**TOEIC Tips**

**1. Understand the test**

Before you start studying for the test, make sure you understand the format of each section. You will be tested on your listening and reading comprehension skills.

**2. Build a strong vocabulary**

A reason students fail the TOEIC test is that they have a very limited vocabulary. The day you decide to take the TOEIC test you should make yourself a blank dictionary. Use a notebook (an address book works great because it is divided into letters) and keep track of all of the new words you learn along the way. It is not useful to study vocabulary lists. You will only remember words that you have seen in context. For each entry, write the word and use it in a sentence.

Keep in mind that the TOEIC test has a business theme. You should study vocabulary from topics such as travel, banking, health, restaurants, offices, etc.

**3. Isolate your weak points**

After you have been studying the TOEIC for a while, you will find out which parts give you the most trouble. You might want to change how you divide your time.

**4. Trust your instincts**

Sometimes an answer will jump out at you as either correct or incorrect. If you have been studying hard, chances are that your brain is telling you which choice to pick. Don't change your answers after following your instinct. If you do decide to change an answer, make sure that you erase very carefully. A machine will be marking your test. Be sure to use a pencil and fill in your circle choice completely. Bring extra pencils, erasers, and a pencil sharpener!

**5. Guess as a last resort**

On test day, if you don't know the answer, you can, don't leave the space blank. There is a good chance you will not have time to go back to this question. You still have a 25% chance of getting the answer right if you guess. If you are sure that one or two of the answers are incorrect, your guess is even more likely to be correct!

**6. Be aware of time management**

**7. Listen quickly**

When you are studying for the TOEIC test, do not get in the habit of rewinding the tape. On test day you won't have any control over the speed of the listening section. You will not even have time to think for very long between questions. Make sure that you do not get behind during the real test. If you do not know the answer, take your best guess. Then continue to follow along. Don't look back at questions when you are waiting for another question to start.

**8. Practise reading aloud**

Reading out loud will help your listening and reading comprehension skills. In order to comprehend English more quickly, it is important that you understand the rhythm of the language. Read from textbooks, pamphlets, newspapers, and even children's novels. You might want to tape yourself and listen to how you sound.

**9. Use mass media**

One of the best ways to prepare for the TOEIC test is to study real English. Watch television, listen to radio reports, and read newspapers and magazines.

**10. Ask questions**

Never hesitate to ask lots of questions. In a TOEIC class, all of the students will benefit from your question. If you don't understand something, such as conditionals, you may lose ten points on a TOEIC exam.

**11. Manage your stress**

**12. Don't cram**

You should never cram (study extremely hard in a short period of time) the night or even week before the TOEIC test. There is so much to learn when you study the TOEIC. The last week should be for reviewing and practising rather than learning new things.