

General Test-taking Tips

Here are some test-taking strategies to follow during the test:

- **Know the directions** in each section before the test by taking a practice test. This will help you avoid wasting time during the test.
- **Click "Help"** to review the directions only when absolutely necessary—the test clock doesn't stop when Help is used.
- **Carefully read each question.** Some questions ask for more than one answer. Some questions include the word "not," so they ask about a negative situation.
- **Don't panic.** Concentrate on the current question only. Don't think about how you answered or should have answered other questions.
- **Avoid spending too much time on any one question.** If you've thought about a question and you still don't know the answer, eliminate as many answer choices as possible. Then select the best remaining choice.

- **Pace yourself so you have enough time to answer every question.** Be aware of the time limit for every section/task and budget enough time for each. You can hide the time clock but check the clock periodically to monitor your progress. The clock will automatically alert you when 5 minutes remain in Listening and Reading as well as in Writing.
- **Do not leave questions blank.** If you are not sure of the answer, make the best possible choice.
- **The toolbar** tells you how many questions you've answered and how many remain. Use this information to decide whether you need to go faster or slower.
- **Review in Reading.** You can go back to review and change your responses in the Reading section by clicking "Review". It's best to do this only after you've answered all the questions.

TOEFL® Tips

Use the English Language Every Day

Set aside time each day to communicate only in English. Listen, read, speak and write in English every chance you get.

Write

Send emails, make notes for yourself and write down daily reminders, using new words and common expressions. This helps with sentence structure and vocabulary.

Listen

Listen to music, online broadcasts, radio, television and movies in English. The more you listen, the more you will understand vocabulary and expressions. Music helps you acquire the rhythm and stress patterns of spoken English. Listen closely to the words

Read

Reading is the best way to improve your vocabulary. English-language reading materials — newspapers, magazines, books and websites — are always available.

Speak

Concentrate on speaking loudly and clearly with good pronunciation and intonation. Try to speak in thought groups to have good flow to your speaking. Pause after prepositional phrases and related thought groups. Add emotion and feeling to what you are saying. Practice the same speech in your own language and then try to match the same gestures and feelings when you use English.

Practice on a QWERTY Keyboard

A standard English language (QWERTY) computer keyboard is used for the test. Practice typing on a QWERTY keyboard to become familiar with the keys and layout.

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