



# TOEIC Writing

## High Beginner Level

# TOEIC Writing Test

Questions	Task	Evaluation Criteria
1-5	Write a sentence based on the picture	<ul style="list-style-type: none"><li>▪ Grammar</li><li>▪ Relevance of the sentence to the pictures.</li></ul>
6-8	Respond to the written request	<ul style="list-style-type: none"><li>▪ Quality and variety of sentences</li><li>▪ Vocabulary</li><li>▪ Organization</li></ul>
9-10	Write an opinion essay	<ul style="list-style-type: none"><li>▪ Whether the opinion is supported with reasons and /or examples</li><li>▪ Grammar</li><li>▪ Vocabulary</li><li>▪ Organization</li></ul>

# QUESTIONS 1-5:

## WRITING A SENTENCE BASED ON A PICTURE

### Directions:

In this part of the test, you need to write ONE sentence that is based on the given picture. With each picture, you will be given TWO words or phrases that you must use in your sentence. You can change the forms of the words and you can use the words in any order. Your sentences will be scored depending on the following criteria:

- the appropriate use of grammar and;
- the relevance of the sentence to the picture.

You will have 8 minutes to complete this part of the test.

# Question 1:(people,books)





## Question 2: (ferris wheel, carousel)



## Question 3: (kids, classroom)





## Question 4: (farmers, field)



## Question 5: (wall, stairs)





# Questions 6-8:

## Responding to Written Requests

### Directions:

In this part of the test, you will be asked to respond to the given situation in an e-mail. Your response will be scored depending on the following criteria:

- the quality and variety of your sentences,
- vocabulary, and:
- organization.

You will be given 10 minutes to read and answer each e-mail.

## Question 6

**Direction:** Read the e-mail below. Respond to the email as if you were Mr. Kim. In your e-mail, ask two (2) questions regarding your accommodation and make two (2) requests.

**From:** Jay Jackson

**To:** Mr. Kim

**Subject:** Confirmation

**Sent:** June 2, 2011

Dear Mr. Kim,

I am writing this letter to you on behalf of the management of H2O Hotel. The essence of the letter is to know the things that you will be needing in your event. According to our record you made bookings on the 15<sup>th</sup> of this month for the small conference centre all of which you intend to use for your upcoming annual conference.

We want to assure you that your bookings have been recorded and we promised that you would get the real value for your money. We would like to know if there's any request that you would like to make regarding the things that you have to prepare for the seminar such as lights, extensions cords, sound system etc. We will be glad to assist you. We hope for your response.

Sincerely,

Mr. Jay Jackson

# Question 7

**Directions:** Read the e-mail below. Respond to the e-mail pretending you were one of the tenants of the said tower. Make three (3) suggestions for the improvement and ask one (1) question about the changes in the said tower.

**From:** University Tower Management  
**To:** University tower Tenants  
**Subject:** Suggestions for improvement  
**Sent:** August 28, 5:45 pm

**To our beloved tenants,**

We are planning to renovate some amenities or parts of the tower. The essence of this project is to give you more comfort, fun and convenience in using our University amenities. Due to these changes, we also have to implement new rules in using those facilities. If you have any suggestions or questions regarding the improvement, kindly send us an email. I hope for your favorable cooperation. Thank you.



# Question 8

**Directions:** Read the e-mail below. Respond to the e-mail pretending you were one of the head officers in the school. Make three (3) suggestions and ask two (2) questions to clarify things about the concern.

**From:** President of Student Affairs  
**To:** Department heads  
**Subject:** Mini Library for each department  
**Sent:** December 1, 2011

**Dear Sir/ Madam,**

As the president of student affairs, it is my job to inform your office that we will be having a small project that will be useful for all teachers and students. We decided to build a mini library in each department to give the students the chance to study more. In line with this, we would like to ask your participation about this project. Kindly help us build the plan on how to start it. We would like to get your suggestions as the head officers. We would like to know your inquiries to come up with good ideas.

I hope for your positive response. Thank you!

# Questions 9-10

## Writing an Opinion Essay

### Directions:

In this part of the test, you need to write an essay in response to a question that asks you to state, explain, and support your opinion regarding an issue. Typically, an effective essay will contain a minimum of 300 words. Your response will be scored depending on the following criteria:

- Whether your opinion is supported with reasons and/or examples,
- grammar,
- vocabulary, and;
- organization.

You will have 30 minutes to plan, write, and revise your essay.

## Question 9

- **What has been the best period in your life so far and why?**
- Write an essay of about 300 words describing the time of your life when you were the happiest, and explain why you were happiest then. (You may choose to write a present event as well.)



## Question 10

- **Most people feel that they have "learned some lessons" in their life. They may have made some mistakes that taught them something.**
- What is one thing you have learned from your past? What would you do differently if you could? Remember to be specific.