

ONLINE COURSE

THE FLUENT READER:

TOEIC PREPARATION BOOKLET

**READ.
UNDERSTAND.
ARTICULATE.**



Fluent with Scharntel
By Tilly R

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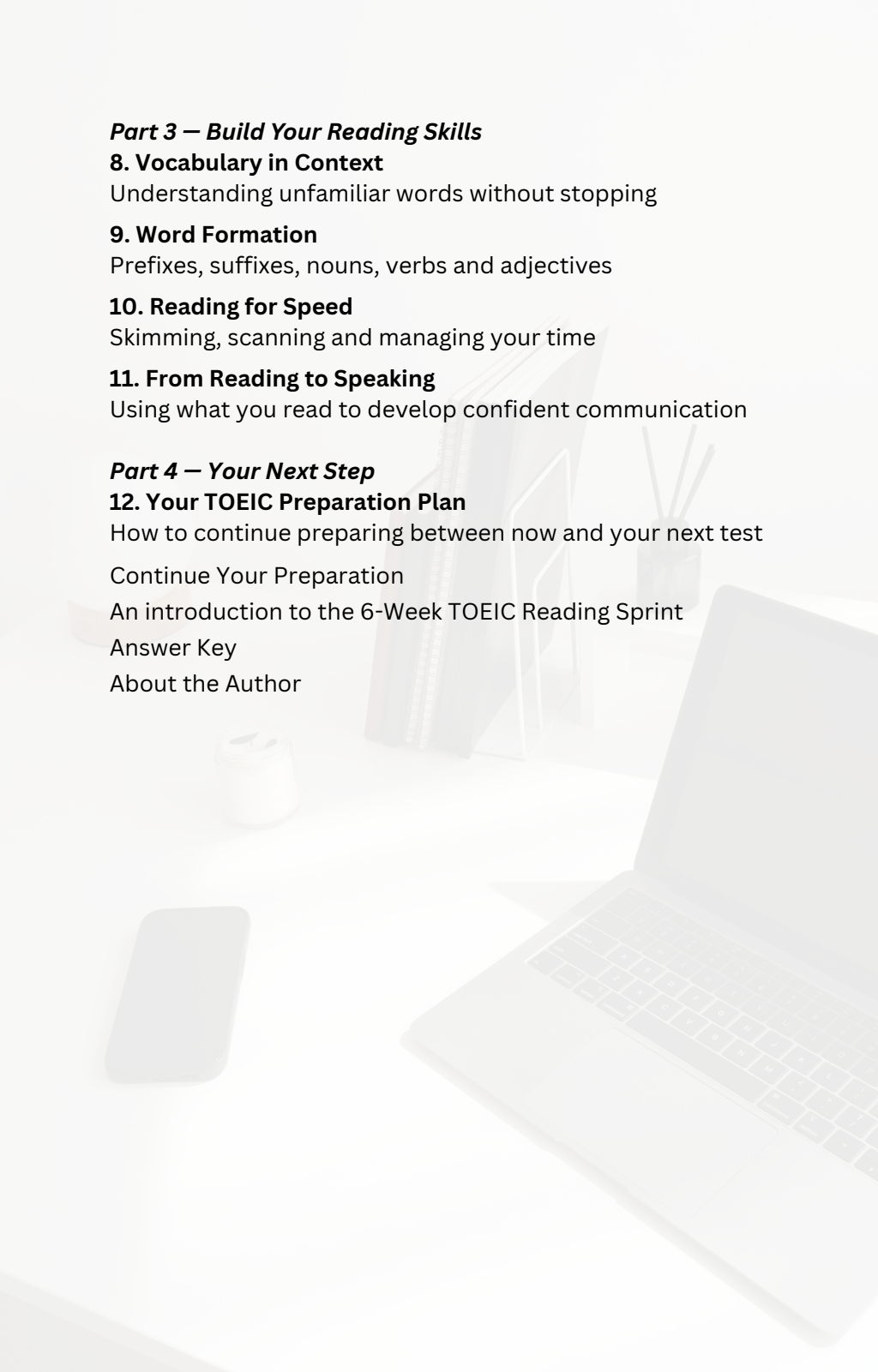
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This publication contains original instructional material designed to help learners develop English reading, comprehension, vocabulary, grammar, and communication skills relevant to TOEIC preparation.



Introduction

Your Next Step Toward a Better TOEIC Score

Preparing for TOEIC is not simply about learning more English. *It is about learning to understand English efficiently.*

You may already know a considerable amount of English and still find yourself running out of time, misunderstanding a question, choosing between two similar answers, or struggling to understand a business email quickly.

That is because TOEIC tests more than vocabulary and grammar. It tests how effectively you can process information, recognise meaning, make connections, and understand what a text is communicating.

This booklet gives you a short introduction to that process.

What will you practise?

Throughout the booklet, you will encounter the kinds of language and situations commonly associated with professional and everyday international communication:

- Workplace communication
- Business emails and announcements
- Meetings and schedules
- Customer service
- Technology and innovation
- Careers and professional development
- International business
- Workplace culture
- Modern business issues

The goal is not to make the material childish or overly academic. It is to give you useful English for the real world while developing the skills you need for TOEIC

One passage. Multiple skills.

A good reading passage can do much more than test whether you understood it.

It can help you practise:

Reading comprehension → Vocabulary → Inference → Grammar in context → Word formation → Pronunciation → Reading speed → TOEIC strategy → Discussion → Speaking

This is the approach behind The Fluent Reader.

You will not simply read a passage and answer questions.

You will learn to notice why the language works, how words are formed, how meaning is communicated, and how information can be understood more efficiently.

What about your level?

You do not need to be an advanced English speaker to begin.

The material is designed around TOEIC difficulty and question types, rather than simply labelling everything as Beginner, Intermediate, or Advanced.

You may find some activities easy and others challenging. That's intentional.

The purpose is to identify what you can already do well and where you need more practice.

Ready to Go Further?

This booklet is only a starting point.

If you want structured preparation, The Fluent Reader TOEIC Preparation Courses, take these skills further through guided lessons, targeted practice, reading strategies, vocabulary development, comprehension exercises, and TOEIC-style questions.

Choose your path:

6-Week TOEIC Reading Sprint

A focused introduction for learners who want to strengthen their reading skills and become more confident with TOEIC Reading.

12-Week TOEIC Preparation Programme

A deeper programme for learners who want more time to develop their skills, practise consistently, and prepare more thoroughly for their next TOEIC test.

Whether your goal is a higher score, greater confidence at work, or simply a better understanding of English, remember:

Read. Understand. Articulate.

Your preparation starts here.



How to Use This Book

This booklet introduces TOEIC Reading and helps you find areas to improve.

Study at your own pace, but practise regularly—consistency is more important than long sessions.

This booklet introduces TOEIC Reading and helps you identify areas to improve.

Study at your own pace, but practise regularly. Consistency matters more than long sessions.

This booklet introduces TOEIC Reading and helps you find areas to improve.

1. Read First

Read each passage once without stopping for unknown words.

2. Read Again

Focus on:

- key vocabulary
- verbs and nouns
- prefixes and suffixes
- useful phrases
- key vocabulary
- verbs & nouns
- prefixes & suffixes
- useful phrases
- grammar in context

Don't memorise everything—focus on understanding. Focus on key vocabulary, verbs, nouns, and useful phrases. Notice grammar in context, but don't try to memorise everything.

3. Test Your Understanding

Answer without looking at the text.

If wrong, ask:

Why did I choose the wrong answer?

4. Watch the Clock

TOEIC Reading is timed, so speed matters—but not without understanding.

Start with accuracy, then build speed.

Aim to find and understand information quickly.

5. Read Aloud

Read sentences aloud to notice:

- pronunciation
- stress and rhythm
- difficult sounds
- new vocabulary

6. Go Beyond the Page

Summarise each passage in your own words.

Ask:

Could I explain this?

Could I use this vocabulary?

This turns reading into communication.

Final Reminder

This is an introduction, not a full course.

For deeper study, see the 6-Week TOEIC Reading Sprint.

With practice, you will learn to Read. Understand. Articulate.

PART 1 – UNDERSTANDING TOEIC READING

1. Know the Reading Test

Before you begin preparing for TOEIC, you need to understand what you are preparing for.

The TOEIC Listening & Reading test measures how effectively you can use English in everyday and professional situations. The Reading section contains 100 questions, and you have 75 minutes to complete them.

The Reading section is divided into three parts:

Part 5 – Incomplete Sentences

30 questions

You will read individual sentences with one missing word or phrase. You choose the option that best completes the sentence.

Part 5 tests your ability to recognise:

- Grammar
- Vocabulary
- Word forms
- Verb forms
- Prepositions
- Sentence structure

Example:

The company plans to _____ its customer service department next year.

A. expansion B. expand C. expanded D. expanding

Don't simply ask, "Which word do I know?"

Ask:

"What kind of word does this sentence require?"

The word **to** is followed by the base form of a verb, so *expand* is the correct choice.

This is one of the skills we develop more deeply in the 6-Week TOEIC Reading Sprint.

Part 6 — Text Completion

16 questions

Part 6 looks similar to Part 5, but there is an important difference.

Instead of reading isolated sentences, you will read short texts such as emails, notices, articles, or workplace communications.

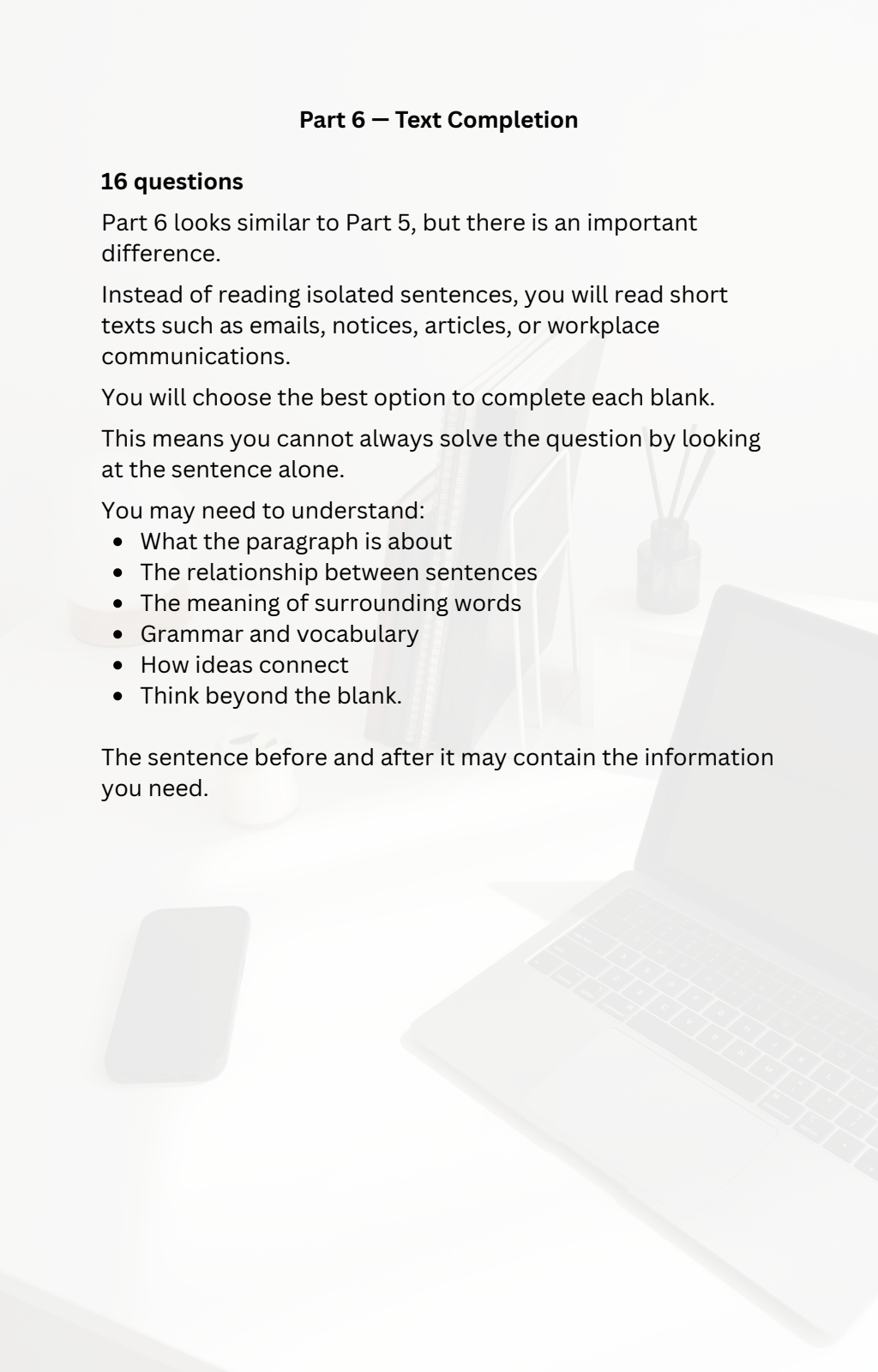
You will choose the best option to complete each blank.

This means you cannot always solve the question by looking at the sentence alone.

You may need to understand:

- What the paragraph is about
- The relationship between sentences
- The meaning of surrounding words
- Grammar and vocabulary
- How ideas connect
- Think beyond the blank.

The sentence before and after it may contain the information you need.



Part 7 — Reading Comprehension

54 questions

This is the largest part of the Reading section.

You will read texts such as:

- Emails
- Notices
- Advertisements
- Articles
- Messages
- Letters
- Schedules
- Online information
- Workplace documents

Some questions involve one text, while others require you to connect information from two or three related texts.

Questions may ask you to identify:

- A specific detail
- The main idea
- The purpose of the text
- Who or what something refers to
- The meaning of a word in context
- Information that is implied

Information that can be inferred from more than one document

The important difference

A question may not give you the exact sentence you need.

For example, a passage might say:

The Tokyo office will close at 3 p.m. on Friday to allow employees to attend the annual company meeting.

A question might ask:

Why will the Tokyo office close early?

The answer is not necessarily written as:

"Because there is an annual company meeting."

You need to understand the relationship between the information.

That is ***inference***.

And inference becomes increasingly important as the reading questions become more challenging.

Don't Read TOEIC Like a Novel

One of the biggest mistakes learners make is trying to read every passage from beginning to end with equal attention.

TOEIC is a timed test.

You need to learn how to decide:

- What information do I need?
- Where am I likely to find it?
- What can I ignore?
- This does not mean reading carelessly.
- It means becoming an efficient reader.

For example, if a question asks:

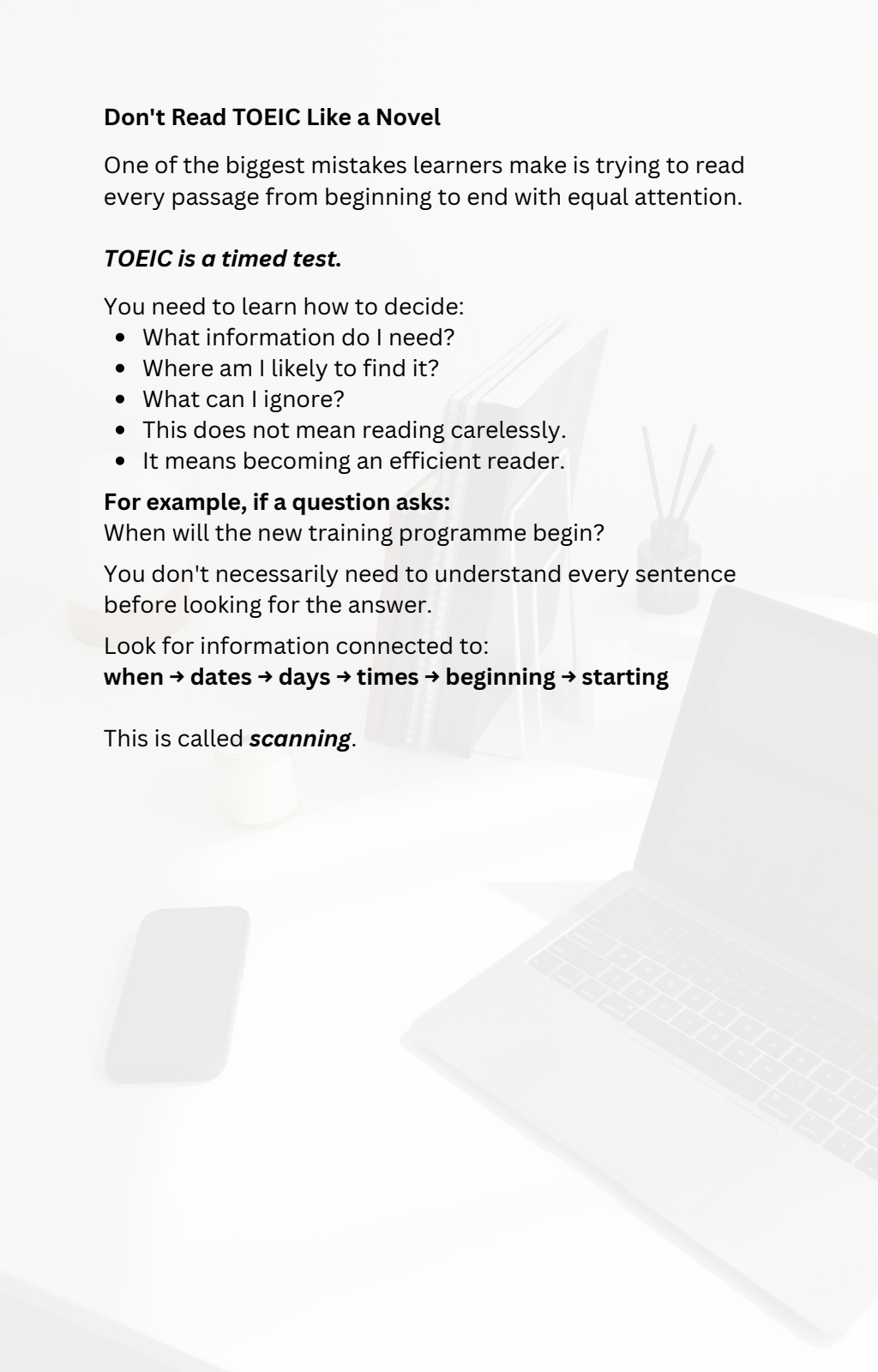
When will the new training programme begin?

You don't necessarily need to understand every sentence before looking for the answer.

Look for information connected to:

when → dates → days → times → beginning → starting

This is called ***scanning***.

A faint, light-colored background image of a desk setup. It includes a laptop on the right, a smartphone on the left, a stack of books in the center, and a pen holder with pens on the right. The image is semi-transparent and serves as a decorative backdrop for the text.

Skimming vs Scanning

Two reading skills are particularly useful for TOEIC.

Skimming

Skimming means reading quickly to understand the general idea.

You might look at:

- The title
- Headings
- The first sentence
- Important keywords
- Repeated ideas

Your question is:

"What is this mainly about?"

Scanning

Scanning means moving quickly through a text to find specific information.

You might be looking for:

- A name
- A date
- A price
- A location
- A product
- A deadline
- A specific action

Your question is:

"Where is the information I need?"

Good TOEIC readers use both.

Your First Strategy

Before trying to read faster, learn to read accurately.

Then gradually improve your speed.

A useful progression is:

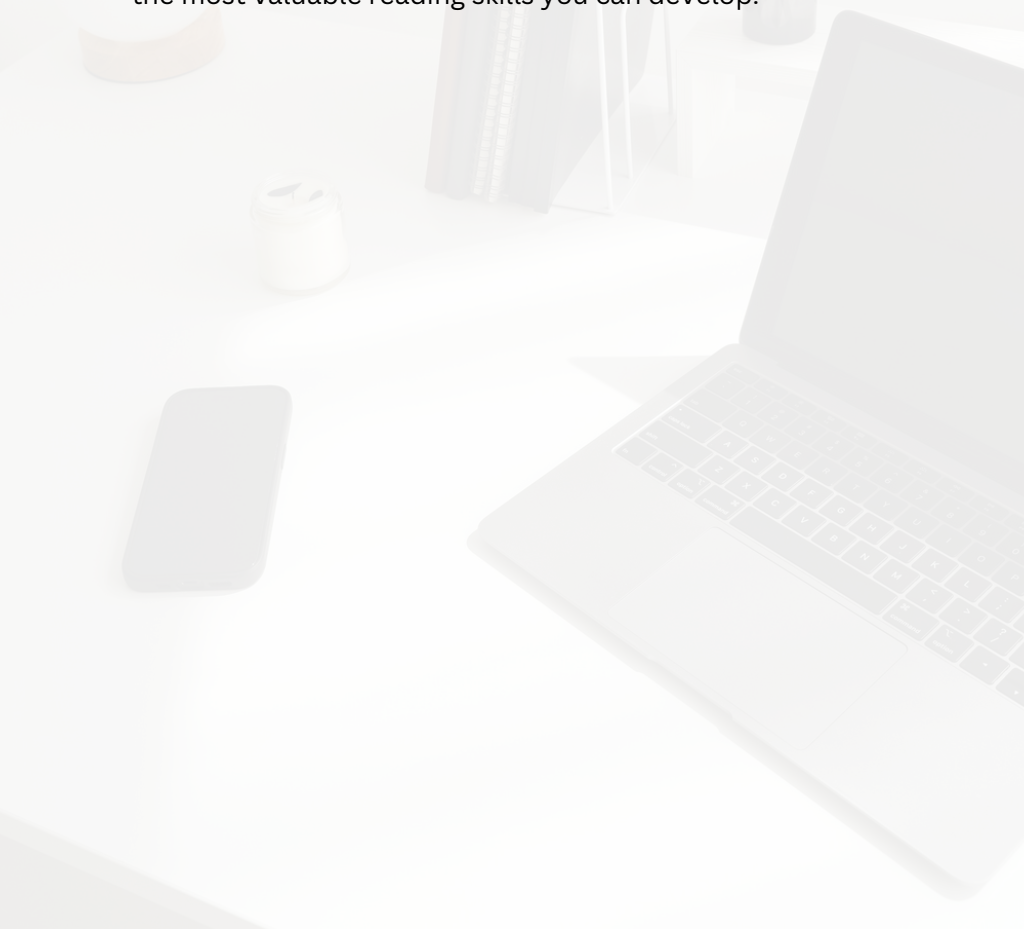
Understand → Locate → Infer → Answer → Improve Speed

Don't panic when you see an unfamiliar word.

You do not need to understand every word to understand a passage.

Sometimes the surrounding information is enough to work out what a word means.

That skill—understanding meaning from context—is one of the most valuable reading skills you can develop.



Quick Check

Before moving on, ask yourself:

1. How many questions are in the TOEIC Reading section?
2. How much time do you have?
3. What is the difference between Part 5 and Part 6?
4. What is skimming used for?
5. What is scanning used for?
6. Why is inference important?

If you can answer these confidently, you have the foundation you need.

If you cannot, don't worry. These skills are developed through practice, not memorised overnight.

Want more guided practice?

The 6-Week TOEIC Reading Sprint takes these strategies into structured lessons and targeted exercises.

This booklet introduces the skills. The full courses help you build them.

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