

TOEFL Speaking Templates

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July 2024

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Most of the contents are adopted from *toeflresources.com*.

General Tips

It is a **Language Test** instead of an *rhetoric test*, so imagine yourself talking to a friend instead of talking to a rater:

- You don't need to be interesting.
- You don't need to be convincing.
- **You only need to speak clearly and correctly.**

When talking to your friend, you naturally would:

- **Vary your vocabulary.** Don't repeat words.
- Use **discourse phrases**, such as “as a result” and “moreover”.
- Use a mix of *simple* and *compound* sentences.
- Use different **linking words and transitional phrases**.
- Be more accurate with your vocabulary and don't use several words or complicated constructions when you can use one instead.
- Use idioms only when you're completely sure about the meaning.

1 Question One (Personal Choice)

This part is largely sourced from *toeflresources.com/toefl-independent-speaking*.

Question 1 is also called the “personal choice” question. You must give your personal opinion on a matter related to life in general. You have 15 seconds to prepare, and 45 seconds to speak. You’re likely to encounter those possible question styles:

- Modern Question Style
 - Agree/Disagree: 50%
 - Preferences: 30%
 - Evaluation of an idea: 20%
- “Dead” Question Style
 - Multiple choice
 - Giving advice
 - Advantages/disadvantages

1.1 Answer Template

1. State your main point. (**8s**)
 - I agree with the idea that ...
 - I think it is better to ...
 - I think it is a great/terrible idea to ...
2. (Transition to the details. Omit it if you’re a slow speaker.)
 - I feel this way for two reasons.
3. Support your point. (**25s+12s**)
 - First of all, For example, ... (your personal experience + conclusion)
 - Moreover, To be more specific,
4. (Conclusion: Unnecessary, unless you have a bit of time to kill it.)

1.2 Tips and tricks

- Include a very direct and concise opening line. Don’t waste time!
 - Don’t copy the prompt word for word.
 - No need to list the opposite opinion.
- Fill the first reason with a personal example and let it be longer. The second one can be stated without personal examples and be shorter.

2 Question Two (Campus Announcement)

Most of this section is taken from *toeflresources.com/toefl-speaking-question-two/*.

For the reading and listening materials,

- First, you'll read an announcement, a newspaper article, or a letter published that describe a change will happen or propose a change. Two reasons for that change are incorporated.
- Next, a dialogue between two students discussing this change will be heard, one of whom will express an opinion about the change, either agree or disagree, rarely mixed feelings.
- Remember to take notes cause the reading materials will not emerge again.

2.1 Answer Template

1. State the **change** and the reason for the change.
 - According to the announcement/article/letter,
 - This is because ...and (Omitted for slow speakers)
2. State the speaker's **opinion**.
 - The man/woman supports (or not) this change.
 - The man/woman has a mixed opinion about the change.
3. State the speaker's **reasons**.
 - To begin with, he/she *points out* that...
 - Moreover, he/she *argues* that...
4. (Conclusion: Not necessary.)

2.2 Tips and tricks

- Remember that most of the score is based on the **listening** part. Just spend about 10-13 seconds talking about the reading at most, which is the least important.
- Reasons in reading can be concluded in one sentence.
- As for the listening part, the opinion is mentioned at the beginning, and the reasons are unfolded following the same order as the reading.

3 Question Three (General to Specific)

The content on this page draws from toeflresources.com/toefl-type-3-speaking-guide/.

The academic article focuses on *one concept*. The passage will start with several definition sentences and then provides basic details. Note that the reading material will disappear forever. Next, a lecture on this concept will be heard, with typically two examples or one example with two sides. Note that if only one example is illustrated in the lecture, sort out the *before/after* or the *cause/effect* part.

The question would ask how examples in the lecture illustrate the concept.

3.1 Answer Template

1. State the term and include a **brief explanation**. (12s)
 - According to the passage, [the term] states that ... (use one or two quick sentences).
2. Transition. (3s)
 - The professor elaborates on that by providing one/two example(s).
3. State the example(s). (45s)
 - Two examples: **22s + 23s**;
 - To begin with, he/she mentions that
 - Next, he/she says that
 - One example: **30s for the progression + 15s for the outcome**.
 - The professor recalls the time when (Pave way for the conflict)
 - However, it turned out that (State the usually surprising result)

3.2 Tips and tricks

- Remember that most of the score is based on the **listening** summary. Just spend about 10-13 seconds talking about the reading at most, which is the least important part.
- For slow speakers, skip briefing on the meaning of the term.
- Paraphrase! (Because the term will definitely appear for many times.)

4 Question Four (Academic Lecture)

This section is adopted from *toeflresources.com/speaking-section/toefl-type-4-speaking-question-general-to-specific-html/*.

The academic lecture will be on a specific term or topic. It starts with a short introduction that states and defines the subject (3-5 sentences). After the introduction the example(s) are given. It generally explains two ways something is done, or two ways some process is carried out. It usually includes two examples. Sometimes it has just one example.

You will be asked to use the examples from the lecture to explain a specific term or topic (, which is indeed the start of the lecture, or the last sentence in the lecture before diving into examples).

4.1 Answer Template

1. Introduce the subject. (**5s**)
 - The lecturer explains two ways in which [the term or the topic].
2. First thing (**30s**)
 - First of all,
 - To be specific,
3. Second thing (**25s**)
 - Secondly,
 - The professor says
4. (Conclusion: Not necessary.)

4.2 Tips and Tricks

- **Examples** for this speaking question are the most important, so remember to state as many details as possible to make it scrupulous.
- Logic flow is the essence. You should not respond solely following your draft, because this will distract you from maintaining the logical connections between sentences.