

The following strategies can help you on the listening and speaking integrated tasks in the Speaking section.

STRATEGIES FOR AN INTEGRATED SPEAKING TASK (Listening and Speaking)

1. **Be familiar with the directions.** The directions on every test are the same, so it is not necessary to spend time reading the directions carefully when you take the test. You should be completely familiar with the directions before the day of the test.
2. **Dismiss the directions as soon as they come up.** You should already be familiar with the directions, so you can click on **Continue** as soon as it appears and use your time on the passages and questions.
3. **Do not worry if the material in the integrated task is on a topic that is not familiar to you.** All of the information that you need to plan your response is included in the passages. You do not need any background knowledge to answer the questions.
4. **Listen carefully to the passage.** You will hear the passage one time only. You may not hear the passage again.
5. **Take careful notes as you listen to the spoken material.** You should focus on the main points and key supporting material. Do not try to write down everything you hear. Do not write down too many unnecessary details.
6. **Organize your response very clearly.** You should have an overall topic statement that states the main point of the passage and details that support the main point.
7. **Use transitions to make your response cohesive.** Your response is easier to understand if you show how the ideas in your response are related.
8. **Stick to vocabulary, sentence structures, and grammatical points that you know.** This is not the best time to try out new words, structures, or grammar points.
9. **Speak slowly and distinctly.** It is better to speak clearly so that you can be understood than to race through your response so that you can say more.
10. **Monitor the time carefully on the title bar of the computer screen.** The title bar indicates how much time you have to complete your response.

SPEAKING SKILLS

The following skills will help you to implement these strategies in the Speaking section of the *iBT* TOEFL test.

INDEPENDENT TASKS

There are two independent speaking tasks. These two independent speaking tasks are a free-choice response and a paired-choice response.

Speaking Skill 1: PLAN THE FREE-CHOICE RESPONSE

The first and most important step in the independent free-choice task in the Speaking section of the *iBT* TOEFL test is to decode the question to determine what the intended outline is. Independent free-choice questions generally give clear clues about how your answer should be constructed. It is important to follow the clues that are given in the topic when you are planning your answer. You will probably not be given too much credit for a response that does not cover the question in the way that is intended. Study the following question.

Question

Where would you like to be professionally in ten years? Use details to support your response.

As you read this topic, you should quickly determine that you should state clearly *where you would like to be professionally in ten years* and support that statement with details. You will have a little bit of time before you speak to plan your ideas. Study the following plan for the response to the question.

TOPIC STATEMENT: I would like to own my own business

SUPPORT: how I will work toward owning my business

- (details):
- will get master's in business (entrepreneurship)
 - will work in company while planning my business
 - will start my own business when I am ready

In this plan, there is a topic statement about owning my own business and supporting details about the steps I will take to work toward this goal.

The following chart outlines the key information that you should remember about planning the response.

PLANNING THE RESPONSE	
HOW TO DECODE THE QUESTION	Each question in the independent free-choice task shows you <i>what</i> you should discuss and <i>how</i> you should organize your response. You must decode the topic carefully to determine the intended way of organizing your response. You must include a topic statement and support.
HOW TO DEVELOP SUPPORTING IDEAS	Support your topic statement with the kinds of support that the question asks for (such as <i>reasons</i> , <i>details</i> , or <i>examples</i>), and try to <i>personalize</i> your response as much as possible. The more support you have, the better your response will be.

SPEAKING EXERCISE 1: For each of the following questions, prepare a plan that shows the type of information you will include in your response.

1. What are the characteristics of a good neighbor? Use reasons and details to support your response.

TOPIC STATEMENT: *The two most important characteristics are friendliness and helpfulness*

SUPPORT: why these characteristics are important

- (reasons):
- *friendliness because I want to live in a place where people are friendly*
 - *helpfulness because it is important for neighbors to help in times of need*

2. What is your favorite holiday? Use reasons and details to support your response.

3. Which person has helped you the most to get where you are today, and how has he or she helped you? Use examples to support your response.

4. If you suddenly got \$10 million, what would you spend it on? Use details to support your response.

5. What does your dream house look like? Use details to support your response.

6. What is your favorite food? Use reasons and details to support your response.

7. What are the characteristics of a good parent? Use reasons and details to support your response.

8. If you could live anywhere, where would you live? Use reasons to support your response.

9. What person who is alive today would you most like to meet? Use reasons and details to support your response.

10. Why are you preparing to take the TOEFL test? Use reasons to support your response.