

Part A +



Expanding Your Vocabulary

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Useful Expressions 1



Read the situation and write a short paragraph using the key expressions that are provided to you. Use the following expressions in your writing. Write your answer in the space provided. Independent Writing Task (10-15 min)

A. Expressing Preference

- **I prefer to ...** : I like to ... better
e.g. I prefer to eat take-out meals because it saves time and tastes better.
- **... is preferable to ...** : ... is better than ...
e.g. Experts claim that using cash is preferable to using credit cards.
- **I am (not) in favor of ...** : I (do not) think that ... is a good idea
e.g. I am not in favor of requiring students to take physical education classes.
- **It seems clear to me that ... is better than ...** : It seems obvious to me that ... is better than ...
e.g. It seems clear to me that eating a light dinner is better than just starving, even when you are on a diet.



Write about your personal preference using the following expressions.

- 1 to talk on the phone / to text message (I prefer to)

- 2 to eat less / to exercise more (... is preferable to ...)

- 3 to receive plastic surgery (I am (not) in favor of ...)

- 4 to use public transportation / to drive your own car (It seems clear to me that ... is better than ...)

B. Giving an Opinion

- **I agree with ...**
I disagree with ... : I have the same opinion as ... / I have the opposite opinion from ...
 e.g. I agree with the view that watching television is harmful to children.
 I disagree with
- **In my opinion, / In my view, / From my point of view, ...** : I personally think that ...
 e.g. In my opinion, / In my view, / From my point of view, AIDS is one of the most serious problems facing the world.
- **There is no doubt in my mind that ...** : I truly believe that ...
 e.g. There is no doubt in my mind that helping those in need is a truly worthwhile deed.
- **There are several reasons why I agree/disagree with ...** : There are a number of reasons why I agree/disagree with ...
 e.g. There are several reasons why I disagree with violence on TV, but I will not go into them now.



Choose the correct expression to complete the sentence.

There are several reasons why
 There is no doubt in my mind that

In my opinion,
 I disagree with

- 1 _____ my parents' view that going to university is essential in life, because nowadays, there are many people who achieve success with just a high school diploma.
- 2 _____ the legal drinking age in our country should be increased to 21.
- 3 _____ I disagree with having too much violence on TV, and one of them is because it has a negative effect on children.
- 4 _____ nothing is impossible if you set your mind to it.



Useful Expressions 2



Learn the useful expressions that you can use to write your TOEFL integrated writing task. You will find the expressions that you need to use in the Integrated Writing Task. You will find the expressions that you need to use in the Integrated Writing Task.

A. Casting Doubt

- **A directly contradicts B** : A clearly opposes B; A clearly casts doubt on B
e.g. The president's new policy directly contradicts my beliefs concerning freedom of speech.
- **While A says that ..., B points out that ...** : Although A says that ..., B says that ...
e.g. While the article says that games make students socialize less, the professor points out that most of the games are played with people.
- **A's statement that ... refutes the points made in ...** : A's statement that ... casts doubt on the arguments made in ...
e.g. The professor's statement that games require students to concentrate for a long time refutes the points made in the reading.
- **While A is in favor of ..., B opposes ...** : While A supports ..., B is against ...
e.g. While parents are in favor of increasing the school week to 6 days, students oppose this policy for a number of reasons.
- **A, in contrast to B, says that ...** : Despite what B claims, A says that ...
e.g. The professor, in contrast to the reading, says that online students cannot set their own schedule.



Read the following discussion between Joe and Debbie and answer the questions.

Joe: The death penalty needs to be enforced for the sake of society. Some crimes are so horrible, they need to be punished with death. It's the only way to bring justice to society.

Debbie: I find that difficult to agree with. Who are we to decide whether a person should live or die? Moreover, I think a lifelong sentence in prison is a far worse punishment than death.

- 1 Summarize the conversation using "While A ... B ...".
- 2 Summarize the conversation using "A's statement that ... refutes the points made in B ...".
- 3 Summarize the conversation using "While A is in favor of ... B opposes ...".

B. Solving a Problem

- **According to A, ...** : From A's information, ...
e.g. According to the lecture, in this way, the Egyptians were able to move the stones over long distances.
- **A discusses solutions to B** : A talks about different ways to solve B
e.g. The documentary discusses solutions to the mad cow disease epidemic that is sweeping the nation.
- **As a way to ..., A suggests ...** : To ..., A offers the solution of ...
e.g. As a way to lose weight, my doctor suggested I eat a big breakfast and a light dinner.
- **In order to solve A, ...** : To find a solution for A, ...
e.g. In order to solve the economic recession, experts say people need to start spending more money.
- **A possible solution to A is ...** : One way to solve A is ...
e.g. A possible solution to high unemployment rates is for the government to create new jobs by starting a new project.



Unscramble the following words and complete the following sentences.

- 1 (professor / according / the / to) _____, we can stop water pollution by preventing companies from operating near rivers.
- 2 (the / discusses / to / reading / solutions) _____ the decrease in the dolphin population.
- 3 (a / as / make / more money / to / way) _____, my parents _____ (I / get / a part-time job / suggested).
- 4 (solve / this problem / order / to / in) _____, we need to work together as a team.



Confusing Words



Circle the correct words to complete the following sentences.

- 1 The school should (adapt / adopt) the new registration system immediately so that it can easily (adapt / adopt) to sudden changes.
- 2 From Mr. Tillman's (perspective / prospective), Mary is a great (perspective / prospective) replacement for him once he retires.
- 3 If the weather were better, I'd (advice / advise) you to push ahead with your plans. My (advice / advise) to you is to postpone your trip.
- 4 Bad weather will (affect / effect) business badly. This bad (affect / effect) is predicted to last until the end of the month.
- 5 (Almost / Most) every boy in our class has a crush on Elaine. (Almost / Most) of them wouldn't admit it, though.
- 6 It seems (reasonable / responsible) to think that warm weather is (reasonable / responsible) for the flowers blooming.
- 7 He made a (sensitive / sensible) argument when he said that teachers should be (sensitive / sensible) to their students' feelings.
- 8 Jane didn't get a (good / well) night's sleep, and when she woke up this morning, she didn't feel very (good / well).
- 9 Mr. Lynch wants to (finance / fund) the projects. He'll surely do it well, being an expert in the field of (finance / fund).
- 10 Thomas had to (cite / site) several first-hand sources in his archaeology report. This involved visiting an excavation (cite / site) a few hours earlier.



Circle the correct words to complete the following sentences.

- 1 The best (complement / compliment) you could give any woman is to say that her clothes and accessories (complement / compliment) each other well.
- 2 The literature department's (comprehensive / comprehensible) list of rules for proper research etiquette is barely (comprehensive / comprehensible).
- 3 Severe pollution could one day (extinguish / extinct) all life on Earth, making the human race (extinguish / extinct).
- 4 My (intuition / intent) told me to stay away from the wolf, whose (intuition / intent) was to bite me.
- 5 Listening to the (exhausting / exhaustive) lecture on herbal medicine for 3 hours was (exhausting / exhaustive).
- 6 One of the government's most serious (economic / economical) concerns is how to be more (economic / economical) when it comes to budget allocation.
- 7 The most (effective / efficient) way to save more electricity is to be more (effective / efficient) in your use of electrical appliances.
- 8 Books have been written to honor George Washington's long and illustrious (job / career) as a soldier.
- 9 The builder's (esteem / estimate) for the work seemed too high to me, but other people hold him in high (esteem / estimate).
- 10 An (excess / access) of bad marks on one's record may result in the loss of (excess / access) to the library.



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Circle the correct words to complete the following sentences.

- 1 A person can (lend / borrow) money from the bank to build a house or buy a new car.
- 2 It is important to create a good (mood / atmosphere) in restaurants to keep the customers coming back.
- 3 Technological advances have enabled scientists to (achieve / obtain) success in their DNA research experiments.
- 4 For most people, traveling is a(n) (choice / opportunity) to discover new things and learn about new cultures.
- 5 Government and private group initiatives to protect the rainforests are long (overdue / expire).
- 6 In order to appreciate their own culture, it is important for students to (remind / remember) their country's history.
- 7 Giving frequent (rewards / awards) to children can motivate them to study harder and achieve higher grades.
- 8 (Current / Modern) telescopes have come a long way in helping scientists discover more about the universe.
- 9 Children who are (unique / talented) in mathematics should receive appropriate education to develop their capabilities.
- 10 Parents should serve as a good example for their children because their children (imitate / pretend) their behavior.

Review

A Summarize the conversation by filling in the blanks with expressions you learned in Useful Expressions. Then give your personal opinion.

Brittany: Unemployment rates have been soaring through the roof lately, and not much is being done to solve the problem. Personally, I think the government should increase unemployment benefits. Many unemployed people have no means to pay for their bills or even buy food! Weekly allowances should be given to those suffering from prolonged unemployment.

Alex: I could not disagree with you more! Increasing unemployment benefits would only provide a temporary solution. Moreover, it might even motivate people to stay unemployed. In the long run, I think re-educating the unemployed is a better idea. If the government offered practical classes that would train people for employment, unemployment could be ended once and for all.

_____ to Brittany, unemployment rates are very high. _____ solve this problem, Brittany suggests _____. Alex, _____ to Brittany, says that it would only be a temporary solution. Alex _____ Brittany by saying that it might even make them want to stay unemployed. _____ to solve unemployment, Alex thinks _____.

Your Opinion:

_____ with Alex. _____, the best solution to the unemployment problem is _____.

B Choose the correct words from the parentheses.

The (economic / economical) recession didn't hit our family until last year. Our (access / excess) in spending began to really (affect / effect) us, and we were coming close to bankruptcy. Most of our family members still had their (careers / jobs), so our father (advised / advised) us to begin spending money in a more (effective / efficient) way. We took our dad's advice, and within a month we were enjoying economic health again. By making just (a few / a little) changes, we were able to overcome a crisis.

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Core Grammar 1: Correct Verb Usage

A. Verb + That Clause

- ❶ Verbs that take the **that clause (that + subject + verb)** as the object of the sentence:
 - report, suggest, explain, state, indicate, cite, discuss, mention, admit, argue, recommend, remark, deny
 - e.g. The professor indicates that research has proved the theory.
- ❷ Verbs that need a (pro)noun in front of **that**:
 - account for, comment on, oppose, support, pay attention to
 - e.g. He supports the statement that luck has a lot to do with success in life.
 - tell, remind, inform
 - e.g. The professor reminded us that we could not join the excavation.



Put an “O” if the sentence is correct, and an “X” if it is incorrect. Fix the incorrect statements, and add in appropriate words if necessary.

- 1 _____ I would probably oppose the factory before it could be constructed.
- 2 _____ Researchers have remarked that the procedure is harmful.
- 3 _____ It seems to support that recent global warming is caused by destruction of forests.
- 4 _____ She needs to remind that being confident does not mean being perfect.
- 5 _____ Statistics indicate that there is a strong connection between diet and cancer.
- 6 _____ Can you remind him to proofread once again before the book is published?
- 7 _____ I regret to inform that your application has not been accepted.
- 8 _____ Many people admit that playing video games sometimes distracts children from their studying.
- 9 _____ The manager suggests us to talk the matter over with our course advisor.
- 10 _____ The professor comments on that economic development has priority over the environment.

B. Verb Tense Consistency

- ❶ When the main clause is in the **present** or **future** tense, the subordinate clause can be in **any** tense.
e.g. He says that the plan will be rejected due to inappropriate timing.
- ❷ When the main clause is in the **past** tense, the subordinate clause *must* be in the **past** or **past perfect** tense.
e.g. He asked me a question that I couldn't answer easily.
When the officers returned, the crowd had turned violent.
- ❸ Exceptions :
 - When the subordinate clause expresses a continuous truth, habit or knowledge, the tense is *always present*.
e.g. She said that she runs for about 30 minutes every morning.
 - Historic facts are always written in the **past** tense.
e.g. The professor explained that World War I ended in 1918.
 - In an adverbial clause that expresses time or a condition, the **future** tense is replaced with the **present** tense.
e.g. Students will be surprised when they hear the news.



Complete the sentence by writing the correct tense of the verb.

- 1 Buddhism is a religion that (have) _____ unique practices and beliefs.
- 2 The doctor told us that children (need) _____ milk because it (supply) _____ calcium.
- 3 In most species of mammals, it is the female who (provide) _____ the care for offspring.
- 4 The professor said that in 1849, thousands of people (come) _____ to California to find gold.
- 5 A large number of people will see the art exhibit by the time it (close) _____.
- 6 The scientist (estimate) _____ that populations of dolphins will drop by 60 percent.
- 7 Researchers have studied earthquakes for many years to predict when they (may occur) _____.
- 8 When they arrived at the airport, they (are) _____ upset to learn that they (miss) _____ the flight.

C. Subject-Verb Agreement

- ❶ When the subject expresses a unit, it is **singular**. e.g. Two hours is a long time to wait for someone.
When the subject expresses a period, it is **plural**. e.g. Two hours have passed since he left.

- ❷ When the subject expresses a meaning, it is **singular**. e.g. Fish and chips is a popular British dish.

verb agreement with B either A or B, neither A nor B, not only A but also B Either the cinema or the library is a good place to meet friends.

verb agreement with A A as well as B, such A as B Such composers as Mozart are rare.

- ❸ **one/either/neither + of + plural noun + singular verb**

Neither of the two assignments was satisfying.

- ❹ **each, every** is *always* treated as singular e.g. Each student has his or her own talent.

- ❺ **a number of** ~: plural e.g. A number of people were going to swim.

the number of ~: singular e.g. The number of people wearing red is about 40.



Circle the correct verb for each sentence.

- 1 Half of the students (was / were) late for school due to the traffic jam.
- 2 The committee (is / are) composed of twelve members.
- 3 Ten of us (has / have) failed the entrance exams.
- 4 To educate oneself (is / are) as important as education in school.
- 5 Neither the professor nor the students (ask / asks) the proper questions.
- 6 In unfortunate times, everyone (need / needs) somebody who gives encouragement.
- 7 The number of cars (is / are) increasing at the moment.
- 8 Early to bed and early to rise (make / makes) a child healthy.
- 9 Either you or your roommate (has / have) to attend the meeting.
- 10 Three years (has / have) passed since he started his own business.



Core Grammar 2: Sentence Structure

A. Run-on Sentences

A **run-on sentence** is a sentence that contains 2 or more complete sentences with no punctuation or conjunctions. This results in sentence ambiguity, so you can solve this by:

- ❶ dividing the run-on sentence into 2 or more independent sentences.

e.g. It's wrong to cheat on exams it shouldn't be done. (X)

It's wrong to cheat on exams. It shouldn't be done. (O)

- ❷ dividing the run-on sentence using punctuation marks.

e.g. The new library will open on January 9th then the building will be complete. (X)

The new library will open on January 9th; then the building will be complete. (O)

- ❸ dividing the run-on sentence using a conjunction.

e.g. I wanted to get to school before 7 the bus did not come at the scheduled time. (X)

I wanted to get to school before 7, but the bus did not come at the scheduled time. (O)



Choose the best answer to complete each sentence.

- 1 Plankton are too _____ they are hard to see.

① tiny therefore,

② tiny, therefore,

③ tiny; therefore,

- 2 Watch the picture closely for several _____ are likely to see a star pass over.

① seconds, and then you

② seconds you

③ seconds, you

- 3 After calling the roll, the teacher tells an interesting _____ he begins class.

① story and then

② story, and then

③ story, and then;

- 4 Asteroids are large rocks in _____ are usually made up of rock and metal.

① space, they

② space; so, they

③ space; they

- 5 His salary is _____ most colleagues think he is worth it.

① enormous; however,

② enormous, however,

③ enormous. However

- 6 The toys were designed in _____ were manufactured in India.

① France, they

② France, but they

③ France they

- 7 Despite the bad location of the _____ is always crowded with people.

① shop, it

② shop; it

③ shop. It

C. Conjunctions & Parallelism

- ① A **coordinating conjunction** (and, but, or...) connects words, phrases, or clauses of the same property.

e.g. I felt so guilty and angry about the situation. (adjective and adjective)

The class is held in the morning or in the afternoon. (adverbial phrase or adverbial phrase)

I sent him many text messages, but I never got an answer. (clause but clause)

- ② A **correlative conjunction** connects words, phrases, or clauses with the same property using **2 words or phrases**.

e.g. I like both to read books and to watch movies.

The teachers are not only friendly but also intelligent.

Either (Neither) she or (nor) I am able to do it.

Such scientists as Einstein are rare.



Choose the grammatically correct sentence.

- 1 (A) My average grade is higher than my brother.
(B) My average grade is higher than my brother's.
- 2 (A) The party was very long and boring.
(B) The party was very long and boredom.
- 3 (A) In art class, students learn to appreciate paintings and to understand philosophy.
(B) In art class, students learn to appreciate paintings and understanding philosophy.
- 4 (A) Our professor asked us to write essays logically, accurately, and detail.
(B) Our professor asked us to write essays logically, accurately, and thoroughly.
- 5 (A) He was both exhausted and hungry when he got home.
(B) He was both exhausted and feel hungry when he got home.
- 6 (A) I had neither the time nor the money to go to the movies.
(B) I had neither the time nor going to the movies.
- 7 (A) Not only did the dog jump over the sofa, but also spilling water.
(B) Not only did the dog jump over the sofa, but he also spilled water.



Core Grammar 3: Common Mistakes

A. Articles

① A/An & The

a/an (indefinite article)

- an article that hasn't been identified among many
e.g. I saw a coffee shop with a big signboard.
- only used in front of a singular noun

the (definite article)

- one or many articles that have been identified among many
e.g. Do you mean the coffee shop at the corner?
- can be used in front of a singular, plural, and uncountable noun

② The definite article **the** is used:

- in front of a sole object or person (the moon), instrument (the piano), the superlative form (the best singer), an ordinal (the first line), and an object/person/place the speaker and listener both know (Open the door, please.).

③ Articles are **NOT** used :

- in front of uncountable nouns. e.g. Honesty is the best policy.
- in front of the names of meals, sports, subjects, diseases, and means of transportation.
e.g. I had lunch at 12. / I play baseball. / My favorite subject is physics. / He suffers from lung cancer. / I go to school by bus.



Fill in the blanks using "a," "an," or "the." If no article is needed, write "X."

1 I believe that students should wear _____ uniform to school. There are several good reasons for uniforms. Firstly, _____ students do not have to waste _____ time in _____ morning, trying to choose _____ outfit for _____ day. They don't have to worry that they will be judged on _____ shoes or _____ clothes they are wearing. Next, a student wearing _____ uniform will be on his best behavior. When he wears _____ uniform, everyone knows that he is a representative of _____ particular school.

2 If I could play any musical instrument in _____ world, I'd choose _____ violin. Being able to play this instrument would bring joy not only to me, but also to all _____ people who hear me play. I especially like _____ violin music because it has _____ soothing sound. Its music creates _____ atmosphere of serenity. Playing _____ violin is more difficult than people imagine. Students require hours of instruction from _____ experienced teacher. Even so, one day I'd like to pick up _____ violin and see if I have _____ talent necessary to become _____ great player.

B. Punctuation

❶ Commas (,) are used:

- after phrases, subordinate clauses, and words that come before the main clause.
e.g. To see the sunrise, we got up early.
- when listing phrases, clauses, or words using coordinating conjunctions (and, but, or, so...).
- e.g. He has kept rabbits, a dog, and a cat.
- on each side of a phrase, clause, or word inserted in the middle of a sentence.
e.g. The concert, which was held last week, was fabulous.

❷ Semicolons (;) are used when you are adding **new** information to a subject from a previous sentence.

e.g. He has a serious problem; he is seeking professional help.

Colons (:) are used when you are specifying information from a previous sentence.

e.g. He has a serious problem: he does not know how to manage his work.

❸ Hypens (-) are used when **2 or more** words are connected into one word as an adjective.

e.g. well-educated people, a three-year-old boy

Dashes (—) are used when you add words to change the flow or tone of the sentence, or when you are adding new information in the middle of the sentence.

e.g. Many animals—the elephant, for one—are in danger of extinction.



Punctuate the following paragraph.

In most places butterflies only appear during the warm months of spring and summer but in countries with warm climates they can be found all year long A butterflys life cycle is very interesting it starts off as a caterpillar then wraps itself in a cocoon and a short while later emerges as a brightly colored beautiful butterfly Generally butterflies have very short lives most live for about 3 4 months but others might live for as little as 2 14 days Butterflies drink nectar from flowers their specially designed tongues are like long thin drinking straws There are about 24,000 different kinds of butterflies Butterflies are found everywhere in the world except for Antarctica

Review

A Correct all the grammar mistakes in the underlined phrases.

When you start making money, there many new things you can afford to buy with it. Whether it be the simple candy bar or a pair of tickets to a concert you've always wanted to see, the possibilities seem endless. However, I support that saving your money for the future is a better idea than spending it as soon as you make it. I saved my money in the bank every week I never know when I will have an emergency expense. The future is unpredictable, and is always a good idea to have extra money. Obviously, saving money is neither easy nor enjoyment, but it is the right thing to do. Even experts financial analysts, for one recommend that people should make a habit of saving money starting from a young age.

B Find and correct the grammar mistakes in the following paragraph.

Science and mathematics has created modern man's way of living. Indeed without these two areas man would not have been able to answer some of the biggest universal questions or creation the advanced technological inventions however I oppose that studying science and mathematics is more important than studying history and literature. History and literature is responsible for producing the greatest minds in history. For example, Alexander the Great is one of the greatest generals of all time. Was a student of Aristotle his study of history and literature helped him conquer the world. Although science and mathematics are important subjects too, it is more important to be well educated in history and literature.

Part **A** +



Expanding Your Vocabulary

Core Grammar

Paraphrasing

Summarizing

*How to write a summary
How to write an introduction
How to write a conclusion
How to write a paragraph*

*How to write a summary
How to write an introduction
How to write a conclusion
How to write a paragraph
How to write a paragraph
How to write a paragraph*

+++++



Skills for Paraphrasing



Read the following sentence with a friend. Then, paraphrase the sentence in your own words. Write your paraphrase in the space provided. This activity is designed to help you practice paraphrasing skills. You can use the Integrated Writing Task as a model for this activity. The Integrated Writing Task requires you to read a passage, listen to a lecture, and then write a response. Paraphrasing is a key skill in this task. You can use the following tips to help you paraphrase effectively:

❶ Use synonyms to replace keywords

Paraphrase a sentence by replacing the keyword(s) of a sentence with its synonym.

e.g. The politician refused to talk about the scandal.

→ The politician declined to discuss the scandal.

❷ Switch word forms

Paraphrase a sentence by switching word forms from noun to verb, adjective to noun, verb to noun, adverb to adjective, etc.

e.g. The protection of our environment should be our number one priority.

→ Protecting our environment should be our number one priority.

❸ Change the negation

Paraphrase a sentence by changing the negation of a sentence from double negative to positive, partial negative to complete negative, etc.

e.g. Although it is very difficult, it is not impossible to climb Mount Everest.

→ Although it is very difficult, it is possible to climb Mount Everest.

❹ Change the sentence structure

Paraphrase a sentence by changing the structure or grammar of a sentence. You can do this by switching the sentence's word order, changing the grammar of the sentence from passive to active, etc.

e.g. When in danger, the best thing to do is follow your instincts.

→ The best thing to do when you are in danger is to follow your instincts.

Practice 1



Paraphrase the following sentences by replacing the highlighted word(s) with a **synonym**.

- 1 There was a very serious **car crash** on the expressway yesterday.
→ There was a horrible _____ on the expressway yesterday.
- 2 The typhoon **terrified** many sailors who were at sea on their ships.
→ The typhoon _____ many seamen who were at sea on their ships.
- 3 The **adolescents** showed great **enthusiasm** for the festival.
→ The _____ showed great _____ in the festival.
- 4 The two companies signed a contract to **cooperate** in their businesses.
→ The two companies signed an agreement to _____ in their businesses.
- 5 The students placed more **emphasis** on entertainment than on schoolwork.
→ The students placed more _____ on entertainment than on schoolwork.
- 6 The man went on **holiday** to the coast after **completing** his project.
→ The man went on _____ to the coast after _____ his work.
- 7 The team had to **adjust** their schedule **due to** rain.
→ The team had to _____ their schedule _____ rain.
- 8 **Looking at** a computer monitor for too long can **injure** your eyes.
→ _____ a computer monitor for too long can _____ your eyes.



Use the information given in the box to complete the following paragraph. Change the given information to the appropriate form, and add additional words to make it as natural as possible.

- go on field trips
- Subjects are applied in the real world
- take a trip to the mountains to study plants
- understand what they have learned

_____ is an important part of education for students. Not everything that a student needs to learn can be taught in the classroom. Field trips give students the chance to see how the subjects they learn about in school _____ in the real world. For example, a student can study the environment in school, but actually _____ to the mountains to study the plants and wildlife there will give that student a much better understanding of what he or she _____.



Paraphrase the above passage by filling in the blanks with synonyms.

Field trips are _____ of education for students. Not everything that a student needs to learn can be taught in the classroom. Field trips allow students _____ how the subjects they learn about in school are applied in the real world. _____, a student can study the environment in school, but actually visiting the mountains to study the plants and _____ there will help that students understand what he or she has learned about in school.

Practice 2



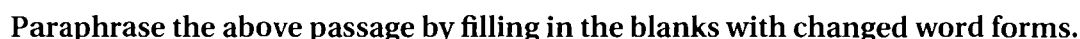
Paraphrase the following sentences by changing the **word form** of the highlighted words.

- 1 The professor names **a number of** reasons for the rising levels of pollution.
→ The professor names _____ reasons for the rising levels of pollution.
- 2 The government says **the usage of** this product is not **a hazard**.
→ The government says _____ this product is not _____.
- 3 Severe weather conditions made **completing** the voyage impossible.
→ Severe weather conditions made _____ the voyage impossible.
- 4 We **reserved** a table for two at the restaurant.
→ We _____ for two at the restaurant.
- 5 Cars are designed to **protect** the lives of people in them.
→ Cars are designed for _____ the lives of people in them.
- 6 **The knowledge of** how to organize one's time is an essential element of success.
→ _____ how to organize one's time is an essential element of success.
- 7 Doctors are generally more interested in **the prevention of** diseases than in **their cure**.
→ Doctors are generally more interested in _____ diseases than in _____ them.
- 8 **A careful check of** all equipment is a **necessity** before launching a rocket.
→ _____ all equipment is _____ before launching a rocket.

Use the information given in the box to complete the following paragraph. Change the given information to the appropriate form, and add additional words to make it as natural as possible.

- great strength on the sea
- begin to colonize North and South America
- France and Spain were growing wealthy
- England's role was limited in colonization

In the early 1500s, England was one of the weaker nations in Europe. Both France and Spain had far _____ militarily than England, especially on the sea. This was critically important because Europeans were just beginning _____ North and South America. Both France and Spain were _____ from their South American colonies, but England's role _____ of the Americas was limited due to its weak navy. This changed in 1588, when England's navy defeated the Spanish navy and emerged as the most powerful navy in the world.



In the early 1500s, England was one of the weaker nations in Europe. Both France and Spain had far greater strength militarily than England, especially on the sea. This was _____ because Europeans were just beginning _____ of North and South America. Both France and Spain were growing wealthy from their South American colonies, but England's role in _____ was limited due to its weak navy. This changed in 1588, when England's navy defeated the Spanish navy and emerged as the most powerful navy in the world.

Practice 3

A


Paraphrase the following sentences by changing the **negation** of the highlighted words.

- 1 It is **not uncommon** for members of the same pride of lions to challenge each other for control of the pride.
 → It is _____ for members of the same pride of lions to challenge each other for control of the pride.
* pride (of lions) = a group of lions
- 2 The role of foreign invasions in the decline of the Roman Empire was **not insignificant**.
 → The role of foreign invasions in the decline of the Roman Empire was _____.
- 3 Unmanned space missions are **hardly as hazardous as** manned space missions.
 → Unmanned space missions are _____ manned space missions.
- 4 The hikers found the passage over the mountain **less easy** than they expected.
 → The hikers found the passage over the mountain _____ than they expected.
- 5 The results of the experiment were **not as unambiguous as** some researchers had hoped.
 → The results of the experiment were _____ clear _____ some researchers had hoped.
- 6 The company's advertising campaign was **less costly** than it had been in earlier years.
 → The company's advertising campaign was _____ than it had been in earlier years.
- 7 Her story is **not as improbable as** it first seems.
 → Her story is _____ than it first seems.

B Use the information given in the box to complete the following paragraph. Change the given information to the appropriate form, and add additional words to make it as natural as possible.

- less volcanically active
- less inactive volcano in the past
- less abundant water
- Mars may be still capable of supporting life

Although Mars is not as large as the Earth, the two planets are in reality quite similar. Mars is _____ than the Earth is now, but there is evidence that it was _____ in the past. Mars has water, mostly in the form of ice. Water is _____ than on Earth, but its presence is not insignificant. It suggests that Mars may once have been capable of supporting life. In fact, it is not completely impossible that Mars may still _____, although most researchers think it is unlikely.

 Paraphrase the above passage by filling in the blanks.

Although Mars is _____ the Earth, the two planets are in reality quite similar. Mars is _____ volcanically active as the Earth is now, but there is evidence that it was _____ in the past. Mars has water, mostly in the form of ice. Water is _____ than on Earth, but its presence is _____. It suggests that Mars may once have been capable of supporting life. In fact, it is _____ that Mars may still support life, although most researchers think it is unlikely.

Review

A Paraphrase the following sentences by filling in the blanks.

- 1 The major failure of the Neanderthals was their inability to adapt to changing environmental conditions.

→ The inability to adapt to changing environmental conditions was _____ of the Neanderthals.

- 2 Physics is both a science and an art at the same time, or so they say.

→ _____ that physics is both a science and an art at the same time.

- 3 Many animal species that are endangered are protected by governments and international laws.

→ Governments and international laws _____ animal species.

- 4 Capable of pumping more than 11,000 gallons of blood a day, the human heart is a miracle of evolution.

→ The human heart, _____ over 11,000 gallons of blood per day, is a miracle of evolution.

- 5 Bargain items are always quick to go, but people are not sure of their quality.

→ _____ people are not sure of the quality of bargain items, they are always quick to go.

- 6 Unless we stop polluting the air, global warming may cause an environmental collapse in the near future.

→ _____ air pollution, the environment may collapse in the near future due to global warming.

- 7 With the advance of technology, a college education has become more important than ever.

→ A college education has become more important than ever _____ the advance of technology.

B Paraphrase the passage below by filling in the blanks.

Although global warming is a significant problem, it is not the only problem that humanity faces. Population growth, the lack of good farming land, and a need for clean water are all problems that must be solved in the near future. Technological advances alone will not be enough to solve these problems. People must change their lifestyle so that they are not as destructive to the environment. This means that people must become less wasteful if they are to solve the problems they face.

Paraphrase:

While global warming is a serious problem, it is not the only problem faced
_____. A growing population, and
_____ more good
farming land and clean water are all problems that we must solve in the near future.
_____ alone will be
insufficient to solve these problems. People have to change their lifestyles so that they are
_____ to the environment. This means that
_____ we become more environmentally aware, we will be unable to
solve the problems we face.

Part **A** +



Expanding Your Vocabulary

Core Grammar

Paraphrasing

Summarizing

Summarizing
Summarizing
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Skills for Summarizing



A summary is a short passage that contains the main points of the original material. It helps the reader understand the gist of a long passage, lecture, video, etc. in a short time. Summarizing is a key skill all good writers should have, and you will be tested on your summarizing abilities in the Integrated Writing Task of the TOEFL Test.

① Utilize keywords

Summarize the main idea by utilizing keywords and key phrases from the passage.

② Find the topic sentences

The topic sentence contains the main idea of a paragraph. Find the topic sentences and summarize them in your own words.

③ Don't forget the supporting details

Summaries should be clear and concise, but that doesn't mean you should leave out the important supporting details. Make a complete summary with both the topic sentences and supporting details.

④ Don't copy the exact sentence

Although a summary should never contain new information, that doesn't mean you should copy the main idea word for word. Paraphrase, or write it in your own words.

⑤ Make your own format

Create your own format for summaries like, "According to ... *A* says that ..." or "While *A* says that.... *B* points out that..." (Chapter 1, p. 13).

Practice 1

- A** Underline the **keywords** in the passage. Then summarize the passage by filling in the blanks.

1

Many animals go into hibernation in the winter. Hibernation is somewhat similar to sleeping. The animal's heartbeat and breathing slow down greatly. Animals are also much less active during hibernation. This allows them to burn far less energy in the winter months when food is hard to find.

→ Some animals _____ during the winter to conserve energy.

2

In earlier times, there was little evening entertainment. Before the spread of electricity to most homes, there were no TVs, radios, or even lights to read a book by in the evening. As a result, most people went to bed very early and got up when the sun rose. Now, however, the sleeping habits of people are generally very different. People now stay up quite late, and wake up later than they used to because they have more entertainment options.

→ The invention of electronic entertainment has changed _____ of people.

3

In the 1500s, when European empires began to explore Africa and the Americas, they found three plants that changed the history of the world: coffee beans, tobacco leaves, and sugar cane. Coffee, tobacco, and sugar were instantly popular in Europe, where they were seen as rare luxuries. Demand for these products grew, and more and more ships began to cross the Atlantic to get them. Thus, coffee, tobacco, and sugar all played an important role in the growth of European colonial empires.

→ The discovery of coffee, tobacco, and sugar helped drive _____.

[illegible]

1

Modern life has greatly contributed to an increase in unhealthy lifestyles. The majority of people no longer do any form of manual labor. Most people sit at a desk and work with a computer. As a result, most people get very little exercise at work. In addition, people lead busier lives than in previous times, and have little time to exercise in their free time. Similarly, many people feel they do not have the time to cook for themselves, and eat fast food instead, which is very unhealthy. This lack of exercise combined with a poor diet means that many people are far less healthy than people in the past.

→ Modern life has contributed to an increase in unhealthy lifestyles because people do not get any exercise and

2

Many people do not realize how important the moon is to life on Earth. The moon plays a number of important roles in helping to maintain life on Earth. First, the moon's gravity is the main force that controls tides on the Earth. The moon's gravity pulls the water of the oceans, creating tides. Those tides, in turn, carry essential nutrients to different areas of the oceans. Another important function of the moon is that it acts as a shield for the Earth. If you have ever seen the moon's surface, you know that it is covered with craters. These craters were caused by collisions with asteroids. Thus, the moon helps keep life on Earth safe by preventing many asteroids from hitting the Earth.

* crater = a very large hole in the ground * asteroid = a very small planet

* crater = a very large hole in the ground * asteroid = a very small planet

→ The moon is important to life on Earth because _____

3

One of the greatest problems facing the world today is a lack of clean drinking water. Only 3% of the world's water is fresh water, and only a small part of that 3% is available. This small supply of fresh water is coming under increasing pressure because the world's population is growing so rapidly. Every day there are more and more people who need water. In many areas, there is already a shortage of water. India, for example, has severe water shortages, even in its major cities such as New Delhi. As the world's population continues to grow, so will its water problems.

→ The world is facing

Practice 2

- A** Underline the **topic sentence** from the passage. Then summarize the passage by filling in the blanks.

1

It is a well-known fact that most species of birds fly south for the winter. What is less understood is how birds are able to find their way while flying thousands of miles. Some scientists believe that birds use the position of the sun to help them navigate. By contrast, other scientists believe birds use landmarks like rivers and mountains to help them find their way.

→ Scientists are unsure of exactly _____ when they migrate.

2

Today, we are amazed by what the ancient Egyptians were able to accomplish. They were able to build huge pyramids with extremely exact measurements. The Egyptians were also able to develop one of the world's first writing systems and one of the most powerful empires of their time. Clearly, the ancient Egyptians had a very advanced civilization.

→ It is obvious that the civilization of _____ was very _____.

3

Coal has a number of important uses in the modern world. It is used to heat homes, create electricity, and power factories. Coal is especially important in developing countries, where more advanced methods of creating power may be too expensive. Unfortunately, coal also releases harmful gases into the atmosphere. Thus, the use of coal has both important benefits and important disadvantages.

→ _____ is both _____ and bad for humanity because it creates cheap power for _____, but pollutes _____.



Summarize the passage using the given beginning words.

1

Diamonds are some of the most expensive objects because they are so beautiful and so rare. A typical diamond mine may have to dig more than a ton of rock to find even one very small diamond. Now, however, scientists have discovered how to make diamonds in a laboratory. Using lasers and other machines, scientists can create diamonds that are almost impossible to distinguish from natural diamonds. As time goes by, it will become easier and easier for scientists to produce high-quality diamonds in large numbers. Then, as diamonds become more common, they will become less expensive.

→ Scientists have learned how to produce diamonds in a laboratory, and _____

2

One important decision that a company owner must make is whether or not he or she will sell stock in the company. By selling stock in the company, the owner can raise money for new projects or expansion into new areas. Thus, selling stock can help a company grow and expand. However, once stock in the company is sold, conducting business also becomes more complicated. A company owner must then get the approval of the people who bought stock in the company before making major decisions. In addition, any profits that are made by the company must be shared with the stockholders.

→ While selling stock can raise money _____

3

Although it may seem hard to imagine now, for much of history salt was one of the most valuable substances on earth. There were two primary reasons for this. First, the methods of obtaining salt were much less advanced than they are today. Today we obtain salt from large salt mines using huge digging machines. In the past, all salt mining had to be done by hand. The other reason that salt was so expensive was that it was essential to life. Before the invention of refrigerators, the only way to preserve food was to cover it in salt. Without salt, food would have spoiled quickly.

→ In earlier periods, _____

Practice 3

A Summarize the passage in your own words.

1

In many parts of the world, air travel is becoming cheaper and more affordable. This is largely because there is now more competition between airline companies. In the past, there were only a few airline companies to choose from, but now there are many small airline companies. Because customers now have more choices, airline companies must lower their prices to attract customers.

→ _____

2

Bullfrogs were accidentally brought into Australia from America around 50 years ago. Since then, bullfrogs have become a major environmental problem in Australia. Bullfrogs destroy the crops of farmers. This is a significant problem because they have no natural predators in Australia, and therefore their populations grow to destructive sizes.

→ _____

3

Robots are machines that are designed to do the work of humans. In the past, most robots were large, heavy machines that were only used in large factories. Now, however, smaller, more complex robots are being made. For example, robots are now used in hospitals to perform surgery. As this technology advances, more and more jobs will be performed by robots.

→ _____

+++++

B Summarize the passage using the given beginning words.

1

TV news broadcasts and newspapers keep people informed about what is happening in the world. In addition, they influence people's opinions. People are heavily influenced by what they see on TV and what they read in the newspapers because these are our only sources of information about the world. As a result, newspapers and television stations have a responsibility to report the news honestly. Suppose they withhold information from the public. Then people will not have all the information they need about what is happening in the world.

→ It is the responsibility of news stations and newspapers to report the news honestly because

2

Smog and air pollution are problems in most modern cities. In addition to the health problems they cause, smog and air pollution can also seriously damage a city's statues and monuments. Most statues and monuments are made of marble or from some other type of stone. These materials are easily stained and discolored by smog. Cleaning them is often expensive and can be dangerous because they can sometimes be damaged during the cleaning process. Air pollution also causes acid rain. Acid rain will slowly destroy the stones that statues and monuments are made of.

→ Smog and air pollution damage _____

3

The eyes of all mammals are made up of two kinds of cells: rods and cones. Rod cells are more sensitive to light. This means that animals with many rod cells are good at seeing in the dark because their eyes are more sensitive to small amounts of light. But rod cells are not good at detecting color. Cones, on the other hand, are better at detecting color, but are less sensitive to light overall. This means that every animal's eyesight has advantages and disadvantages. Some animals see very well in the dark but have little ability to distinguish colors. On the other hand, other animals do not see so well in the dark but can distinguish colors very clearly.

→ Animals _____

Review

A Summarize the passage by filling in the blanks.

1

As computers, cell phones, and other electronic devices become more common, pollution associated with these products becomes more common as well. Many of the parts in computers contain toxic metals. The batteries from cell phones also contain toxic substances. Monitors and LCD screens also contain materials that can cause pollution.

→ The spread of _____ causes problems with pollution because they contain toxic substances.

2

Animals must be able to protect themselves from predators. Some animals, like the elephant or some whales, do this by being too large for predators to attack. Others are able to change their color to help them hide from predators. Some animals, like the porcupine, have sharp spikes that help them keep predators away.

* porcupine = a type of animal whose body is covered by thorns

→ Animals have many different ways _____ from predators.

3

The most dangerous times for the early American settlers were the first few years after they landed in America. They had little support from the English government and could not rely on regular supplies. In addition, the Native Americans sometimes opposed their settlement in America and occasionally attacked them. Finally, the settlers were not used to the climate in America and had trouble growing crops to feed themselves.

→ The early American settlers _____ in their first few years.

B Summarize the passage.

1

Social insects are insects that live and work in groups. Typically, these groups are called colonies. Some of the most famous species of social insects are honeybees and ants, but there are many other species of social insects. All species of social insects have a few common characteristics. They all have warriors. These insects are the largest members of their species, and their job is to protect the hive. All social insect species also have workers, whose job is to collect food for the hive. Finally, all social insect species have a queen. The queen is the ruler of the hive, and it is her job to lay the eggs for the hive.

* colony = a group of birds, insects, or animals * hive = a bee house / a group of bees

→ _____

2

The planet Jupiter has 63 moons. Its largest moon, Ganymede, is larger than Mercury. Ganymede is most likely made largely of ice. It has a very thin atmosphere. Europa is Jupiter's second largest moon. Unlike Ganymede, Europa does not appear to be completely frozen and most likely has some liquid water deep inside it. Io is another well-known moon of Jupiter. Io has hundreds of active volcanoes on its surface. This makes it unique because Io is the only moon in the solar system to have active volcanoes. Jupiter has many other moons as well, varying in size and composition.

→ _____

3

When a car company makes a car, it relies on many other companies as well. For example, a car company relies on a steel-making company to supply the metal to build its cars. It also relies on a rubber-making company to supply the material for its tires. If either the steel company or the rubber company has a problem, the car company may not get the supplies it needs to build its cars. Furthermore, not all of the parts for a car are built at the same factory. The engine might be built at one factory and the body of the car might be built at another. So problems at one factory will cause problems at the other factories as well.

→ _____

Integrated Writing

Overview



What is the Integrated Writing Task?

The Integrated Writing Task is the first section of the TOEFL iBT Writing Task. It tests your ability to understand important ideas from an academic reading passage and a lecture.

You will first be given 3 minutes to read a passage. After those 3 minutes, the passage will disappear from the screen and you will listen to a lecture for about 2 minutes. Both the reading and the lecture are about the same academic topic, but their point of view on the topic is different. Generally, a writer will make an argument in the reading passage. Then, in the lecture, a professor will cast doubt on the writer's argument.

Your task is to summarize the **main points of the lecture** and explain how they **relate to the reading passage**. The question will be phrased something like this:

Question: Summarize the points made in the lecture you just heard, explaining how they cast doubt on points made in the reading.

+ The Writing Process

Reading

- A passage about an academic topic that is approximately 230–300 words is given.
- You will have 3 minutes to read the passage. The passage will disappear from the screen during the listening section.



Listening

- A lecture on a topic related to the reading is given that lasts about 2 minutes.
- You must take notes as you listen, as you will only be allowed to listen to the lecture once.



Writing the Essay

- You will have 20 minutes to write your essay.
- The reading passage will appear on the screen while you write your essay.

+ How to Structure Your Response

Introduction

- Summary of the speaker's position
- Relationship of the lecture to the reading

Body 1 (Point 1)

- Summary of the speaker's first point
- Summary of related points from the reading

Body 2 (Point 2)

- Summary of the speaker's second point
- Summary of related points from the reading

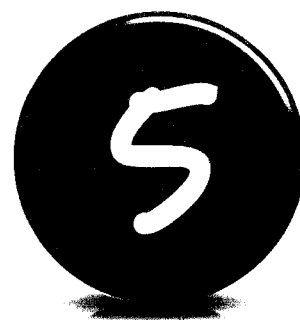
Body 3 (Point 3)

- Summary of the speaker's third point
- Summary of related points from the reading

Your body may have 3–5 paragraphs, depending on how many main points the reading and lecture have. To receive a good score, you should write an essay of about 150–225 words.

Part B
Note-taking for Listening
Writing the Essay
Proofreading
Grammar
Spelling
Summarising

Part B +



Note-taking for Reading

Note-taking for Listening
Writing the Essay
Proofreading

Part C
Before You Start
The Introduction
The Body
The Conclusion
Proofreading

++++
++++
++++



Note-taking Skills for Reading



Try to summarize the main points of the passage in your own words. Do not copy the text from the passage. Focus on getting the main points and the main idea of the passage. Keep your notes simple and to the point.

❶ Read fast

In the reading, you are given 3 minutes to read the passage before writing the essay. Finish all your note-taking during this time, and not during your 20-minute essay writing time.

❷ Look for the topic sentences

The main ideas of an essay lie in the topic sentences. Pay attention to the first or last sentence of a paragraph, because that is where the topic sentence usually is.

❸ Never copy from the passage

Copying exactly from the passage will give you a low score. Always take notes in your own words, or paraphrase sentences in order to avoid copying from the passage.

❹ Do not make a detailed summary of the passage

Remember that you are not being asked to summarize the reading passage. You are being asked to summarize what you hear in the lecture, and explain how it is *related* to the reading.

❺ Make your own format

Memorize key expressions like “According to A, ...” or “As a way to solve ..., A suggests...” (Part A, Chapter 1, p.13) and make your own summary format. It will save time and help you organize the main points.

+ Model Note-taking

In the past few years, online learning has become a popular way of getting a higher education. Instead of taking regular courses in colleges or universities, more and more students are choosing to learn through the Internet. In fact, a recent report showed that around 2.3 million US college students are taking online courses because of their many advantages.

Many students prefer online learning because it is very convenient. They can study, listen to lectures, and have discussions online anytime, in the comfort of their own homes. As a result, online education is easier because the student has more control over his or her schedule. Moreover, online learning provides a better overall educational experience because students get personal attention from their professors. Professors answer each student's emails directly. Furthermore, students can take part in online discussions and participate in online study groups. This also gives students a better educational experience.

Most importantly, online learning is cost-effective. College tuition is always increasing, but online learning allows students to save more money because the tuition for online courses is cheaper than the tuition for regular classes. Students just need to have a good computer and a reliable Internet connection. They also save time and money because they do not have to travel to school. Indeed, online learning is quickly changing the field of education.

Notes

Advantage

Main Idea Advtg of online learning

1. Convenient
 - listen to lectures & discuss anytime
 - ∴ students can set their sched
2. Better education exprnc
 - prsnt attention from prof
 - e.g. direct answer
 - join online disc & study groups
3. Cost-effective
 - cheaper tuition fee
 - save time & money

schedule

experience

professor

personal

therefore

discussion

Practice 1

✉ Read the following passage, and complete the notes with the appropriate words or phrases.

Playing team sports at school is an extremely valuable experience for teenagers. Team sports are helpful because they keep teenagers healthy, encourage better performance in school, and give students a way to release their stress.

Team sports are an excellent way for teenagers to stay healthy and fit. During an average soccer game, a player may run as much as 10 km, and during a basketball game, players often run 5 km or more. In addition to the exercise that high school athletes get during a game, they also get a great deal of exercise during team practices. Finally, many coaches put their players on training programs to keep them fit during the off-season. Therefore, playing team sports helps keep teenagers healthy all year long, not just during game season.

Team sports often help encourage better performance in school. Most school systems have a rule which says that a student cannot play sports unless that student gets good grades. If a student's grades are not high enough, then that student will not be able to play a sport in the next season. Playing team sports helps encourage students to get better grades because they want to be able to continue playing on their teams.

Finally, playing sports gives students a way to relieve their stress. Teenagers lead very stressful lives, and it is a proven fact that exercise helps lower a person's level of stress. Therefore, playing sports helps teenagers lead happier, more relaxed lives.

Notes

Main Idea: _____

1. Stay healthy & fit


2. Encourage good grades

3. Relieve stress

Vocabulary

- ☐ performance: how well a person does something
- ☐ off-season: the time of the year when a particular sport is not played
- ☐ relieve: to make an unpleasant feeling or pain less bad

Practice 2

 Read the following passage, and complete the notes with the appropriate words or phrases.

One of America's biggest problems is its overdependence on oil as an energy source. Nearly every car and truck in America runs on oil-based fuels. Those fuels are one of the most significant sources of air pollution in America. However, this problem can easily be solved by switching from gasoline-powered cars to cars that run on electricity.

In the last ten years, technology has progressed enough that electric cars are now a practical alternative to gasoline-powered cars. Electric cars used to be much slower than gasoline-powered cars, and could only run for a few hours before their batteries ran out. That is no longer the case. Today's electric cars are as fast as most gasoline-powered cars. What is more, improvements in battery technology mean that they can run longer than before.

Electric cars create essentially no air pollution, so switching from gasoline-powered cars to electric cars will do a great deal to lessen air pollution in America. Switching to electric powered cars would reduce air pollution in the United States by more than half.

Finally, there are significant economic advantages to switching to electric cars. Currently, the average American spends more than \$50 each week on gasoline. Over the course of one year, that amounts to more than \$2,500. Electric cars may be more expensive to purchase. Still, the money saved by not having to purchase gas makes electric cars far cheaper over time.

Notes

Main Idea: _____

1. An alternative to gasoline cars

2. _____

- more than half ↓

3. Economic advntg

Vocabulary

- ☐ significant: very important
- ☐ alternative: something that you can choose instead of the original
- ☐ run out: to use all of something; to have nothing left
- ☐ lessen: to make something become smaller in amount
- ☐ purchase: to buy something

Practice 3

✉ Read the following passage, and complete the notes with the appropriate words or phrases.

In 1979, the United Nations adopted the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW), or what is now popularly known as the International Women's Rights Treaty. It was the first treaty to address women's issues in the political, cultural, social, and economic areas.

The treaty made sure that women's rights were recognized and protected by law. By accepting the treaty, governments around the world agreed to get rid of all laws that were unfair towards women, and adopt appropriate ones that would effectively protect the rights of women.

One country that strongly believes in the treaty's ideals is the United States. It has laid down laws that allow women to get the same opportunities as men. For example, the United States was one of the first countries to allow women to attend college, vote in elections, and enter careers in science and engineering. Its actions and laws led other countries to start giving women the same opportunities as men.

Today, women's rights are recognized everywhere. More and more women are making a mark in fields such as politics, science, and business. In fact, some countries have female presidents and CEOs of major companies. Women are able to attend the same colleges as men, get equal pay, and are free to make their own choices. Discrimination has been removed from the modern workplace, and violations against women's rights are now punished by law.

Notes

Main Idea: _____

1. _____

- adopt laws that protect women's rights

2. U.S. believes in the treaty's ideals

3. Women's rights are recognized nowadays

Vocabulary

- ☐ adopt: to start using a new idea, plan, method, etc.
- ☐ convention: a formal agreement between the governments of different countries
- ☐ elimination: the process of getting rid of something
- ☐ discrimination: unfair treatment of a person or a group of people because of their race, sex, religion, etc.
- ☐ treaty: a written agreement between different countries
- ☐ make a mark: to become successful

Part A

Expanding on a Topic

Classifying

Paraphrasing

Summarizing

Part B +



Note-taking for Reading

Note-taking for Listening

Writing the Essay

Proofreading

Part C

Before You Start

The Introduction

The Body

The Conclusion

Proofreading



Note-taking Skills for Listening



In order to remember things better, you need to focus on the **key points** of what is being said. No matter how good you are at writing, your handwriting will be affected if you try to write too much. So, take notes of the **key points** from the listening. As an example, you can write down the main idea of the lecture, and then take notes of the key points from the listening.

1 Don't try to write everything

It is impossible to write down everything you hear in the lecture. If you try to, you'll probably end up missing a lot of important details in the process. Just take notes of the key points instead.

2 Listen for keywords and key phrases

Keywords or key phrases are words that are repeated or paraphrased throughout the lecture. They will definitely be related to the main idea of the lecture, so be sure to take notes of them.

3 Don't write in full sentences

You will not have time to take detailed notes in full sentences, so don't even attempt to. Instead, write down the **keywords** of an important phrase.

e.g. "A few basic facts about the universe make the existence of aliens unlikely."

→ basic facts abt unvrs → aliens (X)

4 Listen for signal words

Pay attention to signal words like "First... Second... Third...", "For example...", "The reason is..." etc. They are usually followed by important details that you need to take notes on.

5 Stay cool

Don't panic if you miss a detail – just stay cool, and move on. If you focus on trying to figure out something you missed, you'll just end up missing the rest of the lecture as well.

+ Model Note-taking


+ MP3 (Reading p. 55)

OK, I know some of you are thinking of taking online courses. However, before any of you make a final decision, you should know that online education does have some problems.

First of all, online learning is not always more convenient. First, most online courses have scheduled times when you have to watch the professor's lectures. So it's not true that you can make your own schedule if you take online classes. In addition, you'll have to wait longer to have your questions answered. If you take an online class, you have to email your teacher and then wait for him to email you back with the answer. And if you don't understand his answer, then you have to email him again.

Also ... uh, online learning definitely does not provide you with a better educational experience. Professors are very busy people, and they don't have time to give personal attention to every online student. Usually, they get an assistant to answer most of their emails, and the assistant probably doesn't know nearly as much as the professor. And while it's true that online students can participate in online study groups or have discussions over the Internet, these are not as effective as when students meet face-to-face.

Finally, online learning is expensive. Students may have to upgrade their computer or buy expensive software programs before they can take part in an online class. Furthermore, students will need a high-speed Internet connection to watch the professor's lectures. High-speed Internet connections are also far more expensive than regular Internet connections.

 Notes

Disadvantage

Main Idea Disadvtg of online learning

1. Not always convenient
 - scheduled times
 - takes time to get answers
 - don't undrstnd → email again
understand
2. Not better education expenc
 - profs busy
 - assistant answers: not reliable, no prsnl attention
 - less effective disc & group study than face-to-face
professors discussion
3. Expensive
 - upgrade comp / expensive software / high-speed Internet
computer

experience personal

Practice 1

✉ Listen to the lecture and complete the notes with the appropriate words or phrases.

MP3 (Reading p.56)

TOEFL Writing



Notes

Main Idea: _____

1. Bad for health

2. _____

- low min grade levels

3. Add more stress

Vocabulary

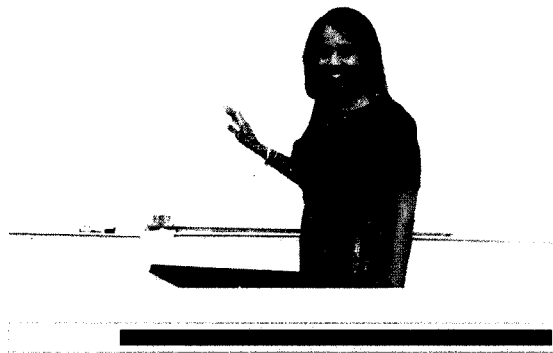
- ☐ weightlifting: a sport in which players lift heavy weights
- ☐ school district: an area in which all the schools are managed by the same people
- ☐ pressure: trying to persuade or force someone to do something

Practice 2

✉ Listen to the lecture and complete the notes with the appropriate words or phrases.

MP3 (Reading p.57)

TOEFL Writing



Notes

Main Idea: _____

1. Nowhere to recharge battery

2. New problems

3. _____

- expnsv bills > gasoline cars

Vocabulary

- ☐ switch: to change from one thing to another
- ☐ recharge: to put power into a battery
- ☐ alternative: something that you can choose instead of your original choice

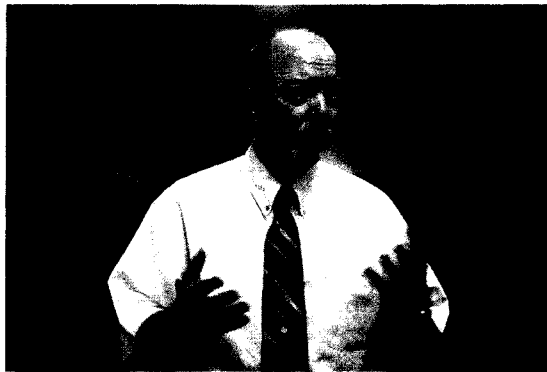
Practice 3



Listen to the lecture and complete the notes with the appropriate words or phrases.

MP3 (Reading p.58)

TOEFL Writing



Notes

Main Idea: _____

1. Doesn't punish countries that don't follow treaty

2. U.S. hasn't approved the treaty

3. Women's rights are still violated

Vocabulary

- ☐ punish: to make somebody suffer because they have done something wrong
- ☐ committee: a group of people that represent an organization
- ☐ recommendation: a suggestion; advice
- ☐ NGO (non-governmental organization): an organization that isn't run by the government

Part A

Expanding Your Vocabulary

Using Signposts

Paraphrasing

Summarizing

Part B +



Note-taking for Reading

Note-taking for Listening

Writing the Essay

Proofreading

Part C

Before You Start

The Introduction

The Body

The Conclusion

Proofreading



Writing the Essay



+ How to Use Your Time

A total of 20 minutes is given to write the essay. You will have to do all of your planning and proofreading in this time, so use your time wisely. Try to follow the following timeline when writing your essay:

Planning	Writing	Revising
2 mins.	16 mins.	2 mins.

+ How to Structure Your Response

Introduction	<ul style="list-style-type: none">• Summary of the speaker's position• Relationship of the lecture to the reading
Body 1	<ul style="list-style-type: none">• Summary of the speaker's first point• Summary of related points from the reading
Body 2	<ul style="list-style-type: none">• Summary of the speaker's second point• Summary of related points from the reading
Body 3	<ul style="list-style-type: none">• Summary of the speaker's third point• Summary of related points from the reading

Remember that you are being asked to summarize the speaker's points. Therefore, the order of your body paragraphs should be in the same order as the lecturer mentioned them.

+ Combining Ideas

Putting your notes from the reading and lecture side-by-side, like in the following template, will help you see the tie between the reading and lecture. You may not have time to do this during the actual test, but practicing this will help you organize and structure your thoughts in a more logical way.

Main Topic :		
Contradiction Points		
Reading		Lecture
	Point 1	
	Point 2	
	Point 3	

+ Writing Your Outline

Writing an outline may seem like a waste of time when you only have 20 minutes, but it is the most efficient way for you to organize your thoughts and plan your essay. In your outline, briefly write your topic sentence for each paragraph, the lecturer's main idea, and its relationship with the passage.

Introduction	Topic sentence: Main idea in lecture: Main idea in reading:
Body 1	Topic sentence: Point & detail in lecture: Contradiction in reading:
Body 2	Topic sentence: Point & detail in lecture: Contradiction in reading:
Body 3	Topic sentence: Point & detail in lecture: Contradiction in reading:



Skills for Writing the Essay

❶ Don't include your personal opinion

You should never write about your personal opinions in the Integrated Writing Task of the TOEFL iBT. In fact, any type of summary you write should never include your personal opinion.
e.g. The lecture says that nuclear energy is dangerous, but I disagree. (X)

❷ Refer to the reading

If you miss a key detail from the lecture, refer to the reading passage. Most of the time, the reading and the lecture talk about the same key details – but from a different perspective.

❸ Use transitional words

A summary is basically an array of facts and statements. Using the appropriate transitional words can make the flow of your essay more natural.

e.g. First... Second... Third... / To begin with... In addition... Finally...

The first point... The second point... The third point...

❹ Don't write a conclusion

You are not required to write a conclusion for the Integrated Writing Task. Spend any leftover time you have proofreading your essay rather than writing a conclusion.

+ Model Essay

(Reading p. 55, Lecture p. 61)

Question: Summarize the points made in the lecture you just heard, explaining how they cast doubt on points made in the reading.

Combining Ideas

Main Topic : Online Learning

Contradiction Points

Reading		Lecture
Online learning is convenient because students can set their schedules.	Point 1	Online learning is not always convenient because there are scheduled times to watch the lectures.
Online learning provides a better educational experience.	Point 2	Professors are too busy to give online students personal attention, and online discussions are not as effective as face-to-face group study.
Online learning is cost-effective.	Point 3	Online education requires expensive computer upgrades.

Outline

Introduction

Topic sentence: **Online learning is inconvenient, doesn't provide a better education experience, and is expensive.**

Main idea in lecture: **Online education has negative sides.**

Main idea in reading: **Online education has many advantages.**

Body 1

Topic sentence: **Online learning is not always convenient.**

Point & Detail in lecture: **Students can only watch lectures at certain times.**

Contradiction in reading: **Students can set their own schedules.**

Body 2

Topic sentence: **Online learning does not provide a good educational experience.**

Point & Detail in lecture: **Professors don't have time to give personal attention to every student.**

Contradiction in reading : **Students get a better educational experience.**

Body 3

Topic sentence: **Online learning may be more expensive.**

Point & Detail in lecture: **Students will have to pay for high-speed Internet.**

Contradiction in reading: **Online learning is cheaper.**

+

Introduction

In the introduction, write the speaker's position about the topic, and how it is related to the reading passage.

The lecture casts doubt on the reading because the professor, **in contrast to the reading**, says that **online learning is not a good idea**. According to the professor, **online learning is inconvenient, results in a lower-quality education experience, and is expensive**.

Body

For each body paragraph, write 3–4 sentences about the main points and related key details from the lecture. Then, as your last sentence, explain how the speaker's point is related to the main point made in the reading passage.

(Body 1)

Despite what the reading claims, the professor says that online students cannot set their own schedules. He says they can only watch lectures at certain times. In addition, he says that if they have a question, they have to email their professor and wait for the professor to respond. This is much less convenient than simply raising one's hand to ask a question in class.

(Body 2)

The professor rejects the reading's claim that online education offers a high-quality educational experience. He says that professors are often too busy to give personal attention to their students, and have their assistants answer their emails. Furthermore, the professor says that while online students can participate in online student groups, meeting in person is usually more effective.

(Body 3)

Finally, the professor points out that students may have to make expensive upgrades to their computers or buy expensive software before they can participate in an online education program. They will also have to pay for a high-speed Internet connection, which is expensive. This casts doubt on the reading's claim that online education is cheaper.

Practice 1



Make an outline using the reading and lecture notes, and then write your essay.

(Reading p. 56, Lecture p. 62)

Reading Notes

Advtg of team sports

1. Stay healthy & fit
 - during games: run a lot + team practice
 - during off-season: training program
2. Encourage good grades
 - school rule: grades low → cannot play
3. Relieve stress
 - stress ↓
 - lead happier & relaxed lives

Lecture Notes

Cast doubt on team sports

1. Bad for health
 - e.g. weightlifting damages growing bones
2. Lower academic performance
 - low min grade levels
3. Add more stress
 - study + practice → busier
 - parents + coaches → pressure

Outline

Topic sentence:

Introduction

Main idea in lecture:

Main idea in reading:

Topic sentence:

Body 1

Point & detail in lecture:

Contradiction in reading:

Topic sentence:

Body 2

Point & detail in lecture:

Contradiction in reading:

Topic sentence:

Body 3

Point & detail in lecture:

Contradiction in reading:

Essay

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Practice 2

✉ Make an outline using the reading and lecture notes, and then write your essay.

(Reading p. 57, Lecture p. 63)

Reading Notes	Lecture Notes
<p>Electric cars' advtgs</p> <ol style="list-style-type: none"> 1. An alternative to gasoline cars <ul style="list-style-type: none"> - past: slower & run for a few hrs - today: ↑ battery tech → faster & run longer 2. Lessen air pollution <ul style="list-style-type: none"> - more than half ↓ 3. Economic advtg <ul style="list-style-type: none"> - expensv to purchase an electric car *no need for gas → cheaper over time 	<p>Electric cars are not a good idea</p> <ol style="list-style-type: none"> 1. Nowhere to recharge battery <ul style="list-style-type: none"> - only at home → long trip x ∴ not practical 2. New problems <ul style="list-style-type: none"> - using electric cars → need more electricity ∴ need more nuclear power plants → create pollution problems 3. Electric bills <ul style="list-style-type: none"> - expensv bills > gasoline cars

Outline

	Topic sentence:
Introduction	<p>Main idea in lecture:</p> <p>Main idea in reading:</p> <p>Topic sentence:</p>
Body 1	<p>Point & detail in lecture:</p> <p>Contradiction in reading:</p> <p>Topic sentence:</p>
Body 2	<p>Point & detail in lecture:</p> <p>Contradiction in reading:</p>

Essay

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Practice 3

 **Make an outline using the reading and lecture notes, and then write your essay.**

(Reading p. 58, Lecture p. 64)

Reading Notes	Lecture Notes
International Women's Rights Treaty (CEDAW) <ol style="list-style-type: none"> Ensured woman's rights <ul style="list-style-type: none"> - get rid of unfair laws - adopt laws that protect women's rights U.S. believes in the treaty's ideals <ul style="list-style-type: none"> - laws: equal rights e.g. college, vote in elections, enter careers in science & engineering Women's rights are recognized nowadays <ul style="list-style-type: none"> - women presidents, CEOs, equal pay, free to make own choices, etc. - violations → punished by law 	Misconceptions of the CEDAW <ol style="list-style-type: none"> Doesn't punish countries that don't follow treaty <ul style="list-style-type: none"> - instead → committee: review, recommend - BUT no action!! U.S hasn't approved treaty <ul style="list-style-type: none"> - claims to support, but hasn't approved - not all laws favrble to women Women's rights are still violated <ul style="list-style-type: none"> - activist group, NGO - violations against women ^ e.g. Saudi Arabia: women alone / with unrelated man → prison

Outline

Introduction	Topic sentence: Main idea in lecture: Main idea in reading:
Body 1	Topic sentence: Point & detail in lecture: Contradiction in reading:
Body 2	Topic sentence: Point & detail in lecture: Contradiction in reading:
Body 3	Topic sentence: Point & detail in lecture: Contradiction in reading:

Essay

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Part A

Expanding Your Vocabulary

Using Grammar

Paraphrasing

Summarizing

Part B +



Note-taking for Reading

Note-taking for Listening

Writing the Essay

Proofreading

Part C

Before You Start

The Introduction

The Body

The Conclusion

Proofreading





Skills for Proofreading



After you finish writing your Integrated Writing essay, you have 2 minutes to proofread your essay. Use this time to check for errors in grammar and spelling.

❶ See if all the key points from your lecture notes are included in your essay.

Consult your lecture notes one last time to make sure nothing was left out.

❷ Check if all that information is connected to the reading.

Consult your reading notes one last time too, and check to see if all the ties were made.

❸ See if your essay is organized and properly developed.

Avoid repetition, and try to give your essay as much sentence variety as you can.

❹ Leave spelling and grammar correction for last.

In the Integrated Writing Task, spelling and grammar don't play such a big role, so check for these mistakes if you have extra time.

A score 5 essay should fulfill all of the following criteria:

Score	Description
5	<ul style="list-style-type: none">- Successfully summarizes all the important information from the lecture.- Accurately connects the information from the lecture to the reading.- Is well organized and developed.- Doesn't contain confusing grammar or spelling errors.

+ Model Proofreading

(Reading p. 55, Lecture p. 61)

Question: Summarize the points made in the lecture, being sure to explain how they cast doubt on the points made in the reading.

Reading Notes

Advtg of online learning

1. Convenient
 - listen to lectures & discuss anytime
 - students can set their sched
2. Better education exprnc
 - prsnl attention from prof e.g. direct answer
 - join online disc & study groups
3. Cost-effective
 - cheaper tuition fee
 - save time & money

Lecture Notes

Disadvtg of online learning

1. Not always convenient
 - scheduled times
 - takes time to get answers
 - don't undrstd → email again
2. Not better education exprnc
 - profs → busy
 - ∴ assistant answers: not reliable, no prsnl attention
 - less effective disc & group study > face-to-face
3. Expensive
 - upgrade comp / expensive software / high-speed Internet

1st Draft

The lecture says that online learning is not a good idea. According to the professor, online learning is inconvenient, results in a lower-quality educational experience, and is expensive.

Despite what the reading claims, the professor says that online students cannot set their own schedules. He says they can only watch the lectures at certain times. In addition, he says that if they have a question, they have to email they're professor and wait for the professor to respond. This is much less convenient then simply raising one's hand to ask a question in class.

The professor claims that online education results in a lower-quality educational experience. He says that professors are often too busy to give personal attention to their students, and have their assistants answer their emails. Furthermore, the professor says that while online students can participate in online student groups, meeting in person is usually more effective.

Finally, the professor points out that students may have to make expensive upgrades to their computers or buy expensive software before they can participate in an online education program. This casts doubt on the reading's claim that online education is cheaper.

missing tie with reading

grammatical errors

repetitive topic sentence
(needs to be paraphrased)

missing important detail from
lecture notes

+

tie with reading

correct grammar

paraphrased topic sentence

important detail from lecture

Proofreading Practice



Take notes of the following passage and lecture.

Question: Summarize the points made in the lecture you just heard, explaining how they cast doubt on the points made in the reading.

Going to college is one of the most important events in a person's life, and a student's living environment will have a huge impact on his or her performance in school. In general, it is preferable for college students to live at home rather than in dormitories.

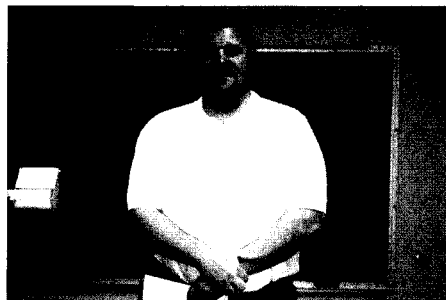
College students are not yet adults. They still need supervision and guidance. When college students live in dormitories, their parents are unable to watch over them and give them guidance. This is especially a problem in regard to their schoolwork. If college students live at home, their parents can check to make sure they are studying and doing their schoolwork. If students live at school, it is more likely that they will not study and will get poor grades.

Next, at home, students are less likely to get into trouble. Students in dormitories may start drinking alcohol or even doing illegal drugs. They can do this because they know that in the dormitory they can hide their actions from their parents. Students are more likely to get into trouble if they live in a dormitory.

Finally, dormitory fees are quite expensive. Often, dormitory fees cost just as much as the school tuition itself. Families can save a lot of money if their children live at home instead of in the dormitory.

(MP3) 05 Now listen to a lecture on the topic you read about.

TOEFL Writing



Abstract

Note-taking

Reading

Lecture

Main Idea:

Main Idea:

1.

1.

2.

2.

3.

3.



Now read the sample essays and mark how well the essays meet the requirements.
Then give your overall score for the essay. (1 = very poor, 2 = poor, 3 = OK, 4 = good, 5 = very good)

Response A

In the lecture, the professor talk about whether it is better for students to live at home or in a dormitory when they go to college. Although the reading supports living at home during one's college years, the professor supports living in a dormitory.

The reading points out that student are more likely to have acadamic trouble if they live in a dormitory. However, the professor places more importance on the need for students to learn to be independent. He says that some students may have academic problems at first. However, this is part of the learning process, and students have to learn to be responsible. The professor also says that if students live at home, they will never learn to be independent.

The professor also says that students need to learn to make their own choices. He admits that students in dormitories may make bad choices. However, he also says that students have to learn to be able to decide what is right and wrong on their own. According to the professor, students who live at home will not learn to do this either.

Finally, the professor places more value on the friendships that students will make living in the dormitories than on the money they can save by living at home. The professor says that those friendships can last a lifetime, and this has more importnce than saving money.

Does the essay contain all the important information from the lecture?	1	2	3	4	5
Does the essay correctly tie the information from the lecture to the reading?	1	2	3	4	5
Is the essay well-organized?	1	2	3	4	5
Are the grammar and spelling generally correct?	1	2	3	4	5
Overall score	1	2	3	4	5

+++++

Response B

The professor talks about living in dormitorys. Some students live in a dormitory, and some live in home. In the lecture, the professor says that living in a dormitory is better than living in a home. Students go to college to become adults. They don't need their parents to take care of them all the time. Some students might get in trouble because their parents are not there. But that is not such a big deal, because it is the process of becoming independence. In addition, the professor talks about the price of living in a dormitory. Living in a dormitory is expensive, but he says it's worth it because it gives an experience. Students meet new people all the time. This is better than anything. The reading says living in home is good. Parents are always there to help students. They can help them study and work. Students need parents to be there to help them.

Does the essay contain all the important information from the lecture?	1	2	3	4	5
Does the essay correctly tie the information from the lecture to the reading?	1	2	3	4	5
Is the essay well-organized?	1	2	3	4	5
Are the grammar and spelling generally correct?	1	2	3	4	5
Overall score	1	2	3	4	5

Response C

The lecture and reading both discuss whether it is better to live in a dorm or at home during college life. The professor, in contrast to the reading, points out that living in a dorm is better for various reasons. The reading claims that college students need to live at home because they aren't adults yet and still need supervision and guidance from their parents. If students live in a dormitory, their parents cannot always be there to check that they are doing all of their schoolwork. If they live at home though, parents can check to make sure they are studying and doing their school work, and also give them guidance. Moreover, the reading claims that students who live at home won't get into as much trouble than students who live in a dorm. They can do things like drink alcohol or illegal drugs, but if they lived at home, they wouldn't be able to hide it from their parents.

Does the essay contain all the important information from the lecture?	1	2	3	4	5
Does the essay correctly tie the information from the lecture to the reading?	1	2	3	4	5
Is the essay well-organized?	1	2	3	4	5
Are the grammar and spelling generally correct?	1	2	3	4	5
Overall score	1	2	3	4	5

Part B +

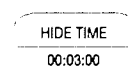
Progressive Test



Test 1

Direction : You have 20 minutes to plan and write your response. Your response will be judged on the basis of the quality of your writing and on how well your response presents the points in the lecture and their relationship to the reading passage. Typically, an effective response will be 150–225 words.

TOEFL Writing




Many people say that smart cars are the cars of the future. They became popular in Europe first, and now, they are being introduced to the rest of the world. But how good are smart cars, really?

First, smart cars can lessen the number of traffic accidents because of their safety. For example, they have two frontal airbags and side airbags in case of impact, and anti-lock brake systems that help the driver in times of heavy braking. Numerous tests have shown that because of their safety devices, smart cars are among the safest small cars in the world.

Second, because of their unique structure and small size, smart cars help ease heavy traffic. Their average length is only 8 feet and 2 and a half inches. They are therefore easy to drive on narrow and busy streets. Also, they do not take up as much parking space. Two cars can park in an area for one regular car.

Lastly, owning a smart car does not cost a lot of money. They are very fuel-efficient, needing only a gallon of gasoline for every 50 to 60 miles. Smart cars are also easy to maintain and repair because of their small size. It can be expected that in the near future, smart cars will become popular all over the world. Not only does their price make them easy to buy, but their safety features, unique structure and size, and cost of maintenance make them some of the best cars on the market today.

 06 Now listen to a lecture on the topic you read about.

TOEFL Writing



Note-taking

Reading

Main Idea:

1.

2.

3.

Lecture

Main Idea:

1.

2.

3.

Question : Summarize the points made in the lecture, being sure to explain how they cast doubt on the points made in the reading.

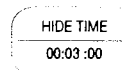
TOEFL Writing



Test 2

Directions: You have 20 minutes to plan and write your response. Your response will be judged on the basis of the quality of your writing and on how well your response presents the points in the lecture and their relationship to the reading passage. Typically, an effective response will be 150–225 words.

TOEFL Writing




One of the most beneficial things that parents can do for their children is to begin teaching them a second language at a very early age. When children begin to learn a second language quite early, say, at the age of 3 or 4, they gain a number of advantages.

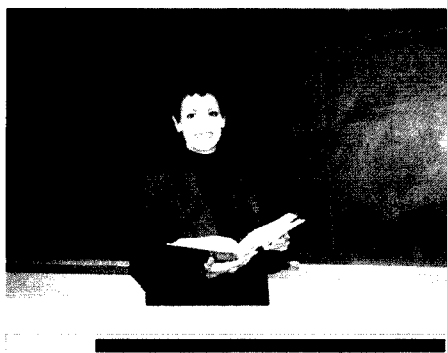
First, young children are naturally good at learning languages because of the way their brains are structured. The brains of young children are still growing and are therefore highly adaptable. As they grow older, their brains lose this ability to adapt, and it becomes harder for them to learn a second language. Numerous studies have shown that children who start to learn a second language at an early age learn that language faster and better than older children.

In addition, children are naturally curious and eager to learn at this age. School is not yet a part of their daily routine, and so they think of learning as a fun activity instead of as something they have to do. As a result, young children are much more enthusiastic about learning a second language.

Finally, if children start to learn a second language at an early age, they will have a huge advantage over other students when they do enter school. They will have already developed the study habits that they need to succeed in school, because they will have had the experience of studying before they enter school.

 07 Now listen to a lecture on the topic you read about.

TOEFL Writing



Note-taking

Reading

Main Idea:

1.

2.

3.

Lecture

Main Idea:

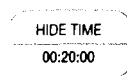
1.

2.

3.

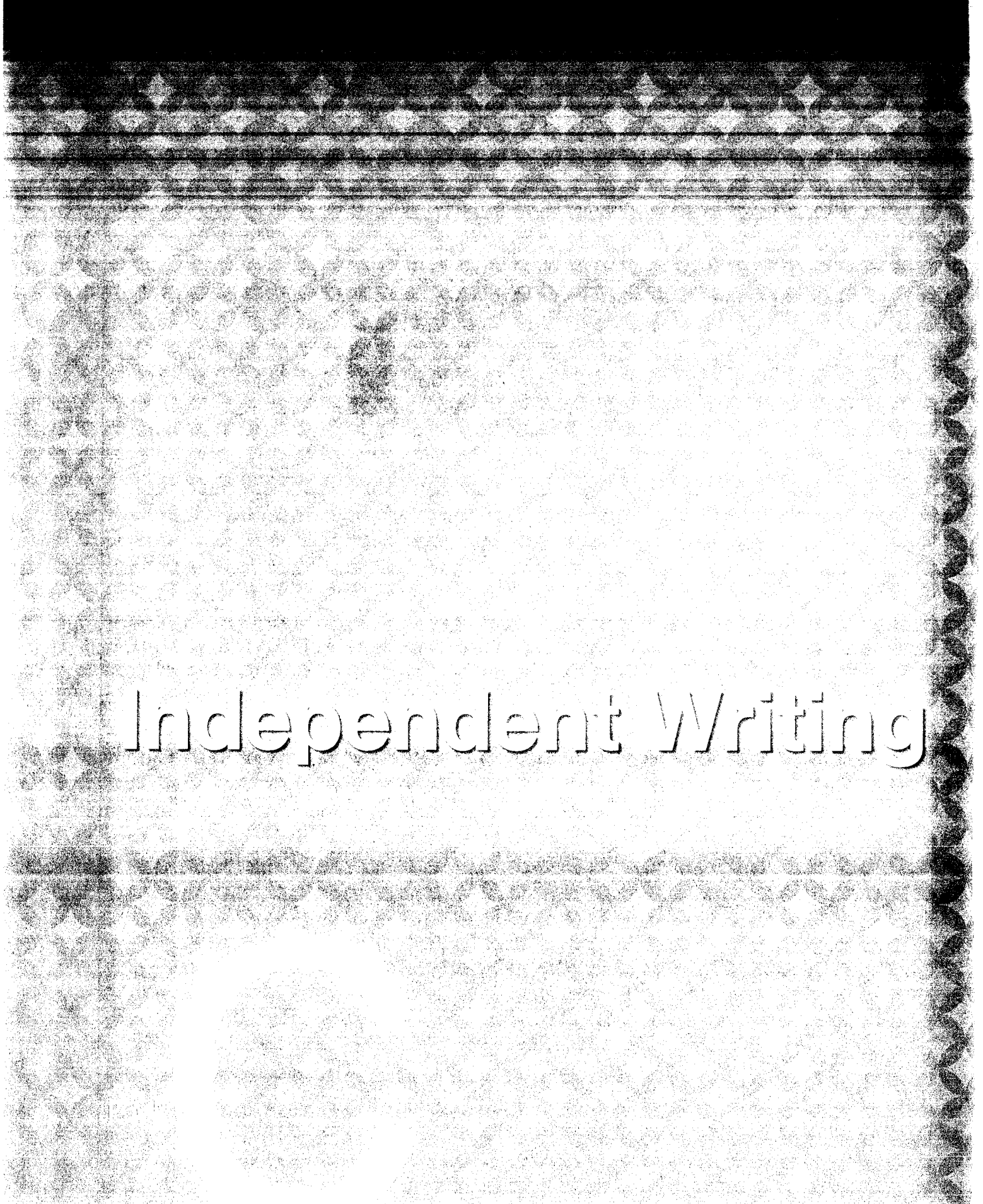
Question : Summarize the points made in the lecture, being sure to explain how they challenge specific claims made in the reading.

TOEFL Writing



Part B

Progressive
Test I



Independent Writing

Overview



What is the Independent Writing Task?

The Independent Writing Task is the second section of the TOEFL iBT Writing Task. It tests how logically and effectively you are able to express your opinion on a subject.

You will be presented with a question that asks about your opinion on a subject, and given 30 minutes to plan, write, and proofread your essay. The Independent Writing Task does not require any prior knowledge of a subject. Instead, you should base your essay on **personal experiences** and **general knowledge**.

Essays that receive a high score are usually **at least 300 words** long. You will be judged on how well you developed your ideas, how organized your essay is, and the quality and accuracy of your language. The question will be phrased something like this:

Question: Do you agree or disagree with the following statement?

People should sometimes do things that they do not enjoy doing.

Use specific reasons and examples to support your answer.

+ The Writing Process

Read the question, and make sure you completely understand the topic before you begin the writing process.



Brainstorm the topic, and organize your ideas by drawing out an outline.



Write the essay. It should be **at least 300 words** in length.



Proofread your essay.

+ How to Structure Your Response

Introduction

- A general statement about the topic
- Thesis statement

Body 1

- Topic sentence
- Supporting information and examples

Body 2

- Topic sentence
- Supporting information and examples

Conclusion

- A general statement
- Brief summary

You may write 3 or more body paragraphs if you wish. However, remember that you will be judged mostly on the *quality* of your essay, rather than the *quantity*. 30 minutes is not a lot of time, so don't bite off more than you can chew.

Part A

Notetaking for Reading

Notetaking for Listening

Proofreading

Summarizing

Part B

Note-taking for Reading

Note-taking for Listening

Writing the Essay

Proofreading

Part C +



Before You Start

The Introduction

The Body

The Conclusion

Proofreading

++++
++++
++++

Before You Start

+ How to Use Your Time

For the Independent Writing Task, you will be given 30 minutes to write your essay. Try to follow the following timeline in order to avoid running out of time.

Planning

5 mins.

Writing

20 mins.

Revising

5 mins.

+ Understanding the Topic

Before you begin, make sure you understood the topic. An essay about the wrong topic will automatically receive a score of **0**, no matter how well it is written.

Take a look at the following question. What are you being asked to write?

Question: ① Do you agree or disagree with the following statement?

② **Boys and girls should attend separate schools.**

③ Use specific reasons and examples to support your answer.

All the information you need to know can be found in the prompt:

❶ Question Type: Do you agree or disagree with the following statement?

The first sentence shows you the question type, which is “agree/disagree.” In the Independent Writing Task, “agree/disagree” is the most common question type you will be asked.

❷ Topic: Boys and girls should attend separate schools.

The second sentence shows you the topic of your essay. The topic of the essay is whether you agree/disagree with the statement “Boys and girls should attend separate schools.”

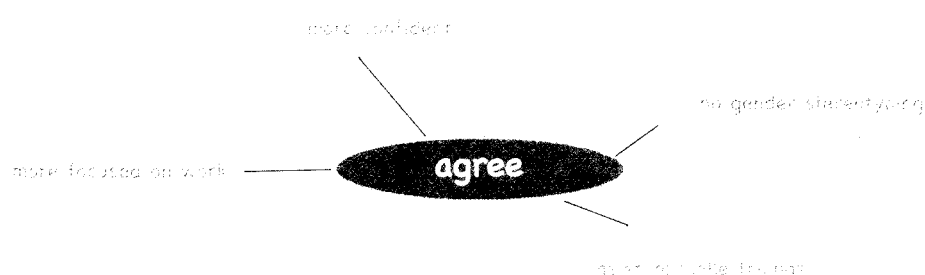
❸ Directions: Use specific reasons and examples to support your answer.

Lastly, the prompt is reminding you to support your ideas with reasons and examples. Remember that your essay must be well-developed to receive a high score.

Questions are often phrased differently, but all the information you need to write your essay can always be found in the **prompt**.

+ Brainstorming

Once you have understood the topic, you can begin brainstorming. Brainstorming is the most effective way to gather and organize your thoughts, and it will actually save you time in the essay writing process. To begin, all you need to do is choose your side (agree/disagree). Then, just simply let the ideas flow!



+ Outlining

Outlining is a great way to organize your ideas. During the actual exam, you may skip this step if you don't have time. However, while practicing for the exam, always draw out an outline before you write an essay: it will help you stay focused and organized.

There is no specific number of body paragraphs you are required to write. In general, it is best to write **2 body paragraphs** with your best ideas. Remember that *quality* is always more important than *quantity*.

Introduction
Main Opinion:
Body 1
Topic Sentence:
Supporting Details:
Body 2
Topic Sentence:
Supporting Details:
Conclusion
Summary:



Skills for Brainstorming

❶ Read the prompt at least twice before you begin

Misunderstanding the topic is the biggest mistake you can make in the Independent Writing Task, so take a few seconds to reread the question before you start brainstorming.

❷ Choose the easiest topic

Look at the subject objectively, and choose the side that has more logical and convincing arguments. Even if it isn't what you personally believe in, it will be much easier for you to write the essay this way.

❸ Never take a neutral stance

You must take a side and try to persuade the reader of that point of view. If you take a neutral stance, you will not have much to write about the subject.

❹ Don't spend too much time brainstorming

Brainstorming is key to writing a great essay, as it helps you make the most of your essay writing time. However, spending more than 5 minutes brainstorming is wasteful.

❺ Brainstorm ideas that are convincing to everyone

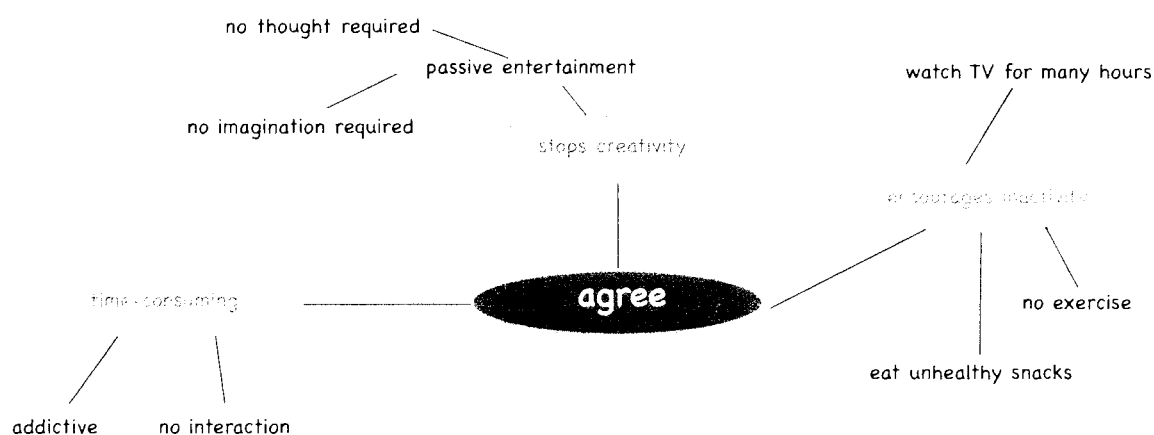
Always remember that you are trying to make the most convincing arguments possible to the reader, and not to yourself.

+ Model Brainstorm

Question: Do you agree or disagree with the following statement?

Watching television has a harmful influence on children.

Use specific reasons and examples to support your answer.



Introduction

Main Opinion: Television is bad for children.

Body 1

Topic Sentence: Television stops children from being creative.

Supporting Details: – visual medium: no imagination required
– no thought required to watch TV (passive entertainment)

Body 2

Topic Sentence: Television encourages inactivity in children.

Supporting Details: – kids usually watch a few hours of TV a day
– no exercise – just sitting
– kids often eat unhealthy snacks while watching TV

Conclusion

Summary: In general, most television shows are mindless entertainment that provides no intellectual stimulation to children and encourages children to be lazy.

Practice 1

✉ Complete the brainstorm and write an outline.

Question: Do you agree or disagree with the following statement?

People with similar personalities make the best friends.

Use specific reasons and examples to support your answer.

about others about myself appreciate differences

Introduction

Main Opinion: Strongly disagree with the statement.

Body 1

Topic Sentence: I can learn something new about myself and others through my friends.

Supporting Details: - because our personalities are different

- if friends have the same interests → never consider differences

Body 2


Topic Sentence:

Supporting Details:

Conclusion

Summary:

Practice 2

 Complete the brainstorm and write an outline.

Question: Do you agree or disagree with the following statement?

Parents will never completely understand their children.

Use specific reasons and examples to support your answer.

grew up in different time
(usually 30 years older)

formed beliefs in childhood

Introduction

Main Opinion: Parents can never totally understand their children.

Body 1

Topic Sentence: Children's beliefs and parents' beliefs are different, so it is impossible for parents to completely understand their children.

Supporting Details: - growing up in a different time
e.g. usually 30 years older
- childhood important for forming opinion and beliefs

Body 2

Topic Sentence:

Supporting Details:

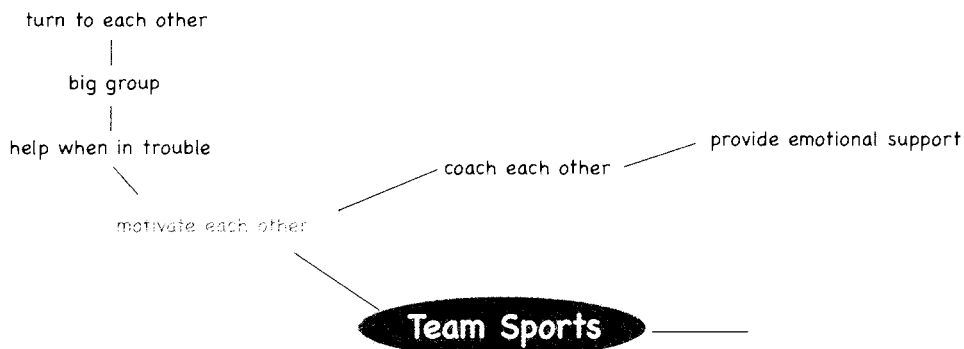
Conclusion

Summary:

Practice 3

✉ Complete the brainstorm and write an outline.

Question: Some people believe playing sports as part of a team offers more benefits than competing individually. Other people feel that individual competition is more advantageous. What kind of sport do you prefer to play? Use specific examples to support your answer.



Introduction

Main Opinion: I prefer team sports.

Body 1

Topic Sentence: Team members can motivate each other.

Supporting Details: - other team members can help when someone is playing badly
- turn to each other when someone is having trouble
- coach each other and provide emotional support

Body 2

Topic Sentence:

Supporting Details:

Conclusion

Summary:

Part A

Getting Started with the Book

How to Use This Book

Getting the Most from This Book

How to Use the Book

Part B

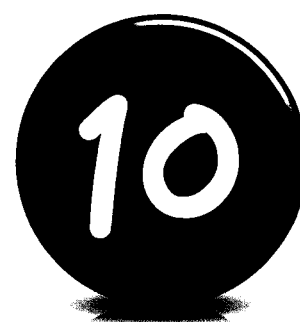
Getting Started with the Book

How to Use This Book

Getting the Most from This Book

How to Use the Book

Part C +



Before You Start

The Introduction

The Body

The Conclusion

Proofreading

++++
++++
++++

Writing the Introduction

The introduction of your essay is the first impression you get to make on the reader. If you start your essay with a bad introduction, the readers will read your entire essay with that bad first impression in mind. However, writing a good introduction is not difficult if you follow some simple rules.

- + The Thesis Statement

The most important part of your introduction is the thesis statement. Simply put, a thesis statement is a single-sentence summary of your entire essay. A successful thesis statement must therefore contain **the topic** of the essay, as well as all **the main points**.

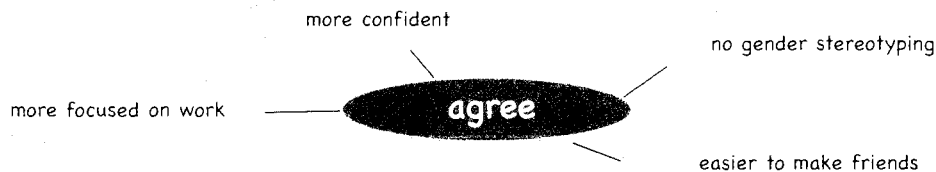
topic of essay + main points = thesis statement

Take a look at the prompt and the brainstorming from Chapter 9.

Question: Do you agree or disagree with the following statement?

Boys and girls should attend separate schools.

Use specific reasons and examples to support your answer.



The first step to writing your thesis statement is finding the strongest ideas from your brainstorming. The 2 strongest ones in the above brainstorm are “more focused on work” and “no gender stereotyping.” Now that you have the **2 main points** of your essay, all you need to do is combine them with the **topic** of the essay to make your thesis statement.

Complete Thesis Statement:

In my opinion, boys and girls should attend separate schools for two reasons: because it will be easier for them to focus on their studies, and because there will not be any gender stereotyping.

+ The Formula

There is a simple formula that you can use to write introductions. This formula can be used for all types of essays, including the TOEFL iBT. (Brainstorming p. 97)

general statement(s) about the topic
 +
connecting sentence
 +
thesis statement
 =
introduction

Begin your introduction with a **general statement** about the topic. A great way to do this is by acknowledging the opposing argument.

Many people argue that single-sex schools are outdated and inefficient. They believe that separating students makes it difficult for them to interact with people of the opposite sex.

Next, you need a **connecting sentence** that ties your **general statement** with the **thesis statement**. This can be done by introducing your main argument. (Remember to use a conjunction for natural flow!)

However, there are important benefits to single-sex schools that a lot of people do not know.

Finally, add your **thesis statement** to complete your introduction.

+ Complete Introduction

Many people argue that single-sex schools are outdated and inefficient. They believe that separating students makes it difficult for them to interact with people of the opposite sex. However, there are important benefits to single-sex schools that a lot of people do not know. In my opinion, boys and girls should attend separate schools for two reasons: because it will be easier for them to focus on their studies, and because there will not be any gender stereotyping.



Skills for Writing the Introduction

❶ Start strong

The introduction is just as important as any other part of your essay. Make it grab the reader's attention by using the most interesting information you know.

❷ Keep it short

An introduction should take up no more than 15% (3–5 sentences) of your entire essay. Even if you have an interesting general statement, you must keep it short.

❸ Don't go into details

The introduction is not a place to get into details or explanations about the topic. Leave the details and explanations for the body, and stick to broad ideas and generalizations.

❹ But don't be *too* broad

Although your introduction should be broad, it still needs to be relevant to the topic. Don't start your essay by giving a definition, or with sentences like "Since the beginning of time..."

❺ Clearly state your opinion

Your opinion needs to be clearly stated in the introduction. A helpful rule to remember is that any reader should be able to know what your *entire* essay is about just by reading the introduction.

- + Model Introduction

(Brainstorming p. 99)

Question: Do you agree or disagree with the following statement?

Watching television has a harmful influence on children.

Use specific reasons and examples to support your answer.

★ General Statement(s)

Television is a modern-day invention that has become a part of our daily lives. It is a great source of entertainment, and nowadays, there are even channels dedicated to educational and informative shows for children.

✪ Connecting Sentence(s)

However, there is no denying that television poses a threat to children.

✪ Thesis Statement

I believe that watching television is bad for children because it stops their creativity and encourages them to be inactive.

✪ Complete Introduction

Television is a modern-day invention that has become a part of our daily lives. It is a great source of entertainment, and nowadays, there are even channels dedicated to educational and informative shows for children. However, there is no denying that television poses a threat to children. I believe that watching television is bad for children because it stops their creativity and encourages them to be inactive.

Practice 1

 Write your own introduction.

(Brainstorming p. 100)

Question: Do you agree or disagree with the following statement?

People with similar personalities make the best friends.

Use specific reasons and examples to support your answer.

✧ General Statement(s)

✧ Connecting Sentence(s)

✧ Thesis Statement

✧ Complete Introduction

Practice 2

✎ Write your own introduction.

(Brainstorming p. 101)

Question: Do you agree or disagree with the following statement?

Parents will never completely understand their children.

Use specific reasons and examples to support your answer.

✎ General Statement(s)

✎ Connecting Sentence(s)

✎ Thesis Statement

✎ Complete Introduction

Practice 3

 Write your own introduction.

(Brainstorming p. 102)

Question: Some people believe playing sports as part of a team offers more benefits than competing individually. Other people feel that individual competition is more advantageous. What kind of sport do you prefer to play? Use specific examples to support your answer.

⊗ General Statement(s)

⊗ Connecting Sentence(s)

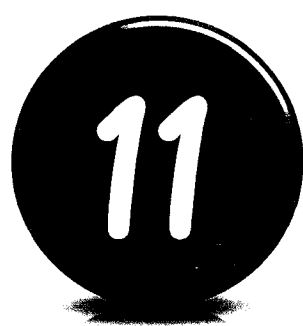
⊗ Thesis Statement

⊗ Complete Introduction

Part D
Introduction
The Introduction
The Conclusion
The Conclusion
The Conclusion

Part E
Introduction
The Introduction
The Conclusion
The Conclusion
The Conclusion

Part C +



Before You Start
The Introduction

The Body

The Conclusion
Proofreading

Writing the Body

A well-developed essay has three major parts: an introduction, a body, and a conclusion. The body should take up the largest part of your essay, at about 70 – 80% of the entire essay. It is best to leave your strongest idea for the last body paragraph.

+ The Formula

Like the introduction, there is a simple formula you can use to write the body paragraphs of your essay:

(Brainstorming p. 97, Introduction p. 105)

$$\begin{array}{c}
 \text{topic sentence} \\
 + \\
 \text{developing sentences} \\
 + \\
 \text{supporting example} \\
 + \\
 \text{topic sentence restatement (optional)} \\
 = \\
 \text{body paragraph}
 \end{array}$$

First, start off your body paragraph with your **topic sentence**. A topic sentence is a sentence that explains the main idea of the paragraph. Don't forget that a thesis statement summarizes the main idea of the *entire* essay, while a topic sentence summarizes the main idea of a *single* paragraph.

For one, boys and girls who go to a single-sex school are more focused on their schoolwork.

Then, you can support your topic sentence with the **developing sentences**. Since the topic sentence is about a broad idea, you need to develop and narrow your ideas in the following sentences.

When children enter adolescence, they become more concerned about their looks and how they are viewed by people of the opposite sex. In a co-ed school, this is the cause of many distractions for students. However, in a single-sex school, it is easier for students to focus on their studies because they do not have members of the opposite sex around to impress or look good for.

Finally, you can strengthen the logic of your arguments by giving a **supporting example**. You can choose an example from your own personal experience or your general knowledge.

For example, my brother and I both attended single-sex schools. I believe this really did help us focus on our studies better because we only had to deal with our peers.

You can make a brief **topic sentence restatement** at the end of your paragraph if you wish, but make sure it does not sound repetitive. This sentence is completely optional.

+ Complete Body Paragraph

For one, boys and girls who go to a single-sex school are more focused on their schoolwork. When children enter adolescence, they become more concerned about their looks and how they are viewed by people of the opposite sex. In a co-ed school, this is the cause of many distractions for students. However, in a single-sex school, it is easier for students to focus on their studies because they do not have members of the opposite sex around to impress or look good for. For example, my brother and I both attended single-sex schools. I believe this really did help us focus on our studies better because we only had to deal with our peers.



Skills for Writing the Body Paragraph

❶ Keep each paragraph at 5 – 8 sentences

Your body paragraph should neither be too long nor too short. Only write information that needs to be written, and keep it between 5 to 8 sentences.

❷ Stick to the topic sentence

Although it may seem obvious, it is very easy for writers to drift away from their topic sentence as they write. Take a second to reread your topic sentence to make sure you are still on topic.

❸ Trim down your ideas

Even if you have a lot of great ideas or examples to support your topic sentence, don't use all of them in one paragraph: it will make your essay seem disorganized and illogical. Instead, just choose the best one, and focus on developing it.

❹ Have a logical flow of sentences

You cannot assume that the reader will be able to understand your thought process, so you must explain your train of thought. Don't jump from one point to another without explanation.

❺ Choose the most logical supporting example

Although it depends on the topic, writing from general knowledge usually makes a stronger argument than writing from personal experience. Personal experience can be biased, but nobody can argue with general knowledge.

+++++

+ Model Body Paragraph

(Brainstorming p. 99, Introduction p. 107)

Question: Do you agree or disagree with the following statement?

Watching television has a harmful influence on children.

Use specific reasons and examples to support your answer.

⊗ Topic Sentence

Television stops children from being creative.

⊗ Developing Sentences

There is no imagination required to watch television because everything is plainly shown to the viewer. In other words, it is just a passive form of entertainment. Watching a lot of television will result in children getting used to someone else filling in their imagination for them, and it will affect their creativity.

⊗ Supporting Example

For example, reading books requires the reader to imagine many things. Television, however, requires no such thought or effort.

⊗ Topic Sentence Restatement (optional)

Television makes children mentally lazy.

⊗ Complete Body Paragraph

Television stops children from being creative. There is no imagination required to watch television because everything is plainly shown to the viewer. In other words, it is just a passive form of entertainment. Watching a lot of television will result in children getting used to someone else filling in their imagination for them, and it will affect their creativity. For example, reading books requires the reader to imagine many things. Television, however, requires no such thought or effort. Television makes children mentally lazy.

Practice 1

✉ Write your own body paragraph.

(Brainstorming p. 100, Introduction p. 108)

Question: Do you agree or disagree with the following statement?

People with similar personalities make the best friends.

Use specific reasons and examples to support your answer.

✧ Topic Sentence

✧ Developing Sentences

✧ Supporting Example

✧ Topic Sentence Restatement (optional)

✧ Complete Body Paragraph

Practice 2

 Write your own body paragraph.

(Brainstorming p. 101, Introduction p. 109)

Question: Do you agree or disagree with the following statement?

Parents will never completely understand their children.

Use specific reasons and examples to support your answer.

✧ Topic Sentence


✧ Developing Sentences

✧ Supporting Example

✧ Topic Sentence Restatement [optional]

✧ Complete Body Paragraph

Practice 3

 **Write your own body paragraph.**

(Brainstorming p. 102, Introduction p. 110)

Question: Some people believe playing sports as part of a team offers more benefits than competing individually. Other people feel that individual competition is more advantageous. What kind of sport do you prefer to play? Use specific examples to support your answer.

✧ Topic Sentence

✧ Developing Sentences

✧ Supporting Example

✧ Topic Sentence Restatement (optional)

✧ Complete Body Paragraph

Part A

Extending Your Vocabulary

Using Grammar

Paraphrasing

Summarizing

Part B

Note-taking for Reading

Note-taking for Listening

Writing the Essay

Proofreading

Part C +



Before You Start

The Introduction

The Body

The Conclusion

Proofreading



Writing the Conclusion

The conclusion is the last paragraph of your essay. It should be the shortest paragraph of your essay, at around 10% of the entire essay (2–4 sentences). Since the conclusion is the last impression you get to make on the reader, it is important that you finish strongly.

+ The Formula

The formula for a good conclusion is very simple and easy:

$$\begin{array}{c} \text{general statement(s) (optional)} \\ + \\ \text{brief summary of the essay} \\ = \\ \text{conclusion} \end{array}$$

First, you can begin your conclusion with a **general statement** about the topic. However, this does not mean you should introduce a new supporting idea or example. Usually, the best type of general statement is a neutral statement regarding the topic like “**Many people believe...**” or “**There is no sure way of knowing...**” This step is optional, though, so skip it if you don’t have enough time.

(Brainstorming p. 97, Introduction p. 105, Body p. 112)

There is no sure way of knowing whether a single-sex school or a co-ed school is better for students.

Next, you can sum up the entire essay with a **brief summary of the essay**. This can be done by combining your main opinion regarding the topic with a **paraphrase of your thesis statement**.

However, I believe a single-sex school makes it easier for students to pay attention to their studies, and also helps reduce gender-stereotyping among students.

+ Complete Conclusion

There is no sure way of knowing whether a single-sex school or a co-ed school is better for students. However, I believe a single-sex school makes it easier for students to pay attention to their studies, and also helps reduce gender-stereotyping among students.



Skills for Writing the Conclusion

① Keep it short

The conclusion should be the shortest paragraph of your entire essay (2–4 sentences). Keep it short, with strong, assertive sentences.

② Don't explain / give new supporting examples

Body paragraphs are where you make explanations of your arguments and give supporting information. All the conclusion needs is a simple restatement of your argument.

③ Be creative

Your conclusion is basically a summary of your entire essay, so it can end up sounding repetitive to the reader. Presenting it with a creative general statement will help leave a stronger impression.

④ Make it different from the introduction

The introduction and conclusion of an essay are made up of similar components, so it is easy for them to end up sounding the same. Avoid this by paraphrasing and using different general statements for each paragraph.

(Brainstorming p. 99, Introduction p. 107, Body paragraph p. 115)

Watching television has a harmful influence on children.

There is no denying that television provides us with endless entertainment, and there are many helpful and educational programs for us to benefit from. Overall, however, most television shows are mindless entertainment that provides no intellectual stimulation to children. Moreover, watching a lot of television programs encourages children to become lazy.

Practice 1

 **Write your own introduction.** (Brainstorming p. 100, Introduction p. 108, Body paragraph p. 116)

Question: Do you agree or disagree with the following statement?

People with similar personalities make the best friends.

Use specific reasons and examples to support your answer.

⊗ General Statement(s) [optional]

⊗ Brief Summary of Essay

⊗ Complete Conclusion

Practice 2



Write your own conclusion.

(Brainstorming p. 101, Introduction p. 109, Body paragraph p. 117)

Question: Do you agree or disagree with the following statement?

Parents will never completely understand their children.

Use specific reasons and examples to support your answer.

⊗ General Statement(s) [optional]

⊗ Brief Summary of Essay

⊗ Complete Conclusion

Practice 3

Write your own conclusion.

(Brainstorming p. 102, Introduction p. 110, Body paragraph p. 118)

Question: Some people believe playing sports as part of a team offers more benefits than competing individually. Other people feel that individual competition is more advantageous. What kind of sport do you prefer to play? Use specific examples to support your answer.

General Statement(s) [optional]

Brief Summary of Essay

Complete Conclusion

Memo

Part A

Understanding the Question
Understanding the Question
Understanding the Question
Understanding the Question
Summarizing

Part B

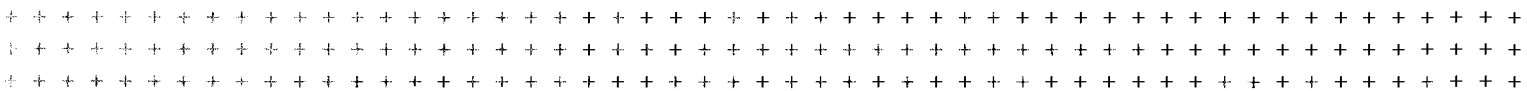
Note-taking for Reading
Note-taking for Listening
Writing the Essay
Proofreading

Part C +



Before You Start
The Introduction
The Body
The Conclusion

Proofreading





Skills for Proofreading



Introduction: Review content from the Integrated Writing task. You have 5 minutes to prepare your notes.

❶ Check the structure of the essay

Make sure that your essay has an introduction, a body, and a conclusion. There should be at least 4 paragraphs in your essay.

❷ Check to see if your essay is well-developed

Your introduction must have a clear thesis statement, and the thesis should be clearly developed in the body paragraphs with supporting sentences and examples.

❸ Check for sentence variety

To receive a high score, your essay must have sentence variety. Sentence variety means that your sentences have different structures and lengths throughout the essay.

❹ Check for grammar and spelling mistakes

Finally, check to see if your essay has correct grammar and spelling. Unlike in the Integrated Writing Task, grammar and spelling can greatly affect your score.

A score 5 essay should fulfill all of the following criteria:

Score

Description

5

- Correctly addresses the prompt.
- Is well-organized and developed.
- Demonstrates sentence variety and appropriate vocabulary choice.
- Uses correct grammar and spelling.

- + Model Proofreading

Question: Do you agree or disagree with the following statement?

Watching television has a harmful influence on children.

Use specific reasons and examples to support your answer.

1st Draft

Television is a modern-day invention that has become a part of our daily lives. It is a great source of entertainment, and nowadays there are even channels dedicated to educational and informative shows for children. However, there is no denying that television poses a threat to children.

missing thesis statement

Television stops children from being **creativity**. There is no imagination required to watch television because everything is plainly shown to the viewer. In other words, it is just a passive form of **entertaining**. Watching a lot of television **will have results** in children getting use to someone else filling in their imagination for them, and it will affect their creativity. Reading books requires the reader to imagine many things. Television, however, requires no such thought or effort. Television makes children mentally lazy.

grammar and vocabulary mistakes

Moreover, watching a lot of television programs makes children have an inactive lifestyle. Watching television does not require any physical effort at all, and children usually watch it by sitting on the sofa or even lying down. More importantly, television is very addictive. So instead of playing outside with their friends and getting exercise, children watch more and more television and become lazy.

needs supporting example

Most television shows are mindless entertainment that provides no intellectual stimulation to children. Moreover, watching a lot of television programs encourages children to become lazy.

sounds repetitive
(needs general statement)

Final Response

Television is a modern-day invention that has become a part of our daily lives. It is a great source of entertainment, and nowadays there are even channels dedicated to educational and informative shows for children. However, there is no denying that television poses a threat to children. I believe that watching television is bad for children because it stops their creativity and encourages them to be inactive.

thesis statement

Television stops children from being creative. There is no imagination required to watch television because everything is plainly shown to the viewer. In other words, it is just a passive form of entertainment. Watching a lot of television will result in children getting used to someone else filling in their imagination for them, and it will affect their creativity.

corrected grammar
and vocabulary

For example, reading books requires the reader to imagine many things. Televisions, however, requires no such thought or effort. Television makes children mentally lazy.

Moreover, watching a lot of television programs makes children have an inactive lifestyle. Watching television does not require any physical effort at all, and children usually watch it by sitting on the sofa or even lying down. More importantly, television is very addictive. So instead of playing outside with their friends and getting exercise, children watch more and more television and become lazy. For example, childhood obesity is a big problem in the U.S. Not only do children eat unhealthy food, but they also don't get any exercise because they watch too much television.

supporting example

There is no denying that television provides us with endless entertainment, and there are many helpful and educational programs for us to benefit from. Overall, however, most television shows are mindless entertainment that provides no intellectual stimulation to children. Moreover, watching a lot of television programs encourages children to become lazy.

general statement

Proofreading Practice

- ✉ Read the sample essays and mark how well the essays meet the requirements. Then give your overall score for the essay. (1 = very poor, 2 = poor, 3 = OK, 4 = good, 5 = very good)

Question: Some people prefer to have housework done by hired help, such as a maid or handyman. Other people prefer to do it themselves. Which do you prefer? Use specific details and examples to support your answer.

Response A

Some people prefer to have their housework done by hired help while others prefer to do it themselves. My preference is to have someone else do my housework because it is more convenient for me, and others do a better job than I would.

It seems clear to me that hiring someone to do my housework is more convenient than doing it myself. One reason is that housework takes too much time. Having someone else take care of cleaning and other tasks make my life easier. It means that I have more free time to do other things. Also, housework requires many different tools and supplies. If someone else take care of the house, I don't have to worry about having all these different items.

Another reason I would rather have other people do my housework is because it is better to leave certain jobs to professionals. Someone who does a certain task every day, like painting or moving, will be better at it than I am. He will be able to complete the job more efficiently. For example, when my parents decided to repaint our house, they hired some professional painters to do it. The painters was able to finish the job much more quickly than we would have done. Also, because they were experts, the quality of their work was very high.

There are a lot of different jobs that need to be done around the house. Properly maintaining a home is time-consuming and difficult for me to do alone. Hiring people to take care of the work around the house is preferable to doing it myself because it is more convenient. In addition, others will do a better job of it than I will.

Does the essay correctly address the prompt?

1 2 3 4 5

Is the essay well-developed and organized?

1 2 3 4 5

Does it demonstrate sentence variety and appropriate vocabulary choice?

1 2 3 4 5

Does it use correct grammar and spelling?

1 2 3 4 5

Overall score

1 2 3 4 5

Response B

It is true that some people like to have somebody else do their housework for them. However, I think that it is better to do housework yourself because it saves money, and it is accomplishing.

Firstly, doing your own housework saves money. Hiring people to do housework for you is very expensive. But you can save money if you do it yourself. Take me, for example. I am not rich. don't want to spend money on that. You can save so much money by just doing all the housework yourself.

Secondly, doing your own housework is accomplishment. Rather than having somebody else does all your work for you, do it yourself. The feeling is great, because you accomplished something. It is priceless experience. For example, when my computer broke, I could have handyman. Instead, I fixed it myself. It was not easy, but the feeling was great. I was so proud of myself.

Not everybody enjoys doing housework, and not everyone is good at them. But by doing housework by yourself, you can save money and get feeling of accomplishment.

Does the essay correctly address the prompt?	1	2	3	4	5
Is the essay well-developed and organized?	1	2	3	4	5
Does it demonstrate sentence variety and appropriate vocabulary choice?	1	2	3	4	5
Does it use correct grammar and spelling?	1	2	3	4	5
Overall score	1	2	3	4	5

Response C

Some people like to do huoseworks. Others like to do them on their own. I prefer to do my houseworks.

When I do housework, I get enjoying. My mom always tells me to clean my room. When I do it, she is realy happy at me. Sometime, she give me some money. Housework gives me enjoy and money. I love it.

If someone else hired, and do my works, it will be nice. I can play or study instead. Time is very valuable. But it is expensive. Also, who will give money to me?

In conclusion, I prefer doing housework. I don't have money to hire help, and when I do housework, it has advantage.

Does the essay correctly address the prompt?	1	2	3	4	5
Is the essay well-developed and organized?	1	2	3	4	5
Does it demonstrate sentence variety and appropriate vocabulary choice?	1	2	3	4	5
Does it use correct grammar and spelling?	1	2	3	4	5
Overall score	1	2	3	4	5

Part **C +**

Progressive Test



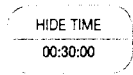
Test 1

Directions: Read the question below. You have 30 minutes to plan, write, and revise your essay. Typically, an effective response will contain a minimum of 300 words.

Question: Do you agree or disagree with the following statement?

All students should be required to take physical education classes in school.

Use specific reasons and examples to support your answer.



Test 2

Directions: Read the question below. You have 30 minutes to plan, write, and revise your essay. Typically, an effective response will contain a minimum of 300 words.

Question: Some people prefer to eat 3 meals each day. Others prefer to eat 4 or 5 smaller meals each day. Which meal schedule do you prefer and why? Use specific reasons and examples to support your answer.

TOEFL *Listening*

VOLUME

HELP

NEXT

HIDE TIME
00:30:00

Memo

Sample Essays

– Integrated Writing



[illegible]

One development that has caused much concern among parents and teachers is the growing popularity of video games among children. Many children now spend the majority of their free time in front of the computer, and this has a number of negative effects.

First, playing video games is basically an individual activity. Therefore, when children spend most of their time playing video games, they spend very little time with their friends. Interacting with one's friends is an important part of growing up. It teaches a person to work well in groups and to treat other people with respect. Since many children today spend much of their time alone playing video games, they never learn these valuable lessons.

Second, video games do not encourage mental activity. In order to play a video game, a child does not have to concentrate very hard, or for a long period of time. At most, children have to pay attention for 15 or 30 minutes at a time. As a result, playing video games has a negative effect on a child's attention span and memory.

Finally, playing video games does not help a child prepare for later life as an adult. Many of the traditional games that children used to play stressed teamwork and problem solving skills. In this way, they helped prepare children for life as adults. Video games, however, teach children no useful skills for adult life.

MP3 08

TOEFL Writing



Lecture

Main Idea: Not bad for children

1. Provide social interaction
 - Internet based games
 - interact w/ community
2. Need to concentrtr. over a long time
 - 3 - 4 hrs at a time
3. Helpful preparation for later life
 - familiarity w/ computer
 - useful in jobs

Score 5

+

Score 4

Nowadays, many people play video game. In particular, children play lots of video game, and it is the source of controvrsy. However, the lecture points out that it is not always a harm for children.

To begin with, the reading says that playing video game is for personal activity. However, the lecture points out that in actual, it is the opposite. Most games are played on internet, so really, children get to interact with other people. In contrast to the reading, which says that video games make children spend zero hour with friends, the lecture says that we must interact with whole internet when playing games.

In addition, the lecture says that video game is good for attention. The reading says that video games is bad for mental activity. The lecture though, says that it is beneficial. The reason is because children must put concentration for 3 to 4 hours when playing.

Lastly, the reading says playing video games does not help children for being adult. It says that traditional games taught teamwork and problem solving skill, but video games don't teach anything. However, the lecture says that video game does teach lessons. It helps children learn computer skills. And everyone needs to know how to use the computer in modern day.

- This essay is well-structured and developed. It contains all the important details from the lecture, and ties them with the reading. However, although they are minor, there are quite a few grammar mistakes. Also, the essay does not contain enough sentence variety. Most importantly, there are some awkward and confusing expressions (e.g. **in actual, it is the opposite**), which is why this essay did not receive a perfect score.

Children play vido game. It is good influence and bad effects. Playing vidoe game is many funs. some poeple think not funs. it makes time fast and not talking with peoples. Not so much help with learning. I think video games is bad for my life. But it gives me computer skills. It also makes focus for long times. playing games puts effect of a childs' attention span and mentel activities. Playing will give skills and make individual times.

- This essay is too short to receive a high score. More importantly, it is ill-structured and ill-developed. It is difficult to understand what the writer is trying to say because of the grammatical errors, and the general use of language is extremely poor. Most importantly, it expresses the writer's own opinion on the subject. **No essay in the Integrated Writing Task should ever contain the word "I."**

Sample Essays



– Independent Writing

++++
++++
++++

+++
Question: Do you agree or disagree with the following statement?
It is important to learn other languages and cultures.
Use specific reasons and examples to support your answer.

Score 5

It has long been a controversy whether learning about other languages and cultures is important or not. Both opinions have their own advantages and disadvantages. However, I think it is necessary to learn foreign languages and cultures because it increases our competitiveness, and because we can experience many things through it.

Most importantly, we have to learn other languages and cultures to succeed in global society. Globalization is happening, and in order to be successful, we have to learn other languages and cultures. For instance, we can arguably say that America is the strongest country among others politically, economically, and socially. As a result, "Americanization" is occurring. So if we are good at English, not only can we succeed in America, but also in the global society. For this reason, I think learning foreign languages and cultures are important.

Secondly, we can experience many things about life. It is advantageous to know other languages and cultures because we can expand our knowledge. Also, we can easily understand foreigners when we study their languages and cultures. For example, when we meet a foreigner, it is difficult to talk to them if we don't know their language or culture. However, when we do know their language and culture, we can talk freely with them. Moreover, knowing their language and culture makes it easier to understand their history. Therefore, learning other languages and cultures helps us become more knowledgeable.

Learning other languages and cultures is not an easy task, but it is definitely an important one. Doing so will not only help increase our competitiveness in the globalizing world, but will also make us more knowledgeable and experienced. We should all begin to learn other languages and cultures before it is too late.

- This essay is well-developed and structured. It has a clear thesis, and all the topic sentences are well supported with explanations and examples. It also contains sufficient sentence variety, and uses a wide array of vocabulary. There are a few grammar and spelling errors, but they are minor.

Score 4

The cultures and languages of each nation differs dramatically. It can be similar in some nations, but usually, it differs a lot. Today, we are living in the global world, and we meet with foreigners very frequently. Therefore, it is important for people to learn about other languages and cultures for two reasons: we get in touch with foreigners, and we need to understand foreigners' mind.

Today, we live in truly global world. We trade with other nations, and we have many negotiations with them in which we try to make good results. In these negotiations, it is necessary for us to be able to use a language that others use in order to fluently react to them. For example, nowadays we meet foreigners when we visit other countries, or when foreigners visit our country. In such cases, it helps to be able to use the language the foreigner uses.

In addition, it is important for us to learn about other languages and cultures because it helps us to understand foreigners' mind. As we get in touch with foreigners, we find out that they think very differently from us. That is because our cultures a lot, due to the way we have lived in the past. For example, many persons think Koreans are cruel to eat dogs. But it is part of Korean culture and history, and if people knew more about it, they could understand. We need open attitudes to become a great person in this world.

In the past, we rarely got to see foreigners. However, in the present, we are living in a globalizing world, and we get in touch with foreigners a lot. We should prepare ourselves by learning other languages and cultures. Because by learning a country's language and culture, we also learn the way the country's people think.

- This essay is fairly well-developed and structured. The writer's arguments have been supported with explanations and examples, and the essay contains a sufficient amount of sentence variety. However, there are too many grammar and spelling errors. On top of that, the writer often uses incorrect vocabulary and awkward expressions (e.g. **in order to fluently react to them**) which is why this essay did not receive a perfect score.

The world in today is changing really quickly that we couldn't realize it. With that, the communities with other countries is not unusual things. In my opinion, I agree with that learning about other languages and cultures is really important for us. There are two reasons I think.

First, as I already said, the world has thousands of languages and cultures. If you go to Japan, and say 'hello' to them with Korean, they will not understand that language. They may thought that you are insane. To talk your opinion, you have to know what their language is, and also my experience said too.

A few weeks ago, my friends called me to come to their house. I thought that it would be important things, so I ran out, but what I saw was my friends and foreigner. They said they wanted to talk her but as they don't English well, they called me! I don't think I am good at English, but I just talked with that cute, five-years girl, who was from Canada. This experience reminds me about the importance of learning languages.

Next, to understand other countries, you have to know their culture. When I was 12-years old, I have been to Malaysia. When I arrived there I was really surprised since I saw some people who are eating food with their hands without spoons or folks. but as the time go on and on, I understood that this is also the one of their culture, so we should respect of it. I think that when people respect other's culture, they could be relaxed in their country as their own country. If we don't respect the culture, who is going to respect us?

In my conclusion, we should learn other languages and culures because, if we try to learn other cultures and other languages, the world can be united with one.

Actual Test I

Writing Section Directions

Make sure your headset is on.

This section measures your ability to use writing to communicate in an academic environment. There will be 2 writing tasks.

For the first writing task, you will read a passage, listen to a lecture, and then answer a question based on what you have read and heard. For the second writing task, you will answer a question based on your own knowledge and experience.

Now listen to the directions for the first writing task.

Task 1

TOEFL Writing

VOLUME

HELP

NEXT

Writing Based on Reading and Listening Directions

For this task, you will read a passage about an academic topic. A clock at the top of the screen will show how much time you have to read. You may take notes on the passage while you read. The passage will then be removed, and you will listen to a lecture about the same topic. While you listen, you may also take notes. You **will** be able to see the reading passage again when it is time for you to write. You may use your notes to help you answer the question.

Then you will have **20 minutes** to write a response to a question that asks you about the relationship between the lecture you heard and the reading passage. Try to answer the question as completely as possible using information from the reading passage and the lecture. The question does **not** ask you to express your personal opinion. Typically, an effective response will be 150 to 225 words.

Your response will be judged on the quality of your writing and on the completeness and accuracy of the content.

Now you will see the reading passage for 3 minutes. Remember, it will be available to you again when you write. Immediately after the reading time ends, the lecture will begin, so keep your headset on until the lecture is over.



For centuries, farmers have used special methods to produce better, stronger crops and animals. One such technique is selective breeding, in which a plant or animal is specifically bred to reproduce a desirable trait. Genetically modifying food using science and technology can achieve this same result, but in a much quicker and more accurate manner. This technology, which is becoming increasingly common, has many benefits.

One of the main advantages of genetic modification is better, healthier foods. Foods can be engineered to be stronger and sturdier. They will last longer and taste better. The nutritional content of foods can be increased, or additional vitamins or other nutrients can be added. In one case, scientists created a type of rice containing a lot of vitamin A using genetic material from flowers and bacteria.

Another good thing about this technology is that it gives farmers in poor countries a better chance of growing sufficient, sustainable crops. Stronger seeds have a better chance of surviving the harsh conditions that make growing food so difficult in certain parts of the world. This could reduce hunger and starvation.

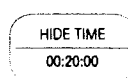
Additionally, seeds can be modified to resist various insects or other pests that can destroy crops. This means that harmful chemical pesticides are unnecessary. If these pests no longer have a food source, they will either have to find something else to eat or will die. There are two advantages to this. First, farmers will have more plentiful harvests because their crops are no longer under threat from insects. Second, eliminating pesticides will ensure a cleaner environment and healthier food for consumers.



**Now get ready to answer the
question.**

**You may use your notes to
help you answer.**





Directions: You have 20 minutes to plan and write your response. Your response will be judged on the basis of the quality of your writing and on how well your response presents the points in the lecture and their relationship to the reading passage. Typically, an effective response will be 150 to 225 words.

Question: Summarize the points made in the lecture you just heard, being sure to explain how they cast doubt on the points made in the reading.

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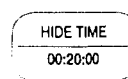
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Task 2

TOEFL Writing

CONTINUE



Writing Based on Knowledge and Experience Directions

For this task, you will write an essay in response to a question that asks you to state, explain, and support your opinion on an issue. You will have **30 minutes** to write your essay.

Typically, an effective essay will contain a minimum of 300 words. Your essay will be judged on the quality of your writing. This includes the development of your ideas, the organization of your essay, and the quality and accuracy of the language you use to express your ideas.

Click **Continue** to go on.



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Directions:

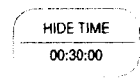
Read the question below. You have 30 minutes to plan, write, and revise your essay. Typically, an effective response will contain a minimum of 300 words.

Question:

Do you agree or disagree with the following statement?

Cars cause a lot of air pollution. Some people think drivers should pay an environmental tax to pay for the pollution caused by their cars.

Use specific reasons and examples to support your answer.



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Word Count: 0

L I Q U A N T U M • I N T E R P L O S T R O P H I C T I N G

Actual Test II



Writing Section Directions

Make sure your headset is on.

This section measures your ability to use writing to communicate in an academic environment. There will be 2 writing tasks.

For the first writing task, you will read a passage, listen to a lecture, and then answer a question based on what you have read and heard. For the second writing task, you will answer a question based on your own knowledge and experience.

Now listen to the directions for the first writing task.

Task 1

TOEFL Writing



Writing Based on Reading and Listening Directions

For this task, you will read a passage about an academic topic. A clock at the top of the screen will show how much time you have to read. You may take notes on the passage while you read. The passage will then be removed, and you will listen to a lecture about the same topic. While you listen, you may also take notes. You **will** be able to see the reading passage again when it is time for you to write. You may use your notes to help you answer the question.

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The invention of the personal computer has had a huge impact on almost every aspect of modern life and society. One area where the personal computer has been especially beneficial is in the workplace. Computers have greatly improved the workplace for both employees and employers.

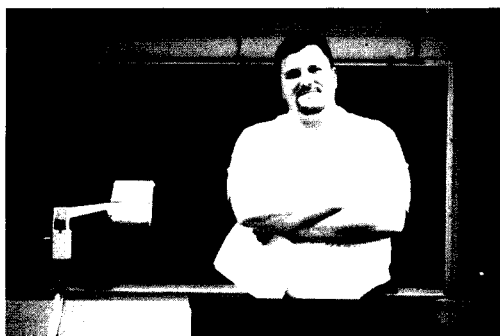
Employees have benefited from the personal computer because it has made their work easier, and they are able to work more quickly. A secretary, for example, can produce a document on a computer much faster than on a typewriter because the corrections are easier to make. Other workers may find their jobs easier because computers allow them to get information much more quickly.

Computers have also made it far easier for companies to keep records. In the days before computers, companies had to keep all of their records on paper. They needed huge rooms to store all of their records. Furthermore, finding records could take a long time, and records could easily get lost. With computers, records are kept electronically, so there is no need for a file room, and files are easier to find.

Finally, computers help companies save money because the company needs fewer employees. Many of the jobs that used to be done by people can now be done by computers. This means that companies can save a lot of money on employee salaries.

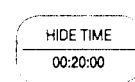


MP3 10



**Now get ready to answer the
question.**

**You may use your notes to
help you answer.**



Directions: You have 20 minutes to plan and write your response. Your response will be judged on the basis of the quality of your writing and on how well your response presents the points in the lecture and their relationship to the reading passage. Typically, an effective response will be 150 to 225 words.

Question: Summarize the points made in the lecture you just heard, being sure to explain how they cast doubt on the points made in the reading.

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VOLUME

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HELP

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NEXT

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HIDE TIME

00:20:00

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Task 2

TOEFL Writing

CONTINUE

VOLUME

HELP

NEXT

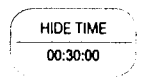
Writing Based on Knowledge and Experience Directions

For this task, you will write an essay in response to a question that asks you to state, explain, and support your opinion on an issue. You will have **30 minutes** to write your essay.

Typically, an effective essay will contain a minimum of 300 words. Your essay will be judged on the quality of your writing. This includes the development of your ideas, the organization of your essay, and the quality and accuracy of the language you use to express your ideas.

Click **Continue** to go on.





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Directions:

Read the question below. You have 30 minutes to plan, write, and revise your essay. Typically, an effective response will contain a minimum of 300 words.

Question:

Do you agree or disagree with the following statement?

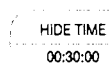
Some young people prefer to make most of their purchases with credit cards, while others think it is better to use cash. Which do you prefer?

Use specific reasons and examples to support your answer.

Task **2**

TOEFL Writing

Question 2 of 2



00:30:00

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Appendix

I. Numbers 1-9

II. Names 1-10



Appendix 1: Note-taking



The key to effective note-taking is being **quick** and **concise**. Familiarize yourself with the following symbols and abbreviations, and find the most effective note-taking method for you.

1. Symbol

Using symbols will not only save you time, but it will also make your notes easier to read.

Symbol	Meaning	Example
→	lead to, cause, mean	smoking → cancer
←	come from, because of	field trip canceled ← rain
↓	decrease	unemployment ↓ labor market
↑	increase	profit ↑ April
@	at	dinner @ French restaurant
&	and	Smith & Jones Attorneys
/	per	hours / day
∴	therefore	I think ∴ I am
∵	because	actions ∵ policy
+	plus, in addition, also	ride bike + skate board
=	is equal to, to be	Seoul = largest city in Korea
≠	is not the same, not to be, false	results ≠ data
#(#s)	number (numbers)	Q 4 answer → #2
x	times	5 x increase
>	greater than, more important	5 > π
<	less than	my salary < Tony's
~	approximately, more or less	sum ~ 300
\$	cost, price, dollars	Price = \$ 50,000
≈	almost same	a ≈ b



Writing the abbreviation from a word when taking notes will save you valuable time. However, you must be careful not to make the word unrecognizable.

There are many ways to make an abbreviation (e.g. leave out the vowels, just write the beginning of a long word, etc.). There are no fixed rules to it, and the only thing you need to remember is to make it recognizable to you.

2. Abbreviations

Commonly used abbreviations

Abbreviation	Meaning	Example
w/	with	disagree w/ distinction
w/o	without	Available w/o charge
s.th	something	s.th happens
i.e.	that is, in other words	courses, i.e. studies
cf.	compare	cf. original text
e.g.	example	Mammals e.g. whales
etc.	et cetera, and so on	insects, scorpions, etc.
b/c	because	high prices b/c high wages
esp.	especially	employees esp. clerks
min.	minimum	yield min. 100 unites
max.	maximum	max. 1000 units
ASAP	as soon as possible	send data ASAP
ref.	reference	ref. August sales figures
yr.	year	Average from yr.
b/4	before	work b/4 leisure
Co.	company	the firm of Smith & Co.
comm.	communication	refer comm. department
gov't	government	gov't offices
prof.	professor	Prof. Wilson
btw	between	btw 15 & 30 kg
info.	information	info. society



Appendix 2: Transitional Words



The following are some helpful transitional words for general essay writing.

1. Putting a sequence in order

First,
Firstly,
First of all,

Second,
Secondly,
After that,
Next,

Lastly,
Finally,

2. Generalizing

In general
Generally
Normally
On the whole

S + V

,

■

3. Comparing points

Similarly
Likewise
In the same way
In a similar manner

S + V

,

■

S + V

whereas
although

S + V

,

■

S + V

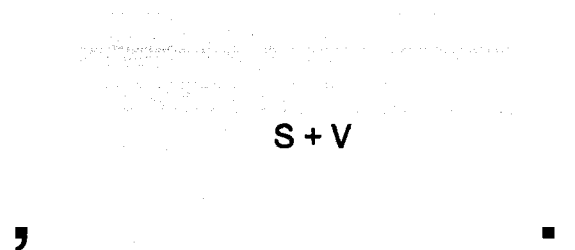
in comparison with

n. (noun phrase)

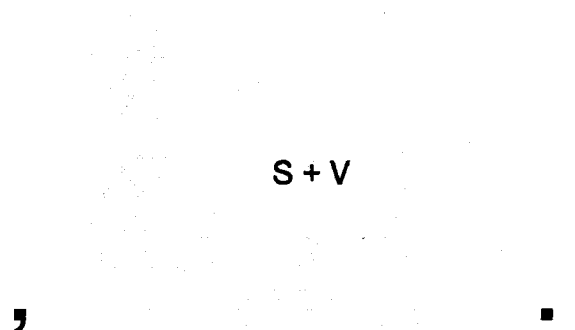
■

4. Contrasting points

In contrast
Unlike / However
On the contrary / On the other hand
Alternatively

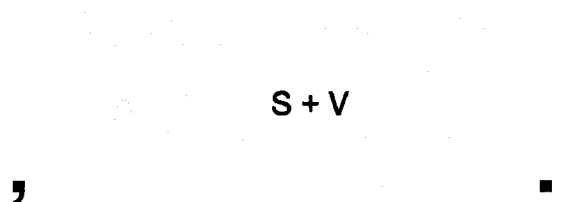


Although
While
Even though
In spite of
Despite
Despite the fact that



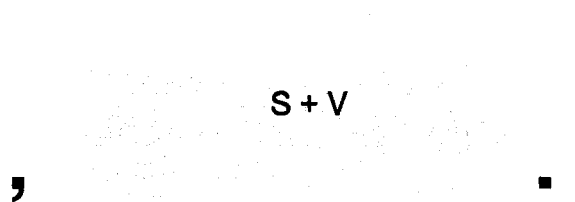
5. Cause and effect

Therefore
Thus
Consequently



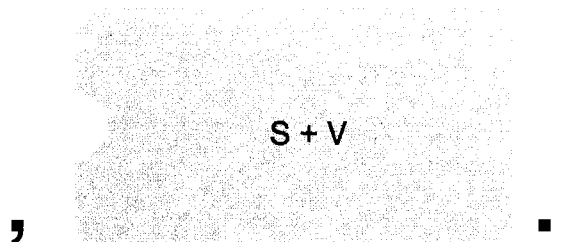
6. Giving opinions

In my opinion
In my view
From my point of view



7. Introducing examples

For example / For instance
In particular
Specifically
To illustrate



8. Emphasizing a point

In particular
Specifically

S + V

,

■

S + V

,

especially
mainly / chiefly

S + V

■

S + V

,

in reality
indeed

,

S + V

■

9. Adding a point

In addition / Furthermore
Moreover
As well as
In fact / Actually

S + V

,

■

Besides ~
In addition to ~

n. (noun phrase)

■

10. Concluding

In conclusion
To sum up
To summarize
As a result
Consequently
In summary
In brief
Accordingly

S + V

,

■