

## Perfect Phrases For The Toefl Speaking And Writing Sections Perfect Phrases Series

Peterson's Master TOEFL Vocabulary  
Top the TOEFL  
240 Speaking Topics  
Winning TOEFL Essays the Right Way  
McGraw-Hill Education  
Essential Vocabulary for the TOEFL® Test  
Perfect Phrases for the TOEFL Speaking and Writing Sections  
500 Words, Phrases, and Idioms for the TOEFL iBT plus Typing Strategies  
Perfect Phrases for Business Letters  
Cracking the TOEFL iBT 2013  
Ace the TOEFL Essay (TWE)  
Grammar in Plain English  
Cambridge Preparation for the TOEFL® Test Book with CD-ROM and Audio CDs Pack  
McGraw-Hill's  
Conquering the New GRE Math  
400 Must-Have Words for the TOEFL  
Vocabulary and Grammar for the TOEFL Test  
Practice Makes Perfect  
Intermediate ESL Reading and Comprehension (EBOOK)  
Essential Words for the TOEFL  
Perfect Phrases for Professional Networking: Hundreds of Ready-to-Use Phrases for Meeting and Keeping Helpful Contacts – Everywhere You Go  
Toefl Writing  
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500 Really Useful English Phrases  
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Perfect Phrases in American Sign Language for Beginners  
SAT, TOEFL, and IELTS Vocabulary  
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Perfect Phrases in German for Confident Travel  
TOEFL Writing: Simple Advanced Writing Course for TOEFL Tasks 1 & 2

### Peterson's Master TOEFL Vocabulary

The Cambridge Preparation for the TOEFL Test, Fourth Edition, helps students master the language skills they need to succeed on the TOEFL iBT and communicate effectively in an academic setting. The complete package for self-study includes the student book with hundreds of skill-building exercises, the full audio program on audio CDs for use with the exercises and practice tests in the book, and the CD-ROM with seven practice tests.

### Top the TOEFL

Publisher's Note: Products purchased from Third Party sellers are not guaranteed by the publisher for quality, authenticity, or access to any online entitlements included with the product. This updated manual prepares students to succeed on the TOEFL's Independent Task, the all-important essay question, and on the Integrated Task, which combines reading, listening, and writing skills. The author presents a three-step program designed to help students write like native speakers of English. His coaching entails gathering ideas, organizing details, and developing the chosen topic into clear, grammatical written English. He also provides exercises in proofreading and editing. Model essays

and model integrated tasks are included for students to read and analyze. Lectures typical of those presented on actual tests are online.

### **240 Speaking Topics**

Do You Feel Stuck in the Intermediate English Level? Do you want to break out and start improving quickly? Then this is the perfect book to help you move up to the advanced level and start using everyday English fluently. The 500 phrases in this book will help you make the leap from intermediate to advanced. What made me want to write this book? After years of teaching intermediate students who never seemed to improve I decided to find out what the problem was. Essentially, intermediate students get stuck because learning at this stage is a different type of learning than at the beginner stage. You have mastered the grammar and the basic vocabulary but most textbooks just carry on like nothing has changed. However, what you need at the intermediate stage is not just more dry grammar and lists of vocabulary, but to be exposed to as much 'real' English in as many 'real-life' situations as possible. This will help you start to understand what people are actually saying and not just 'textbook' English. It will also help you to naturally 'get a feel' for the language. Because I could not find a book that introduced everyday English phrases in a fun and engaging way I decided to write one myself. How will this book help you? Every new phrase is introduced in the real context of a short story or an article. So by having fun and reading something interesting you will be learning naturally rather than having to force yourself to study. It's a simple fact that if you are having fun you will learn quicker and more easily. This book is an excellent way to be exposed to 'real everyday English phrases' but with the guidance of clear explanations and examples in simple English. Basically it uses simple language to introduce more complex phrases so you are eased into a more advanced level. All of the phrases in this book are in common use and are the key to unlocking fluency. I have only included phrases which I have heard recently in conversation or on the radio or television. If it is in this book it is in everyday use. So, if you are sick of being stuck and want to improve in a fun and engaging way, this is the perfect solution for you.

### **Winning TOEFL Essays the Right Way**

Perfect Phrases to stand out on the TOEFL-for the more than 800,000 people who take the test To be accepted into most North American undergraduate and graduate programs, international students must take and pass the Test of English as a Foreign Language. Perfect Phrases for the TOEFL Speaking and Writing Sections gives you all the phrases and most commonly used words you need to excel on both the writing and speaking sections of the test. Presented in the easy-to-understand Perfect Phrases format, these phrases allow you to effectively communicate and express yourself in standard American English, and to score your very best on the test.

### **McGraw-Hill Education Essential Vocabulary for the TOEFL® Test**

Meet Joan Austen, a rising star in the advertising business. Joan's company is taking off and you have a front row seat as Joan and her staff resolve business and personal challenges during a typical business day in New York City. By entering Joan's world, you will acquire the

latest and the most commonly used vocabulary in business today. Best of all, you will gain the skills and confidence you need to succeed in any English-speaking business environment anywhere in the world. \* Over 2,000 essential business idioms and phrases \* Perfect for classroom and for self-study \* Lessons designed to help you practice and recycle what you learn \* Real-world business conflicts and cultural insights \* Real-world business English spoken in real-world business offices \* Common Shakespearean and movie idioms used in business \* Answer key and word list defining each idiom and phrase Are you ready to step up to the plate and hit it out of the park? Are you ready to swim with the sharks and take it to the next level? If so, then Business Idioms in America is for you. It is your guide to business English in America and around the world.

### **Perfect Phrases for the TOEFL Speaking and Writing Sections**

Students of English as a Second Language will find vital help as they build a large English vocabulary. Nearly 500 words are listed with definitions and pronunciation help.

### **500 Words, Phrases, and Idioms for the TOEFL iBT plus Typing Strategies**

"TOEFL Writing: Simple Advanced Writing Course for TOEFL Tasks 1 & 2" by Marc Roche and IDM Business & Law (R), is a complete TOEFL self-study book which focuses on practical English usage for the official TOEFL Writing Test. The writing part of the TOEFL test is often the most intimidating for many students. "TOEFL Writing: Simple Advanced Writing Course for TOEFL Tasks 1 & 2" from the TOEFL Writing series, is a full self-study TOEFL writing course for Upper-Intermediate and Advanced students, based on years of classroom experience. It contains TOEFL writing exercises and secret exam strategies to quickly improve students' general English writing skills, summary writing and essay writing. This Masterclass Book will give you the skills, tools, knowledge and practice needed to get an excellent score in the TOEFL written test. This book is a step-by-step manual, and it will prepare you for all the types of questions that you might have to answer. In addition, it will show you exactly what examiners are looking for when they mark your writing and will carefully guide you through answering exam-type questions, building specialized grammar skills so that you are as confident as possible on the day of the test.

### **Perfect Phrases for Business Letters**

For students whose first language is not English and who wish to study at a university with an English-based curriculum, no admittance test is more important than the Test of English as a Foreign Language (TOEFL). 400 Must-Have Words for the TOEFL helps you score well by arming you with the most important English vocabulary words commonly found on this crucial exam. This timely guide also encompasses the recent changes made to the test, including the emphasis on conversation and spontaneous communication to mirror the interactive nature of the classroom. 400 Must-Have Words for the TOEFL also includes: Activities such as paraphrasing, synonym and antonym exercises, and identifying prefixes and suffixes Strategies on how to incorporate new words into everyday vocabulary Chapters on identifying synonyms and

paraphrasing sentences, roots, prefixes, and suffixes

### **Cracking the TOEFL IBT 2013**

Find the right words to communicate with teachers, other educators, personnel, vendors, and more Perfect Phrases for School Administrators contains features the key words, phrases, acronyms, jargon and buzzwords used in the field of education and training. You can use these words to write teacher evaluations, settle union issues and contract disputes, deal with vendors and sales reps, communicate effectively with staff, deescalate grievances, and more.

### **Ace the TOEFL Essay (TWE)**

Whether it's writing a proposal, motivating employees, or reaching out to customers, the Perfect Phrases series has the tools you need for precise, effective communication. Distilling complex ideas into specific phrases that diplomatically and honestly depict the concepts at hand, this invaluable series provides: The best techniques to communicate messages and goals in business letters and proposals Tips for bringing out the best in every employee in every business Dialogues and scripts to practice interactions with customers or employees—tailorable to any industry or company culture Phrases for each step of the sales process

### **Grammar in Plain English**

Test preparation for the vocabulary section of the latest TOEFL test Test preparation for the vocabulary section of the latest TOEFL test

### **Cambridge Preparation for the TOEFL® Test Book with CD-ROM and Audio CDs Pack**

HOW IS THIS TOEFL BOOK DIFFERENT? This TOEFL book is different because it uses an integrated vocabulary learning system called recycling. Recycling is simple. Each exercise is divided into four quizzes. Quiz 1, a multiple-choice vocabulary quiz, introduces ten new words. Next, you will do Quiz 2, which is a sentence-completion quiz based on the ten words in Quiz 1. Next, you will do Quiz 3, a spelling quiz. The speaker in the audio will say the same ten words in turn. You will then have ten seconds to spell each word by saying it and typing it. Finally, you will do Quiz 4, which is a 60-word typing test based on the ten new words you have been recycling through Quizzes 1, 2 and 3, plus words, phrases and idioms recycled from previous exercises. BONUS MATERIAL Learn essential rhetorical strategies and a test-proven way to develop opinion-based and fact-based TOEFL essays.

### **McGraw-Hill's Conquering the New GRE Math**

The Right Phrase for Every Situation . . . Every Time You know that how you begin a business conversation or meeting sets the stage for success. But coming up with just the right words can be another matter. Perfect Phrases for Icebreakers has hundreds of ready-to-use phrases to get your interactions off on the right foot. From jump-starting meetings to motivating teams to turning any situation into a positive networking event, this streamlined guide provides you with the right words to: Highlight important topics in meetings or conversations Motivate people to share resources and support Add levity to personal or group interactions Inspire collaboration and creativity Pique curiosity about your message

### **400 Must-Have Words for the TOEFL**

EVERYTHING YOU NEED to write the TOEFL essay with confidence. And the essay, also known as the Test of Written English, is the hardest part of the test-one that keeps many test takers from succeeding. Ace the TOEFL Essay (TWE) gives you simple and clear instruction on what you need to know to score well and provides real essay samples that you can relate to. You'll get the lowdown on what you need to score high in an easy-to-understand format, with everything from lessons on punctuation to real sample essays, plus more than 50 pages of exercises. **INSIDE YOU'LL DISCOVER:** How to write the essay A complete crash course in grammar 10 real sample essays Study exercises to hone your skills And much more! Don't let the essay stand between you and the score you want. Ace the TOEFL Essay (TWE) is the resource you need to tackle the most challenging section of the TOEFL.

### **Vocabulary and Grammar for the TOEFL Test**

Take your skills to the next level and get more meaning out of the English language Reading English texts that are created especially for ESL students like you is a critical part to learning the language, but that does not mean you have to be bored with the subjects! Created by expert ESL instructor Diane Engelhardt, Practice Makes Perfect: Intermediate English Reading and Comprehension features 15 engaging readings on interesting topics such as the technology of 21stcentury deep-sea treasure hunting, Pixar Studios' computer-generated movie magic, the Flying Doctors of Australia, and more. You will, of course, get plenty of practice, practice, practice on understanding and comprehending vocabulary. You'll master how to read for main ideas, summarize texts, make outlines, remember facts and figures, and more. Before you know it, your reading skills will be stronger and your comprehension will grow, enabling you to get more out of English-language texts. Practice Makes Perfect: Intermediate English Reading and Comprehension will help you: Develop your reading comprehension skills at the intermediate level Build your English vocabulary Prepare for the comprehension sections of ESL tests

### **Practice Makes Perfect Intermediate ESL Reading and Comprehension (EBOOK)**

Includes your blueprint for test success, your private tutor, personal instruction for a better essay, and more.

## Essential Words for the TOEFL

Do you need a high score in the TOEFL writing section? Would you like to see what a high scoring sample answer look like (written by a TOEFL teacher)? Do you want to know the important tips that make high scoring answers? If you're someone who wants to achieve a high score in the TOEFL writing section, then you're about to see exactly how a TOEFL professional writes high scoring answers! "TOEFL Writing" provides sample answers that are exactly what the examiners look for. Did you know that many sample TOEFL writing answers on the internet today do not match the expectations of a TOEFL examiner? So it's important that if you are in the search for model answers then you consider answers that are accurate examples that align with the official TOEFL scoring criteria. Imagine being able to understand how high scoring answers are structured for both Task 1 and Task 2? How about learning how grammar and vocabulary are used? You can, just by downloading this book! Inside this book you'll get: - High scoring model answers (for both Task 1 and Task 2) - The TOEFL writing question types (clearly explained) - Suggested answer structure (which you can follow and use yourself) - Scoring criteria (how to write your answers to maximize your score) - Important tips you must know If you're sick of reading different TOEFL preparation books, if you're tired of taking the TOEFL again and again and still not getting the score you want, then you must download this book! It will save you time and you'll quickly understand the differences between low scoring answers and high scoring answers. This book has been put together to guide TOEFL students on how to best answer the writing questions. Along with sample answers, which the author has written herself, the book also shares important tips for helping you succeed!

## Perfect Phrases for Professional Networking: Hundreds of Ready-to-Use Phrases for Meeting and Keeping Helpful Contacts – Everywhere You Go

This book contains -120 Speaking Topics -120 Sample Answers -480 Useful Expressions -480 Grammar Questions Great for -ESL Learners -High School Students -Test Prep Students -College Students \*This book is a sequel to 120 Speaking Topics. It only contains 120 speaking topics and sample answers. "240 Speaking Topics" and "240 Writing Topics" cover the same topics. Visit [www.liketestprep.com](http://www.liketestprep.com) for free downloads!

## Toefl Writing

USE JUST THE RIGHT PHRASES AND NAVIGATE DAILY LIFE IN THE UNITED STATES LIKE A NATIVE SPEAKER OF ENGLISH How do you ask for directions? What questions should you ask a potential babysitter? How do you explain your allergies to a healthcare professional? This handy reference is your guide to surviving and thriving in the United States, whether as a visitor or as a long-term resident. Hundreds of ready-to-use English phrases will help you converse with people you meet, speak with business owners and their employees, and become engaged in U.S. society. Inside find examples of Perfect Phrases for . . . . . the doctor: Are there any side effects with this medication? . . . the library: Do you have audiobooks? . . . the service station: My insurance company wants the estimate in writing. . . . the

bank: I'd like to talk to someone about a home equity loan. . . . the dentist: This is where it hurts.

## Perfect Phrases for ESL Conversation Skills

## Perfect Phrases for Presenting Business Strategies

\* Master essential grammar \* Boost your vocabulary \* Improve your TOEFL score! \* Collins Vocabulary and Grammar for the TOEFL Test is designed to help students master the vocabulary and grammar that they require to get a high score in the TOEFL test. This book also exposes students to the task types they will encounter in the TOEFL test. There are tips and strategies for how to approach the various test tasks which will enable students to improve their skills, gain confidence, and achieve the score they need. It is ideal for use alongside Collins Skills for the TOEFL iBT Test: Reading and Writing and Collins Skills for the TOEFL iBT Test: Speaking and Listening. Collins Vocabulary and Grammar for the TOEFL Test features: \* An overview of each part of the TOEFL test \* Twenty thematically-organised units of vocabulary, & twenty units of grammar practice, identifying the key grammar points most needed in each part of the test \* MP3 audio CD \* Full audio script and answer key - ideal for use in the classroom and for self-study \* Academic word list - a useful reference tool containing the key vocabulary students need for the TOEFL test Each unit is laid out in a clear, easy-to-follow style with practice activities and guidance to enable efficient practice for the TOEFL test. Each unit contains: \* Overview - for quick reference on the core vocabulary or g grammar of the unit \* Study tips - to help students to remember what they have learned and improve their study technique \* Test practice activities - set in the style that students will encounter them in the test, to help familiarize students with all aspects of the test \* Test tips - useful tips to help students improve their performance on Test day \* Vocabulary building feature - to increase students' lexical ability Collins Vocabulary and Grammar for the TOEFL Test is powered by language from the Collins COBUILD corpus. The 4.5-billion-word Collins Corpus is the world's largest database of the English language and is updated every month. You can be sure the language you learn is up-to-date.

## Business Idioms in America

Top the TOEFL is a TOEFL book like no other. It recognizes an essential key to the problem: students who struggle with the TOEFL have problems mastering English. Hence, while other TOEFL books teach strategies with long wordy explanations that hardly make sense to the average student, Top the TOEFL focuses on teaching students in the most intuitive way possible: examples. Each unit is systematically broken down to make it simple for any student to Top the TOEFL. First, "Simple Steps" are condensed at the outset for easy reference. Next begins "Elaboration with Examples" — a section where the "Simple Steps" are put into practice. The unit concludes with the "TOEFL Trainer" which divides exercises according to the "Simple Steps", allowing students a chance to directly put the strategies to practice rather than just throwing students into the deep end by providing a full set of TOEFL practice tests. Contents:Topping the Reading Section:Reading Fast and Reading WellUnlocking VocabularyStructure and Organization IStructure and Organization IIPerfect ParaphrasingSuccinct

Summaries Intelligent Inferences Topping the Independent Writing Section: Toning the Tone Skeletons to Success Bridging Ideas Introductions Made Easy Topic Sentences Stitching the Essay Together Topping the Integrated Writing Section Effective Note-Taking Framing Arguments

Readership: Students who intend to take the TOEFL test, students who intend to improve their English language capabilities. Key Features: Systematic breakdown of TOEFL questions with specific strategies to tackle each question Strategies taught via direct examples instead of abstract concepts Each unit concludes with exercises specially designed for students on how to apply the strategies

Keywords: TOEFL; English; ESL; Admissions; Test; United States; USA

### **500 Really Useful English Phrases**

Put these words to work for you! Learn the gift of gab and get closer to your dream job This latest addition to the bestselling Perfect Phrases series is a must-read for anyone who dreads networking or who has ever fumbled or frozen during important and possibly career-changing conversations. Perfect Phrases for Professional Networking arms readers with foolproof and versatile phrases that help them take advantage of virtually any professional networking opportunity. KNOW WHAT TO SAY IN ANY SITUATION From cocktail parties to industry conferences, association meetings, and even unexpected run-ins on the street, this book has all the tools you need to feel comfortable striking up a conversation, steering it in the right direction, and following up effectively. Whether you're looking for a promotion, considering a career change, or just hoping to update that rolodex for a rainy day, this handy resource has you covered--including new-media tactics such as e-mail etiquette, rules for social networking, and the proper way to leave a blog comment. Author Susan Benjamin shows you how to: Break the ice Use personal connections to create a conversation Steer the conversation toward leads Ask for an invitation to an exclusive gathering Get through to someone who's putting you off Get new leads from an old contact Perfect your elevator pitch Send a cold e-mail that gets a response Make the most of online networking functions No matter how tough networking is for you, the Perfect Phrases format makes it simple for you to start building connections today.

### **Perfect Phrases for Customer Service, Second Edition**

Be ready for the mathematics sections of the GRE General Test--scheduled to be revised in August 2011 McGraw-Hill's Conquering the New GRE Math offers you intensive review for every kind of GRE math question. Within each topic, solved problems of gradually increasing difficulty help you build your problem-solving skills. Exercises show how each math concept is tested on the GRE. Full-length GRE math sections provide practice with questions just like those on the real test. Features: Complete coverage of the new math question types scheduled to be introduced in August 2011 Intensive drill and practice to improve your math skills to get into the graduate program of your choice Sample GRE math questions build your test-taking confidence Expertise from an author who specializes in providing instruction to students whose math skills are weak or rusty Topics include: The GRE Quantitative Reasoning Section; The Math You Need to Review; How the Questions Are Asked; GRE Quantitative Comparison; GRE Problem-solving (Multiple-choice); GRE Data Interpretation; GRE Numeric Entry Questions; GRE Mathematics Review; Number Properties; Arithmetic Computation; Algebra; Geometry; GRE Math Practice Tests;



GRE Math Practice Test 1; GRE Math Practice Test 2; GRE Math Practice Test 3

## **TOEFL Speaking and Writing Workbook**

More than your average phrasebook, this portable title shows you how to be a well-mannered visitor and speak the local language in the correct context. Any phrasebook can give you a line listing of essential phrases. But if you use a phrase or term without knowing the correct way to use it, you can find yourself in an embarrassing situation. *Perfect Phrases in German for Confident Travel* addresses this problem expertly. Yes, you get the basics but you get a lot more background and guidance on how to use these words and phrases correctly without making a faux pas. With the confidence that you are using a phrase correctly, you will enjoy a smoother adventure in Germany.

## **Official Guide to the TOEFL-Test with CD**

THE RIGHT PHRASE FOR THE RIGHT SITUATION—EVERY TIME Your new business strategy isn't going to sell itself. It's up to you to convince top decision makers to take the organization in the right direction. This is the most important presentation of your career, and your choice of words and phrases will mean the difference between success and failure. *Perfect Phrases for Presenting Business Strategies* provides the language you need to: Grab your audience's attention in the first few seconds Summarize your strategy in two sentences Prove that your plan is a plan for growth Explain the costs and resources involved Detail the profits your company will make Use *Perfect Phrases for Presenting Business Strategies* as a springboard for both organizational and personal success!

## **Perfect Phrases for School Administrators**

Quick and easy phrases in ASL for daily life *Perfect Phrases for American Sign Language* provides 150 essential phrases for hearing-impaired users of ASL and those who interact with them. ASL expert Barbara Bernstein Fant--carrying on the work of her late husband Lou--and illustrator Betty Miller make it easy for you to pick up key signs for everyday communication without having to have prior knowledge of signing. This handy reference is perfect for comfortably and confidently communicating with loved ones, coworkers, patients, or anyone who uses ASL.

## **Perfect Phrases for Writing Employee Surveys**

Get the only official guide to the GRE® General Test that comes straight from the test makers! If you're looking for the best, most authoritative guide to the GRE General Test, you've found it! *The Official Guide to the GRE General Test* is the only GRE guide specially created by ETS--the people who actually make the test. It's packed with everything you need to do your best on the test--and move toward your graduate or business school degree. Only ETS can show you exactly what to expect on the test, tell you precisely how the test is scored,

and give you hundreds of authentic test questions for practice! That makes this guide your most reliable and accurate source for everything you need to know about the GRE revised General Test. No other guide to the GRE General Test gives you all this: • Four complete, real tests--two in the book and two on CD-ROM • Hundreds of authentic test questions--so you can study with the real thing • In-depth descriptions of the Verbal Reasoning and Quantitative Reasoning measures plus valuable tips for answering each question type • Quantitative Reasoning problem-solving steps and strategies to help you get your best score • Detailed overview of the two types of Analytical Writing essay tasks including scored sample responses and actual raters' comments Everything you need to know about the test, straight from the test makers!

### **Writing for the TOEFL iBT**

Offers drill questions, listening exercises, and a full-length simulated TOEFL exam.

### **Perfect Phrases in American Sign Language for Beginners**

The new edition of this favorite English grammar helper is especially useful to ESL students, adults preparing to take the GED, and high school remedial English students. The authors explain grammar in commonsense language, avoiding technical terms, and familiarize students with with fundamentals of good sentence structure. Twenty-two lessons demonstrate the elements of grammar, followed by sets of practice exercises and answer keys.

### **SAT, TOEFL, and IELTS Vocabulary**

For students new to the rules of writing, or those who need a quick and easy refresher, this book provides 20 lessons that promote an in-depth understanding of writing in a short amount of time. This skill builder includes full tutorials in easily confused word pairs and using verbs for strong, active writing, a pretest to diagnose strengths and weaknesses, a posttest to measure progress, hundreds of practice questions, and more!

### **The Official Guide to the GRE General Test, Third Edition**

Build your mastery of English vocabulary--and ace the TOEFL test! The first step to passing any language-based exam is the mastery of vocabulary. Written by an ESL expert, McGraw- Hill Education: Essential Vocabulary for the TOEFL Test provides the methods you need to build vocabulary--both academic and campus--and the practice you need to perform strongly on test day. Organized in a way that helps you maximize your study time, this practical guide takes you through a strategic three-step process--learning and understanding vocabulary, building and recording vocabulary, and using vocabulary-- while offering exercises that help you remember word meanings and improve your

feel of English. McGraw-Hill Education: Essential Vocabulary for the TOEFL Test features 20 academic-style readings focusing on advanced vocabulary from the Academic Word List, which is the kind of content you'll find in the TOEFL test reading and listening (lecture) sections. It also includes dialogues about university life that will prepare you for the TOEFL test listening section for campus-related topics. McGraw-Hill Education: Essential Vocabulary for the TOEFL Test provides More than 1,100 words you're most likely to see on the TOEFL test Exercises that build skills in paraphrasing, comprehension, and using new words in your writing 70 minutes of audio recordings of selected readings from throughout the book

### **TOEFL Exam Essentials**

"Achieving a top score on your TOEFL test is the key to getting accepted into your dream school and boosting your chances of receiving scholarship offers. Tactical and comprehensive, Full-Scoring TOEFL Essays The Right Way is all you need to excel in the TOEFL Independent Essay task. The easy-to-understand format helps you clearly express yourself in a complete and natural way." --

### **How to Prepare for the TOEFL Essay**

THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME Getting new employees up and running with the company is a highly challenging process. For true success, you need to have full command of the most appropriate language for the task. Perfect Phrases for New Employee Orientation and Onboarding contains hundreds of ready-to-use phrases for transitioning employees into their new roles. You'll learn how to home in on employee engagement, support the building of work relationships, and deliver constructive feedback. This handy, quick-reference guide provides effective language for: Getting the most out of meet-and-greet meetings Defining company culture and employee expectations Coaching new employees with onboarding challenges Collecting onboarding feedback Onboarding a diverse workforce

### **Perfect Phrases for Icebreakers: Hundreds of Ready-to-Use Phrases to Set the Stage for Productive Conversations, Meetings, and Events**

Use just the right phrases and master the art of conversation like a native speaker of English How do you share an experience from your home country? What should you say to start a conversation? How do you offer someone your advice? This handy reference will help you navigate social and business situations, with hundreds of ready-to-use English phrases that will help you converse with friends, collaborate with co-workers, and engage those around you. Inside find examples of Perfect Phrases for . . . Introductions - Let me introduce myself. Invitations - How about going to dinner on Friday? Decisions - What are our options? Disbelief - You're pulling my leg! Gifts - That's very thoughtful of you.

## **Speaking and Writing Strategies for the TOEFL iBT**

THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME You've heard it a million times: "The customer is always right." But let's face it--sometimes the customer is misinformed, confused, or downright difficult. The ability to handle such customers is what separates the serious professional from the average employee. Perfect Phrases for Customer Service, second edition, provides the language you need for everyday customer service situations--and includes simple, effective techniques that can help you meet even the most demanding customer needs. Master the most effective words and phrases for: Defusing bad situations before they get worse Handling complaints patiently and professionally Satisfying customers and increasing sales Building long-term relationships with important customers

## **Perfect Phrases for ESL Everyday Situations**

The bestselling official guide to the TOEFL iBT® test, from ETS, the maker of the test! Now expanded with a fourth authentic TOEFL iBT practice test. The new Official Guide to the TOEFL® Test is the best, most reliable guide to the test that is used to meet English-language proficiency requirements at more than 10,000 institutions worldwide, including top universities in Australia, Canada, the U.K. and the U.S. This completely updated fifth edition includes real TOEFL test questions for practice, as well as explanations of all four sections of the test. The guide provides learners with information on how to integrate reading, listening, speaking and writing skills in order to construct effective answers that demonstrate university-level English proficiency. Inside you'll find: Hundreds of authentic TOEFL test questions and essay topics from the test maker Four authentic TOEFL iBT practice tests (available in the book and on DVD) Test-taking strategies to help you do your very best on the test.

## **Perfect Phrases for New Employee Orientation and Onboarding: Hundreds of ready-to-use phrases to train and retain your top talent**

THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME Generating honest, no-nonsense feedback through well-written surveys is the first step to dramatically increasing employee engagement, commitment, loyalty—and your company's bottom line. Perfect Phrases for Writing Employee Surveys provides the tools for crafting precisely phrased surveys to deliver accurate information, so you can adjust your organization's practices accordingly. Inside are hundreds of words, phrases, and examples that remove the guesswork from an otherwise daunting process. This handy, time-saving guide helps you write surveys that measure: Employee Engagement Leadership and Management Company Values and Ethics Organizational Culture Satisfaction with Work Environment Career Development

## **Perfect Phrases in German for Confident Travel**

Increase your TOEFL iBT score by increasing your speaking and writing scores. How? By using the strategy called argument mapping. Why

argument mapping? Because the TOEFL iBT speaking and writing sections are all argument-based tasks. That means if you want high speaking and writing scores, you must know how to map out (develop and deliver) spoken and written arguments, quickly and proficiently. With argument mapping, you will be able to do just that. Best of all, you can apply argument mapping to all six speaking tasks and both writing tasks. That means you will spend less time reading about strategies and more time practicing them. You Will Also Learn: \* Essential rhetorical strategies and opinion development strategies \* Step-by-step basic responses for all speaking and writing tasks \* Step-by-step advanced responses for all speaking and writing tasks \* Step-by-step emergency responses for all speaking and writing tasks \* How to revise your spoken and written responses to maximize scoring \* How to rate spoken and written responses quickly and proficiently ARGUMENT DEVELOPMENT Learn basic and advanced argument development strategies to maximize your speaking and writing scores. By doing so, you can increase your TOEFL score. ARGUMENT MAPPING Learn test-proven speaking and writing strategies quickly and proficiently using the graphics-based strategy called argument mapping. SCORING STRATEGIES Learn how to think like a TOEFL rater so you know exactly what to say and write to maximize scoring.

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"SAT, TOEFL, and IELTS Vocabulary" by College Exam Preparation. This book contains all the most important words that you need to know to successfully complete speaking and writing/essay parts of SAT, IELTS, and TOEFL exams. This book is perfect for any serious candidate who does not wish to waste time researching and learning new vocabulary the traditional way. This book will make your learning more efficient with less of your own effort, which means more spare time to review other concepts. We tried not to create just a regular dictionary with a bunch of words, but chose only the most necessary definitions from the official SAT, IELTS, and TOEFL examination materials, and described them in the most accessible way.

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