

FURTHER PRACTICE

For further practice with your writing, try *Tactics for TOEIC Speaking and Writing Tests*.

TEST TACTIC

BECOME FAMILIAR WITH BASIC SVO CONSTRUCTIONS

One of the most useful sentence patterns for the easy Questions 1-3 is Subject-Verb-Object. Practice making sentences with this pattern to help you write simple, but correct sentences in this part of the test.

TEST TIP

WRITE ONLY ONE SENTENCE

Remember you must write only ONE sentence using BOTH the words given.

FURTHER STUDY

For pictures 1-5 above, write a different sentence from the one you wrote in class.

TOEIC Writing

WRITE A SENTENCE BASED ON A PICTURE

QUESTIONS 1-5

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 form 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.

You will have 8 minutes to complete this part of the test.

EXERCISE

1



put / bank machine

2



boys / at

3



woman / notebook

4



smiling / because

5



DVD / so that

TEST TACTIC

IDENTIFY WHAT YOU HAVE TO WRITE

There will always be three things you are asked to include in your response. Identify what you have to write, and quickly brainstorm ideas to cover these areas.

Write these in three separate sentences.

TEST TIP

USE YOUR IMAGINATION BUT KEEP IT SIMPLE

Often you will need to use your imagination to answer in the role of someone else. Always choose ideas which you feel you know well and choose vocabulary you are comfortable with.

FURTHER STUDY

Choose one of the e-mails, and write a different response to it.

RESPOND TO A WRITTEN REQUEST

QUESTIONS 6-7

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.

EXERCISE

1

From: General affairs section, Techfab Computer systems
 To: All staff
 Subject: Summer picnic
 Sent: Jun 14, 1:31 p.m.

We will soon be having our annual summer picnic. It seems there were some mixed feelings about last year's picnic so we would like to collect feedback on what you did or didn't like about last year, and any suggestions you may have to make this year's a big success.

Directions: Respond to the e-mail as if you are a worker at Techfab Computer systems. In your e-mail, give ONE thing you liked about last year's picnic, ONE thing you didn't like, and make ONE suggestion about something you would like to have for this year's picnic.

2

From: Andy Baxter, Happy Properties Management
To: All tenants of Green Hills Apartment Complex
Subject: Building maintenance
Sent: September 8, 10:27 a.m.

To all tenants,

Next month, our maintenance staff will be in the building. If you have anything that needs fixing in your apartment, please let me know this week. We are also planning to repaint the lobby and would like your opinion on the color we should choose.

Directions: Respond to the e-mail. In your e-mail, state TWO things that need fixing in your apartment and give one opinion on the lobby color.

WRITE AN OPINION ESSAY

QUESTION 8

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.

EXERCISE

- 1 You have received a gift of money. The money is enough to either buy a new electronic device (camera, MP3 player, etc.) or take a short holiday somewhere nice. Which would you choose?
Use specific reasons and examples to support your answer.
- 2 Do you agree or disagree with the following statement?
The most important thing about a job is enjoying the work you do.
Use specific reasons and examples to support your answer.
- 3 Some people plan their free time activities very carefully in advance. Others don't plan their free time at all.
Which way do you prefer?
Use specific reasons and examples to support your answer.

TEST TACTIC

FOCUS CLEARLY ON THE TASK

Begin by picking out the key words of the question to be sure you know exactly what is required. Use this knowledge to make a clear statement of your opinion.

TEST TIP

THINK OF THREE REASONS TO SUPPORT YOUR OPINION

Write one paragraph for each reason, including examples from your experience to support these.

FURTHER STUDY

Choose one of the essays in this unit, and carefully rewrite it. Try to correct any grammatical errors you spot and add extra support and examples.