

# How to prepare for the TOEIC

1. **Give yourself time.** Understand that learning a language is – in a way – like football training. It takes time and it takes regular practice. You can't improve your language skills in two weeks or by looking at something one time. It takes about 6 months of intense, focused and regular practice to significantly and noticeably improve the level of your language skills.
2. **Attend a Business English class** offered by your department. Here you will become familiar with the language and grammar frequently found on the TOEIC. In this course you can identify your language strengths and weakness, develop test taking strategies and practice exams under timed and realistic conditions. Here you will also get answers to any questions you might have about the TOEIC.
3. **Focus your studies.** Once you have identified the areas you need to work on in English, make a study plan and follow it.
4. **Study regularly.** Pick a day and a time to study English and stick to your schedule. Don't make excuses not to study.
5. **Study for short periods of time.** Take 15 to 20 minutes every day to study a set of 10 to 15 words or one thing. This way, it is much easier to remember what you have learned. Studying for several hours at one time is not very effective.
6. **Read and listen to as much English as you can.** This is the most efficient way of learning both grammar and vocabulary. Keep a reading journal: write a short paragraph to summarize the main idea of the articles you've read to help you understand texts. The internet is a great source for reading materials as most newspapers have online editions. Here you can also find reports to listen to.
7. **Keep a vocabulary list (or cards).** To improve your English you need to expand your vocabulary. Write out about 10 key words or phrases to each article you read. Add an example sentence, similar words (synonyms) and/or opposites (antonyms) to each word. The more you connect a new word or phrase to what you already know, the more likely it is that you remember it. Review these lists frequently.
8. **Be familiar with the format of the TOEIC.** The test is timed and time is usually short. Knowing what to expect and being aware of what you will have to do for each part of the test will help you save time.