➤ Natural and physical sciences (40%)
➤ American and natural history (30%)
➤ Biography (15%)
➤ Social science (10%)
➤ General interest (5%)

To get started, look for the special section entitled "Special Topics and Vocabulary for the TOEFL." But remember that this is only a start: it's your job to *take charge* by going out and reading as much and on as wide a range of subjects as you can in English.

HOW TO USE THIS BOOK

Teachers using this book in the classroom will have their own plan. In this section, we offer a plan to the self-study student who is preparing for the TOEFL by himself or herself.

To be as prepared as possible for the TOEFL, a student should go through every section of this book. The TOEFL Study Plan below offers advice on how to do that. How long it takes the student to go through the complete course depends on how much time he or she spends on it per day, but it would be very surprising if, working five to six hours a day, a student finished the course in fewer than six weeks. Not all students have six or more weeks to prepare for the TOEFL. For these students, there is an accelerated version of the Study Plan: take Practice Test One (the diagnostic test) and focus your study on the Power Lessons in your areas of weakness, then focus on steps 4, 6, and 7.

The TOEFL Study Plan

Study the section of this book called "TOEFL Test-Taking Strategies."
Test-Taking strategies are suggestions on how to take the TOEFL. They can improve student scores significantly.

(1) Take Practice Test One (the Diagnostic Test).
Use the answer key and the conversion chart at the back of this book to give yourself a grade for each section, as well as an overall grade for the test.

Determine your areas of weakness. As you go through the Power Lessons of this book, you should take charge of your English acquisition by doing additional work in those areas.

If the Listening Section was very difficult for you, schedule time to watch movies or TV programs in English, and to listen to English-language cassettes.