

# SYLLABUS

**Course** : Introduction to TOEFL  
**Time** : 16 Sessions (including Mid-Term Test and Final Test)  
**Instructor** : IMAM FAUZI M.Pd  
**Contact information** : (email: imam\_unyur@yahoo.com/ phone; 087771857776)

## A. Course Description

This course is comprehensively designed for developing a competency of participants' listening, reading, speaking and writing, especially understanding and mastering the techniques of answering TOEFL test. The TOEFL course is designed to prepare students for the TOEFL PBT test. This course requires participants who have a greater motivation to learn how to comprehend typical questions of the TOEFL test, useful tips and tricks of listening sections, structure and written test, error analysis of structure, reading comprehension, and get more focused training to improve their overall abilities in order to be able to succeed the TOEFL test. The course covers fundamental English lessons for specific purpose which are expected to be useful to make participants getting better to understand and apply their ability in conducting TOEFL test.

## B. Objectives

After taking this course, students are expected to be able:

- 1) To understand and write various types of English sentences grammatically
- 2) To improve their listening, reading, and writing skills
- 3) To be familiar with the typical sections of TOEFL test
- 4) To understand the useful techniques of answering TOEFL test in order to succeed the test
- 5) To have a preparation test of TOEFL (Prediction Test)
- 6) To make them more confident to prepare and conduct the test
- 7) To avoid making error construction of English sentence
- 8) To write various patterns of English grammar, such as present perfect and preset perfect progressive, passive form, comparative adjectives, conditional clause, etc.

**C. Basic Course Outline (BCO)**

| <b>Sessions</b> | <b>TOPICS</b>                                                                                                                                                                                                                                                   | <b>Learnig objectives: after following the sessions participants are expected to be able to;</b>                                                                                                                                                                                                                    | <b>Learning activities</b>                                                                                                                                   |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1               | Introduction to TOEFL <ul style="list-style-type: none"> <li>- What is TOEFL?</li> <li>- Why TOEFL is needed to learn?</li> <li>- What typical sections of Test are explained in TOEFL?</li> <li>- How to prepare the TOEFL test?</li> </ul>                    | <ul style="list-style-type: none"> <li>- Be familiar with the toefl test, types of toefl questions, and sections of toefl</li> <li>- Understand some useful stages how to prepare toefl test</li> <li>- Identify the TOEFL score range scale</li> </ul>                                                             | <ul style="list-style-type: none"> <li>- Toefl discourse</li> <li>- Question and response</li> <li>- Critical thinking</li> <li>- Problem solving</li> </ul> |
| 2               | What are differences TOEFL and IELTS <ul style="list-style-type: none"> <li>- What is IELTS</li> <li>- What is TOEFL</li> <li>- Different Structure of TOEFL &amp; IELTS Speaking, Reading, Listening and Writing</li> <li>- Scoring IELTS and TOEFL</li> </ul> | <ul style="list-style-type: none"> <li>- Differentiate two types of language proficiency test</li> <li>- Findng out the distincts of two language proficiency tests</li> <li>- Familiarize the core format of two language tests</li> <li>- Try to learn how to simulate the score of two langauge tests</li> </ul> | <ul style="list-style-type: none"> <li>- Toefl discourse</li> <li>- Question and response</li> <li>- Critical thinking</li> <li>- Problem solving</li> </ul> |

|   |                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                              |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>- Be able to test their comprehension about two language proficiency tests</li> </ul>                                                                                                                                                                                                                                                                              |                                                                                                                                                              |
| 3 | <p>What are differences TOEFL and TOEIC</p> <ul style="list-style-type: none"> <li>- What are the main differences</li> <li>- Different purposes between TOEFL and TOEIC</li> <li>- TOEFL and TOEIC formats</li> <li>- Scoring TOEFL and TOEIC</li> </ul>              | <ul style="list-style-type: none"> <li>- Differentiate two types of language proficiency test</li> <li>- Finding out the distincts of two language proficiency tests</li> <li>- Familiarize the core concept of two language tests</li> <li>- Try to learn how to simulate the score of two language tests</li> <li>- Be able to test their comprehension about two language proficiency tests</li> </ul> | <ul style="list-style-type: none"> <li>- Toefl discourse</li> <li>- Question and response</li> <li>- Critical thinking</li> <li>- Problem solving</li> </ul> |
| 4 | <p>Listening practice section 1<br/>Question and Response</p> <ul style="list-style-type: none"> <li>- Tips and tricks in listening section 1</li> <li>- two typical of questions (yes/ no question and W 8 H question words)</li> <li>- Listening practice</li> </ul> | <ul style="list-style-type: none"> <li>- Improve their listening skill through understanding the useful tricks</li> <li>- Learn the first section of listening comprehension</li> </ul>                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>- Listening practice</li> </ul>                                                                                       |

|   |                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                        |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
|   |                                                                                                                                                                              | <ul style="list-style-type: none"> <li>- Comprehend in detail what is said in standard spoken language, for example in a conversation and announcements</li> <li>- Comprehend the two tricks of listening section one (question and response)</li> </ul>                                                                                                                                                |                                                                        |
| 5 | <p>Listening practice 2</p> <ul style="list-style-type: none"> <li>- Get more practices on listening section 1</li> <li>- Analyzing question in listening section</li> </ul> | <ul style="list-style-type: none"> <li>- Improve their listening skill through understanding the useful tricks</li> <li>- Learn the first section of listening comprehension</li> <li>- Comprehend in detail what is said in standard spoken language, for example in a conversation and announcements</li> <li>- Comprehend the two tricks of listening section one (question and response)</li> </ul> | <ul style="list-style-type: none"> <li>- Listening practice</li> </ul> |

|   |                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                    |                                                                      |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 6 | <p>Reading comprehension</p> <ul style="list-style-type: none"> <li>- How to learn the reading comprehension</li> <li>- What is reading outline (introduction, discussion, example, conclusion)</li> <li>- Reading strategies</li> <li>- Discuss the main idea, supporting idea, and conclusive idea</li> </ul> | <ul style="list-style-type: none"> <li>- Improve their reading skill through understanding the useful tricks</li> <li>- Learn the third section Reading comprehension</li> <li>- Comprehend in detail what is written in standard written language, for example in a English letter and announcements</li> <li>- Comprehend the two strategies of reading comprehension</li> </ul> | <ul style="list-style-type: none"> <li>- Reading practice</li> </ul> |
| 7 | <p>Structure and written expressions</p> <p>Error recognition and incomplete sentence</p> <ul style="list-style-type: none"> <li>- Getting familiar with typical questions</li> <li>- Understanding English error analysis</li> <li>- Practice English grammar</li> <li>- Individual assignment</li> </ul>      | <ul style="list-style-type: none"> <li>- Improve their grammar skill through understanding the useful tricks</li> <li>- Learn the second section of TOEFL test</li> <li>- Comprehend in detail what is written in standard written language grammatically</li> <li>- Comprehend the two parts of structure written test</li> </ul>                                                 | <ul style="list-style-type: none"> <li>- Grammar analysis</li> </ul> |

|    |                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                  |                                                                        |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 8  | <b>TOEFL Simulation Test</b>                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                  |                                                                        |
| 9  | Listening practice section 2<br>Short Conversation <ul style="list-style-type: none"> <li>- Tips and tricks in listening section 2</li> <li>- Learning Types of questions</li> <li>- Listening practice</li> </ul> | <ul style="list-style-type: none"> <li>- Improve their listening skill through understanding the useful tricks</li> <li>- Learn the second section of listening comprehension</li> <li>- Comprehend in detail what is said in standard spoken language, for example in a conversation and Announcements</li> <li>- Comprehend the two tricks of listening section two</li> </ul> | <ul style="list-style-type: none"> <li>- Listening practice</li> </ul> |
| 10 | Types of Reading Passages <ul style="list-style-type: none"> <li>- Practice the reading test</li> <li>- Discuss and solve the difficulties of test</li> <li>- Conclusion</li> </ul>                                | <ul style="list-style-type: none"> <li>- Improve their reading skill through understanding the kinds of reading</li> <li>- Learn the third section Reading comprehension</li> <li>- Comprehend in detail what is written in standard written</li> </ul>                                                                                                                          | <ul style="list-style-type: none"> <li>- Reading practice</li> </ul>   |

|    |                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                     |                                                                      |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
|    |                                                                                                                                                                                                                                                                                                  | <p>language, for example in a English letter and Announcements</p> <ul style="list-style-type: none"> <li>- Comprehend the two strategies of reading comprehension</li> </ul>                                                                                                                                                       |                                                                      |
| 11 | <p>Incomplete sentence</p> <ul style="list-style-type: none"> <li>- Getting familiar with the questions of incomplete sentence</li> <li>- Understanding tips of incomplete sentence</li> <li>- Practice Incomplete sentence</li> <li>- Analyze grammar structure of typical questions</li> </ul> | <ul style="list-style-type: none"> <li>- Improve their grammar skill through understanding the useful tricks</li> <li>- Learn the second section of TOEFL test</li> <li>- Comprehend in detail what is written in standard written language grammatically</li> <li>- Comprehend the first part of structure written test</li> </ul> | <ul style="list-style-type: none"> <li>- Grammar analysis</li> </ul> |
| 12 | <p>Error recognition</p> <ul style="list-style-type: none"> <li>- Getting more practices on error analysis</li> <li>- Doing practices of prediction test of error recognition</li> <li>- Solving some difficulties</li> </ul>                                                                    | <ul style="list-style-type: none"> <li>- Improve their grammar skill through understanding the useful tricks</li> <li>- Learn the second section of TOEFL test</li> <li>- Comprehend in detail what is written in</li> </ul>                                                                                                        | <ul style="list-style-type: none"> <li>- Grammar analysis</li> </ul> |

|    |                                                                                       |                                                                                                                                                                                                                                                                                           |                        |
|----|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|    |                                                                                       | standard written<br>language grammatically<br>- Comprehend the second<br>part of structure written<br>test                                                                                                                                                                                |                        |
| 13 | Structure and written test<br>Intensive Exercises<br>Incomplete and error recognition | - Improve their grammar<br>skill through<br>understanding the<br>useful tricks<br>- Learn the second<br>section of TOEFL test<br>- Comprehend in detail<br>what is written in<br>standard written<br>language grammatically<br>- Comprehend the two<br>parts of structure<br>written test | - Grammar<br>practice  |
| 14 | Toefl Practice<br>Listening<br>Structure and written test<br>Reading comprehension    | - Practice the whole<br>typical questions of<br>TOEFL test<br>- Identify what the<br>participants strengths<br>and weaknesses                                                                                                                                                             | - Toefl<br>preparation |

|    |                                                                                    |                                                                                                                                                                           |                                                                       |
|----|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 15 | Toefl Practice<br>Listening<br>Structure and written test<br>Reading comprehension | <ul style="list-style-type: none"> <li>- Practice the whole typical questions of TOEFL test</li> <li>- Identify what the participants strengths and weaknesses</li> </ul> | <ul style="list-style-type: none"> <li>- Toefl preparation</li> </ul> |
| 16 | <b>Final Examination / TOEFL PBT</b>                                               |                                                                                                                                                                           |                                                                       |

**D. Evaluation**

| NO | Score Item                                                                                          | Percentage |
|----|-----------------------------------------------------------------------------------------------------|------------|
| 1  | Quiz                                                                                                | 10%        |
| 2  | Assignment<br><ul style="list-style-type: none"> <li>- Group &amp;</li> <li>- Individual</li> </ul> | 20%        |
| 3  | Mid-term test                                                                                       | 30%        |
| 4  | Final Exam                                                                                          | 40%        |

**TOEFL Score Range Scale**

| OEIC      | TOEFL Paper | TOEFL Computer (CBT) | TOEFL Computer (IBT) | IELTS     | VEC Online Score | Approximate VEC Level |
|-----------|-------------|----------------------|----------------------|-----------|------------------|-----------------------|
| 0 - 250   | 0 - 310     | 0 - 30               | 0 - 8                | 0 - 1     | 0 - 34           | Beginner              |
|           | 310 - 343   | 33 - 60              | 18-Sep               | 1 - 1.5   | 35 - 38          | Middle beginner       |
| 255 - 400 | 347 - 393   | 63 - 90              | 19 - 29              | 2 - 2.5   | 39 - 45          | Upper Beginner        |
|           | 397 - 433   | 93 - 120             | 30 - 40              | 3 - 3.5   | 46 - 53          | Low Intermediate      |
| 405 - 600 | 437 - 473   | 123 - 150            | 41 - 52              | 4         | 54 - 57          | Middle Intermediate   |
|           | 477 - 510   | 153 - 180            | 53 - 64              | 4.5 - 5   | 58 - 65          | Intermediate          |
| 605 - 780 | 513 - 547   | 183 - 210            | 65 - 78              | 5.5 - 6   | 66 - 73          | Low advanced          |
|           | 550 - 587   | 213 - 240            | 79 - 95              | 6.5 - 7   | 74 - 81          | Middle advanced       |
| 785 - 900 | 590 - 637   | 243 - 270            | 96 - 110             | 7.5 - 8   | 82 - 90          | Upper Advanced        |
| 905 - 990 | 640 - 677   | 273 - 300            | 111 - 120            | 8.5 - 9   | 91 - 100         | Upper Advanced        |
| Top Score | Top Score   | Top Score            | Top Score            | Top Score | Top Score        | Top Level             |
| 990       | 677         | 300                  | 120                  | 9         | 100              | Upper Advanced        |

## E. References

Fauzi, Imam. 2019. **Get in Touch to the TOEFL**. Bandung: Mega Rancage

Azar, Schramfer, Betty. 1989. *Understanding and Using English Grammar*, London: Prentice-Hall

Pyle. A. Michael M.A, and Ellen Mary. 1991. *TOEFL Preparation Guide: Test of English as a foreign language*, New York: Cliffs Lincoln

Cyssco R. Dhanny. 2006. *English Grammar Practice for TOEFL; Persiapan Tes*, Jakarta: Puspa Swara

Fauzi, Imam. 2017. *Get in Touch to the TOEFL*, Bandung : Mega Rancage

[www.TOEFLPredictiontest.com](http://www.TOEFLPredictiontest.com)