



The global
standard of English
proficiency for
everyday and
workplace
communication skills



About the TOEIC® program

For organizations seeking to maximize English-language proficiency to unlock global potential for individuals and organizations, the TOEIC program sets the global standard for everyday and workplace English-language communication assessments.

The TOEIC program offers a series of assessments to measure all four English-language communication skills — listening, reading, speaking and writing. The tests measure a range of skill levels, from basic-to-intermediate and advanced level.

- **The TOEIC tests** measure intermediate to advanced proficiency levels
- **The TOEIC Bridge® tests** measure basic to intermediate proficiency levels

The TOEIC program also offers resources for teachers and trainers, as well as preparation materials to ensure test takers are ready to perform to their full potential.



Why choose the TOEIC program?

As an industry leader for more than 46 years, the TOEIC program has set the standard for assessing English-language communication skills needed in the workplace and everyday life. More than 14,000 organizations in over 160 countries trust the TOEIC tests to assess business English proficiency because the TOEIC program:

- Provides standardized test scores for consistent and efficient comparisons
- Aligns to Common European Framework of Reference (CEFR) standards
- Provides research-based tests with rigorous quality standards grounded in evidence-centered design
- Provides comprehensive assessments across four key skills: Listening, Reading, Speaking and Writing — and a range of proficiency levels
- Offers flexible testing administration at either public test centers or a location determined by an organization, along with paper-delivered or computer-delivered test formats
- Applies rigorous scoring process to ensure fair, valid and reliable scores

Develop a more English proficient workforce. Prepare work-ready students for success.

Many leading organizations and educational institutions worldwide rely on the TOEIC tests as a fair, objective measure of English-language proficiency to make informed decisions.

For Organizations:

- ✓ Hiring or recruitment
- ✓ Job assignment
- ✓ Promotion
- ✓ Training or benchmarking
- ✓ Visa and immigration

For Educational Institutions:

- ✓ Enrollment
- ✓ Placement
- ✓ Course credit
- ✓ Graduation requirement
- ✓ Learning effectiveness and student progress

TOEIC tests

Test format and content

TOEIC Listening and Reading scores provide meaningful feedback on a test taker's ability to understand English explanations and instructions, follow public talks and announcements, understand workplace conversations and connect information in different real-world texts.

TOEIC Speaking and Writing scores provide meaningful feedback on a test taker's ability to speak in English that's understood by native and proficient non-native speakers, participate in workplace conversations, write emails and express opinions.

LISTENING

Test takers listen to a variety of recorded questions and conversations in English then answer 100 multiple-choice questions

- Part 1:** Photographs
- Part 2:** Question-Response
- Part 3:** Conversations
- Part 4:** Talks

Total time: 45 minutes

READING

Test takers answer 100 multiple-choice questions based on a variety of written materials

- Part 1:** Incomplete Sentences
- Part 2:** Text Completion
- Part 3:** Reading Comprehension

Total time: 75 minutes

SPEAKING

Test takers record responses to prompts

- Questions 1-2:** Read a Text Aloud
- Questions 3-4:** Describe a Picture
- Questions 5-7:** Respond to Questions
- Questions 8-10:** Respond to Questions Using Information Provided
- Question 11:** Express an Opinion

Total time: Approximately 20 minutes

WRITING

Test takers type responses to prompts

- Questions 1-5:** Write a Sentence Based on a Picture
- Questions 6-7:** Respond to a Written Request
- Question 8:** Write an Opinion Essay

Total time: Approximately 60 minutes

When taken together, the TOEIC Listening, Reading, Speaking and Writing tests provide an accurate, standardized measure of proficiency in all four English-language communication skills.

TOEIC Bridge tests

Test format and content

The TOEIC Bridge tests measure all four English-communication skills and provide meaningful feedback on the English-language proficiency of beginner to intermediate test takers.

This includes the ability to comprehend basic spoken exchanges of information, understand simple written texts, carry out spoken communication tasks in familiar workplace and everyday life contexts, and write simple texts, notes and messages. Individual skills can be combined into complementary test modules offering flexibility, efficiency and convenience.

LISTENING

Test takers answer 50 multiple-choice questions grouped into 4 parts according to question type:

- Part 1: Four Pictures
- Part 2: Question-Response
- Part 3: Conversations
- Part 4: Talks

Total time: Approximately 25 minutes

READING

Test takers answer 50 multiple-choice questions grouped into 3 parts according to question type:

- Part 1: Sentence Completion
- Part 2: Text Completion
- Part 3: Reading Comprehension

Total time: 35 minutes

SPEAKING

Test takers respond to 8 prompts grouped into 6 task types:

- Task 1: Read a Short Text Aloud
- Task 2: Describe a Photograph
- Task 3: Listen and Retell
- Task 4: Short Interaction
- Task 5: Tell a Story
- Task 6: Make and Support a Recommendation

Total time: Approximately 15 minutes

WRITING

Test takers respond to 9 prompts grouped into 5 task types:

- Task 1: Build a Sentence
- Task 2: Write a Sentence
- Task 3: Respond to a Brief Message
- Task 4: Write a Narrative
- Task 5: Respond to an Extended Message

Total time: Approximately 37 minutes

Teaching and learning resources



The TOEIC program offers various teaching and test preparation resources for the TOEIC assessments. These resources support learning success for test takers and those responsible for English-language teaching and training.

Propell® Teacher Workshops

Propell Teacher Workshops provide English-language teachers and corporate trainers with instructional techniques that help them prepare test takers for the TOEIC assessments. These hands-on sessions are led by ETS-approved facilitators. They explore different approaches to language training that can improve the real-world English proficiency of learners. Workshop participants have the opportunity to network with peers and enhance their teaching and curriculum development skills, while obtaining valuable professional development credentials.

Learn more about Propell Teacher Workshops at ets.org/toEIC/propell.

Test preparation resources

The TOEIC program offers test takers a variety of preparation resources for the TOEIC assessments, in printed and digital formats. The TOEIC Official Learning and Preparation Course provides a framework to ensure that test takers are prepared to perform to their full potential when taking the TOEIC tests. A range of resources, including sample questions, can be found on the TOEIC website.

Find out more at ets.org/toEIC/prepare.



How can the TOEIC program help you?

For organizations, the TOEIC program helps to:

- ✓ Make evidence-based, efficient decisions when hiring, promoting and assigning people to roles where English skills matter the most
- ✓ Focus on the skills employees need to be successful and strengthen the organization's talent pool
- ✓ Monitor and demonstrate the effectiveness of the organization's English-language proficiency programs, processes and decisions

For educational institutions, the TOEIC program helps to:

- ✓ Make better-informed enrollment decisions, place students more accurately and support academic development for future success in the workplace
- ✓ Enhance the institution's reputation and global recognition, by ensuring the quality of English-language proficiency for graduates
- ✓ Demonstrate, with objective data, the effectiveness of the institution's English-language program to accreditors and internal stakeholders
- ✓ Equip students with the English-language skills needed for success in the global workplace

For more than 46 years as an industry leader, the TOEIC program has set the global standard for assessing English-language communication skills needed in the workplace and everyday life. The TOEIC assessments are the most widely used around the world with 14,000+ organizations across more than 160 countries trusting TOEIC scores to inform the decisions that matter.

To learn more about the TOEIC program or to contact your local ETS Preferred Network (EPN) office.

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