*toeic®

4-Skills

TESTS

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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 adapative 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.
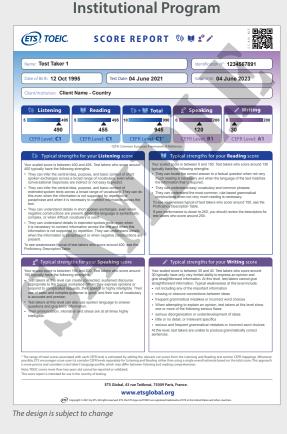
Delivery time and reception of score reports

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:

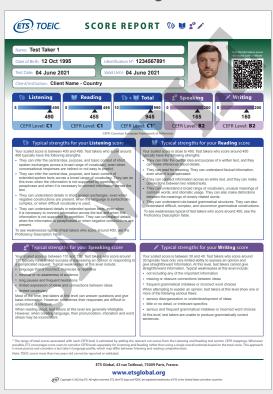|	
Digital Score Report	7 calendar days
Paper Score Report	7 calendar days + delivery time

Institutional Program

The design is subject to change

Public Program

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

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