TOEIC | Intermediate

EWS-TOEIC-L2-01 | Guided learning and practice

Understand the two-skill test and its workplace focus

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This EWS course prepares the standard TOEIC Listening and Reading pathway. It assesses understanding of workplace and everyday English through multiple-choice tasks. Speaking and Writing are separate TOEIC tests; they are not automatically included in a Listening and Reading booking. Check your employer's or institution's exact requirement before choosing a test. This distinction prevents a learner from completing the wrong preparation route.

The standard Listening and Reading test has four listening parts and three reading parts. Learn each part's purpose, then practise the language behind it: actions, requests, schedules, procedures, correspondence and connected documents. Keep a review record that explains why an answer is supported and why the nearest distractor is wrong. EWS unit worksheets provide focused practice, not an ETS-calibrated score or a full official test. Your study plan should combine vocabulary and grammar development with increasingly sustained listening and reading, rather than depend only on answer-choice tricks.

Worked examples

Scope check: Listening and Reading is not the same booking as Speaking and Writing.

Useful review note: I confused the original delivery date with the revised one.

Try it yourself: language control

1. Choose: The manager requested (assistance / assist).
2. Choose: The order has been (confirm / confirmed).
3. Choose: Staff may use the room (unless / because of) another group has booked it.
4. Correct: Each employee receive an identity card.
5. Choose: The train arrived (earlier / early than) than expected.

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Identify visible actions accurately

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Photograph listening asks you to match a spoken description with visible evidence. Start with the main people, objects and actions. Look for what is actually happening rather than imagining the scene's purpose. A person standing beside a vehicle is not necessarily driving it, and a worker holding a box is not necessarily packing it. The correct description must fit the picture at the moment shown.

Action verbs often use a continuous form, so listen closely to the verb and object. Distinguish carrying, lifting, pushing and placing. An option can name a visible object but describe an action that is absent. During practice, describe the image yourself before listening, then compare your description with the options. If a wrong answer was tempting, identify whether the problem was a verb, object, number or location. This trains visual and language precision. EWS text descriptions can teach the method, but a true photograph task requires an actual matched image.

Worked examples

Visible evidence: A woman is placing folders on a shelf.

Unsupported assumption: She is preparing for a promotion.

A training workshop

The customer-service workshop will be held on Saturday at the Lake Centre from nine until noon. Participants should register by Thursday and bring a notebook. The standard registration fee includes refreshments and a printed guide. Staff from partner organisations may request a reduced fee by supplying their employer's reference. Parking is limited, so a space must be requested in advance. The original notice lists Room 2 as the venue. Anyone needing step-free access should tell the organiser when registering so that suitable arrangements can be confirmed.

Find evidence in the text

1. When is the registration deadline?
2. Name one item included in the fee.
3. Who may request a reduced fee?
4. Is parking guaranteed without a request?
5. What should someone needing step-free access do?

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Question words and the required response

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Question–response listening begins with understanding what information is requested. Who asks for a person, where a place, when a time, why a reason and how a method or condition. Listen to the complete question because its final phrase can narrow the target. How long asks for duration, while how often asks for frequency. These distinctions prevent a relevant-sounding but wrong answer.

A response does not always repeat the question's wording or give a direct fact. If someone asks when a manager returns, "Her assistant will know" can be a relevant indirect response. Judge whether the reply makes sense in the conversation. Do not select an answer simply because it contains a word heard in the question. Practise by identifying the information type before considering replies, then explaining the relationship. This helps you follow communication rather than use a fragile keyword shortcut.

Worked examples

How long is the course? → Six weeks.

How often does it run? → Twice a year.

Apply the skill

1. Write a two-sentence explanation of why the confirmation email must be read after the workshop notice.

2. Reply politely to an organiser, confirming attendance and asking where to collect the guide.

3. State what a reduced fee means and what it does not mean.

Use separate paper or a device recording for longer responses. Keep your attempt for feedback. This is EWS skill practice, not an official score.

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