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SPEAKING SKILLS

The following skills will help you to implement these strategies in the Speaking section of the TOEFL iBT.

INDEPENDENT TASKS

There are two independent speaking tasks. These two independent speaking tasks are a free-choice response and a paired-choice response.

Speaking Skill 1: PLAN THE FREE-CHOICE RESPONSE

The first and most important step in the independent free-choice task in the Speaking section of the TOEFL iBT is to decode the question to determine what the intended outline is. Independent free-choice questions generally give clear clues about how your answer should be constructed. It is important to follow the clues that are given in the topic when you are planning your answer. You will probably not be given too much credit for a response that does not cover the question in the way that is intended. Study the following question.

Question

Where would you like to be professionally in ten years? Use details to support your response.

As you read this topic, you should quickly determine that you should state clearly *where you would like to be professionally in ten years* and support that statement with *details*. You will have a little bit of time before you speak to plan your ideas. Study the following plan for the response to the question.

INTRODUCTION: I would like to own my own business.

SUPPORTING IDEA 1: first step
will get master's in business
(entrepreneurship)

SUPPORTING IDEA 2: second step
will work in company while planning my
business.

SUPPORTING IDEA 3: third step
will start my own business when I am ready.

CONCLUSION: I can succeed by following this process.

In this plan, there is an introduction about owning my own business and supporting details about the steps I will take to work toward this goal. There is also a conclusion that I can succeed by following this process.

The following chart outlines the key information that you should remember about planning the response.

PLANNING THE RESPONSE	
QUESTION	Each question in the independent free-choice task shows you what you should discuss, and how you should organize your response. You must decide the question to determine how to organize your response.
INTRODUCTION	Begin your response with an introduction.
SUPPORTING IDEAS	Support your introduction with the kinds of ideas that the question asks for (such as reasons, details, or examples).
CONCLUSION	If you have time, end with a conclusion that restates the main point in your introduction.

SPEAKING EXERCISE 1: For each of the following questions, prepare a plan that shows the type of information you will include in your response.

1. What are the characteristics of a good neighbor? Use reasons and details to support your response.

INTRODUCTION: The two most important characteristics are friendliness and helpfulness.

SUPPORTING IDEA 1: first reason
friendliness because I want to live in a place where people are friendly.

SUPPORTING IDEA 2: second reason
helpfulness because it is important for neighbors to help in times of need.

CONCLUSION: Friendliness and helpfulness are important characteristics.

2. What is your favorite holiday? Use reasons and details to support your response.

INTRODUCTION:

SUPPORTING IDEA 1:

SUPPORTING IDEA 2:

CONCLUSION:

3. Which person has helped you the most to get where you are today, and how has he or she helped you? Use examples to support your response.

INTRODUCTION:

SUPPORTING IDEA 1:

SUPPORTING IDEA 2:

CONCLUSION:

4. If you suddenly got \$10 million, what would you spend it on? Use details to support your response.

INTRODUCTION:

SUPPORTING IDEA 1:

SUPPORTING IDEA 2:

CONCLUSION:

5. What does your dream house look like? Use details to support your response.

INTRODUCTION:

SUPPORTING IDEA 1:

SUPPORTING IDEA 2:

CONCLUSION:

6. What is your favorite food? Use reasons and details to support your response.

INTRODUCTION:

SUPPORTING IDEA 1:

SUPPORTING IDEA 2:

CONCLUSION:

7. What are the characteristics of a good parent? Use reasons and details to support your response.

INTRODUCTION:

SUPPORTING IDEA 1:

SUPPORTING IDEA 2:

CONCLUSION:

8. If you could live anywhere, where would you live? Use reasons to support your response.

INTRODUCTION:

SUPPORTING IDEA 1:

SUPPORTING IDEA 2:

CONCLUSION:

9. What person who is alive today would you most like to meet? Use reasons and details to support your response.

INTRODUCTION:

SUPPORTING IDEA 1:

SUPPORTING IDEA 2:

CONCLUSION:

10. Why are you preparing to take the TOEFL test? Use reasons to support your response.

INTRODUCTION:

SUPPORTING IDEA 1:

SUPPORTING IDEA 2:

CONCLUSION:

Speaking Skill 2: MAKE THE FREE-CHOICE RESPONSE

After you have planned your response, you need to make your response. As you make your response, you should think about the following four things: (1) you should start with an introduction, (2) you should support the introduction, (3) you should use transitions to show how the ideas are related, and (4) you should end with a conclusion.

Look at the plan for a response to the independent speaking task on where you would like to be in ten years and a sample response based on these notes.

INTRODUCTION:	I would like to own my own business.
SUPPORTING IDEA 1:	<u>first step</u> will get master's in business (entrepreneurship)
SUPPORTING IDEA 2:	<u>second step</u> will work in company while planning my business.
SUPPORTING IDEA 3:	<u>third step</u> will start my own business when I am ready.
CONCLUSION:	I can succeed by following this process.

(In ten years) I would like to own an import business of my own.
(Next year) I will be starting a master's program in business with a specialization in entrepreneurship. I will be getting this degree because I hope to start my own business and make it successful some day.
After I finish my master's degree (three years from now), I will most likely take a position in another company for a few years to make some money and to spend some time planning my own business.
(Within ten years) I hope to own my own company and be on the way to making it a success. If I follow this process, I know I can succeed.

You should notice that this response includes an introduction followed by several supporting details. The transitions *in ten years*, *next year*, *three years from now*, and *within ten years* are used to show how the ideas are related. The response ends with a conclusion.

The following chart outlines the key information you should remember about making the response.

MAKING THE RESPONSE	
INTRODUCTION	Start your response with an introduction that states the topic and your main point about the topic.
SUPPORT	Include details to support the introduction.
TRANSITIONS	Use transitions to show how the ideas in the response are related.
CONCLUSION	End your response with a conclusion that restates the main point.

SPEAKING EXERCISE 2: Create responses for the independent speaking tasks that you have been working on in Speaking Skills 1-2.

SPEAKING REVIEW EXERCISE (Skills 1-2): Read each question. On a piece of paper, take notes on the main points of each response. Then respond to each question.

1. If you could have any job in the world, what would it be? Use details to support your response.
2. At what age should a person be allowed to drive? Use reasons to support your response.
3. What is the best excuse to give your teacher when you have not done the homework? Use reasons to support your response.
4. What is your favorite day of the year? Use reasons to support your response.
5. What change would you like your government to make? Use reasons to support your response.

Speaking Skill 3: PLAN THE PAIRED-CHOICE RESPONSE

The first and most important step in the independent paired-choice task in the Speaking section of the TOEFL iBT is to decode the question to determine what the intended outline is. Independent paired-choice questions generally give clear clues about how your answer should be constructed. It is important to follow the clues that are given in the topic when you are planning your answer. You will probably not be given too much credit for a response that does not cover the question in the way that is intended. Study the following question.

Question

Do you like to try new kinds of food or eat the same kind of food all the time? Use details and examples to support your response.

As you read this topic, you should quickly determine that you should state clearly whether you like to try new kinds of food or eat the same kind of food and support that statement with *details and examples*. You will have a little bit of time before you speak to plan your ideas. Study the following plan for the response to the question.

INTRODUCTION:	I think I am the kind of person who tries new food, but I am not.
SUPPORTING IDEA 1:	<u>first reason</u> I like to meet new people, go to new places, try new things.
SUPPORTING IDEA 2:	<u>second reason</u> I don't like to try new food.
SUPPORTING IDEA 3:	<u>example</u> Time last week when I went to new restaurant but didn't try new food.
CONCLUSION:	I am not really adventurous with food.

In this plan, there is an introduction about the kind of person I am and supporting details and an example about what I really like. There is a conclusion about not being adventurous with food.

The following chart outlines the key information that you should remember about planning the response.

PLANNING THE RESPONSE	
QUESTION	Each question in the independent paired-choice task shows you <i>what</i> you should discuss and <i>how</i> you should organize your response. You must decode the question to determine how to organize your response.
INTRODUCTION	Begin your response with an introduction.
SUPPORTING IDEAS	Support your introduction with the kinds of ideas that the question asks for (such as reasons, details, or examples).
CONCLUSION	If you have time, end with a conclusion that restates the main point in the introduction.