

# How to Use This Book

Among international corporations there is an increasing need to be able to assess the English speaking skills of current and prospective employees. At the same time, there is an increasing demand among international job-seekers to be able to demonstrate (on resumes and CVs) proficiency in spoken English. To meet these demands, the Educational Testing Service (ETS) has created the TOEIC® Speaking Test. This test assesses a person's ability to speak in English in a variety of business-related contexts. *The Michigan Guide to the TOEIC® Speaking Test* was developed to help intermediate-to-advanced learners improve their proficiency in oral English in preparation for the TOEIC® Speaking Test. While the material was created specifically for the TOEIC® Speaking Test, the information and exercises will assist learners in preparing for other speaking tests as well. Indeed, the learning strategies and skills-development exercises offered in the book are useful to all students who need to improve their ability to communicate in spoken English quickly and efficiently.

Section 1 of the book provides an introduction to the components of the test, the basic criteria for achieving a high score, and general and specific test-taking strategies. Section 2 is devoted to helping learners understand the errors they are currently making and to giving them practical strategies that will help them prioritize and minimize those errors. Section 3 addresses pronunciation skills. Learners are given contextualized practice with some of the most problematic vowel and consonant sounds as well as information on and practice with the rhythm of English speech. Section 4 is the core of the textbook. The chapters in this section specifically prepare learners for the six question types on the TOEIC® Speaking Test. Each chapter in this section includes skill-building exercises, strategies, and tips that will allow learners to maximize their score in a minimum amount of time. The chapters in this section also include exercises in grammar, vocabulary, and pronunciation that focus on improving accuracy and fluency for this test in particular and for spoken English in general. The appendix includes two complete practice tests.

This book, with the accompanying audio CD, can be used as part of a test-preparation curriculum or as a self-study tool. However, note that it was not possible to replicate the testing situation. As such, students need to pause or stop the audio between questions on some practice items. In an effort to keep this product affordable, it was necessary to keep the focus on good responses to TOEIC-like questions. Therefore, experienced native-speaker voices were used on the audio to provide students with the best possible responses to be used as models.