

***toeic[®]**

4-Skills

TESTS



+



Trusted worldwide
to measure English
listening, speaking,
reading and writing
skills for the workplace.

TOEIC®

LISTENING, SPEAKING, READING AND WRITING TESTS



Measure beginner to advanced proficiency levels of English listening, speaking, reading and writing skills needed in the workplace.

Why use the TOEIC 4-Skills tests?

The TOEIC Listening, Speaking, Reading and Writing tests enable organizations to assess English-language communication skills that are used in the workplace, from telephone conversations and meetings, to information analysis and correspondence. They also provide organizations detailed feedback on a test taker's ability to be understood by native and non-native speakers, participate in workplace conversations, write emails and express opinions in English.



Scores with Meaning

A rigorous scoring process ensures that the TOEIC Listening, Speaking, Reading and Writing tests deliver accurate and reliable results. Qualified human raters ensure that the TOEIC Speaking and Writing tests deliver accurate and reliable results. For fairness, each individual test is scored by multiple raters, and raters are constantly monitored for consistency.

The tests are based on up-to-date, real-world workplace scenarios. This comprehensive approach provides meaningful feedback on a test taker's ability to perform a range of tasks in both written and spoken contexts, such as understanding explanations, connecting information in different real-world texts, being understood by native and non-native speakers and expressing opinions in English.

The reported score for each skill contains detailed feedback on a test taker's ability to participate in workplace conversations and write emails.

The reported scores provide reliable, consistent data to inform decision making in these key areas:

- ✓ Inform decision-making when pre-selecting and selecting candidates.
- ✓ Position students and learners to form level groups.
- ✓ Measure the progress of students and learners.
- ✓ Validate the level of English required to obtain a diploma or certification.

Tests Format and Content

The TOEIC Listening, Speaking, Reading, and Writing tests are designed to assess English communication skills that are essential in both the workplace and everyday life. These skills range from understanding explanations and instructions to following public talks and announcements. The tests cover a broad spectrum of communication situations, including telephone conversations, presentations, and email writing, reflecting the diverse linguistic demands of professional and personal communication. Test questions are based on up-to-date, real-world workplace scenarios.

The tests can be taken together, in a single test session, or separately: Listening and Reading, Speaking, Writing.



The question types on TOEIC Listening and Reading test and the TOEIC Listening and Reading test Multi-stage Adaptive Version are the same. However, the test format for the multi-stage adaptive version is different.

The TOEIC Listening and Reading test multi-stage adaptive version is a multiple-choice tests that consists of 90 questions divided in two sections. Each section has two stages: Unit One, and Unit Two. Unit One is the same for all test takers. Test takers will then receive questions in Unit Two based on their Unit One performance.

The Listening section and Reading section are independent of one another. Performance on the Listening section will not impact the questions received on the Reading section.



LISTENING

The Listening section tests how well test takers understand spoken English.

Test takers will be asked to answer questions based on a variety of statements, questions, conversations, and short talks recorded in English.

Unit 1	Part 1:	Photographs
	Part 2:	Question – response
	Part 3:	Conversations
	Part 4:	Short talks
Unit 2	Part 1:	Question – response
	Part 2:	Conversations
	Part 3:	Short talks

Number of questions: 45 • Total time: 25 minutes



SPEAKING

Test takers record responses to prompts that are designed to measure various aspects of their speaking ability.

Test takers are given specific directions, including the time allowed for preparing and delivering their response.

Questions 1-2:	Read a text aloud
Questions 3-4:	Describe a picture
Questions 5-7:	Respond to questions
Questions 8-10:	Respond to questions using information provided
Question 11:	Express an opinion

Total time: 20 minutes



READING

The Reading section tests how well test takers understand written English.

Test takers will read a variety of materials and respond at their own pace based on the content of the materials provided.

Unit 1	Part 1:	Incomplete Sentences
	Part 2:	Text Completion
	Part 3:	Reading Comprehension
Unit 2	Part 1:	Incomplete Sentences
	Part 2:	Text Completion
	Part 3:	Reading Comprehension

Number of questions: 45 • Total time: 37 minutes



WRITING

Test takers respond to prompts that are designed to measure different aspects of their writing ability.

Test takers are given specific directions, including the time allowed for delivering their response.

Questions 1-5:	Write a sentence based on a picture
Questions 6-7:	Respond to a written request
Question 8:	Write an opinion essay

Total time: 60 minutes

Taking the Tests

The TOEIC Listening, Speaking, Reading and Writing tests can be taken together, in a single test session, or separately: Listening and Reading, Speaking, Writing.

The tests are offered:



As an Institutional Program:

- ✓ The tests can be taken:
 - In person, at a location determined by the organization and under its responsibility,
 - Remotely*, at a location chosen by the candidate.
- ✓ The tests are available on computer and tablet, but an external keyboard is mandatory to take the test on tablet.
- ✓ The organization can access the results in Excel format on its online Customer Account. The digital score report is available as an option.
- ✓ The results of the Institutional Program are intended for internal use only.*



As a Public Program:

- ✓ In a public program test center, the organization can choose between:
 - An online test, on a computer (all tests) or tablet (Listening and Reading test only).
- ✓ The organization can access the results in an Excel format in its online Customer Account.
- ✓ The organization receives a digital certificate of results. It can choose to send the certificates to the candidates themselves or activate automatic sending to candidates from their online account.
- ✓ The results of the Public Program are intended for international use.

** Specific features may exist depending on the country.
Please get in touch with your sales contact for more information.*

Scores

The **digital score report** includes separate scores for each skill and a combined score for Listening and Reading.

Scoring scale

- ✓ The Listening and Reading sections are scored from 5 to 495 points each.
- ✓ The total of the Listening and Reading sections is scored from 10 to 990 points.
- ✓ Speaking and Writing sections are scored separately on a scale of 0 to 200 points.
- ✓ Each result is correlated with the Common European Framework of Reference for Languages (CEFR), from level A1 to C1.

Validity of results

- ✓ Results are valid for 2 years.

Delivery time and reception of score reports

In the case the tests are taken in a **single test session**, the delivery time and score reports are the following, for both institutional and public programs:

Digital Score Report

7 calendar days

Paper Score Report

7 calendar days + delivery time

Institutional Program

ETS TOEIC SCORE REPORT

Name: **Test Taker 1** Identification No: **1234567891**

Date of Birth: **12 Oct 1995** Test Date: **04 June 2021** Valid Until: **04 June 2023**

Client/Institution: **Client Name - Country**

Listening	Reading	Total	Speaking	Writing
490	455	945	120	30
CEFR Level: C1	CEFR Level: C1		CEFR Level: B1	CEFR Level: A1

Typical strengths for your Listening score

Your scaled score is between 490 and 495. Test takers who score around 490 typically have the following strengths:

- They can infer the central idea, purpose, and basic content of short spoken exchanges across a broad range of vocabulary, even when conversational responses are indirect or not easy to predict.
- They can infer the central idea, purpose, and basic content of extended spoken texts across a broad range of vocabulary. They can do this even when the information is not supported by repetition or paraphrase and when it is necessary to connect information across the text.
- They can understand details in short spoken exchanges, even when negative constructions are present, when the language is syntactically complex, or when difficult vocabulary is used.
- They can understand details in extended spoken texts, even when it is necessary to connect information across the text and when this information is not supported by repetition. They can understand details when the information is paraphrased or when negative constructions are present.

To see weaknesses typical of test takers who score around 490, see the Proficiency Description Table.

Typical strengths for your Reading score

Your scaled score is between 455 and 460. Test takers who score around 455 typically have the following strengths:

- They can locate the correct answer to a factual question when not very much reading is necessary and when the language of the text matches the information that is required.
- They can understand easy vocabulary and common phrases.
- They can understand the most common, rule-based grammatical constructions when not very much reading is necessary.

To see weaknesses typical of test takers who score around 455, see the Proficiency Description Table.

Typical strengths for your Speaking score

Your scaled score is between 110 and 120. Test takers who score around 110 typically have the following strengths:

- Test takers at this level can create organized, sustained discourse appropriate to the typical workplace when they express opinions or respond to complicated requests, though speech is highly intelligible. Their use of basic and complex grammar is good, and their use of vocabulary is accurate and precise.
- Test takers at this level can also use spoken language to answer questions and give basic information.
- Their pronunciation, intonation and stress are all times highly intelligible.

Typical strengths for your Writing score

Your scaled score is between 30 and 40. Test takers who score around 30 typically have only very limited ability to express an opinion and give straightforward information. At this level, test takers cannot give straightforward information. Typical weaknesses at this level include:

- not including any of the important information
- missing or obscure connections between ideas
- frequent grammatical mistakes or incorrect word choices
- When attempting to explain an opinion, test takers at this level show one or more of the following serious flaws:
 - serious disorganization or underdevelopment of ideas
 - little or no detail, or irrelevant specifics
 - serious and frequent grammatical mistakes or incorrect word choices

At this level, test takers are unable to produce grammatically correct sentences.

Typical strengths for your Listening score

Your scaled score is between 490 and 495. Test takers who score around 490 typically have the following strengths:

- They can infer the central idea, purpose, and basic content of short spoken exchanges across a broad range of vocabulary, even when conversational responses are indirect or not easy to predict.
- They can infer the central idea, purpose, and basic content of extended spoken texts across a broad range of vocabulary. They can do this even when the information is not supported by repetition or paraphrase and when it is necessary to connect information across the text.
- They can understand details in short spoken exchanges, even when negative constructions are present, when the language is syntactically complex, or when difficult vocabulary is used.
- They can understand details in extended spoken texts, even when it is necessary to connect information across the text and when this information is not supported by repetition. They can understand details when the information is paraphrased or when negative constructions are present.

To see weaknesses typical of test takers who score around 490, see the Proficiency Description Table.

Typical strengths for your Reading score

Your scaled score is close to 450. Test takers who score around 450 typically have the following strengths:

- They can infer the central idea and purpose of a written text, and they can make inferences about details.
- They can read for meaning. They can understand factual information, even when it is not explicit.
- They can connect information across an entire text, and they can make distinctions between text-related facts.
- They can understand a broad range of vocabulary, unusual meanings of common words, and idiomatic usage. They can also make distinctions between the meanings of closely related words.
- They can understand rule-based grammatical structures. They can also understand difficult, complex, and uncommon grammatical constructions.

To see weaknesses typical of test takers who score around 450, see the Proficiency Description Table.

Typical strengths for your Speaking score

Your scaled score is between 110 and 120. Test takers who score around 110 typically have limited success at expressing an opinion or responding to complicated requests. Typical weaknesses at this level include:

- language that is inaccurate, imprecise or repetitive
- omission of the most important information
- long pauses and frequent hesitations
- limited expression of ideas and connections between ideas
- limited vocabulary

Most of the time, test takers at this level can answer questions and give basic information. However, sometimes their responses are difficult to understand or irrelevant.

When reading aloud, test takers at this level are generally intelligible. However, when writing language, their pronunciation, intonation and word stress may be incoherent.

Typical strengths for your Writing score

Your scaled score is between 30 and 40. Test takers who score around 30 typically have only very limited ability to express an opinion and give straightforward information. At this level, test takers cannot give straightforward information. Typical weaknesses at this level include:

- not including any of the important information
- missing or obscure connections between ideas
- frequent grammatical mistakes or incorrect word choices
- When attempting to explain an opinion, test takers at this level show one or more of the following serious flaws:
 - serious disorganization or underdevelopment of ideas
 - little or no detail, or irrelevant specifics
 - serious and frequent grammatical mistakes or incorrect word choices

At this level, test takers are unable to produce grammatically correct sentences.

* The range of total scores associated with each CEFR level is estimated by adding the relevant cut scores from the Listening and Reading test section CEFR mappings. Whenever possible, ETS encourages score users to consider CEFR levels separately for Listening and Reading rather than using a single overall estimate based on the total score. This approach is more precise and considers a test taker's language profile, which may differ between listening and reading comprehension.
Note: TOEIC scores more than two years old cannot be reported or validated.
This score report is intended for use in the country of testing.

ETS Global, 43 rue Talbot, 75009 Paris, France.
www.etsglobal.org

© Copyright © 2021 by ETS. All rights reserved. ETS, the ETS logo and TOEIC are registered trademarks of ETS in the United States and other countries.

The design is subject to change

Public Program

ETS TOEIC SCORE REPORT

Name: **Test Taker 1** Identification No: **1234567891**

Date of Birth: **12 Oct 1995** Test Date: **04 June 2021** Valid Until: **04 June 2021**

Client/Institution: **Client Name - Country**

Listening	Reading	Total	Speaking	Writing
490	455	990	165	160
CEFR Level: C1	CEFR Level: C1		CEFR Level: B2	CEFR Level: B2

Typical strengths for your Listening score

Your scaled score is between 490 and 495. Test takers who score around 490 typically have the following strengths:

- They can infer the central idea, purpose, and basic content of short spoken exchanges across a broad range of vocabulary, even when conversational responses are indirect or not easy to predict.
- They can infer the central idea, purpose, and basic content of extended spoken texts across a broad range of vocabulary. They can do this even when the information is not supported by repetition or paraphrase and when it is necessary to connect information across the text.
- They can understand details in short spoken exchanges, even when negative constructions are present, when the language is syntactically complex, or when difficult vocabulary is used.
- They can understand details in extended spoken texts, even when it is necessary to connect information across the text and when this information is not supported by repetition. They can understand details when the information is paraphrased or when negative constructions are present.

To see weaknesses typical of test takers who score around 490, see the Proficiency Description Table.

Typical strengths for your Reading score

Your scaled score is between 455 and 460. Test takers who score around 455 typically have the following strengths:

- They can locate the correct answer to a factual question when not very much reading is necessary and when the language of the text matches the information that is required.
- They can understand easy vocabulary and common phrases.
- They can understand the most common, rule-based grammatical constructions when not very much reading is necessary.

To see weaknesses typical of test takers who score around 455, see the Proficiency Description Table.

Typical strengths for your Speaking score

Your scaled score is between 110 and 120. Test takers who score around 110 typically have the following strengths:

- Test takers at this level can create organized, sustained discourse appropriate to the typical workplace when they express opinions or respond to complicated requests, though speech is highly intelligible. Their use of basic and complex grammar is good, and their use of vocabulary is accurate and precise.
- Test takers at this level can also use spoken language to answer questions and give basic information.
- Their pronunciation, intonation and stress are all times highly intelligible.

Typical strengths for your Writing score

Your scaled score is between 30 and 40. Test takers who score around 30 typically have only very limited ability to express an opinion and give straightforward information. At this level, test takers cannot give straightforward information. Typical weaknesses at this level include:

- not including any of the important information
- missing or obscure connections between ideas
- frequent grammatical mistakes or incorrect word choices
- When attempting to explain an opinion, test takers at this level show one or more of the following serious flaws:
 - serious disorganization or underdevelopment of ideas
 - little or no detail, or irrelevant specifics
 - serious and frequent grammatical mistakes or incorrect word choices

At this level, test takers are unable to produce grammatically correct sentences.

Typical strengths for your Listening score

Your scaled score is between 490 and 495. Test takers who score around 490 typically have the following strengths:

- They can infer the central idea, purpose, and basic content of short spoken exchanges across a broad range of vocabulary, even when conversational responses are indirect or not easy to predict.
- They can infer the central idea, purpose, and basic content of extended spoken texts across a broad range of vocabulary. They can do this even when the information is not supported by repetition or paraphrase and when it is necessary to connect information across the text.
- They can understand details in short spoken exchanges, even when negative constructions are present, when the language is syntactically complex, or when difficult vocabulary is used.
- They can understand details in extended spoken texts, even when it is necessary to connect information across the text and when this information is not supported by repetition. They can understand details when the information is paraphrased or when negative constructions are present.

To see weaknesses typical of test takers who score around 490, see the Proficiency Description Table.

Typical strengths for your Reading score

Your scaled score is close to 450. Test takers who score around 450 typically have the following strengths:

- They can infer the central idea and purpose of a written text, and they can make inferences about details.
- They can read for meaning. They can understand factual information, even when it is not explicit.
- They can connect information across an entire text, and they can make distinctions between text-related facts.
- They can understand a broad range of vocabulary, unusual meanings of common words, and idiomatic usage. They can also make distinctions between the meanings of closely related words.
- They can understand rule-based grammatical structures. They can also understand difficult, complex, and uncommon grammatical constructions.

To see weaknesses typical of test takers who score around 450, see the Proficiency Description Table.

Typical strengths for your Speaking score

Your scaled score is between 110 and 120. Test takers who score around 110 typically have limited success at expressing an opinion or responding to complicated requests. Typical weaknesses at this level include:

- language that is inaccurate, imprecise or repetitive
- omission of the most important information
- long pauses and frequent hesitations
- limited expression of ideas and connections between ideas
- limited vocabulary

Most of the time, test takers at this level can answer questions and give basic information. However, sometimes their responses are difficult to understand or irrelevant.

When reading aloud, test takers at this level are generally intelligible. However, when writing language, their pronunciation, intonation and word stress may be incoherent.

Typical strengths for your Writing score

Your scaled score is between 30 and 40. Test takers who score around 30 typically have only very limited ability to express an opinion and give straightforward information. At this level, test takers cannot give straightforward information. Typical weaknesses at this level include:

- not including any of the important information
- missing or obscure connections between ideas
- frequent grammatical mistakes or incorrect word choices
- When attempting to explain an opinion, test takers at this level show one or more of the following serious flaws:
 - serious disorganization or underdevelopment of ideas
 - little or no detail, or irrelevant specifics
 - serious and frequent grammatical mistakes or incorrect word choices

At this level, test takers are unable to produce grammatically correct sentences.

* The range of total scores associated with each CEFR level is estimated by adding the relevant cut scores from the Listening and Reading test section CEFR mappings. Whenever possible, ETS encourages score users to consider CEFR levels separately for Listening and Reading rather than using a single overall estimate based on the total score. This approach is more precise and considers a test taker's language profile, which may differ between listening and reading comprehension.
Note: TOEIC scores more than two years old cannot be reported or validated.

ETS Global, 43 rue Talbot, 75009 Paris, France.
www.etsglobal.org

© Copyright © 2021 by ETS. All rights reserved. ETS, the ETS logo and TOEIC are registered trademarks of ETS in the United States and other countries.

The design is subject to change

For more than 45 years as an industry leader, the TOEIC® program has set the global standard for assessing English-language communication skills needed in the workplace and everyday life. The TOEIC assessments are the most widely used around the world with 14,000+ organizations across more than 160 countries trusting TOEIC scores to inform the decisions that matter.

ETS Global is a subsidiary of ETS, a non-profit organization whose mission is to help advance quality and equity in education by providing fair and valid assessments, research and related services. Our solutions and services measure knowledge and skills, promote learning and performance, and support education and professional development for all people worldwide.

To learn more about the TOEIC Program:

www.etsglobal.org