



**TOEIC**

*Know English. Know Success.*

SPEAKING AND WRITING TESTS



***Put the person with the **right**  
English skills to work for you***

*with the TOEIC® Speaking and Writing tests*

# Give your organization a *competitive advantage*

with the TOEIC® Speaking and Writing tests



In today's competitive global economy, communicating in English is essential. Now more than ever, your organization's success depends on finding the *right* people with the *right* English skills.

## ***The TOEIC® test can help you compete***

ETS's TOEIC® (*Test of English for International Communication™*) test is the global standard for measuring English-language skills used in the workplace. Today, more than 9,000 companies, government agencies and English-language learning (ELL) programs worldwide use the TOEIC test to make the best personnel decisions.

## ***A true measure of English speaking and writing skills***

The TOEIC Speaking and Writing tests measure the skills people need to interact effectively with others and perform important tasks such as:

- Responding fluently to a call from a customer
- Sending a clear, concise e-mail to a valued client
- Negotiating a complex contract with a vendor

## ***Increase your organization's effectiveness and efficiency***

Whether you are filling an international position or preparing a student for the workplace, TOEIC test scores provide the *right* information about the *right* English skills, allowing you to:

**Save time and money.** You can avoid wasting resources on costly hiring mistakes or ineffective training.

**Increase profits.** Building effective English communication skills can be key to succeeding in the global marketplace.

# See how the TOEIC® Speaking and Writing tests can help you *achieve global success*

The TOEIC Speaking and Writing tests provide valuable benefits that help you save time and money, as well as enhance your global competitiveness.

Benefits for businesses and government agencies	Benefits for colleges, universities and ELL programs
<ul style="list-style-type: none"><li>• Narrows the applicant pool to only those with the best skills</li><li>• Helps you avoid costly hiring mistakes and ineffective training</li><li>• Supports your recruitment, placement, promotion and training efforts</li></ul>	<ul style="list-style-type: none"><li>• Empowers you to better prepare students to compete in the global workforce</li><li>• Increases program retention by providing the objective feedback students need to improve their English skills</li><li>• Offers an internationally recognized standard for individual student and institution-wide comparison</li></ul>

## ***Prepare test takers for success on test day — and on the job***

Test takers can choose from a wide range of resources to prepare for the test, including:

- **English Skills Series** – These interactive tools help non-native speakers of English improve their communication skills: Idioms in English, Pronunciation in English, and Writing in English.
- **TOEIC® Practice Online: Speaking & Writing** – This interactive tool simulates the real test experience with official practice tests that feature scores and performance feedback.

### ***A winning combination***

*Using the TOEIC Speaking and Writing tests to complement the TOEIC Listening and Reading test gives you an in-depth assessment of all four English-language skills — and that makes good business sense.*



# Measure and compare skills used in the real world



## Assess speaking and writing skills used in everyday life

Test content is based on actual examples of spoken and written English collected from around the world. Test tasks are those that might be performed in typical business settings such as a meeting or conference, or in familiar situations such as dining out or traveling — activities that are common across cultures.

## Compare skills to make fair, valid decisions

State-of-the-art test design produces standardized results that are accurate and reliable across countries and geographic regions. All test takers have an equal opportunity to demonstrate their proficiency, so you can easily compare skills throughout your organization — no matter where you are located.

## TOEIC Speaking and Writing Tests at a glance

The TOEIC Speaking and Writing tests measure workplace English skills using an online format that is convenient for both you and test takers. Tests can be taken separately or in combination, and you can even administer the tests at your own facility.

*“The TOEIC test truly measures real work communication skills rather than mere textbook knowledge.”*

A SCHOLAR  
GUANG ZHOU UNIVERSITY

	TOEIC Speaking Test	TOEIC Writing Test
Proficiency level	Low- to High-level	Low- to High-level
Format	20-minute, computer-based test	One-hour, computer-based test
Questions	11 questions that require test taker to respond to a spoken and/or written prompt	8 questions that require test taker to respond to a written prompt
Administration	Via computer in secure test centers or your own facility	Via computer in secure test centers or your own facility
Scoring	Total scores range from 0–200 and fall into one of 8 proficiency levels	Total scores range from 0–200 and fall into one of 9 proficiency levels

# Base your most important decisions on scores you can trust

## High standards mean high-quality results

Our rigorous scoring process ensures high-quality results you can rely on. Test responses are sent through a secure online scoring system and scored by certified ETS raters who are closely monitored throughout the process. Multiple raters are used for the Speaking test to ensure unbiased scores that traditional one-on-one interviews alone cannot provide.

Scores fall into ranges called "proficiency levels." Along with test scores, you receive detailed descriptions of what each proficiency level means about an individual's ability to communicate in the workplace. This information makes it easier to relate scores to the tasks performed on the job and in everyday life.

## Here are ways you can use test scores to build your business

Businesses and government agencies	Colleges, universities and ELL programs
<ul style="list-style-type: none"><li>• Set objective hiring, placement and promotion standards</li><li>• Identify and prioritize training needs</li><li>• Choose the best-qualified employees for international assignments</li></ul>	<ul style="list-style-type: none"><li>• Set objective exit standards that meet global workplace requirements</li><li>• Measure and track student progress</li><li>• Evaluate and improve effectiveness of programs</li></ul>

*"The TOEIC test helps us quickly and efficiently find elite candidates who meet our language requirements and helps our employees establish a good foundation for follow-up training."*

A SENIOR RECRUITMENT MANAGER  
MOTOROLA, BEIJING BRANCH

Use TOEIC test scores to select people with the **right** English skills.

To learn more about why the TOEIC Speaking and Writing tests are good for business:  
Contact English4Success at [TOEIC@amideast.org](mailto:TOEIC@amideast.org) or call 1-866-383-9234.



*The TOEIC Speaking and Writing tests  
help you make the **right** decisions*

*For more information:*

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