

PREPARING TOEIC READING



TOEIC READING

- **TOEIC READING IS DIVIDED INTO 4:**
 - 1. INCOMPLETE SENTENCES: 40 QUESTION**
 - 2. ERROR RECOGNITION: 20 QUESTIONS**
 - 3. READING COMPREHENSION: 40 QUESTIONS**
 - 4. DOUBLE PASSAGES**

INCOMPLETE SENTENCES

- **FOR EXAMPLE:**

1. THE NEW SERVICE WAS EXPECTED TO BE A SUCCESS; _____ VERY FEW CUSTOMERS STILL FOUND IT DIFFICULT TO UPGRADE THEIR ACCOUNTS.

A. YET

B. JUST

C. MOREOVER

D. ALTHOUGH

INCOMPLETE SENTENCES

1. AS I FOUND OUT THAT NOT ALL THE WORKSHOP PARTICIPANTS KNEW ABOUT TODAY'S SCHEDULE, I GOT MY SECRETARY IT RIGHT AWAY.

A. DISTRIBUTED

B. DISTRIBUTE

C. TO DISTRIBUTE

D. SHE DISTRIBUTE

2. THE ARTICLE WE GOT THE DATA FOR OUR ESSAY IS WRITTEN BY A WELL-KNOWN SOCIOLOGIST.

- A. WHOM**
- B. WHICH**
- C. THAT**
- D. FROM WHICH**

INCOMPLETE SENTENCES:

- **THEY LIKE USING THE INTERNET. THEY HAVE LOTS OF MONEY TO _____ FOR THE HIGHER PROPORTION OF ITS ONLINE THAN THE REST OF US.**
- **A. PURCHASE**
- **B. SPEND**
- **C. BE SPENT**
- **D. GIVE AWAY**

AS WE HEAD INTO HURRICANE SEASON, WE'D LIKE TO TAKE THIS OPPORTUNITY TO GO OVER SOME PRECAUTIONARY MEASURES YOU CAN TAKE IN THIS DANGEROUS SEASON. THIS IS ESPECIALLY IMPORTANT FOR THOSE OF YOU LIVING IN COASTAL AREAS WHERE HURRICANES CAN BE DESTRUCTIVE BECAUSE OF THEIR HEAVY WINDS.

THE FOLLOWING GUIDELINES HAVE BEEN ESTABLISHED BY THE NATIONAL WEATHER SERVICE. BEFORE HURRICANE SEASON EVEN BEGINS, STOCK UP ON BATTERIES, CANDLES, BOTTLED WATER, NONPERISHABLE FOOD SUCH AS CANNED GOODS, AND OTHER EMERGENCY EQUIPMENT. IN CASE OF A HURRICANE WARNING, FOLLOWING THESE SAFETY GUIDELINES MAY HELP SAVE YOUR LIFE AND PROPERTY. FIRST OF ALL, PROTECT WINDOWS WITH BOARDS OR TAPE, SINCE THEY ARE NOT STRONG ENOUGH TO WITHSTAND HURRICANE-FORCE WINDS—THESE WINDS CAN REACH UP TO 200 MILES PER HOUR! ALSO THE NATIONAL WEATHER SERVICE RECOMMENDS THAT YOU FILL UP YOUR CAR WITH FUEL IN CASE YOU NEED TO EVACUATE. GAS STATIONS MAY BE CLOSED BY THE TIME YOU NEED TO LEAVE YOUR HOME.

REMEMBER ALSO, IT IS SUGGESTED THAT YOU STAY INDOORS IF YOUR HOME IS STURDY AND ON HIGH GROUND. HOWEVER, HOMES IN LOW-LYING AREAS WILL LIKELY BE EVACUATED, AND EVACUATION INFORMATION. IF CALLED TO EVACUATE, LEAVE THE AREA IMMEDIATELY. YOU WILL BE ADVISED OF THE LOCATION OF LOCAL SHELTERS.

PREPARING THE POSSIBLE QUESTIONS

- **WHAT IS THE TEXT ABOUT?**
- **WHAT IS THE CLOSEST MEANING OF THE WORD “PRECAUTIONARY”**
A. PREVENTION B. CAUTIONARY C. PREVENTIVE D. CAUTION
- **HOW ARE THE PREPARATIONS THAT CAN BE DONE BASED ON THE PARAGRAPH 2?**
- **THE LAST PARAGRAPH CAN BE STATED/ INFERRED THAT...**
- **WHY MUST THE FOLLOWING GUIDELINES BE ESTABLISHED?**

REDUCE YOUR RISK OF **COVID-19** INFECTION



WASH HANDS

Wash your hands with soap or use a hand sanitiser



COVER A COUGH OR SNEEZE

Cover your cough or sneeze with your sleeves or tissues. Dispose the tissue and wash hands afterwards



SOCIAL DISTANCING

Keep a distance of around 1 meter away from others in public



STAY AT HOME

Always stay home unless you have an important reason to leave the house



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PREPARING THE POSSIBLE QUESTIONS

- **WHAT IS THE COMMUNICATIVE PURPOSE OF THE PAMPHLET?**
- **HOW MANY STEPS THAT CAN BE TAKEN FROM THE PAMPHLET?**
- **THESE STEPS BELOW ARE NOT NECESSARILY IMPORTANT IF WE JUST STAY AT HOME.**

ERROR RECOGNITION

1. HOW MUCH DOES THESE SHOES AND SANDALS COST?

(A) DOES (B) COST (C) HOW (D) AND

2. WE ARE NOW OFFERING YOU THE CHANCE BUY THE COMPLETE SET OF PANS AT HALF PRICE.

(A) BUY

(B) WE ARE

(C) SET OF PANS

(D) OFFERING

ERROR RECOGNITION

EXAMPLE:

THE MINIMUM WAGE BILL PROVIDES FOR A GRADUAL REDUCTION OF THE MINIMUM WAGE FROM \$5.15 AN HOUR TO \$7.25 AN HOUR OVER TWO YEARS.

A. BILL

B. REDUCTION

C. MINIMUM

D. OVER TWO YEARS

- **MOST OF THE LARGE INDUSTRIES IN THE COUNTRY ARE WELL ORGANISED AND STRUCTURED AND ARE SOMETIMES BACKED UP INTERNATIONALLY REPUTABLE MOTHER COMPANIES.**

A. MOST OF

B. IN THE

C. ARE

D. BACKED UP

- **IN 2004, A TEAM LED BY THE GOVERNMENT ENVIRONMENT MINISTRY SAY THAT CHEMICALS FROM THE FACTORY HAD CONTAMINATED SEDIMENT IN THE BAY AND ENTERED THE FOOD CHAIN.**

A. LED BY

B. SAY THAT CHEMICALS

C. CONTAMINATED SEDIMENT

D. ENTERED

READING COMPREHENSION

FOR EXAMPLE:

ARE YOU SETTING UP A SMALL BUSINESS? WORRIED ABOUT THE COSTS OF RENTING OFFICE SPACE AND EMPLOYING THE RIGHT PEOPLE? REBUS VIRTUAL OFFICE WORLD CAN HELP YOU. WITH OUR BASIC OFFICE DEAL, WE CAN SET UP A VIRTUAL OFFICE FOR YOU PRACTICALLY OVERNIGHT.

WE WILL GIVE YOUR BUSINESS A PROFESSIONAL IMAGE AND OUR POLITE, FRIENDLY STAFF WILL HANDLE YOUR CALLS AND PRESENT YOUR BUSINESS IN THE BEST POSSIBLE WAY. WE CAN PROVIDE YOU WITH: A PROFESSIONAL BUSINESS ADDRESS, A LOCAL PHONE NUMBER AND WE WILL ALSO HANDLE MAIL.

FOR A MORE PERSONAL APPROACH, WITH THE OPTION OF FORWARDING MAIL AND MESSAGES TO YOUR HOME ADDRESS, DON'T HESITATE TO ASK US ABOUT OUR PREMIER OFFICE DEALS.

1. WHERE IS THE TEXT FROM?

A. A MESSAGE FROM A BUSINESS TO A CURRENT CLIENT

B. AN ADVERTISEMENT FOR A NEW BUSINESS SERVICE

C. AN EMAIL FROM ONE BUSINESS WORKER TO ANOTHER

D. A NEWSPAPER ARTICLE ABOUT A NEW BUSINESS'S SUCCESS

2. WHAT DOES THE SERVICE PROVIDE?

A. OFF-SITE STAFF TO PERFORM GENERAL OFFICE DUTIES

B. A SITE WHERE SEVERAL BUSINESSES CAN LOCATE THEIR OFFICES

C. ADVICE ON HOW TO MAKE YOUR BUSINESS MORE PROFESSIONAL

D. TEMPORARY STAFF FOR LOCAL BUSINESSES

3. WHICH OF THE FOLLOWING IS NOT INCLUDED IN THE BASIC OFFICE DEAL?

A. A POLITE RECEPTIONIST

B. A MAIL-FORWARDING SERVICE

C. A PROFESSIONAL ADDRESS

D. A TELEPHONE-ANSWERING SERVICE

DOUBLE PASSAGES

HI,

SORRY FOR SENDING THIS TO ALL THE STAFF IN THE COMPANY, BUT MY LIST OF PEOPLE WHO ARE GOING TO THE SIGNMAKERS' CONFERENCE IN DARTMOUTH IS NOT UP-TO-DATE, SO I THOUGHT I'D MAIL IT TO EVERYONE JUST TO BE ON THE SAFE SIDE.

THE COMPANY HAS AGREED TO PAY FOR TRANSPORT BY RAIL WHICH MEANS YOU WON'T HAVE TO DRIVE THERE YOURSELVES. WE'VE BOOKED SEATS ON THE 0630 FROM STANTON HEATH WHICH GOES DIRECT TO DARTMOUTH. WE SHOULD ARRIVE THERE BY 0845, AND WE CAN THEN SHARE TAXIS TO GET TO THE VENUE, WHICH I UNDERSTAND IS JUST A 15 MINUTE DRIVE, SO WE SHOULD EASILY MAKE THE 0930 START.

HOTEL ACCOMMODATION HAS BEEN BOOKED AT THE PREMIUM INN, DARTMOUTH. THE MANAGEMENT HAVE AGREED THAT ALL DELEGATES SHOULD HAVE THEIR OWN ROOMS. IT'S LIKELY THAT SOME OF YOU WILL HAVE SINGLES, WHILE OTHERS WILL HAVE DOUBLES AND TWINS. I CAN'T TAKE REQUEST FOR DOUBLE ROOMS, I'M, AFRAID. IT WILL BE THE LUCK OF THE DRAW. ALL ROOMS WILL HAVE EN SUITES, AND SHOULD BE VERY COMFORTABLE.

WE'RE PLANNING RETURN TRANSPORT ON THE 2010 FROM DARTMOUTH WHICH WILL GET US BACK TO STANTON HEATH AT 22.00. I'LL BE BOOKING TRANSPORT ON FRIDAY MORNING (14TH MARCH), SO IF YOU HAVE ANY QUERIES OR PROBLEMS, MAKE SURE YOU CONTACT ME BEFORE THEN.

• **JAMES ROXFORD**

REPLY LETTER

DEAR JAMES

SORRY, I DIDN'T GET BACK TO YOU IN TIME. I WAS OFF SICK LAST WEEK AND DIDN'T GET YOUR MESSAGE UNTIL THIS MORNING. I HOPE YOU HAVEN'T BOOKED THE TRAIN TICKETS YET. I'M PLANNING TO GO TO THE CONFERENCE BY CAR, AS I'M NOT RETURNING TO STANTON HEATH AFTER THE CONFERENCE. I'M GOING ON TO VISIT MY FAMILY.

IS THERE ANY CHANCE YOU CAN RESERVE A DOUBLE ROOM FOR ME AT THE PREMIUM INN? I FIND IT HARD TO SLEEP IN SINGLE BEDS.

THANKS

MINDY JACQUES

1. JAMES'S EMAIL WAS SENT TO:

A. MINDY JACQUES

B. STAFF WHO ARE ATTENDING A CONFERENCE

C. VISITORS TO JAMES'S COMPANY

D. EVERYONE IN THE COMPANY

2. WHICH OF THE FOLLOWING IS TRUE ABOUT THE JOURNEY JAMES HAS PLANNED? CORRECT

A. DELEGATES WILL TAKE A DIFFERENT ROUTE ON THE RETURN JOURNEY.

B. THE DELEGATES WILL ARRIVE JUST AFTER THE CONFERENCE STARTS.

C. THE RETURN JOURNEY IS FASTER THAN THE OUTBOUND JOURNEY.

D. THE DELEGATES WILL NEED TO CHANGE TRAINS ON THE OUTBOUND JOURNEY.

TIPS FOR MAKING TOEIC READING COMPREHENSION'S READING PASSAGE & QUESTIONS.

- 1. RESEMBLES TO GENRE BASED TEXT ESPECIALLY IN SHORT FUNCTIONAL TEXT.**
- 2. TEXT IS DIRECTED TO FIND THE PURPOSE OF THE COMMUNICATION.**
- 3. THERE ARE TABLES OR EVEN PICTURES THAT ACCOMPANIED THE READING PASSAGES.**
- 4. THE READING TEXTS CAN BE TAKEN FROM VARIOUS RESOURCES, NONETHELESS THEY SHOULD MEET THE GENERAL KNOWLEDGE IN ACCORDANCE WITH THE REAL TEST READING PASSAGES.**

CONTINUED:

5. HOWEVER THE LEVEL OF COMPLEXITY CAN BE LOWERED BASED ON THE MATERIAL BEING TAUGHT.

6. TYPES OF QUESTIONS CAN BE STARTED FROM THE READING STRATEGY BEING TAUGHT. :SCANNING, PREVIEWING, SKIMMING, MAIN IDEAS, TOPICS, ETC.

7. OTHER TYPE OF QUESTIONS ARE : SYNONYM, ANTONYM, DEDUCTION AS WELL AS INDUCTION STRATEGIES.