

# TOEIC Writing Test Practice

Question	Task	Evaluation Criteria
1-5	Write a sentence based on a picture	<ul style="list-style-type: none"><li>■ grammar</li><li>■ relevance of the sentences to the pictures</li></ul>
6-7	Respond to a written request	<ul style="list-style-type: none"><li>■ quality and variety of your sentences</li><li>■ vocabulary</li><li>■ organization</li></ul>
8	Write an opinion essay	<ul style="list-style-type: none"><li>■ whether your opinion is supported with reasons and/or examples</li><li>■ grammar</li><li>■ vocabulary</li><li>■ organization</li></ul>

## Questions 1-5: Write a sentence based on the picture

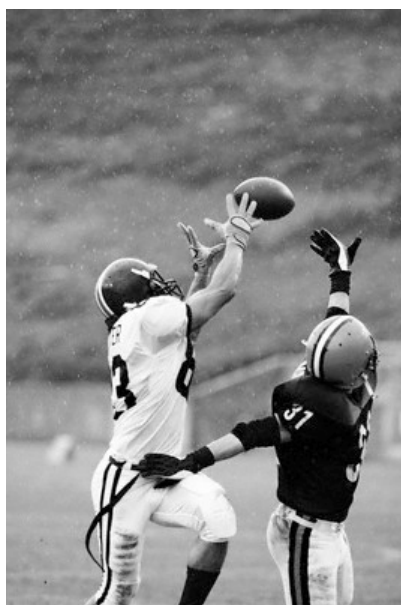
### Directions:

In this part of the test, you will write ONE sentence that is based on a 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 on:

- 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 (questions 1-5)

### Question 1



play / catch

Answer The two football players are trying to catch a ball.

### Question 2



investigate / group

Answer A group of three people are investigating something with their laptops.

### Question 3



serve / guest

Answer A man is serving drinks to his guests.

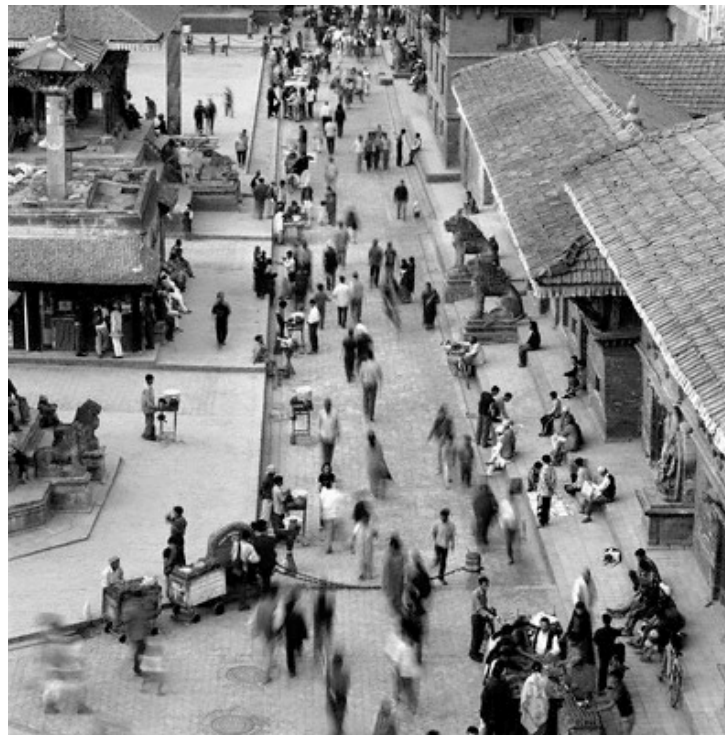
#### Question 4



play / under the

Answer \_\_\_\_\_ A girl is playing with the rain under the umbrella.

#### Question 5



full of activity / avenue

Answer \_\_\_\_\_ This avenue is full of activity.

## Questions 6-7: Respond to a written request

### Directions:

In this part of the test, you will show how well you can write a response to an e-mail. Your response will be scored on:

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

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

### Question 6

**Directions:** Respond to the following email as if you are a customer of a certain airline company. In your email, list down TWO inconveniences that you experienced while on board their aircraft and tell them what you want them to do about these incidents.

FROM: Jim Hudson, Northeastern Airlines
TO: Jane Stewart
SUBJECT: complaint
SENT: November 10, 10:24 A.M.
Dear Ms. Stewart,  We were informed of the unfortunate incidents that you experienced while on board Northeastern Airlines. Please, we encourage you to air out your concerns in order for us to properly address what happened. In this way, we will be able to avoid similar incidents in the future. Thank you.

To : Jim Hudson, Northeastern Airlines
Re:
Dear Mr. Hudson,  Hello. I would like to explain what I experienced <u>and that made me felt-feel<sup>1</sup></u> uncomfortable in your airplane. First, I asked a cabin attendant <u>for<sup>2</sup></u> cold water but she gave me really hot water, which almost burnt me. Second, another attendant spilt orange juice on me but she never apologised at all! I understand they are too busy to concentrate on everything on board but I was really disappointed with this. I need a cleaning coupon for my clothes and proper apologies from the attendants.

<sup>1</sup> The revisions made in this part makes the idea the sentence is trying to present clearer. The "that" clause was able to modify the "experience" that you had in the airplane.

<sup>2</sup> Please use proper prepositions when they are necessary.

I look forward to your reply.

Regards,  
Jane Stewart

### Question 7

**Directions:** Respond to this email as a division head. In your email, mention TWO reasons why you are not satisfied with the presentation and tell your staff what you want him or her to do.

FROM: James Gordon

TO: Michelle Kurt, Division Head

SUBJECT: presentation

SENT: August 9, 2:55 P.M.

Dear Ms. Kurt,

Good day. I have attached a copy of the presentation for your perusal. Please let me know if you desire to make any changes or if you want to clarify something. Thank you.

To : James Gordon

Re: presentation

Dear Mr. Gordon,

Hi. Thank you for your work.

I read through the copy you sent me but there are two things I ~~don't~~ do not<sup>3</sup> like.

First, I think you should use shorter sentences in your presentation. Long ones could make listeners confused.

Second, we need some more ~~some~~ graphics to show what we want to say in a clear and simple way.

Apart from those, you did a great job.

Please correct what I have suggested and send the new version of this presentation<sup>4</sup> until tomorrow.

When you send it to me, I would like you to send it to Mrs. Smith as well.

Thank you.

Warm regards,  
Michelle Kurt

### Questions 8: Write an opinion essay

#### Directions:

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

- 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 8

A gossip culture pervades most companies. Employees like to talk about their bosses or other employees. Is there any advantage to this? What do you think are the disadvantages? Provide reasons and examples to support your opinion.

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<sup>3</sup> Please avoid using contractions in academic and formal writing. Spell out the words.

<sup>4</sup> The pronoun "this" does not have a proper noun to refer to. Avoid using pronouns that refer back to nouns in previous paragraphs; remember that each paragraph in your essay should be understandable and able to stand on its own; furthermore, it should have a central topic introduced in your topic sentence and supported by supporting sentences through proper and extensive explanations or appropriate examples



Everyone talks about others. Some people really love gossiping. People may talk about co-workers, bosses, or celebrities. Do you think gossiping is good because it is fun, or it is bad because it is just meaningless chat? **In my opinion, there are some pros and cons about gossiping. Gossiping has both benefits and drawbacks. I will discuss both effects of gossiping in this essay.**

What is <sup>5</sup> ~~a~~-the good aspect of gossiping? People can get familiar with each other when they talk about the same topic. Especially, when they get so much stress from a person, work, or a circumstance, they really want to make complaints about that and they need someone to agree with what they say because it makes them feel <sup>6-#</sup> ~~what they feel like~~ is not wrong ~~what they feel like that~~. It ~~doesn't~~-does not mean people want to hurt others with the complaints. They just want to reduce the stress by that. **Sometimes, unless we are able to tell somebody about our woes, we remain stressed out.** In addition, people just want to share information they are interested in. Therefore, a gossip culture can make people get closer by sharing something with each other.

However, gossiping has a bad aspect as well. Sometimes gossips contain stories which are not true. When people hear something from here and say that to others, the story could be changed from the original one. For example, a person who suffers from his hard work tells his coworker "I am so tired. This work 'almost' makes me <sup>7</sup> ~~to quick-quit~~ this job **resign from this job**". Next day, he may hear from another coworker **colleague**, "Are you really quitting this job next month?". It is <sup>8</sup> ~~a~~ kind of exaggeration, but it could happen. **Therefore, we should be careful who we gossip with. We must make sure that the people we talk to are trust-worthy.**

Sharing something with others is fun. I think that is one of the biggest reasons why people like a gossip culture, which can be just a time-consuming job. However, we should not take the gossip so seriously <sup>9</sup> ~~ly~~ because it is not the story from the person who actually ~~did~~ ~~does~~ or said that. **Considering that, With that in consideration,** enjoy<sup>ing</sup> a little chat with others can be helpful in your social life.<sup>9</sup>

**In conclusion, sharing gossips can be good as long as we do it with care. We just need to keep in mind that whatever we say can be held against us. Being careful about how we talk about others or about our plans will do no harm to anybody. As long as nobody is hurt or affected in a bad way, gossiping can be fun.**<sup>10</sup>

\* note

**Blue Highlights** : Alternative Expressions for higher words resource level.

**Yellow Highlights** : Improving supporting details

**Gray Highlights** : Distracting sentences.

<sup>5</sup> Please do not forget to use articles on your sentences when necessary. Articles modify nouns and indicate their definiteness in the sentence.

<sup>6</sup> Please consider the proper positioning of words. The position of the words in a sentence affects its meaning so you have to be careful to arrange them in an order that you will deliver the correct idea.

<sup>7</sup> Be careful with your spelling. Some words have similar sounds but their denotations are different.

<sup>8</sup> Construct modifiers properly.

<sup>9</sup> The added supporting details in yellow add more strength to your paragraphs.

<sup>10</sup> This part serves as a conclusion to your essay. A concluding paragraph should summarize the ideas you presented and point your main idea again.

Part 1	Score	Comments
Q1	3	
Q2	3	
Q3	3	
Q4	2	
Q5	3	
Partial Score	14	
Part 2	Score	Comments
Q6	4	<p>On your first response, you were able to fulfill all the requirements of the task. Some grammar errors were also present though they did not necessarily impeded communication. Be careful with the proper formation of words and the proper construction of different sentence structures.</p>
Q7	4	
		<p>On the second response, you were able to fulfill all the requirements of the tasks. There were also some grammar errors but they did not necessarily impeded communication. Just be careful when constructing complex sentences and make sure the idea you present is clear and complete.</p>
Partial Score	8	
Part 3	Score	Comments
Q8 Essay	4	<p>– Total number of words = 311 (More than adequate; ideal number of words for an opinion essay is 300 words)</p> <p>The response was able to address the requirements of the task though not sufficiently. It was good that you were able to present an opinion and state ideas without bias. However, explanations can still be developed. Also, don't forget to put a conclusion to your essay. In the conclusion, the writer should:</p> <p>a. restate important points (summarize) mentioned in the essay  b. may restate opinion (optional)  c. give suggestions  d. never introduce a new topic</p>
Overall Score	26	