

TOEIC Speaking
Respond to Questions Using Information Provided

Test-Taking Tips:

1. Watch for asterisk (*) and related footnotes.
2. Use the preparation time (30 sec) to pick out key information.
e.g. *the topic (what is it?), what is happening at specific times of the day (morning, afternoon, evening)*
3. Answer with full sentences.
4. Question 8 asks for confirmation **e.g.** asks whether it will be possible to get a special kind of meal. You must check the information, give the answer, and, if necessary, explain why the thing is not possible.
5. Give reasons for no answers. Remember to use full sentences.
e.g. *We've got to meet them at Terminal 1, right?*
- No, actually you are supposed to meet them at Terminal 3.
6. Practice building notes into full sentences.
e.g. *7: 45 Arrive flight NA39 from Toronto*
- At 7:45, you will arrive on flight NA39 from Toronto.
7. Be careful of verb tenses and particles. In most cases you will be talking about the future, so you will usually use either **will or going to**. Look for places where you will need to add prepositions, *e.g. at before times, and remember that you will often need to add articles.*
12:00 - Arrive head office
- At 12:00 noon, you will be arriving at the head office.
8. Often agendas will include extra details, e.g. where something will happen or who will be running an event. You may wish to include this information in the same sentence or put it in an extra sentence.

9:30 Overview of the new franchise project
- Geoff France (Asia Development head)
At 9:30, we will be given an overview of the new franchise project by Geoff France, who is the head of Asia Development.
9. When you are answering Question 9, you should use linkers, time markers, and phrases to introduce choices to make your answer easier to follow.
Time markers: after (dinner, arriving...)/ and then.../ then, after that.../ at 7:30.../finally...
Extra information markers: ...and.../(there is) also.../ ...and also.../ in addition...
Time markers: you have two choices.../You can choose (either x or y)/ Also, at the same time, there is.../You have to choose one of these.

10. Listen for key words to identify which section you will be discussing e.g. prepositions and times that will tell you which information you must include, **e.g.** in the morning, after lunch, before 2:00
11. You should respond as though you are actually talking to the person. It is appropriate to start by acknowledging their request, **e.g. Certainly..., Yes, of course**, and include an introduction that contains part of the question. By adding a phrase like:

***Ok, just let me have a look. Yes...
Yes, of course, just a second...***

Test Techniques:

1. Read the heading to find out what the topic is.
2. Describe what is happening at different times of the day.
3. Look for any notes giving extra information about the agenda.
4. Listen for key words in the questions.
5. Scan the agenda to find the information you need quickly.
6. Answer in full sentences, using phrases to refer back to the agenda or to introduce bad news.
7. Include explanations when answering.
8. Start with an appropriate introductory statement.
9. Use accurate information to make well-formed and well-linked sentences.