

## FURTHER PRACTICE

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

# TOEIC® Writing

## TEST TACTIC

THINK ABOUT WHAT WORDS YOU NEED TO COMPLETE THE SENTENCE

The question will give you only two parts (words) of the sentence. The first step is to find what is being described in the picture. You must add the parts you need to make a complete sentence (e.g. subject, verb, object, preposition).

## TEST TIP

KEEP IT SIMPLE, AND CHECK YOUR WORK

Do not try to make very complex sentences unless you are very sure how to make them. Simple is best, e.g. for subjects, use *The man ...*, *The people ...*, or *The books ...*.

## FURTHER STUDY

For pictures 1–5 above, change one word (keeping the same part of speech) and make a new sentence.

## 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 sentences 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



headphones / over

2



man / taxi

3



luggage / wait

4



helmet / because

5



telephone / while

**TEST TACTIC**

LEARN USEFUL PHRASES TO INDICATE THAT YOU ARE SPECULATING

If you aren't 100% sure of *who*, *what*, or *where*, then use phrases to show what you think is shown in the picture. You can start by saying *I think*. You can also use expressions such as *appear/seem to be* or *look/seem like*. This will give you more to say and will make your description more interesting.

**TEST TIP**

MANAGE YOUR TIME CAREFULLY

In the test you will have ten minutes to answer each e-mail. Spend no more than six minutes brainstorming and drafting answers for the three tasks. Use the remaining time to organize, edit, and check your response.

**RESPOND TO A WRITTEN REQUEST****QUESTION 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, ABC Industries  
 To: All department heads  
 Subject: Hotel bookings for annual conference  
 Sent: June 11, 2:11 P.M.

We are currently making the arrangements for the upcoming conference and need to make the bookings for rooms and meals at the banquet. Please reply by the end of the week as to the number of rooms your department will require and whether any of your staff will require vegetarian or other special meals.

**Directions:** Respond to the e-mail as if you are head of the marketing department. In your e-mail, give TWO pieces of information, and ask ONE question.

### FURTHER STUDY

Choose one of the e-mails you wrote, and write a reply to it. Include at least THREE main points (questions or pieces of information) in your reply.

### TEST TACTIC

#### PLAN YOUR ESSAY BEFORE YOU START TO WRITE

The first and most important stage in writing an essay is to draft a simple outline that clearly answers the question and outlines your opinion. You should brainstorm three possible reasons to support your opinion.

### TEST TIP

#### START WITH AN INTRODUCTION TO SHOW WHAT YOU ARE WRITING ABOUT

The beginning of your essay should make a clear reference to the question and summarize your opinion.

### FURTHER STUDY

Question 8 tests your English not your opinions, and it is important to be flexible in your thinking. For each essay above, choose the opposite position to the one you originally used and write a new essay on that opinion.

2

From: Human resources, Trident Design Studios  
To: All employees of the art department  
Subject: Opening in Hamburg office  
Sent: September 8, 10:27 A.M.

To all designers,  
From November we will have an opening for a senior graphic designer in our Hamburg office. The job requires at least five years of graphic design experience. A working knowledge of German would be a strong asset. Interested applicants should reply with a resume to Harold Goff.

**Directions:** Respond to the e-mail. In your e-mail, give ONE piece of information and ask TWO questions.

## 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 Some people think that cars are a positive aspect of modern life. Others believe that cars cause many problems. Which viewpoint do you agree with? Use specific reasons and examples to support your answer.
- 2 Do you agree or disagree with the following statement?  
Advertising encourages us to buy things we really do not need.  
Use specific reasons and examples to support your answer.
- 3 Do you think it is better to save your money for the future, or to spend and enjoy it as soon as you earn it?  
Use specific reasons and examples to support your answer.