

CHAPTER
1Using the *Planner*

You've been studying English for some time now, so you've developed a level of proficiency in your reading, listening, speaking and writing skills. Now you'll want to make sure you're familiar with the test format and that you're ready to do your best. This *Planner* gives you test information, sample questions and activities to build your skills, and much more.

To supplement the *Planner* materials, we encourage you to purchase these additional resources:

Two complete tests on **TOEFL Practice Online** at www.ets.org/toeflpractice. TOEFL Practice Online allows you to experience the real test and get instant scores and feedback.

The Official Guide to the TOEFL[®] Test at www.ets.org/toefl/guide. This book provides practice with hundreds of real TOEFL questions and has a CD-ROM with full-length, authentic practice tests. It is available in both eBook and print formats.

Getting Started

It's important that you surround yourself with English and use it as much as possible between now and test day. Be sure to keep in mind that memorizing and cramming aren't good ways to prepare for the TOEFL test.

We've provided you with a plan to help you thoroughly prepare for the test in the eight weeks leading up to test day. The chart on the following pages indicates each week's objective, tasks to complete and resources to help you complete them, as well as a checklist so you can check off each task as you complete it.

Following is the actual order of the test sections: Reading, Listening, Speaking and Writing. The *Planner* leads the chapters with Speaking (with Reading, Listening and Writing following) because Speaking is often the skill students are least familiar and comfortable with; however, you may wish to change this order to work on improving your weakest skills first.

WEEK 1		
OBJECTIVES	TASKS AND RESOURCES	COMPLETED
Determine your target scores	<ul style="list-style-type: none"> Determine your total score (and section scores if available) by researching the score requirements of your TOEFL® Destination institution at www.toeflgoanywhere.org. 	Target scores: Reading _____ Listening _____ Speaking _____ Writing _____ Total _____
Familiarize yourself with the test	<ul style="list-style-type: none"> Read <i>Planner</i> Chapter 2: About the TOEFL iBT® Test. ePLAN Review the Test Overview section on the <i>Planner</i> website www.ets.org/toefl/planner. 	<input type="checkbox"/> <input type="checkbox"/>
Learn from others' test experiences	<ul style="list-style-type: none"> Join online chat rooms, blogs or social networking sites. Network with students who have taken the test. 	<input type="checkbox"/> <input type="checkbox"/>
View and experience the TOEFL iBT® Test Online Sampler®	<ul style="list-style-type: none"> SAMP Access the Sampler from the "View Order" link on your profile when you register online. 	<input type="checkbox"/>
Take a complete TOEFL practice test to establish your starting point	<ul style="list-style-type: none"> TPO Go to www.ets.org/toefl/practice to purchase tests. Take one complete practice test now to establish your starting point. Chart your scores in the checklist column. Add all of your section scores to calculate your total score. Convert your ratings on the Speaking and Writing sections to scaled scores by using the conversion chart in Appendix 6. 	<input type="checkbox"/> <input type="checkbox"/> My scores: Reading _____ Listening _____ Speaking _____ Writing _____ Total _____
Purchase <i>The Official Guide to the TOEFL® Test</i>	<ul style="list-style-type: none"> OG <i>The Official Guide to the TOEFL® Test</i> includes hundreds of TOEFL passages, questions and topics from previous tests. It includes a CD-ROM with complete practice tests. Purchase the book online at www.ets.org/toefl/guide or from your local bookstore in eBook or print format. 	<input type="checkbox"/> <input type="checkbox"/>

WEEK 2		
OBJECTIVES	TASKS AND RESOURCES	COMPLETED
Learn about the Speaking section	<ul style="list-style-type: none"> Read <i>Planner</i> Chapter 3: Speaking. 	<input type="checkbox"/>
View and experience sample Speaking questions	<ul style="list-style-type: none"> See sample Speaking questions in <i>Planner</i> Appendix 1. Review Speaking Scoring Guides in <i>Planner</i> Appendix 3 to understand what score levels mean. ePLAN Listen to sample responses and view raters' comments on the <i>Planner</i> website www.ets.org/toefl/planner to help you identify your current level and understand what a response at your desired level is like. Refer to the Scoring Guides as you listen. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Practice your Speaking skills	<ul style="list-style-type: none"> Pick three general activities and three targeted activities from Chapter 3 (pages 17–20) to work on your speaking skills. OG Use the Speaking chapter in <i>The Official Guide to the TOEFL® Test</i> (Chapter 4) for more practice. 	Activity 1 _____ Activity 2 _____ Activity 3 _____ Activity 4 _____ Activity 5 _____ Activity 6 _____
WEEK 3		
OBJECTIVES	TASKS AND RESOURCES	COMPLETED
Learn about the Reading section	<ul style="list-style-type: none"> Read <i>Planner</i> Chapter 4: Reading. 	<input type="checkbox"/>
View and experience sample Reading questions	<ul style="list-style-type: none"> ePLAN Review sample Reading questions in <i>Planner</i> Appendix 1 and experience them on the <i>Planner</i> website www.ets.org/toefl/planner. 	<input type="checkbox"/>
Practice your Reading skills	<ul style="list-style-type: none"> Pick three general activities and three targeted activities from Chapter 4 (pages 23–25) to work on your Reading skills. OG Use the Reading chapter in <i>The Official Guide to the TOEFL® Test</i> (Chapter 2) for more practice. 	Activity 1 _____ Activity 2 _____ Activity 3 _____ Activity 4 _____ Activity 5 _____ Activity 6 _____

Reading as much as possible in English is an essential part of building your reading skills.

Go to www.lexile.com/toefl for a list of books that are associated with TOEFL iBT® skill levels.

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WEEK 4		
OBJECTIVES	TASKS AND RESOURCES	COMPLETED
Learn about the Listening section	<ul style="list-style-type: none"> Read <i>Planner</i> Chapter 5: Listening. 	<input type="checkbox"/>
View and experience sample Listening questions	<ul style="list-style-type: none"> ePLAN Review sample Listening questions in <i>Planner</i> Appendix 1 and experience them on the <i>Planner</i> website www.ets.org/toefl/planner. 	<input type="checkbox"/>
Practice your Listening skills	<ul style="list-style-type: none"> Pick three general activities and three targeted activities from Chapter 5 (pages 28–30) to work on your Listening skills. OG Use the Listening chapter in <i>The Official Guide to the TOEFL® Test</i> (Chapter 3) for more practice. 	Activity 1 _____ Activity 2 _____ Activity 3 _____ Activity 4 _____ Activity 5 _____ Activity 6 _____
WEEK 5		
OBJECTIVES	TASKS AND RESOURCES	COMPLETED
Learn about the Writing section	<ul style="list-style-type: none"> Read <i>Planner</i> Chapter 6: Writing. 	<input type="checkbox"/>
View and experience sample Writing questions	<ul style="list-style-type: none"> See sample Writing questions in <i>Planner</i> Appendix 1. Review Writing Scoring Guides in <i>Planner</i> Appendix 4 to understand what score levels mean. ePLAN Read sample responses and raters' comments in Appendix 1 to help you identify your current level and understand what a response at your desired level is like. Refer to the Scoring Guides as you read. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Practice your Writing skills	<ul style="list-style-type: none"> Pick three general activities and three targeted activities from Chapter 6 (pages 34–37) to work on your Writing skills. OG Use the Writing chapter in <i>The Official Guide to the TOEFL® Test</i> (Chapter 5) for more practice. 	Activity 1 _____ Activity 2 _____ Activity 3 _____ Activity 4 _____ Activity 5 _____ Activity 6 _____

WEEK 6		
OBJECTIVES	TASKS AND RESOURCES	COMPLETED
Planning for test day	<ul style="list-style-type: none"> Read <i>Planner</i> Chapter 7: Test Day and Beyond and gather the documents you will need to take with you. 	
Take a complete TOEFL practice test to measure your progress	<ul style="list-style-type: none"> OG Take a complete practice test in <i>The Official Guide to the TOEFL® Test</i>. Use the instructions in the <i>Guide</i> to calculate your Reading and Listening scaled scores. Time yourself for each section and try to simulate the test setting. 	My scores: Reading _____ Listening _____
Get evaluations for Speaking and Writing	<ul style="list-style-type: none"> Ask a teacher or tutor to evaluate your Speaking responses to the practice test using the Scoring Guides in Appendix 3 of the <i>Planner</i>. Use the conversion charts in Appendix 6 to convert the ratings to a scaled score. Ask a teacher or tutor to evaluate your Writing responses to the practice test using the Scoring Guides in Appendix 4 of the <i>Planner</i>. Use the conversion charts in Appendix 6 to convert the ratings to a scaled score. 	My scores: Speaking _____ Writing _____
Practice more on your weakest skills	<ul style="list-style-type: none"> Compare your scores to your first test in Week 1. Decide which skills to focus on. Review the <i>Planner</i> chapters that correspond to your weakest skills. Complete three additional activities for each of your weakest skills. OG Use Chapters 2 through 5 of <i>The Official Guide to the TOEFL® Test</i> for more practice. 	<input type="checkbox"/> <input type="checkbox"/> Activity 1 _____ Activity 2 _____ Activity 3 _____
WEEK 7		
OBJECTIVES	TASKS AND RESOURCES	COMPLETED
Take a second complete TOEFL practice test to establish your readiness for test day	<ul style="list-style-type: none"> TPO Take a second complete practice test online at www.ets.org/toeflpractice. Add all of your section scores to calculate your total score. Convert your ratings on the Speaking and Writing sections to scaled scores by using the conversion chart in Appendix 6. Stay in Timed Mode as much as possible to simulate the test setting. Review the directions for each section as you go through the practice test. Compare these scores to the scores on your online practice test from Week 2 to Week 7. Decide which of the four skills to focus on. 	My scores: Reading _____ Listening _____ Speaking _____ Writing _____ Total _____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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Continue preparing	<ul style="list-style-type: none"> Focus on improving your weakest skills using the <i>Planner</i> and <i>The Official Guide to the TOEFL® Test</i>. 	<input type="checkbox"/>
WEEK 8		
OBJECTIVES	TASKS AND RESOURCES	COMPLETED
Continue preparing	<ul style="list-style-type: none"> Focus on improving your weakest skills using the <i>Planner</i> and <i>The Official Guide to the TOEFL® Test</i>. 	<input type="checkbox"/>
Take another practice test	<ul style="list-style-type: none"> OG Take another complete practice test in <i>The Official Guide to the TOEFL® Test</i>. Use the instructions in the <i>Guide</i> to calculate your Reading and Listening scaled scores. Time yourself for each section and try to simulate the test setting. 	My scores: Reading _____ Listening _____ <input type="checkbox"/>
Get evaluations for Speaking and Writing	<ul style="list-style-type: none"> Ask a teacher or tutor to evaluate your Speaking responses to the practice test using the Scoring Guides in Appendix 3 of the <i>Planner</i>. Use the conversion charts in Appendix 6 to convert the ratings to a scaled score. Ask a teacher or tutor to evaluate your Writing responses to the practice test using the Scoring Guides in Appendix 4 of the <i>Planner</i>. Use the conversion charts in Appendix 6 to convert the ratings to a scaled score. 	My scores: Speaking _____ Writing _____
Gather your documents	<ul style="list-style-type: none"> Review <i>Planner</i> Chapter 7: Test Day and Beyond. You'll need a photo ID and your Registration Confirmation. Check with your TOEFL Test Resource Centre or www.ets.org/toefl/id for ID requirements in your country. Return to your online registration profile and print out your confirmation. Check for any changes in your testing details. Get directions to your testing site and make transportation plans. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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