



TOEIC Writing

Vol 4

TOEIC Writing Test

Questions	Task	Evaluation Criteria
1-5	Write a sentence based on the picture	<ul style="list-style-type: none">▪ Grammar▪ Relevance of the sentence to the pictures.
6-8	Respond to the written request	<ul style="list-style-type: none">▪ Quality and variety of sentences▪ Vocabulary▪ Organization
9-10	Write an opinion essay	<ul style="list-style-type: none">▪ Whether the opinion is supported with reasons and /or examples▪ Grammar▪ Vocabulary▪ Organization

QUESTIONS 1-5: WRITING A SENTENCE BASED ON A PICTURE

Directions:

In this part of the test, you need to write ONE sentence that is based on the given picture. With each picture, you will be given TWO words or phrases that you must use in your sentence. You can change the forms of the words and you can use the words in any order. Your sentences will be scored depending on the following criteria:

- the appropriate use of grammar and;
- the relevance of the sentence to the picture.

You will have 8 minutes to complete this part of the test.

Question 1: (restaurant, people)



Question 2: (men, forest)



Question 3: (elephant, car)



Question 4: (house, girl)



Question 5: (garbage, woman)



Questions 6-7: Respond to Written Request

Directions:

In this part of the test, you will show how well you can write a response to an e-mail. Your response will be scored on the quality and variety of your sentences, vocabulary, and organization.

You will have 10 minutes to read and answer each e-mail.

Questions 6:

Directions: Read the e-mail below.

FROM: Jim Karter
TO: Dr. Nagle
SUBJECT: I would like to thank you.
SENT: April 04, 2005

Dear Dr. Nagle:

I want to thank you very much for interviewing me yesterday for the associate engineer position.

I enjoyed meeting you and learning more about your research and design work.

The interview strengthened my enthusiasm for the position and interest in working for Casey. I believe my education and cooperative education experiences fit nicely with the job requirements, and I'm certain I could make a significant contribution to the firm over time.

I would like to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to call me at the telephone number listed above if I can provide you with any additional information.

Again, thank you for the interview and for your consideration.

Sincerely,

<Signature>
Jim Karter

Directions: Respond to the e-mail as if you are the Human Resources – Department Head. In your email, tell to submit the requirements.

Question 7:

Directions: Read the e-mail below.

FROM: Raina Park
TO: Teacher Lanie
SUBJECT: Please check my homework
SENT: January 3, 2012

Good day Teacher Lanie,

I have sent you my homework. Could you please check it for me? Thank you.

The answers below are my homework.

1. Ask your partner to repeat something.

Could you repeat what you said before?

= Would you mind saying one more time?

2. Ask your partner to help you with your homework.

Could you possibly help me do my homework?

3. Ask your partner to "give you a lift" to school.

Please give me a lift to school.

Could I ask you to give me a lift to school? (formal)

4. Ask your partner to donate money to charity.
Would you be so kind as to donate money to charity?

5. Ask your partner to baby sit your children.
Would you mind if I ask you to baby sit(take care of) my children?

6. Ask your partner to clean up the mess.
Can you help me to clean up the mess?
Will you help me to clean up the mess?

7. Ask your partner to take notes for you in class.
Could you possibly take notes for me in class?

Thank you :)

Directions: Respond to the e-mail as if you are Teacher Lanie. In your email, write 1 possible answer or corrections. You may write 2 comments and suggestions.

Question 8:

Directions: Read the e-mail below.

FROM: Daniel Morgan
TO: Dr. Park
SUBJECT: Requesting Information Example
SENT: February 22, 2011

Message:

Dear Dr. Park,

My name is Daniel Morgan and I am an Associate Professor at Cobalt University. I attended your presentation, “Microbiology in the modern hospital” at the International Association of Physicians conference in February and I am very interested in your ideas.

Would it be possible for you to send me a copy of your presentation for me to show to my colleagues here at Cobalt University? Also, could you suggest some other authors writing on this topic?

You can email me at this address (dmorgan@cobalt.edu) or you may call me at my office (213-555-5566).

Thank you very much for your time and I look forward to hearing from you.

Sincerely,

Daniel Morgan, Ph.D.
Associate Professor
Department of Physical Sciences
Cobalt University

Administrative Bldg
3000 West St.
Quincy, CA. 90033
Phone: 213-555-5566
Cell: 213-555-5443
Fax: 213-555-5556
Email: dmorgan@cobalt.edu
Web: <http://www.cobalt.edu/~dmorgan>

Directions: Respond to the e-mail as if you were Dr. Park. In your email, write 1 presentation about Microbiology in the modern hospital.

Questions 9: Writing an Opinion Essay

Directions:

In this part of the test, you will write an essay in response to a question that asks you to state, explain, and support your opinion on an issue. Typically, an effective essay will contain a minimum of 300 words. Your response will be scored on:

- Whether your opinion is supported with reasons and/or examples, grammar, vocabulary, and organization.

You will have 30 minutes to plan, write, and revise your essay.

Question 9:

Many people think that school children should be required to wear a uniform in school, instead of clothes they choose themselves. Others believe that children should not have to wear a uniform. Which do you think is better and why?

Question 10:

When making an important decision, some people like to take a few hours or days to think before making a decision. Other people like to make decisions quickly. Which do you prefer and why?