: 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.

Give a picture here

.....

.....

SPEAKING: 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.

Scenario:

Question 5:

Question 6:

Question 7:

SPEAKING: 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: (audio)

Give a provided information here:

.....
.....

Question 8:

Question 9:

Question 10:

SPEAKING: 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.

(Some statements of a case to respond)

.....

.....

.....

WRITING: WRITE A SENTENCE BASED ON A 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.

Give a picture and two words

.....
.....

WRITING: RESPOND TO A WRITTEN QUESTIONS

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 10 minutes to read and answer each e-mail

Directions: Read the e-mail.

E-mail:

.....
.....
.....
.....

WRITING: 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.

(Some statements of a case to respond)

SAMPLE PRODUCT

Speaking & Writing Test Items

SPEAKING: READ TEXT ALOUD

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

Foods contain nutrients that are essential for our bodies to function. Four of the classes of nutrients required for bodily function are needed in large amounts. They are carbohydrates, lipids, proteins, and water, and are referred to as macronutrients. Two of the classes of nutrients are needed in lesser amounts, but are still essential for bodily function. They are vitamins and minerals. One measurement of food quality is the ratio of essential nutrients to the amount of energy in a food.

SPEAKING: READ TEXT ALOUD

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

I fully recognize, as all economists must, that even the clearest expression of some of our thoughts cannot make them easy to understand. In economics, we deal increasingly with ideas and relationships that are complex and inherently difficult to grasp. For example, we must often use technical words to denote objects or concepts for which no other words exist. When a writer has a good reason to use a technical word, however, he does have the duty of explaining its meaning when he first uses it, if he wants to be understood by a non-professional reader.

SPEAKING: 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.



SPEAKING: 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.



SPEAKING: 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.

A student training to be a teacher is applying for a job at the local library. Assist the student by answering her questions.

Question 5: Why do you want to work at the library?

Question 6: How will you balance working and studying?

Question 7: What will you do if we hire you and you don't end up liking the job?

SPEAKING: 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: (audio, a person calling)

JOB OPENINGS:

Part-time jobs available at Margate Hotel near shopping center. Kitchen staff, waiters, bellhops, drivers needed. Wages range from \$10 to \$12 per hour. For further information, call the assistant manager at 555-0174.

Question 8: What is the advertisement for?

Question 9: What kind of jobs do they offer?

Question 10: What should you do to get more details?

SPEAKING: 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 wish they could live in warm climates all year round. These places get very hot during certain months of the year. In fact, studies show that heat can lead to greater crime. Do you think that people in warm climates lead happier lives or not? State your opinion and provide reasons for your view.

WRITING: WRITE A SENTENCE BASED ON A 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.

Nurse/because



WRITING: WRITE A SENTENCE BASED ON A 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.

Table/while



WRITING: WRITE A SENTENCE BASED ON A 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.

The boy/that



WRITING: WRITE A SENTENCE BASED ON A 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.

Listeners/when



WRITING: WRITE A SENTENCE BASED ON A 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.

Family/that



WRITING: RESPOND TO A WRITTEN QUESTIONS

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 10 minutes to read and answer each e-mail

Directions: Read the e-mail.

To: Home Owner
From: Taryn Kent
Subject: Your home
Sent: January 7

Hello. I've been looking at the photo gallery of your online home buyer's ad. Congratulations on trying to sell your home without a real estate agent. It is difficult (we have done it twice) but is worth the effort if you find a reasonable buyer. My sister is interested in buying a home in your region. Your home could be ideal if you are willing to negotiate the price. Your asking price is about \$10, 000 above her budget. She also wants to live near an elementary school and a bus route. I'm not sure if your home is near these amenities. Could you let me know about these details? Most importantly, are you open to negotiation on the price? Please let me know when the house would be available for viewing.

Thank you.
Sincerely,
Taryn Kent

WRITING: RESPOND TO A WRITTEN QUESTIONS

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 10 minutes to read and answer each e-mail

Directions: Read the e-mail.

From: Aprilia Jones

To: All employees

Subject: Annual meeting

Sent: November 17, 10:21 A.M. All employees,

This year our annual meeting get-together will be held at the Marina Hotel on December 20 from nine o'clock. Several employees have mentioned that they intend to bring their children to the meeting. Could you e-mail me back with any entertainment ideas?

Thank you,

Sincerely,

Aprilia Jones

WRITING: 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.

Some companies block their employees from using social media networks and websites such as Facebook. Do you think managers should trust employees to use time wisely, or do you think it is smart of companies to block access to some sites? Provide reasons and examples to support your opinion.

DRAFT FOR CONTENT OF SPEAKING AND WRITING IN TOEIC

THE CONTENT OF THE MATERIAL IN SPEAKING

- Vocabulary
- Pronunciation
- Intonation and stress
- Describing something
- Giving an opinion
- Other relevant expressions in speaking related to TOEIC
- Time management in speaking
- Organizing speech; introduction (main idea), content (reasons, example, illustration, factual info, factual data, etc.)

SPEAKING PRACTICES

- **Reading text aloud**
- **Describing a picture**
- **Responding to a question**
- **Responding to questions using information provided**
- **Expressing an opinion**

THE CONTENT OF THE MATERIAL IN WRITING (1)

- Parts of speech
- Grammar - tenses (simple present, simple past, simple future, present perfect, present continuous), gerund, to infinitive, and other relevant grammar part)
- Phrases
- Clause
- Sentence (Simple, compound, complex, compound complex sentence)
- Scanning & skimming for writing
- E-mail writing (heading, salutation, (content: introduction, purpose, closing), signature)
- Paragraph writing

THE CONTENT OF THE MATERIAL IN WRITING (2)

- Essay development

Introduction: background & thesis statement

Paragraph (Deductive paragraph is more preferable in the USA for the test such as TOEFL IBT and TOEIC due to the easiness for the evaluator to grab the gist of the text faster)

Paragraph 2 (For example: reason/case/event 1 followed by information, example/s, data, or other relevant supporting explanation/data)

Paragraph 3 (For example: reason/case/event 3 followed by information, example/s, data, or other relevant supporting explanation/data)

Paragraph 4 (For example: reason/case/event 4 followed by information, example/s, data, or other relevant supporting explanation/data)

Conclusion

WRITING PRACTICES

- Writing a sentence based on a picture
- Responding to a written questions
- Writing an opinion essay