

TOEIC - MASTER'S ESSAY WRITING



TOEIC Practice - Writing

- ❑ Structure: **<https://www.englishclub.com/esl-exams/ets-toEIC-practice-writing.htm>

Format of the TOEIC Writing Test

- ❑ One hour
- ❑ 8 questions including one essay
 - ❑ **Write a sentence based on a picture:** In questions 1-5, you will be asked to write sentences based on pictures. Each picture will have two words that you must use in your sentence. You can change the forms of the words. You will be scored on grammar as well as on the relevance of the sentence to the picture.
 - ❑ **Respond to a written request:** In questions 6-7, you will have to respond in writing to an email request. You will have ten minutes to read and respond to each question.
 - ❑ **Opinion essay:** (30 minutes) In question 8, in this part of the test you will be asked to write an opinion essay in which you state, explain, and support reasons about your opinion. You will have 30 minutes to plan and write your essay. Leave a little time to proofread and edit your essay. Your essay should be 4-5 paragraphs in length. It will be rated in terms of organization, grammar, vocabulary, and coherence.

Writing Test Directions

This is the TOEIC Writing test. This test includes eight questions that measure different aspects of your writing ability. The test lasts approximately one hour.

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

For each type of question, you will be given specific directions, including the time allowed for writing.

Writing test content

TASK	NUMBER OF ITEMS	RESPONSE TIME	GENERAL OUTLINE OF TASK	EVALUATION CRITERIA	SCORE SCALE
Write a sentence based on a picture	5	8 min. for 5 items	Test-taker writes one sentence based on a picture, using the two words or phrases provided.	<ul style="list-style-type: none"> • Grammar • Relevance of the sentences to the pictures 	0~3
Respond to a written request	2	10 min. for each item	Test-taker reads an e-mail message which is about 25 to 50 words long, and writes an e-mail in response.	<ul style="list-style-type: none"> • Quality and variety of your sentences • Vocabulary • Organization 	0~4
Write an opinion essay	1	30 min.	Test-taker writes an essay expressing an opinion on the topic providing, giving reasons or examples to support the opinion.	<ul style="list-style-type: none"> • Whether the opinion is supported with reasons and/or examples • Grammar • Vocabulary • Organization 	0~5

Writing - Part I

There are 10 questions in this part of the test.

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.

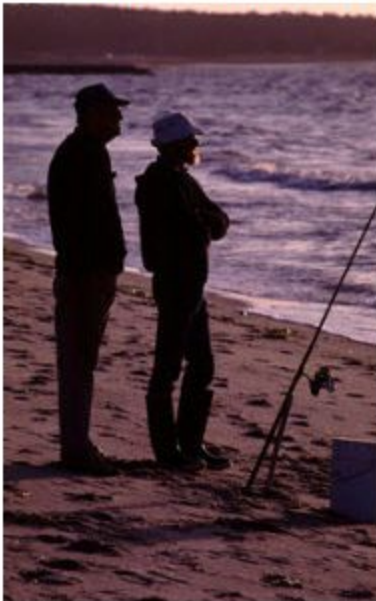
Question 1/10.

guard / apart



Writing - Part I - Samples

Question 1: fishing, at



The men are staring at the lake as they take a fishing break.

Question 2: together, table



Three employees have gathered together around an oval table to discuss their concerns of the day.

Writing - Part II

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.

Directions: Read the e-mail.

From: Dale City Welcome Committee
To: New Dale City Resident
Subject: Welcome to your new home!
Sent: July 23, 4:32 P.M.

Welcome! We would like to be the first to welcome you to Dale City. We know that there are many things to do when you move, from finding your way around town to setting up your utilities. Please contact us if you need any help at all.

Directions: Respond to the e-mail. Respond as if you have recently moved to a new city.
In your e-mail to the committee, make at least TWO requests for information.

(Type your response here.)

<https://www.englishclub.com/esl-exams/ets-toeic-practice-writing.htm>

Writing - Part II - Sample

Questions 6-7: Written Requests

For these questions you will have to respond in writing to an email request. You will have ten minutes to read and respond to each question.

Example: Read the email

To: Home Owner
From: Taryn Kent
Subject: Your home
Sent: January 7

Hello. I've been looking at the photo gallery of your online home buyer's ad. Congratulations on trying to sell your home without a real estate agent. It is difficult (we have done it twice) but is worth the effort if you find a reasonable buyer. My sister is interested in buying a home in your region. Your home could be ideal if you are willing to negotiate the price. Your asking price is about \$10, 000 above her budget. She also wants to live near an elementary school and a bus route. I'm not sure if your home is near these amenities. Could you let me know about these details? Most importantly, are you open to negotiation on the price? Please let me know when the house would be available for viewing.

Thank you.
Sincerely,
Taryn Kent

Directions: Respond to the email as if you are trying to sell your house privately. Answer the questions and provide at least TWO details about the neighbourhood and ONE reason why you can or can't negotiate the price.

Sample response:

To: Taryn Kent
From: Home Owner
Subject: My home
Sent: January 8

Hi. Thank you for your message. We are excited about selling our home privately. Your sister is welcome to call me at 222-444-4444 to schedule a time to see our home. We will be showing it this weekend. We are willing to negotiate but will not be able to drop the price too much. We have just spent \$7000 on basement renovations.

There is an elementary school a few blocks from here. It has a very good reputation. The local bus stop is about a five minute walk down the hill. I look forward to meeting your sister. Thank you for reviewing the photos. We love this house and have lived here for twenty years.

Warm regards,
James Canyon

Writing - Part III

Question 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.

Directions: Read the question below. You have 30 minutes to plan, write, and revise your essay. Typically, an effective response will contain a minimum of 300 words.

(Type your response here.)

There are many ways to find a job: newspaper advertisements, Internet job search websites, and personal recommendations. What do you think is the best way to find a job? Give reasons or examples to support your opinion.

Writing - Part III - Sample

Question 8: Opinion Essay

In this part of the test you will be asked to write an opinion essay in which you state, explain, and support reasons about your opinion. You will have 30 minutes to plan and write your essay. Leave a little time to proofread and edit your essay. Your essay should be 4-5 paragraphs in length. It will be rated in terms of organization, grammar, vocabulary, and coherence.

Sample Question: Some companies block their employees from using social media networks and websites such as Facebook. Do you think managers should trust employees to use time wisely, or do you think it is smart of companies to block access to some sites? Provide reasons and examples to support your opinion.

Type your outline (5-10 minutes):

Type your essay (15 minutes):

Sample Essay

The average work day is seven to eight hours long. How much of this time is spent working? People who work on computers have many distractions due to the Internet. Some

companies have been forced to restrict usage of certain sites, such as Facebook and Twitter due to concerns about productivity. It is a wise decision to remove these Internet temptations.

A boss is not a babysitter. Though some people only log onto Facebook or surf the Internet on their own time, other people cannot resist temptation. Having rules about Internet use is not enough. Some employees cannot stand to be stuck in their offices without social interaction. If they need a short break, they should be encouraged to stand up and stretch. Unlike chatting to friends on Facebook, this type of activity increases productivity. By blocking certain social sites from a system, the boss need not waste time monitoring those who cannot follow rules.

When time is wasted online it is the company that pays for the loss. Employees on salary still get paid no matter how productive they are. Those who waste time may not get raises or bonuses, but they still get a paycheck. It is only the employer that loses out when time is wasted online. Employers should not feel guilty about restricting Internet access. If surfing the Internet and sending out Tweets is not part of one's job description, these activities take away from true duties.

Some employees have lost their jobs because they wrote something online against their own company. It is too easy to press send, post, or publish these days. Preventing employees from using certain websites actually protects the employees as well.

There are many honest workers who can be trusted at work. They only check Facebook or Twitter during their break time or lunch, and they don't post any information that could damage the company's (or their own) reputation. Unfortunately, there are always a handful of workers who cannot be trusted. By eliminating the temptation, employers can prevent any problems related to Internet abuse in the workplace.

Now it's your turn

Sample prompt: At some companies, the IT department saves a copy of all staff emails and monitors websites visited on the Internet. Do you agree or disagree that companies should be permitted to do this? Provide reasons or examples to support your opinion.

TOEIC Writing - Sample Test Videos

- ❑ https://www.youtube.com/watch?v=_gPNxegllq
- ❑ <https://www.youtube.com/watch?v=Kp4Owz8BsDo>
- ❑ <https://www.youtube.com/watch?v=vbL1Y1ykhR0>
- ❑ <https://www.youtube.com/watch?v=7FSAC82TR5I>

- ❑ <https://www.youtube.com/watch?v=l-49s5HgVGo>
- ❑ <https://www.youtube.com/watch?v=rHughDx4SsA>
- ❑ <https://www.youtube.com/watch?v=79KlaeJVNSg>

TOEIC Writing Topics

- ❑ <http://kazuo.fc2web.com/English/TOEFL-essay.htm>
- ❑ <https://www.prepscholar.com/toefl/blog/toefl-writing-topics/>

Taking Sample Tests

- ❑ <https://www.ets.org/s/toEIC/pdf/speaking-writing-sample-tests.pdf>
- ❑ https://www.examenglish.com/TOEIC/TOEIC_writing_part1_sample_test.htm
- ❑ <http://englishtestprepreview.com/toEIC-practice-sample-tests/toEIC-practice-test1-writing>
- ❑ https://study.com/buy/course/toEIC-speaking-writing-test-prep-practice.html?src=ppc_adwords_nonbrand&rcntxt=aws&crt=251053349494&kwd=%2BtoEIC%20%2Bwriting&kwid=kwd-345338376674&agid=43385793253&mt=b&device=c&network=g&gclid=EAlaIQobChMIqquJkcqX5gIVBW6GCh0mZAqXEAMYASAAEgLC1PD_BwE#exam
- ❑ <https://www.ets.org/s/toEIC/pdf/speaking-writing-sample-tests.pdf>

Useful Websites

- ❑ <https://www.ets.org/s/toEIC/pdf/speaking-writing-sample-tests.pdf>
- ❑ <http://englishtestprepreview.com/toEIC-test-your-english/toEIC-writing-essay-improvement-practice>
- ❑ http://www.facebook.iycian.com/download/ohmyenglish_toEIC_writing_2.pdf
- ❑ <http://englishtestprepreview.com/toEIC-test-your-english/toEIC-writing-essay-improvement-practice>
- ❑ <http://answers.scottsenGLISH.com/discussion/127/toEIC-writing-opinion>
- ❑ http://www.facebook.iycian.com/download/ohmyenglish_toEIC_writing_2.pdf
- ❑ http://www.toEIC.com.tw/sw/file/TOEIC_Speaking_and_Writing_Examinee_Handbook.pdf
- ❑ <https://www.ets.org/toEIC/test-takers/speaking-writing/about/content-format>
- ❑ <http://englishtestprepreview.com/toEIC-test-your-english/toEIC-writing-essay-improvement-practice>
- ❑ <https://www.mosalingua.com/en/the-toEIC-exam-structure-in-details/>

- ❑ <https://www.testden.com/toEIC/writing.htm>
- ❑ Understanding the scores:
<https://www.wallstreetenglish.com/blog/how-to-prepare-for-the-toEIC-test/>
- ❑ How to ace the exam: <https://www.fluentu.com/blog/business-english/toEIC/>

How is the test graded - Rubrics

- ❑ https://www.iibc-global.org/english/toEIC/test/sw/guide05/guide05_01/score_descriptor.html
- ❑ <https://www.etsglobal.org/Tests-Preparation/The-TOEIC-Tests/TOEIC-Speaking-Writing-Tests/Scores-Overview>