Goal:

- To help students develop the necessary skills and sub-skills required to obtain a B2-C1 level TOEIC® Score.

Objectives:

The objectives of this course are:

- To develop students’ reading sub-skills
- To develop students’ listening sub-skills
- To develop students’ exam taking techniques and strategies
- To help students revise important grammar structures and functions tested in the TOEIC®
- To familiarize students with the format and timing of the TOEIC® test

This course focuses both on thoroughly familiarizing students with the format, level, and content of the Test of English for International Communication (TOEIC®) and on teaching students strategies for both sections of the examination (Listening and Reading). Each lesson is organized so that it develops and enhances all skills and sub-skills necessary for the different parts of the test (listening, incomplete sentences, text completion and reading comprehension).

This syllabus is designed for a 45-hour New TOEIC® preparation course.

- The syllabus is presented on a three-hour lesson-by-lesson basis.
- Each lesson focuses on one or two grammar phenomena, on one or two listening activities from two different listening parts, and on one or two different genres of reading passages.
- The different parts of the test are introduced gradually, focusing on the skills the students need to develop for each part.
- Various techniques and strategies are presented and practiced in order to help students perform to the best of their abilities in the listening and reading sections of the test (e.g. predicting, listening to similar sounds, prepositions, words out of context, answering wh- questions, making correct interpretations, making semantic associations, focusing on the purpose of the question, recognizing errors, understanding business texts and articles, etc.).

Each grammar unit may be supplemented by a chapter from the grammar book *Business Grammar & Practice*. This is a fast-paced course; therefore, teachers need to be selective and concise when they are presenting grammar phenomena to their students. Teachers may want to focus only on those parts they feel their students find more challenging or have problems with. Teachers could first introduce problematic grammar phenomena from the reference source and then move to exam type activities. It is extremely important that students develop the necessary skills for all parts of the test and not just improve their grammar skills.

As the examination date draws nearer, students should do mainly exam type questions and practice tests in class, under exam conditions, so that their progress can be measured before they attempt to take the official test.
NEW TOEIC® PREP COURSE SYLLABUS

Introduction to the New TOEIC® Test

The New TOEIC® Test

- is a paper and pencil multiple-choice test
- consists of 2 sections: Listening Comprehension & Reading Comprehension
- consists of a total of 200 multiple choice items
- lasts a little over 2 hours

Section 1: Listening

- 100 items
- four parts
- delivered via audio CD
- approx. 45 minutes
- everything heard only once

Section 2: Reading

- 100 questions
- three parts
- 75 minutes

Listening

- **Part 1**: 10 Photographs/items: Candidates hear four statements and select the one that is true based on the picture
- **Part 2**: Questions / Responses, 30 items: Candidates hear a question and select from three spoken responses the one that is the most appropriate.
- **Part 3**: Short Conversations, 30 items: Candidates hear a short conversation. Each conversation is followed by a spoken question which is also printed in the test booklet. Candidates select from four answer choices the correct answer to each question.
- **Part 4**: Short Talks, 30 items: 10 talks, 3 written questions per talk, each followed by 4 written choices.

Reading

- **Part 5**: Incomplete Sentences, 40 items: Grammar & Vocabulary, multiple-choice sentence completion items, each followed by 4 choices.
- **Part 6**: Text Completion, 12 items: Grammar & Vocabulary, multiple choice 4 reading sets, 3 questions each.
- **Part 7**: Reading Comprehension, 48 questions: single passages: 28 questions; double passages: 20 questions texts are drawn from the working environment, each followed by 2-5 multiple-choice questions, 4 choices each.
How do we score the New TOEIC® Test?

The scores on the New TOEIC® test are determined by the number of correct answers. The number of correct responses for each section (Listening and Reading) is converted to a scaled score on a scale of 5 to 495. Adding the two scaled section scores together gives a total score on a scale ranging from 10 to 990. There is no penalty for wrong answers.
Lesson 1:

Aims: To familiarize the Ss with the format and content of the test and to do a test in class under exam conditions in order to diagnose the strengths and weaknesses of the students.

Directions: Teacher should go through the introductory page with the students to familiarize them with the format of the TOEIC® test. The first TOEIC® examination should be used as a diagnostic test. Teacher should go over the test in class. Teacher should try to elicit explanations and justifications from Ss. Teacher should continue the analysis in lesson 2 if there is not enough time during Lesson 1.

Materials: Practice Exams for the TOEIC® Test

Lesson 2:

Lesson Aims and Overview

Listening: Distinguishing similar sounds
Making correct statements to describe a picture
Making correct interpretations
Distinguishing statements that are partially true

Vocabulary: Collocations
Context clues
Prefixes and suffixes

Grammar: Adverbs of Frequency
Prepositions (for further practice and/or supplementation see Business Grammar & Practice

Section 1 Listening

Materials: Longman Preparation Series for the New TOEIC® Test: Advanced Course

Section 1 - Part 1 Listening Comprehension Section: Part I: Photographs

- Longman Preparation Series for the New TOEIC® Test: Advanced Course. Part I: Photographs: (p. 3-5 and 9-20): Teacher should go through the introductory section with students. Teacher should make students aware of the common traps used in this section of the test (words out of context, similar sounds, statements that are partially true, prepositions, etc.)

Exercise 1: Steps for Analyzing Photographs
Pictures 1 & 2: To be done in class
Pictures 3 & 4: To be assigned as homework

Teacher should encourage students to put into practice the strategies introduced in the introductory sections. Teacher might want to assign steps 1-3 as homework or even skip them and go through steps 4-6 in class. If students find it difficult to come up with statements for steps 4-6, they should be encouraged to go through the common trap practice page and make the necessary adjustments in order to form correct statements describing the picture(s).
Section 2

Reading

Materials:

a) Longman Preparation Series for the New TOEIC® Test: Advanced Course
b) Business Grammar & Practice

Section 2 - Part 5

Reading Part V: Grammar Patterns: Incomplete Sentences

- Longman Preparation Series for the New TOEIC® Test: Advanced Course. Adverbs of Frequency: (p.129)

SUPPLEMENTARY GRAMMAR: Business Grammar & Practice:

Adverbs of Frequency are NOT covered in this Grammar book.

This unit should be supplemented with a presentation of the Adverbs of Frequency as they may be tested in the TOEIC® in various ways. Teacher can use exercises from his/her own resources.

- Longman Preparation Series for the New TOEIC® Test: Advanced Course. Prepositions (p.133)

SUPPLEMENTARY GRAMMAR: Business Grammar & Practice:

Unit 42 Adjective + preposition combinations
Unit 43 Noun + prepositions combinations
Unit 44 Verb + preposition combinations

This unit should be further supplemented by a presentation of the prepositions of time and place. Teacher can use exercises from his/her own resources.

- Longman Preparation Series for the New TOEIC® Test: Advanced Course. Word Families (p 147): This unit should be further supplemented by a presentation of the prefixes and the suffixes. Also students should be familiarized with some common collocations.

SUPPLEMENTARY GRAMMAR: Business Grammar & Practice:

Suffixes and Prefixes are NOT covered in this book.

This unit should be supplemented with a presentation of Suffixes and Prefixes as they may be tested in the New TOEIC® in various ways. Teacher can use exercises from his/her own resources.
Lesson 3:  

Lesson Aims and Overview

Listening:  
Revision
Distinguishing similar sounds
Making correct statements to describe a picture
Making correct interpretations
Distinguishing statements that are partially true
Analyzing photographs

Listening:  
New Skills
Making semantic associations
Understanding question words (Who, What, When)
Focusing on the purpose of the question

Vocabulary:  
Collocations
Context clues

Grammar:  
Identifying missing parts of speech
Analysing grammatical relationships between parts of the sentence
Adjective Comparisons and Superlative
Pronouns (for further practice and/or supplementation see Business Grammar and Practice)

Section 1  
Listening

Materials:  
Longman Preparation Series for the New TOEIC® Test: Advanced Course

Section 1 – Part 1  
Listening Comprehension Section: Part I: Photographs

   o Longman Preparation Series for the New TOEIC® Test: Advanced Course.  
   Part I: Photographs
   Exercise 1: Steps for Analyzing Photographs: Check homework
   Pictures 5 & 6: Assign homework
   Exercise 2: Similar Sounds (p. 40-44) to be done in class

Section 1 – Part 2  
Listening Comprehension Section: Part II: Question – Response

   o Longman Preparation Series for the New TOEIC® Test: Advanced Course.  
   Part II: Question – Response (p. 45-47, 48-49):
   Teacher should go through the introductory section with students.
   Teacher should make students aware of the strategies they need to develop and of the common traps used in this section of the test (similar sounds and semantic associations). Then teacher should do the following activities in class. Teacher should encourage students to put into practice the strategies introduced in the introductory sections.

   Exercise 1: Who
   Exercise 2: What
   Exercise 3: When
Section 2  
Reading

Materials:

a) *Longman Preparation Series for the New TOEIC® Test: Advanced Course*
b) *Business Grammar & Practice*

Section 2 – Part 5  
Reading Part V: Grammar Patterns: Incomplete Sentences:
Check homework

Section 2 – Part 6  
Reading Part VI: Grammar Patterns: Text Completion:

  Adjective Comparisons and Superlatives: (p.151)

SUPPLEMENTARY GRAMMAR: *Business Grammar & Practice:*

Unit 39  
Comparison (1): Comparing Adjectives

Unit 40  
Comparison (2): Comparing Adverbs and Nouns

  Pronouns (p 160)
Lesson 4:

Lesson Aims and Overview

Listening:
Revision
Analyzing photographs
Distinguishing similar sounds
Making correct statements to describe a picture
Making correct interpretations
Distinguishing statements that are partially true
Focusing on the purpose of the question

Listening:
New Skills
Understanding prepositions
Understanding question words (Where, Why, How)

Vocabulary:
Collocations
Two Word Verbs

Grammar:
Identifying missing parts of speech
Analysing grammatical relationships between parts of the sentence
Verbs & Tenses (for further practice and/or supplementation see Business Grammar and Practice)

Section 1
Listening

Materials:
Longman Preparation Series for the New TOEIC® Test: Advanced Course

Section 1 – Part 1
Listening Comprehension Section: Part I: Photographs

- Longman Preparation Series for the New TOEIC® Test: Advanced Course. Part I: Photographs
  Exercise 1: Steps for Analyzing photographs: Check homework
  Pictures 7 & 8: Assign as homework
  Exercise 3: Prepositions (p. 40-44): To be done in class

Section 1 – Part 2
Listening Comprehension Section: Part II: Question – Response

  Teacher should remind students of the common traps used in this section of the test (similar sounds and semantic associations). Then teacher should do the following activities in class. Students should be encouraged to apply the strategies introduced in the introductory sections.
  Exercise 4: Where
  Exercise 5: Why
  Exercise 6: How
Section 2 Reading

Materials:
a) Longman Preparation Series for the New TOEIC® Test: Advanced Course
b) Business Grammar & Practice
c) Practice Exams for the TOEIC® Test

Section 2 – Part 5 Reading Part V: Grammar Patterns: Incomplete Sentences:
Check Homework

SUPPLEMENTARY GRAMMAR: Business Grammar & Practice: Units 1-14 focus on the tenses. Teacher needs to be selective and really concise when presenting to students any grammar phenomena. Therefore, teacher may want to focus only on those tenses he/she feels students find more challenging or have problems with.

SUPPLEMENTARY GRAMMAR: Business Grammar & Practice: Unit 45 Phrasal Verbs

Section 2 – Part 6 Reading Part VI: Grammar Patterns: Text Completion:
Check Homework

SUPPLEMENTARY GRAMMAR: Practice Exams for the TOEIC® Test. Examination 2: Part VI: Text Completion (p. 78-81): Teacher should allow students 8-10 minutes to do this part in class. Teacher should encourage students to put into practice strategies introduced in earlier sections of the test. Teacher should go over the test in class eliciting explanations and justifications from students.
Lesson 5: Lesson Aims and Overview

Listening:
Revision
Analyzing photographs
Distinguishing similar sounds
Making correct statements to describe a picture
Making correct interpretations
Distinguishing statements that are partially true
Understanding prepositions
Understanding question words
Focusing on the purpose of the question

Listening:
New Skills
Predicting

Grammar:
Identifying missing parts of speech
Analysing grammatical relationships between parts of the sentence
Gerunds and Infinitives
Causative (for further practice and/or supplementation see Business Grammar and Practice)

Section 1
Listening

Materials:
Longman Preparation Series for the New TOEIC® Test: Advanced Course

Section 1 – Part 1
Listening Comprehension Section: Part I: Photographs

- Longman Preparation Series for the New TOEIC® Test: Advanced Course. Part I: Photographs
  - Exercise 1: Steps for Analyzing Photographs: Check homework
  - Pictures 9 & 10: Assign as homework
  - Exercise 4: Words in a Different Context (p. 40-44): To be done in class

Section 1 – Part 2
Listening Comprehension Section: Part II: Question – Response

- Longman Preparation Series for the New TOEIC® Test: Advanced Course. Part II: Question - Response (p. 45-47, 51): Teacher should remind students of the common traps used in this section of the test (similar sounds and semantic associations). Then the following activities should be done in class. Students should be encouraged to apply strategies introduced in the introductory sections.

  - Exercise 7: Auxiliaries
  - Exercise 8: Statements

Section 1 – Part 3
Listening Comprehension Section: Part 3: Short Conversations

- Longman Preparation Series for the New TOEIC® Test: Advanced Course. Part III: Short Conversations (p. 52-54, 58-60):
  - Teacher should go through the introductory section with students. Teacher should make students aware of the common traps used in this section of the test (similar sounds, confusion among prepositions, and confusion about words in a different context). Then teacher should do the following activities in class. Students should be encouraged to put into practice the strategies introduced in the introductory sections (focus on question words and on content words).

  - Strategy Practice: Who
  - TOEIC® Test Practice 1
Section 2
Reading

Materials:

a) Longman Preparation Series for the New TOEIC® Test: Advanced Course
b) Business Grammar & Practice

Section 2 – Part 5
Reading Part V: Grammar Patterns: Incomplete Sentences:
Check homework

- Longman Preparation Series for the New TOEIC® Test: Advanced Course.
  Verbs: Causative (p.138)

SUPPLEMENTARY GRAMMAR: Business Grammar & Practice:
Unit 18 The passive (3): passive verbs and infinitives, have something done

Section 2 – Part 6
Reading Part VI: Grammar Patterns: Text Completion:

- Longman Preparation Series for the New TOEIC® Test: Advanced Course.
  Gerunds and Infinitives (p.152)

SUPPLEMENTARY GRAMMAR: Business Grammar & Practice:
Units 27-30 focus on gerunds and infinitives. Teacher needs to be selective and concise when presenting to students any grammar phenomena. Therefore, teacher may focus only on those units he/she feels students find more difficult or have problems with.
Lesson 6: Lesson Aims and Overview

Listening: Revision
- Analyzing photographs
- Distinguishing similar sounds
- Making correct statements to describe a picture
- Making correct interpretations
- Distinguishing statements that are partially true
- Understanding prepositions
- Understanding question words
- Focusing on the purpose of the question
- Predicting

Grammar: Identifying missing parts of speech
- Analysing grammatical relationships between parts of the sentence
- Conditionals (for further practice and/or supplementation see Business Grammar and Practice)

Reading: Becoming familiar with the layout of texts used in advertisements and bulletins
- Skimming and scanning
- Understanding inference questions
- Identifying the main idea
- Determining meaning from context
- Recognizing the topic

Section 1 Listening

Materials:
- a) Longman Preparation Series for the New TOEIC® Test: Advanced Course
- b) Practice Exams for the TOEIC® Test

Section 1 – Part 1 Listening Comprehension Section: Part I: Photographs

- Longman Preparation Series for the New TOEIC® Test: Advanced Course. Part I: Photographs
  Exercise 1: Steps for Analyzing Photographs: Check homework
- Practice Exams for the TOEIC® Test: Examination 2: Part 1: Photographs: To be done in class. Students should be encouraged to apply the strategies introduced in the introductory sections (words out of context, similar sounds, statements that are partially true, prepositions, etc.).

Section 1 – Part 3 Listening Comprehension Section: Part 3: Short Conversations

- Longman Preparation Series for the New TOEIC® Test: Advanced Course. Part III: Conversations (p. 52-54, 61-66): Teacher should go through the introductory section with students. Students should be made aware of the common traps used in this section of the test (similar sounds, confusion among prepositions, and confusion about words used in a different context). Then teacher should do the following activities in class. Students should be encouraged to put into practice the strategies introduced in the introductory sections (focus on question words and on content words).

Strategy Practice: What TOEIC® Test Practice 2
Section 2  Reading

Materials:  

a) Longman Preparation Series for the New TOEIC® Test: Advanced Course.  
b) Business Grammar & Practice

Section 2 – Part 5  Reading Part V: Grammar Patterns: Incomplete Sentences: 
Check homework  

o Longman Preparation Series for the New TOEIC® Test: Advanced Course. Verbs: Conditional (p.140)

SUPPLEMENTARY GRAMMAR: Business Grammar & Practice: 
Units 19-22 focus on the conditionals. Teacher should be selective and concise when presenting to students any grammar phenomena. Therefore, teacher may want to focus only on those units the students find more challenging or have problems with.

Section 2 – Part 6  Reading Part VI: Grammar Patterns: Text Completion: 
Check homework  

o Longman Preparation Series for the New TOEIC® Test: Advanced Course. TOEIC® Test Practice 1 (p. 154): The TOEIC® Test Practice 1 should be assigned as homework.

Section 2 – Part 7  Part VII: Reading Comprehension  

o Longman Preparation Series for the New TOEIC® Test: Advanced Course. Single Passages: Advertisements and Bulletins (p. 169- 170, 171- 181): Students should be reminded of the tips and strategies they need to employ while doing this section of the test. Teacher should do some of the readings in class and assign the rest as homework. Students should be encouraged to time themselves while doing their homework as time plays a very crucial role in this test.
Lesson 7:

Lesson Aims and Overview

Listening:
Revision
Distinguishing similar sounds
Making correct interpretations
Understanding question words
Focusing on the purpose of the question
Understanding inference questions
Predicting

Listening:
New Skills
Identifying general information questions
Identifying questions about details

Grammar:
Identifying missing parts of speech
Analysing grammatical relationships between parts of the sentence
Conjunctions
Modals (for further practice and/or supplementation see Business Grammar and Practice)

Reading:
Becoming familiar with the layout of texts used in forms and tables and labels
Skimming and scanning
Understanding inference questions
Identifying the main idea
Determining meaning from context
Recognizing the topic

Section 1
Listening

Materials:
1) Longman Preparation Series for the New TOEIC® Test: Advanced Course
2) Practice Exams for the TOEIC® Test

Section 1 – Part 2
Listening Comprehension Section: Part II: Question – Response

○ Practice Exams for the TOEIC® Test: Examination 2: Part 2: Question – Response (p. 66): To be done in class. Students should be encouraged to apply the strategies introduced in the introductory sections (similar sounds and semantic associations).

Section 1 – Part 3
Listening Comprehension Section: Part III: Short Conversations

○ Longman Preparation Series for the New TOEIC® Test: Advanced Course. Part III: Conversations (p. 52-54, 67-72: Students should be reminded of the common traps introduced in the introductory section (similar sounds, confusion among prepositions, and confusion about words in a different context). Then the following activities should be done in class. Also, students should be encouraged to apply the strategies introduced in the introductory sections (focus on question words and on content words).

Strategy Practice: When TOEIC® Test Practice 3

Section 1 – Part 4
Listening Comprehension Section: Part IV: Short Talks

○ Longman Preparation Series for the New TOEIC® Test: Advanced Course. Part IV: Short Talks (p. 93-95, 95-98): Teacher should go through the introductory section with the students. Teacher should make students aware of the common traps used in this section
of the test (similar sounds, confusion among prepositions, words out of context). Then teacher should do the following activities in class. Teacher should encourage students to apply the strategies introduced in the introductory sections.

Strategy Practice: Business Announcements
Strategy Practice: Special Announcements

Section 2 Reading

Materials:

a) Longman Preparation Series for the New TOEIC® Test: Advanced Course
b) Business Grammar & Practice.
c) Practice Exams for the TOEIC® Test

Section 2 – Part 5 Reading Part V: Grammar Patterns: Incomplete Sentences:
Check homework

SUPPLEMENTARY GRAMMAR: Business Grammar & Practice
Conjunctions are NOT covered in this Grammar book.

This unit should be supplemented with a presentation of the conjunctions as they may be tested in the New TOEIC® in various ways. Teacher can use exercises from his/her own resources.

Section 2 – Part 6 Reading Part VI: Grammar Patterns: Text Completion:
Check homework

SUPPLEMENTARY GRAMMAR: Business Grammar & Practice
Units 23-26 focus on the modals. Teacher will need to be selective and concise when presenting any grammar phenomena. Therefore, teacher may focus only on those units students find more difficult or have problems with.

Section 2 – Part 7 Part VII: Reading Comprehension:
Check homework

SUPPLEMENTARY GRAMMAR: Business Grammar & Practice
Single Passages: Forms and Tables and Labels (p. 182-191): Students should be reminded of the strategies they need to employ while doing this section of the test. Teacher should do some of the readings in class showing students how to apply the various techniques and strategies and assign the rest as homework. Teacher should encourage students to time themselves while doing their homework so that they learn how to budget their time effectively.

Lesson 8: Lesson Aims and Overview

Listening: Revision
- Distinguishing similar sounds
- Making correct interpretations
- Understanding question words
- Focusing on the purpose of the question
- Identifying general information questions
- Identifying questions about details
- Understanding inference questions
- Predicting

Grammar: Identifying missing parts of speech
- Analysing grammatical relationships between parts of the sentence
- Transition Words
- Verbal Adjectives (for further practice and/or supplementation see Business Grammar and Practice)

Reading: Becoming familiar with the layout of texts used in letters, e-mail and memos
- Skimming and scanning
- Understanding inference questions
- Identifying the main idea
- Determining meaning from context
- Recognizing the topic

Section 1 Listening

Materials: Longman Preparation Series for the New TOEIC® Test: Advanced Course

Section 1 – Part 3 Listening Comprehension Section: Part III: Conversations
- Longman Preparation Series for the New TOEIC® Test: Advanced Course. Part III: (p. 52-54, 73-79): Students should first be reminded of the common traps introduced in the introductory section (similar sounds, confusion among prepositions, and confusion about words used in a different context). Then teacher should do the following activities in class encouraging students to apply the strategies introduced in the introductory sections (focus on question words and on content words).

  Strategy Practice: Where
  TOEIC® Test Practice 4

Section 1 – Part 4 Listening Comprehension Section: Part IV: Short Talks
- Longman Preparation Series for the New TOEIC® Test: Advanced Course. Part IV: Short Talks (p. 93-95, 99-100): Students should be reminded of the common traps used in this section of the test (similar sounds, confusion among prepositions, words out of context). Then teacher should do the following activities in class encouraging students apply the strategies introduced in the introductory sections.

  Strategy Practice: Recorded Announcements
  Strategy Practice: Advertisements
Section 2   Reading

Materials:  
a) *Longman Preparation Series for the New TOEIC® Test: Advanced Course*
b) *Business Grammar & Practice*
c) *Practice Exams for the TOEIC® Test*

Section 2 – Part 5  Reading Part V: Grammar Patterns: Incomplete Sentences:
Check homework

- *Longman Preparation Series for the New TOEIC® Test: Advanced Course:* Transition Words (p.135)

**SUPPLEMENTARY GRAMMAR: Business Grammar & Practice:**

Transition words are **NOT** covered in this Grammar book.

This unit should be supplemented with a presentation of the Transition words as they may be tested in the New TOEIC® in various ways. Teacher can use exercises from his/her own resources.

- *Practice Exams for the TOEIC® Test. Examination 2: Part V: Incomplete Sentences.* Teacher should allow students 20-25 minutes to do this part in class. Teacher should encourage students to use the strategies introduced in the earlier sessions for this part of the test. Teacher should go over the test in class eliciting explanations and justifications from students. (Alternatively, this part can be assigned as homework).

Section 2 – Part 6  Reading Part VI: Grammar Patterns: Text Completion:
Check homework

- *Longman Preparation Series for the New TOEIC® Test: Advanced Course.* Verbal adjectives (p. 159)

**SUPPLEMENTARY GRAMMAR: Business Grammar & Practice:**

Verbal adjectives are **NOT** covered in this Grammar book.

This unit should be supplemented with a presentation of the Verbal adjectives as they may be tested in the New TOEIC® in various ways. Teacher can use exercises from his/her own resources.

Section 2 – Part 7  Part VII: Reading Comprehension:
Check homework

- *Longman Preparation Series for the New TOEIC® Test: Advanced Course.* Single Passages: Letters, E-mail, and Memos (p. 192-202): Teacher should go over the strategies students need to employ while doing this section of the test. Teacher should do some of the readings in class teaching students how to apply the various techniques and strategies and assign the rest as homework. Students should be encouraged to time themselves while doing their homework as it is extremely important that they manage to complete the entire test when they sit for it.

Lesson 9:

Lesson Aims and Overview

Listening:
Revision

- Distinguishing similar sounds
- Making correct interpretations
- Understanding question words
- Focusing on the purpose of the question
- Identifying general information questions
- Identifying questions about details
- Understanding inference questions
- Predicting

Grammar:

- Identifying missing parts of speech
- Analysing grammatical relationships between parts of the sentence

Participles (for further practice and/or supplementation see Business Grammar and Practice)

Reading:

- Becoming familiar with the layout of texts used in the working place (double passages)
- Skimming and scanning
- Understanding inference questions
- Identifying the main idea
- Determining meaning from context
- Recognizing the topic

Section 1

Listening

Materials:

a) Longman Preparation Series for the New TOEIC® Test: Advanced Course

b) Practice Exams for the TOEIC® Test

Section 1 – Part 3

Listening Comprehension Section: Part III: Conversations

- Longman Preparation Series for the New TOEIC® Test: Advanced Course. Part III: Conversations (p. 52-54, 80-85): Students should be reminded of the common traps introduced in the introductory section (similar sounds, confusion among prepositions, and confusion about words used in a different context). Teacher should then do the following activities in class. Students should be encouraged to use the strategies introduced in the introductory sections while doing the activities. (Focus on question and content words).

Strategy Practice: Why

TOEIC® Test Practice 5

- Practice Exams for the TOEIC® Test. Examination 2: Part III: Conversations (p. 67-69). To be done in class. Students should be encouraged to apply the strategies introduced in the earlier sessions (focus on question words and on content words, semantic associations etc.).

Section 1 – Part 4

Listening Comprehension Section: Part IV: Short Talks

- Longman Preparation Series for the New TOEIC® Test: Advanced Course. Part IV: Short Talks (p. 93-95, 102-104): Teacher should first go over the common traps used in this section of the test (similar sounds, confusion among prepositions, words out of context). and then do the following activities in class, encouraging students to use the strategies introduced in the introductory sections.

Strategy Practice: News

Strategy Practice: Weather
Section 2  

Reading  

Materials:  

a) Longman Preparation Series for the New TOEIC® Test: Advanced Course  
b) Business Grammar & Practice  
c) Practice Exams for the TOEIC® Test  

Section 2 – Part 5  

Reading Part V: Grammar Patterns: Incomplete Sentences:  
Check homework  

Section 2 – Part 6  

Reading Part VI: Grammar Patterns: Text Completion:  
Check homework  

o Longman Preparation Series for the New TOEIC® Test: Advanced Course.  
  Participles (p. 158)  

SUPPLEMENTARY GRAMMAR: Business Grammar & Practice:  

Participles are NOT covered in this grammar book.  
This unit should be supplemented with a presentation of the Participles. Participles may be tested in the New TOEIC® in various ways. Teacher can use exercises from his/her own resources.  

o Longman Preparation Series for the New TOEIC® Test: Advanced Course.  
  TOEIC Test Practice 2 (p. 161)  

Section 2 – Part 7  

Part VII: Reading Comprehension:  
Check homework  

o Longman Preparation Series for the New TOEIC® Test: Advanced Course.  
  Double Passages (p. 203-211): Teacher should go over the strategies students need to employ for this section of the test. Teacher should do some of the readings in class showing students how to apply the various techniques and strategies and assign the rest as homework. Students should be reminded to time themselves while doing their homework so that they learn to budget their time effectively.  

o Practice Exams for the TOEIC® Test.  
  Examination 2: Part VII: Double Passages (p. 92-99). Teacher should allow students 20-25 minutes to do this part in class. Students should be encouraged to use strategies for this part of the test introduced in the earlier sessions. Then teacher should go over the test in class eliciting explanations and justifications from students. (Alternatively, this part can be assigned as homework).
Lesson 10:

Lesson Aims and Overview

Listening:
Revision
Analyzing photographs
Distinguishing similar sounds
Making correct statements to describe a picture
Making correct interpretations
Distinguishing statements that are partially true
Understanding prepositions
Understanding question words
Focusing on the purpose of the question
Identifying general information questions
Identifying questions about details
Understanding inference questions
Predicting

Grammar:
Revision
Identifying missing parts of speech
Analysing grammatical relationships between parts of the sentence

Reading:
Becoming familiar with the layout of texts used in the working place (double passages)
Skimming and scanning
Understanding inference questions
Identifying the main idea
Determining meaning from context
Recognizing the topic

Section 1
Listening

Materials: Longman Preparation Series for the New TOEIC® Test: Advanced Course

Section 1 – Part 3 Listening Comprehension Section: Part III: Conversations

Longman Preparation Series for the New TOEIC® Test: Advanced Course. Part III: Conversations (p. 52-54, 86-91): Teacher should go over the common traps introduced in the introductory section (similar sounds, confusion among prepositions, and confusion about words in a different context). Then teacher should do the following activities in class encouraging students to apply the strategies introduced in the introductory sections (focus on question words and on content words).

Strategy Practice: How TOEIC® Test Practice 6: How

Section 1 – Part 4 Listening Comprehension Section: Part IV: Short Talks

Longman Preparation Series for the New TOEIC® Test: Advanced Course. Part IV: Short Talks (p. 93-95, 105-110): Teacher should first go over the common traps used in this section of the test (similar sounds, confusion among prepositions, words out of context). Teacher should then do the following activities in class encouraging and helping students to use the strategies introduced in the introductory sections.

TOEIC® Test Practice: Talks

Practice Exams for the TOEIC® Test. Examination 2: Part IV:
Conversations (p. 70-72). This part of the test should be done in class. Students should make an effort to use the strategies introduced in the earlier sessions (focus on question words and on content words, semantic associations, etc.).

Section 1: Review

Listening Comprehension Review (p. 111-123): The Listening Comprehension Review should be assigned as homework.

Section 2: Reading

Materials:

a) Longman Preparation Series for the New TOEIC® Test: Advanced Course

b) Practice Exams for the TOEIC® Test

Section 2 – Part 6: Reading Part VI: Grammar Patterns: Text Completion:

Check homework

- Longman Preparation Series for the New TOEIC® Test: Advanced Course: More TOEIC® Test Practice (p. 165-168)

Section 2 – Review: Reading Review

- Longman Preparation Series for the New TOEIC® Test: Advanced Course: Reading Review (p. 212-241): The Reading Review should be assigned as homework. Students should time themselves and use the answer sheet. Students should also be reminded that they should make every effort possible to finish the test in the time limit.

Lesson 11:

Lesson Aims and Overview

Listening:
Revision
Analyzing photographs
Distinguishing similar sounds
Making correct statements to describe a picture
Making correct interpretations
Distinguishing statements that are partially true
Understanding prepositions
Understanding question words
Focusing on the purpose of the question
Identifying general information questions
Identifying questions about details
Understanding inference questions
Predicting

Grammar:
Revision
Identifying missing parts of speech
Analysing grammatical relationships between parts of the sentence

Reading:
Revision
Becoming familiar with the layout of texts used in the working place
Skimming and scanning
Understanding inference questions
Identifying the main idea
Determining meaning from context
Recognizing the topic

Focus:
Towards the end of the course, more emphasis should be placed on how students can exploit all the techniques and strategies they have acquired for effective budgeting of test time.

Materials:
Longman Preparation Series for the New TOEIC® Test: Advanced Course.

Section 1
Listening

Section1: Review
Listening Comprehension Review (p. 111-123):
Check homework.

Section 1
Practice Test One (p. 245-257): Listening Comprehension: To be done in class. Students should be asked to use the answer sheet.

Section 2
Reading

Section 2 – Part 6
Reading Part VI: Grammar Patterns: Text Completion:


- Longman Preparation Series for the New TOEIC® Test: Advanced Course: Practice Test One (p. 259-285): Reading The Reading Section should be assigned as homework. Students should do this section under exam conditions: time themselves and use the answer sheet. Students should also make every effort possible to complete this section in the time limit.
Lesson 12:

Lesson Aims and Overview

Aims:
To revise all the strategies students need to employ on the actual test day and to show students techniques for budgeting their time effectively.

Materials:
Longman Preparation Series for the New TOEIC® Test: Advanced Course

- Longman Preparation Series for the New TOEIC® Test: Advanced Course: Practice Test One (p. 259-285): Reading
  Check homework

- Longman Preparation Series for the New TOEIC® Test: Advanced Course: Practice Test Two (p. 287-327): The listening comprehension section should be done in class. Teacher should go over the test in class eliciting explanations and justifications from the students and going over tips and strategies for this section of the test. The Reading Section should be assigned as homework.

Lesson 13:

Lesson Aims and Overview

Aims:
To revise the strategies students need to employ on the actual test date and to show students techniques for effective budgeting of test time.

Materials:

a) Longman Preparation Series for the New TOEIC® Test: Advanced Course
b) Practice Exams for the TOEIC® Test

- Longman Preparation Series for the New TOEIC® Test: Advanced Course: Practice Test Two (p. 287-327): Reading: Check homework. Teacher should go over the test in class. Teacher should try to elicit explanations and justifications from students.

- Practice Exams for the TOEIC® Test: Examination 3 (p. 102-141): The listening comprehension Section should be done in class. Teacher should go over the test in class eliciting explanations and justifications from students and helping them further practice the strategies they will need for completing this section of the test. Students should be asked to do the Reading Section at home.

Lesson 14:

Lesson Aims and Overview

Aims:
To monitor students' progress by administering a test under real exam conditions and to provide students with valuable feedback on their performance.

Materials:
Practice Exams for the TOEIC® Test

- Practice Exams for the TOEIC® Test: Examination 3 (p. 102-141): Check homework. Since this publication includes a key with brief explanations of the correct answers, teacher might want to focus only on those items that students find difficult.
NEW TOEIC® PREP COURSE SYLLABUS

○ **Practice Exams for the TOEIC® Test: Examination 4 (p. 144-181):**
  This test should be done in class as an exit test. Teacher should go over the test in class eliciting explanations and justifications from students and consolidating tips and strategies for completing this section of the test.

○ **Practice Exams for the TOEIC® Test: Examination 5 (p. 197-219):**
  The Reading Section should be assigned as homework.

Lesson 15:

Lesson Aims and Overview

Aims:
To revise the strategies students need to employ on the actual test day and to show students effective budgeting of test time.

Materials: **Practice Exams for the TOEIC® Test**

○ **Practice Exams for the TOEIC® Test: Examination 4 (p. 144-181):**
  Teacher should continue going over the test in class eliciting explanations and justifications from students and consolidating techniques and strategies for this section of the test.

○ **Practice Exams for the TOEIC® Test: Examination 5 (p. 185-219):**
  The listening comprehension section should be done in class. Teacher should go over the reading section, focusing only on those items that students find difficult.

REFERENCES:

COURSE BOOK

PRACTICE MATERIAL

SUPPLEMENTARY MATERIAL

RECOMMENDED BOOKS (for self-study)
(Students should be encouraged to use this book for self study as it is extremely important for them to become familiar with the business jargon.)