A Four-Skills Approach to the TOEIC® Test

Gateway to Global Communication

by Kazumichi Enokida  Satoshi Hiramoto  Simon Fraser
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—Gateway to Global Communication—

TOEIC® Test で「聞く・読む・話す・書く」
—グローバルコミュニケーションへの招待—

by
Kazumichi Enokida
Satoshi Hiramoto
Simon Fraser
はじめに

本書は TOEIC®（Test of English for International Communication）形式の問題演習を中心とする総合教材である。トピックは TOEIC®の開発機関である ETS が公表している項に基づき、グローバル社会における、ビジネスや日常生活を中心したさまざまな英語コミュニケーションの場面を扱っている。

本書のコンセプトは、TOEIC®対策を中心に「聞く」「読む」「話す」「書く」の4技能をカバーする点にある。グローバル社会の中でこれからの大学生に必要とされる英語力、すなわち英語の知識と運用能力のバランスの取れた習得を目的としている。具体的には、以下の3つの特徴がある。

(1) 400問を超える TOEIC®パート別形式の問題。TOEIC®のスコアアップのためには、大量の問題演習を通じてテストの形式と内容に慣れておく必要がある。本書は、授業時間の内外で TOEIC®対策を行うのに十分な問題量となっている。

(2) 各章の内容を深めるための活動。リスニング中心の「Dialogue」「Word Match」、語彙中心の「Word Map」「Collocation Tips」は、授業の中で様々な使い方が可能である。

(3) 各章のテーマに関連した「話す」「書く」中心のアウトプット演習。これらの演習は TOEIC®Speaking & Writing Test の一部形式にも対応している。

以上のことから、この一冊で総合的かつ本格的な TOEIC®対策が行えるだけでなく、発信技能を養成する練習を適宜取り入れることで、4技能のバランスのとれた学習が可能となり、TOEIC®スコアアップへの一層の効果が期待される。

本書は、大学・短大等での TOEIC®対策やビジネス英語の授業はもちろんのこと、一般教養課程の英語の授業にも幅広く対応できる内容となっている。技能別科目においても、複数の技能を統合した活動を盛り込むことで、より「使える」英語力の習得が図れるようになる。

最近はあらゆる職種や研究分野において高度な英語運用能力が求められる傾向にあるから、学生時代の TOEIC®への取り組み次第で将来の選択肢の幅は広がるだろう。本書を使用する皆さんには、それぞれに「大学卒業後になりたい自分の姿」を思い描きながら、意欲的に英語学習に取り組んでほしい。

本書の作成にあたり、英宝社の宇治正夫、下村幸一、高野雄一郎の3氏には、筆者からの無理やりわがままを快く承知してくださり、絶えず的確な助言と激励をいただいた。ここに深く感謝申し上げる次第である。

筆 者
本書のねらいと使い方

「TOEIC® Test で「聞く・読む・話す・書く」—グローバルコミュニケーションへの招待—」では、学習者の確保というコンセプトから、問題数を多めに用意しておりますので、授業で未消化の部分は宿題として授業時間外に学習するようにしてください。

Part A : 「聞く」「読む」を中心とした、TOEIC® Test 形式の問題演習です。

Dialogue（音声あり）
ユニットの題材を導入するための対話です。Dialogue を聞き、その内容に関する True/False Questions に答えます。

Word Map
ユニットの重要語について、各語の関係を図にまとめました。この図を英語で説明したり、新しい語を書き加えたりなどして、語彙を効率的で学習できます。

Word Match（音声あり）
ユニットの重要語４語について、英語で説明を聞きます。例文を参考にしながら、それぞれの説明にふさわしい語を選ぶます。

Listening Comprehension（音声あり）
TOEIC® リスニング形式の問題です。ユニットごとに１つのパートを扱います。

Grammar
日本人大学生が間違いやすい文法項目を１ユニットにつき10問扱います。

Reading Comprehension
TOEIC® リーディング形式の問題です。シングルパッセージ、ダブルパッセージ、長文短めの3種類があります。

Collocation Tips
Word Matchで登場した語彙の一部について、それらの具体的な使い方を学びます。

Writing to Learn
ユニットで登場した表現を復習するための、語句並べ替えおよび和文英訳の問題です。

Part B : ユニットのテーマに関連した「話す」「書く」中心のアウトプット演習です。TOEIC® Speaking & Writing Test の一部形式に対応しています。

I Picture Description
写真を一文で説明する練習です。スピーキング練習にも活用できます。

II Reading Aloud（音声あり）
ユニットのトピックに関連した文章です。音声はスローとナチュラルの2種類のスピードが用意されておりますので、音読やシャドーイングなどの練習に活用できます。

III Email Writing
メールを読み、その返事を書く練習です。

IV Essay Writing
ユニットに関連したテーマのエッセイを書く練習です。書く前に、ペア・グループで英語による意見交換を行うと効果的です。
<table>
<thead>
<tr>
<th>Unit</th>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Finding a Job (就職活動)</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Dining Out (食事)</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Business Meeting (会議)</td>
<td>18</td>
</tr>
<tr>
<td>4</td>
<td>Travel (1) (旅行)</td>
<td>26</td>
</tr>
<tr>
<td>5</td>
<td>Entertainment (1) (娯楽)</td>
<td>34</td>
</tr>
<tr>
<td>6</td>
<td>The Office (オフィス)</td>
<td>43</td>
</tr>
<tr>
<td>7</td>
<td>Shopping (買い物)</td>
<td>51</td>
</tr>
<tr>
<td>8</td>
<td>Review and Further Practice (1) (復習)</td>
<td>59</td>
</tr>
<tr>
<td>9</td>
<td>Entertainment (2) (娯楽)</td>
<td>61</td>
</tr>
<tr>
<td>10</td>
<td>Sales and Marketing (セールスとマーケティング)</td>
<td>70</td>
</tr>
<tr>
<td>11</td>
<td>Technical Areas (技術)</td>
<td>79</td>
</tr>
<tr>
<td>12</td>
<td>Health (健康)</td>
<td>87</td>
</tr>
<tr>
<td>13</td>
<td>Finance (金融)</td>
<td>95</td>
</tr>
<tr>
<td>14</td>
<td>Travel (2) (旅行)</td>
<td>104</td>
</tr>
<tr>
<td>15</td>
<td>Corporate Development (経営企画)</td>
<td>112</td>
</tr>
<tr>
<td>16</td>
<td>Review and Further Practice (2) (復習)</td>
<td>120</td>
</tr>
</tbody>
</table>
Unit 1

Finding a Job

Part A

I Dialogue: True or False Questions
1. T / F  2. T / F  3. T / F

II Word Map

III Word Match
Listen to the definitions and match them with the words below:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. candidate ( )</td>
<td>b. degree ( )</td>
</tr>
<tr>
<td>There are only three candidates for the job.</td>
<td>Applicants must have a degree in engineering.</td>
</tr>
<tr>
<td>c. personnel ( )</td>
<td>d. résumé ( )</td>
</tr>
<tr>
<td>The application form is to be returned to the Personnel Department by the date specified.</td>
<td>Make sure your résumé is free from typos or other mistakes.</td>
</tr>
</tbody>
</table>
IV Listening Comprehension: Part I

Listen to the four statements and select the one that best describes what you see in the picture.

1. (A) (B) (C) (D)

2. (A) (B) (C) (D)

3. (A) (B) (C) (D)

4. (A) (B) (C) (D)

5. (A) (B) (C) (D)

6. (A) (B) (C) (D)
Grammar: Verbs and Sentence Patterns

1. One of the Houses of Parliament’s most famous features ( ) the clock tower, commonly known as Big Ben.
   (A) are (B) being (C) to be (D) is

2. ( ) he became CEO before he was forty didn’t surprise us at all.
   (A) What (B) When (C) To (D) That

3. A conference is being held in Las Vegas to ( ) business strategy.
   (A) discuss (B) discuss about (C) discuss for (D) discuss with

4. The NPO is going to ( ) funds for the earthquake-stricken people in China.
   (A) rise (B) raise (C) lie (D) lay

5. Just when we were all getting our winter clothes out, it turned ( ) again.
   (A) out warmly (B) warm (C) to warm (D) warmly

6. Anything you could do to help make the negotiations ( ) would be very much appreciated.
   (A) a success (B) is a success (C) to be a success (D) will be a success

7. I thought ( ) my responsibility to support the chairperson and make a greater contribution to the meeting.
   (A) it be (B) it (C) it to (D) of it

8. The senator ( ) the President for comments made during a speech yesterday.
   (A) apologized (B) apologized against (C) apologized to (D) apologized with

9. Could you ( ) Dan of the inquiry regarding our quarterly analysis?
   (A) recall (B) reject (C) remember (D) remind

10. I ( ) my boss a lot for everything he has done for me.
    (A) have (B) oblige (C) owe (D) take
VI Reading Comprehension

Questions 1-3 refer to the following classified ad.

**Job Title:**
Customer Service Position

**Date Posted:**
04-06-2016

**Description:**
Available immediately in our busy office, this is an entry level position with competitive salary and generous benefits. Responsibilities include customer service, order processing, and data entry. Customer Service or Sales background a plus. Attention to detail and excellent interpersonal skills a must. If you are interested in working for a dynamic company with a supportive work environment, apply now.

**Send cover letter and résumé to:**
Harold Wells
Pacific Business Services
2625 Beachwood Drive
San Bernardino, CA 92407

1. What is the aim of this ad?
   (A) To gather information from customers.
   (B) To hire a new company executive.
   (C) To employ a person in customer service.
   (D) To announce a change in management policy.

2. Which of the following is NOT mentioned in the job description?
   (A) Data entry.
   (B) The office atmosphere.
   (C) Banking experience.
   (D) High communication ability.

3. How should applicants send their information to the company?
   (A) By mail.
   (B) By e-mail.
   (C) By fax.
   (D) By telephone.
Questions 4-8 refer to the following passage and résumé.

**Writing a Résumé**

**Points to keep in mind:**

1. Your résumé should include the following sections: personal and contact information, education and qualifications, work experience, relevant skills, interests and achievements, and references.

2. A good résumé is clear and concise, and contains only necessary information. Stick to a maximum of two sides of A4 paper.

3. Create a unique résumé for each job you apply for. Read the job description carefully, and focus on the skills that can be transferred to that particular job.

4. Make the most of your interests and experience. Include those that help you stand out from the crowd. Use positive words such as “organized” and “achieved.”

5. Write an opening statement (objective). This is a summary of who you are and what type of work you hope to obtain.

6. Try to include two references. These can be previous employers or others who can personally vouch for your skills and experience.

---

Satoshi Enokida  
6-13-1 Kagamiyama  
Hiroshima City, Hiroshima Prefecture 739-8521  
Tel: 082-123-4567

**Employment Objective**  
A position at an international organization requiring English and computer skills

**Education**  
Hiroshima Okonomi University, Faculty of Education, Graduate School  
Master of Education (2015)

Hiroshima Okonomi University, Faculty of Education  
Bachelor of Education (2012)  
Major: Primary Education

Hiroshima Higashi High School (2008)

**Employment Experience**  
Momiji Prep School (Hiroshima City)  
English class instructor (2012 – present)  
Teach students using PCs

**Additional Skills**  
Microsoft Office Specialist (2014)  
STEP Test Pre-1st Grade (2011)  
TOEIC 850 (2011)

**Activities**  
English Speaking Society (Advisor)  
Computer Club (Website Administrator)

**References**  
Available upon request
4. According to the passage, which of the following is true when writing a résumé?
   (A) You should try to write as much as possible.
   (B) It is important not too appear too different from other people.
   (C) It would be better not to mention any hobbies you have.
   (D) None of the above.

5. What kind of skills are considered to be most important when you apply for a job?
   (A) Additional skills.
   (B) Communication skills.
   (C) Objective skills.
   (D) Transferable skills.

6. Which skills does this applicant want to use?
   (A) English and computer skills.
   (B) Teaching skills.
   (C) Banking and accounting skills.
   (D) Customer service skills.

7. What is this applicant's most recent degree?
   (A) BA.  (B) MA.  (C) PhD.  (D) None of the above.

8. What working experience does this applicant have?
   (A) Working for Microsoft.
   (B) Working for a bank.
   (C) Teaching English at high school.
   (D) Tutoring at prep school.

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**Collocation Tips**

(1) résumé  
   a) write a résumé  
   *If you need to write a résumé, the careers office should be able to help.*
   b) send/submit one’s résumé  
   *Betterjob Inc. allows you to send your résumé to hundreds of recruiters instantly.*

(2) interview  
   *The Financial Times held an interview with Dr. Jonathan Suzuki, former president of GXE Institute, about the latest trends of the stock market.*
   *Only a few of the applicants were invited to attend an interview.*
Questions 9-12 refer to the following passage.

Keys to a successful job interview

If you want to be successful in your job interview, you should keep the following points in mind.

a) Treat everyone you meet with professionalism and kindness. That receptionist or secretary may offer her opinion about you to her boss. It will ------.
   
   9. (A) count  
   (B) decline  
   (C) resume  
   (D) reject

b) Don’t let the employer’s informal approach cause you to forget your manners or professionalism. You should maintain a businesslike image. Don’t ------ the interviewer by
   
   10. (A) apply  
   (B) address  
   (C) page  
   (D) reduce

his or her first name unless you are asked to.

c) Don’t ever interrupt the interviewer, even if you are excited and ------ about
   
   11. (A) embarrassed  
   (B) cooperative  
   (C) monopolized  
   (D) enthusiastic

answering the question.

d) Listen very carefully to each question and give thoughtful, ------ and honest answers.
   
   12. (A) on-the-job  
   (B) to-the-point  
   (C) off-guard  
   (D) out-of-work

Ask for clarification if you don’t understand a question. It is OK to take a few moments of silence to gather your thoughts before answering.
**VII Writing to Learn**

1. ケイティはその職の最有力候補です。
   (the leading candidate / the job / is / Katy / for)

2. 私たちは工学の学位がある高いスキルを持つ人材を探しています。
   (with / in / for / a highly-skilled person / are / we / a degree / engineering / looking)

3. この申込書に記入してください。(fill, form)

4. あなたの履歴書はその出版社に転送しておきました。(forward)

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**Part B**

**I Picture Description**
Write a sentence describing the picture below.

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**II Reading Aloud**

When job-hunting, it is important to be able to demonstrate your achievements. There are many job openings for you, but this doesn’t mean you will be able to get all of them. Many applicants will have the same qualifications as you, so try to make your résumé more appealing. The first thing to do is to convince the personnel department that you really are the best person for the job. Think of what you did in college, and choose some extracurricular activities which you think help you stand out from other candidates.
**E-mail Writing**

**Directions:** Respond to the e-mail. Respond as if you are an experienced businessperson and also a close friend of Jay’s. In your e-mail to Jay, tell him at least TWO things which you think are important regarding the dress code.

**From:** Jay Walker  
**To:** Satoshi Enokida  
**Subject:** Job interview  
**Sent:** April 14, 4.35 P.M.

Hi Satoshi,

How are you? I hope you’re doing well. As you know, I’m about to start job hunting in Japan. I’ve got a couple of interviews lined up, but since I’m new here I’m really not sure what kind of clothes I should wear. Could you tell me what would be appropriate? I’d really appreciate your help!

Jay

---

**Essay Writing**

After graduating from college, you will start working, or perhaps go on to graduate school. What do you see yourself doing in five years from now, and why? Try to write at least 300 words.
Unit 2

Dining Out

Part A

I Dialogue: True or False Questions
1. T / F  2. T / F  3. T / F

II Word Map

III Word Match
Listen to the definitions and match them with the words below:

<table>
<thead>
<tr>
<th>a. beverage ( )</th>
<th>b. gratuity/tip ( )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beverages are not included in the price of a meal.</td>
<td>In addition to their salaries, tour guides often receive gratuities from grateful tourists.</td>
</tr>
</tbody>
</table>

c. diet ( )
Her diet consists of hamburgers, fries, and ice cream.

d. reservation ( )
I'll call the restaurant and make the reservation for six-thirty.
IV Listening Comprehension: Part II
You will hear a question or statement together with three responses. Select the best response and circle the letter (A), (B), (C), or (D).

1. (A) (B) (C)  
2. (A) (B) (C)  
3. (A) (B) (C)  
4. (A) (B) (C)  
5. (A) (B) (C)  
6. (A) (B) (C)

V Grammar: Tense and Aspect

1. Pat always looks energetic because he ( ) a short nap after lunch every day.
   (A) takes  (B) is taking  (C) has taken  (D) will take

2. “Phishing” sites ( ) those of real companies, but actually try to steal your personal information.
   (A) are often resembling  (B) are often resembling to
   (C) often resemble  (D) often resemble to

3. When you ( ) at the headquarters tomorrow morning, you will need to sign your name at the security desk.
   (A) will arrive  (B) have arrived  (C) will have arrived  (D) arrive

4. Throughout the negotiations, the management strongly demanded that employees ( ) a salary cut.
   (A) accept  (B) would accept  (C) had accepted  (D) were accepting

5. Alexander, who ( ) born in Vancouver and graduated from the University of British Columbia, was appointed chairperson in 2015.
   (A) is  (B) was  (C) has been  (D) had been

6. Just a few weeks ago, I ( ) the privilege of seeing the entries at the annual National Art Contest.
   (A) was  (B) had  (C) have had  (D) had been

7. As blogs grow bigger, so too ( ) their influence on politics.
   (A) is  (B) was  (C) does  (D) did

8. If you complete the application form and send it to the following address, you ( ) a tax refund.
   (A) are getting  (B) would get  (C) are about to get  (D) will get

9. I ( ) an Alfa Romeo for my next car, but maybe I’ll choose a Toyota hybrid instead.
   (A) am going to buy  (B) was going to buy  (C) will buy  (D) will be buying

10. The plans include the company’s Seattle office, where a two-week project ( ) start in the second quarter.
    (A) is  (B) to  (C) is to  (D) to be
VI Reading Comprehension
Questions 1-3 refer to the following article.

La Bonne Vie

La Bonne Vie, in Seattle's harbor district, has been at the top of the city's best restaurant lists for over twenty years. Behind this success is the talent and passion of chef Georges Romero, who has been responsible for the mouth-watering menus since the restaurant opened in 1985. As well as the wonderful dishes, the restaurant is also known for its elegant, formal decor, top-of-the-line wine list, and fantastic views of the harbor.

It's the food, though, that makes a visit to La Bonne Vie such an unforgettable experience. The three- or five-course menus, which include a menu for vegetarians, are beautifully cooked and presented, and they use only the finest seasonal ingredients. Start your meal with one of the delicious chilled soups or terrines. To follow, you could try the peppered filet mignon steak with oven-roasted peas and pecans—a combination not to be missed! The restaurant's sommelier Jean Blanche has expert knowledge of both Californian and European labels, and you'll have no trouble finding the perfect wine to accompany your meal.

End the evening with a multi-course cheese tasting, or a dazzling dessert chosen from a long list of traditional and contemporary selections. And remember, whether you come on business or for pleasure, at La Bonne Vie you can relax and enjoy the best, most professional service in town.

1. What is the article about?
   (A) The harbor views in Seattle.  
   (B) How to enjoy good wine. 
   (C) One of Seattle's best eating places. 
   (D) Californian and European food.

2. What is the main reason La Bonne Vie has been so successful?
   (A) The elegant decor. 
   (B) The professional service. 
   (C) The excellent food. 
   (D) The fantastic views.

3. How does the article suggest customers finish their meal?
   (A) With cheese or dessert. 
   (B) With a glass of wine. 
   (C) With a vegetarian dish. 
   (D) With Californian pecans.