

TOEFL Preparation  
Fall Quarter 2009  
Listening and Independent Speaking  
Tuesday and Thursday 1:00-1:50 PM

Instructor: Michael Buckhoff  
mbuckhoff@aol.com, michael@csusb.edu  
<http://www.bettertoeflscores.com>  
Classroom: EE111C

## Course Materials

[Longman Preparation Course for the TOEFL Test iBT](#) by Deborah Phillips. 2006 by Pearson Education, Inc. ISBN: 978-0-13-205690-8

[Five Listening Practice Tests](#)

[Improving your Note-Taking as You Listen](#)

[Understanding Natural Speech](#)

[Giving the Paired-Choice Response](#)

[Creating Topic Statements for Independent Speaking Tasks](#) (Password = speakls222)

[Six Important TOEFL iBT Speaking Tips](#)

[Headset with microphone](#)

## Course Description

This iBT TOEFL elective, through pre-tests, practice exercises (including pronunciation), mini-tests, and post-tests, prepares you to decode, plan, deliver, and get feedback on Independent Speaking tasks and to increase basic comprehension, pragmatic understanding, and connection and synthesis of ideas of 3-5 minute academic listening passages. By the end of the quarter, you will be able to perform the following speaking and listening competencies:

## Speaking Competencies

1. My instructor understands me when I ask a question in English.
2. When I speak English, others can understand me.
3. I can talk in English for a few minutes about a topic with which I am familiar.
4. I can speak for about one minute in response to a question.
5. I can give prepared presentations in English.
6. I can state and support my opinion when speaking English.

7. I can participate in conversations or discussions in English.

## Listening Competencies

1. When instructors speak English, I can understand their directions about assignments and due dates.
2. I can understand a speaker's attitude or opinion about what he or she is saying.
3. I can recognize why an English speaker is saying something (for example, to explain, to complain, to agree, to disagree).
4. I can understand the main ideas of lectures and conversations.
5. I can understand the relationships among ideas in a lecture.
6. After hearing a lecture in English, I can recognize which points are important and which are less important.
7. I can understand important facts and details of lectures and conversations.
8. I do not have any problem understanding what people say in English.

## Course Objectives

To help you meet the aforementioned iBT competency descriptors, this class has four objectives:

1. Learn how to prepare for the Speaking section of the iBT, take specific steps to improve your overall speaking skills, and learn what independent tasks you can do that will prepare you for the Speaking section of the iBT.
2. Complete some independent speaking tasks, during which time either your peers or your instructor will give you feedback using the iBT Speaking Rubrics.
3. Learn and implement effective study habits to prepare you for the Listening section of the iBT, all of which will help you to improve your overall listening comprehension proficiency and will help you to improve your listening in three core areas: for basic comprehension, for pragmatic understanding, and to connect and synthesize ideas.
4. Apply English proficiency developed through the aforementioned skills/study habits to iBT speaking and listening tests, to the successful completion of undergraduate and graduate college classes, and to the workplace setting.

## Assessment Criteria

Your speaking assignments in this iBT preparation class will be evaluated according to the rubrics that ETS has developed for the iBT. Being evaluated by these speaking rubrics (Phillips 540-541) will get you used to the standards that ETS uses in evaluating your speaking proficiency.

## Grading Criteria

The number letter grading scale is set as follows:

- A      Excellent - Mastery of skills with a superior level of performance
- B      Good - Mastery of skills with a high level of performance
- IP     In Progress - Acceptable performance. Not mastered skills for level/course
- UP     Unsatisfactory Progress - Inadequate performance. Failed level/course due to excessive absences, poor participation, failure to complete homework assignments, or low test scores

## Calculation of Final Grade

Attendance	80%
Listening Final Exam	10%
Speaking Final Exam	10%
	100%

## Attendance Policy

So that you do not jeopardize your F-1 visa status, your attendance is required at all class meetings. You should note that your absences are recorded on a government web site closely monitored by INS. Only written documented excuses for an absence may result in your making up an assignment or graded daily work. Two absences will result in an overall reduction of one full letter grade, and four absences will result in a failing grade for this class. Come to class on time. Three tardies will be counted as an absence. If you arrive fifteen minutes late or more, you will be counted absent for that class period. If you do come late to class, please enter quietly so as not to distract the other students.

## Improving your Speaking Skills

1.      Live in an English-only environment in which you are able to practice English with native speakers.
2.      Join a club on campus or attend open forums, university discussions, or debates so that you can hear authentic spoken English. Attend one of two meetings a week.
3.      Join the quarterly ESL conversation group to talk and make friends (UH387).
4.      Go to <http://www.toastmasters.com> and learn about this organization. Then join a club in

a location nearest your city.

- Attend an English speaking church in which you can attend socials, dances, and parties.

## Improving your Independent Speaking Skills

- Create a list of familiar topics and practice speaking about them: “Describe your favorite vacation destination,” and “Describe an important person who has influenced you” are representative of familiar Independent Speaking topics for the iBT
- You could also practice by stating an opinion or a preference and then by presenting reasons clearly and in detail. “Which do you think is better: living on campus in dorms or off campus in apartments?” is representative of an opinion-preference Independent Speaking topic for the iBT.
- Making a recommendation and explaining why it is the best way to proceed is another type of speaking task that you should practice. “What is the best method of travel when going on a vacation? Explain why?” represents this type of Independent Speaking topic for the iBT.
- Practice giving 1 minute responses to these types of speaking tasks.

## Tentative Course Outline (This schedule may change.)

Date	iBT Focus	Speaking and Listening Videos and Articles
Sept 24	Introduction to class	
		<b><u><a href="#">Listen to the song and fill in the missing words</a></u></b>
29	Listening Skill 1: Get the Gist	<b><u><a href="#">Three Tips for Better Listening</a></u></b>  <b><u><a href="#">Getting the Gist of TOEFL iBT Academic Listening Passages: It may be harder than you think!</a></u></b>
Oct 1	Speaking Skill 1; <u><a href="#">Syllable Division</a></u> and Grammatical Word Endings	<b><u><a href="#">TOEFL iBT Example Responses to Independent Speaking Task One</a></u></b>  <b><u><a href="#">My TOEFL iBT Preparation Class: The Shyest Student Is the Best Speaker!</a></u></b>

6	Listening Skill 2: Understand the details	<a href="#"><u><b>Pragmatics: Understanding Purpose and Function</b></u></a>
		<a href="#"><u><b>Discerning Transitions from Main Ideas</b></u></a>
8	Speaking Speaking Skill 1 continued	<a href="#"><u><b>How to Get a High Score on TOEFL Integrated Speaking Task 6!</b></u></a>
		<a href="#"><u><b>One Tool to Help You Write and Speak Well on the TOEFL iBT</b></u></a>
13	Listening Mini-Test 1	<a href="#"><u><b>Afraid of Negative Expressions on TOEFL iBT Listening? Follow these Simple Steps to Increase your Listening Comprehension</b></u></a>
		<a href="#"><u><b>Music and TOEFL iBT Listening: Have Fun While You Listen</b></u></a>
15	Speaking Skill 2; <a href="#"><u>Word stress</u></a>	<a href="#"><u><b>TOEFL Integrated Speaking: Things Are Looking Up in my Class!</b></u></a>
		<a href="#"><u><b>Several Tips on How to Be More Concise</b></u></a>
0	Listening Skill 3: Understand the Function	<a href="#"><u><b>How to Develop an Ear for Making Accurate Inferences about Listening iBT Listening Passages</b></u></a>
		<a href="#"><u>TOEFL iBT Listening and Speaking Tips: Idioms, Phrasal Verbs, and Dave's ESL Cafe</u></a>
22	Speaking Skill 2 continued; <a href="#"><u>Sentence Rhythm</u></a>	<a href="#"><u><b>Do You Regularly Record Your Voice?</b></u></a>
		<a href="#"><u><b>A Case Study of a Student Who Took the TOEFL iBT Nine Times!</b></u></a>
27	Listening Skill 4: Understand the speaker's stance	<a href="#"><u><b>Listening Practice Test about Wrestling</b></u></a>
		<a href="#"><u><b>TOEFL iBT Listening and "You Know" Natural Speech: There Is "Uh" Something You Need to Know</b></u></a>

29	Speaking Skill 3; Intonation	<p><b><u>What Does It Take to Be Coherent?</u></b></p> <p><u>Four TOEFL iBT Independent Speaking Tips (Watch this video if your speaking score is between 18/30 and 25/30 points)</u></p>
Nov 3	Intensive speaking practice; Listening Mini-Test 2	<p><b><u>Take Control by Doing Three Homework Exercises</u></b></p> <p><b><u>Understanding Transitions</u></b></p> <p><u>When you need to get 26/30 points on TOEFL iBT Speaking...</u></p>
5	Speaking Skill 3 continued	<p><b><u>TOEFL iBT Speaking Tips about Campus-Related Situations (Watch this video if your TOEFL iBT speaking score is between 18 and 25 points.)</u></b></p> <p><b><u>TOEFL iBT Example Speaking Practice Test (TOEFL iBT Integrated Speaking Task Four: Reading, Listening, Speaking)</u></b></p>
10	Listening Skill 4 continued	<p><b><u>TOEFL iBT Listening: Turn the Caption Off!</u></b></p>
12	Speaking Skill 4; Intonation continued	<p><b><u>Getting the Gist</u></b></p> <p><b><u>TOEFL iBT Speaking: How to Prepare for Academic Speaking Tasks 4 and 6 (Read this if your speaking score is between 18 and 25 points.)</u></b></p> <p><u>An answer to a TOEFLer's question: "How do I improve my TOEFL iBT integrated speaking and pronunciation skills?"</u></p>
17	Listening Skill 5: Understand the organization, Listening Skill 6: Understand relationships	<p><b><u>TOEFL iBT Listening: Purpose and Function</u></b></p> <p><b><u>Listening Practice Test: John Adams</u></b></p>

19 Speaking Skill 4 continued; Thought Groups

**Five Summary Tips for a Higher TOEFL iBT Score**

**Writing and Speaking Challenges that Student Face When Taking the TOEFL iBT**

24 Speaking Final exam

**Improve your TOEFL iBT Speaking and Pronunciation Today!**

**Using the Right Word: Three TOEFL iBT Speaking and Writing Tips**

Dec 1 Listening Final Exam

**TOEFL iBT Listening Practice Test (Diamonds)**

**How to Improve your TOEFL iBT Listening Skills–Without using a TOEFL Book!**

1-4 Final Exams