

## OVERALL TEST STRATEGIES

The strategies in this section are useful for both the CBT and the paper-and-pencil TOEFL exam. They are aimed more, however, to the paper-and-pencil version. You will find strategies more specific to the computer-based TOEFL in Kaplan's *TOEFL CBT* book and CD ROM.

### OVERALL TEST STRATEGIES

1. Know the directions ahead of time.
2. Leave no blanks. Guess if you don't know the answer.
3. Budget your time.
4. Read all the answer choices before selecting the best one.
5. Mark your answer sheet correctly.
6. Develop your stamina.

#### 1. Know the directions ahead of time.

Make sure you know the directions for each section of the TOEFL. Read and reread the directions given on the practice tests in this book. The directions on the official TOEFL may differ slightly, but only by a few words. So, once you have become familiar with the questions, you don't have to read the directions during the "real" TOEFL. This means that, on the Structure and Written Expression Section as well as on the Reading Comprehension Section, you can begin the test immediately, instead of reading the questions. This will save you a lot of time.

#### 2. Leave no blanks. Guess if you don't know the answer.

Each question on the TOEFL is worth about 4.5 points. There is no penalty for a wrong answer. Therefore, it is absolutely to your advantage *never* to leave an answer blank. It may feel strange to you to guess because perhaps in school, you were told not to guess. But remember that your goal is to get the best score possible on the TOEFL.

A wise test taker will make educated guesses on the TOEFL. "Educated guessing" means using what you already know to help you *eliminate* answers that you know are wrong. This will dramatically improve your chances of guessing the right answer. Another point to consider when making an educated guess is that you will rarely see more than four consecutive identical answers. So, suppose that you feel certain about your answers to questions 21–24, and they are all "C," but in question 25 you are not sure whether the answer is "C" or "D." In this situation, you should select "D."