

# CONTENTS

<b>Introduction</b>	1
<b>SECTION ONE: LISTENING COMPREHENSION</b>	
TOEFL Pre-Test	8
<b>Listening Comprehension</b>	15
<b>Listening Skills—Part A</b>	16
Problems with Similar Sounds	17
<i>Skill 1: Recognize Similar Sounds</i>	17
<i>Skill 2: Choose the Answer That Sounds Different</i>	18
Problems with Negatives	20
<i>Skill 3: Be Careful of Negative Meanings</i>	20
<i>Skill 4: Be Careful of Double Negatives</i>	22
<i>Skill 5: Be Careful of "Almost Negative" Expressions</i>	24
Review Exercises	25
Problems with Verbs	28
<i>Skill 6: Be Careful of Sentences with One Verb</i>	28
<i>Skill 7: Be Careful of Sentences with Two Verbs</i>	30
<i>Skill 8: Be Careful of Modals</i>	33
Review Exercises	35
Problems with Who Is Doing the Action	38
<i>Skill 9: Be Careful of Active and Passive Meanings</i>	38
<i>Skill 10: Recognize Who Is Doing the Action with Certain Verbs</i>	39
Review Exercises	42
<b>Listening Skills—Part B</b>	45
Problems Similar to Listening—Part A	46
<i>Skill 11: Choose the Best Answer that Sounds Different</i>	46
<i>Skill 12: Be Careful of Negatives</i>	47
Review Exercise	49
Problems Specific to Listening—Part B	50
<i>Skill 13: Listen for the Second Line of the Conversation</i>	50
<i>Skill 14: Make Inferences About Who, What, and Where</i>	51
Review Exercises	53
<b>Listening Skills—Part C</b>	56
What to Do Before Listening to the Passages	60
<i>Skill 15: Anticipate the Topics</i>	60
<i>Skill 16: Anticipate the Questions</i>	62
What to Do While Listening to the Passages	64
<i>Skill 17: Determine the Topic</i>	64

<i>Skill 18: Draw Conclusions About Who, What, and Where</i>	65
<i>Skill 19: Read Along with the Answers</i>	66
Review Exercise	68
TOEFL Post-Test	70

## SECTION TWO: STRUCTURE AND WRITTEN EXPRESSION

TOEFL Pre-Test	78
<b>Structure and Written Expression</b>	83
Introduction to the Structure Questions	84
Introduction to the Written Expression Questions	85
Problems in Sentences with One Subject and Verb	86
<i>Skill 1: Be Sure the Sentence Has a Subject and a Verb</i>	86
<i>Skill 2: Be Careful of Objects of Prepositions</i>	88
<i>Skill 3: Be Careful of Appositives</i>	89
<i>Skill 4: Be Careful of Present Participles</i>	90
<i>Skill 5: Be Careful of Past Participles</i>	91
Review Exercise	93
TOEFL Exercise	93
Problems in Sentences with More than One Subject and Verb	94
<i>Skill 6: Use Sentence Connectors Correctly (Pattern One)</i>	94
<i>Skill 7: Use Sentence Connectors Correctly (Pattern Two)</i>	96
<i>Skill 8: Use Sentence Connectors Correctly (Pattern Three)</i>	97
<i>Skill 9: Use Sentence Connectors Correctly (Pattern Four)</i>	99
<i>Skill 10: Use Sentence Connectors Correctly (Pattern Five)</i>	100
Review Exercise	102
TOEFL Exercises	103
Problems with Inverted Subjects and Verbs	105
<i>Skill 11: Invert the Subject and Verb with Question Words</i>	105
<i>Skill 12: Invert the Subject and Verb After Place Expressions</i>	106
<i>Skill 13: Invert the Subject and Verb After Negatives</i>	107
Review Exercise	108
TOEFL Exercises	109
Problems with Subject/Verb Agreement	111
<i>Skill 14: Make Verbs Agree After Prepositional Phrases</i>	111
<i>Skill 15: Make Inverted Verbs Agree</i>	113
<i>Skill 16: Make Verbs Agree After Certain Words</i>	114
Review Exercise	115
TOEFL Exercises	115
Problems with the Comparative and Superlative	117
<i>Skill 17: Form the Comparative and Superlative Correctly</i>	117
<i>Skill 18: Use the Comparative and Superlative Correctly</i>	119
Review Exercise	120
TOEFL Exercises	120
Problems with Parallel Structure	122
<i>Skill 19: Use Parallel Structure with Coordinate Conjunctions</i>	123
<i>Skill 20: Use Parallel Structure with Comparisons</i>	124
<i>Skill 21: Use Parallel Structure with Special Expressions</i>	125



Review Exercise	126
TOEFL Exercises	127
Problems with the Form of the Verb	129
<i>Skill 22: After Have, Use the Past Participle</i>	129
<i>Skill 23: After Be, Use the Present or the Past Participle</i>	130
<i>Skill 24: After Will, Would, or Other Modals, Use the Main Verb</i>	131
Review Exercise	131
TOEFL Exercises	132
Problems with the Meaning of the Verb	134
<i>Skill 25: Know When to Use the Past with the Present</i>	134
<i>Skill 26: Use Have and Had Correctly</i>	135
<i>Skill 27: Use the Correct Tense with Will and Would</i>	136
Review Exercise	138
TOEFL Exercises	138
Problems with Passive Verbs	140
<i>Skill 28: Use the Correct Form of the Passive</i>	141
<i>Skill 29: Recognize Active and Passive Meanings</i>	142
Review Exercise	143
TOEFL Exercises	144
Problems with Nouns	146
<i>Skill 30: Use the Correct Singular or Plural Noun</i>	146
<i>Skill 31: Distinguish Countable and Uncountable Nouns</i>	147
<i>Skill 32: Distinguish the "Person-Noun" from the "Thing-Noun"</i>	148
Review Exercise	149
TOEFL Exercises	150
Problems with Pronouns	152
<i>Skill 33: Distinguish Subject and Object Pronouns</i>	152
<i>Skill 34: Distinguish Possessive Adjectives and Pronouns</i>	154
<i>Skill 35: Check Pronoun Reference for Agreement</i>	155
Review Exercise	156
TOEFL Exercises	156
Problems with Adjectives and Adverbs	159
<i>Skill 36: Use Basic Adjectives and Adverbs Correctly</i>	159
<i>Skill 37: Use Adjectives after Linking Verbs</i>	160
<i>Skill 38: Position Adjectives and Adverbs Correctly</i>	162
<i>Skill 39: Use -ed and -ing Adjectives Correctly</i>	163
Review Exercise	164
TOEFL Exercises	164
Problems with Articles	166
<i>Skill 40: Use Articles with Singular Nouns</i>	167
<i>Skill 41: Distinguish a and an</i>	167
<i>Skill 42: Make Articles Agree with Nouns</i>	168
<i>Skill 43: Distinguish Specific and General Ideas</i>	169
Review Exercise	170
TOEFL Exercises	171
Problems with Prepositions	173
<i>Skill 44: Recognize Incorrect Prepositions</i>	174
<i>Skill 45: Recognize When Prepositions Have Been Omitted</i>	174

Review Exercise	175
TOEFL Exercises	175
Problems with Usage	177
<i>Skill 46: Distinguish Make and Do</i>	178
<i>Skill 47: Distinguish Like, Alike, and Unlike</i>	179
<i>Skill 48: Distinguish Other, Another, and Others</i>	180
Review Exercise	181
TOEFL Exercises	182
TOEFL Post-Test	186

### SECTION THREE: VOCABULARY AND READING COMPREHENSION

TOEFL Pre-Test	194
<b>Vocabulary and Reading</b>	205
<b>Vocabulary Skills</b>	206
<b>Reading Skills</b>	212
Looking Ahead at the Readings	213
<i>Skill 1: Recognize the Overall Organization of a Passage</i>	213
<i>Skill 2: Recognize the Types of Questions</i>	215
Answering Different Types of Questions	217
<i>Skill 3: Find Direct Answers about the Whole Passage</i>	217
<i>Skill 4: Find Direct Answers about Part of the Passage</i>	222
Review Exercise	227
<i>Skill 5: Find Indirect Answers about Part of the Passage</i>	229
Review Exercise	234
<i>Skill 6: Find Indirect Answers about the Whole Passage</i>	238
Review Exercise	243
TOEFL Post-Test	246

### SECTION FOUR: TEST OF WRITTEN ENGLISH

<b>Test of Written English</b>	
The Score	258
Sample Essays	259
Practice Tests	266
<b>Scoring Your Pre-Tests and Post-Tests</b>	268
<b>Charting Your Progress</b>	270
<b>TOEFL Answer Sheets</b>	271