

## TOEFL Preparation Course Syllabus

Version 1.01.01

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## 1. Welcome to Manhattan Review!

Congratulations on taking your first step towards admission to the university of your choice. You are now ready to prepare yourself for a great advancement in your career. As you know, admission to top business schools is highly competitive; therefore, you must put a lot of work into preparation for the TOEFL.

Our mission is clear and simple: We are here to provide you with the best possible preparation for the TOEFL. Our course will enable you to score your very best on the test!

## 2. About Manhattan Review

**Manhattan Review**, founded in 1999 by Dr. Joern Meissner, is a multi-national educational services firm, focusing on GMAT, SAT & TOEFL Preparation, as well as LSAT and GRE, Admissions Consulting, and Career Training. It is operated by graduates of Ivy League doctoral and MBA programs. The headquarters is located in New York.

### Our TOEFL Courses & Services

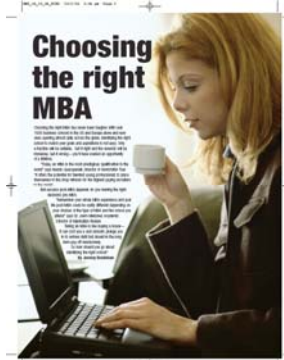
- Crash Courses (Major International Cities; 16 Hours one 2-day Weekend)
- Intensive Courses (Selected Locations; 28 Hours 1-week)
- Online Courses – Anywhere (Global Access; 24 Hours 6-week)
- Private Tutoring (Selected Locations)
- Online Recording Library – Anywhere (Global Access)

### Our Admissions Services

- Elite School Dedicated Pack (Global)
- Application Strategy Advisory Service (Global)
- Resume & Essay Review (Global)
- Mock Interview & Case Interview (Selected Locations)

### Our Interviews by Media

- Business Week
- Newsweek
- FAZ (Frankfurter Allgemeine Zeitung)
- MBA Career Guide
- Official MBA Guide



### 3. Overview of TOEFL Preparation

Preparation for the TOEFL requires an investment of time. In our course, we will help you manage your preparation time and supply you with the essential tools necessary to achieve a high score on the exam. There is no doubt that a high TOEFL Score will greatly increase your chances of attaining admission to the university of your choice.

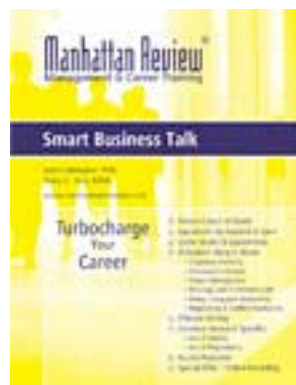
Originally, our course was targeted exclusively at candidates who had to obtain extremely high scores, because their desired programs were so competitive. Experience has shown, however, that after taking our course even candidates who did not plan to apply to a highly selective program achieved scores well beyond their expectations.

Below you will find a tentative class schedule and a detailed description of the topics covered in the course. At the end of this document, you will also find answers to frequently asked questions about our course. If you still have any questions after reading this document, please do not hesitate to call us or write us an email.

### 4. Our Expert Instructors

One of the factors that led to the creation of our course was the dissatisfaction with available TOEFL preparation. The big test prep companies often hire people who either have never set a foot in any prestigious university classroom or are still in school. Often, their teachers do not have any prior experience in teaching classes at a graduate level. In marked contrast, our course is taught by Ivy League educated teachers from Columbia University and other top schools who have had extensive teaching experience and are highly accomplished in a variety of areas. Members of the faculty include graduates from the doctoral program at Columbia Business School and accomplished teachers who have taught college or graduate level classes. All our teachers have performed extremely well on various standardized tests. There is simply no better way to ace the TOEFL than to learn from instructors who have been admitted to top schools and have actually taught in prestigious university programs! For instructor bios, please visit our website.

### 5. Our Course Materials



(Supplemental for Business English students)

This insightful TOEFL Integrated Study Guide (the photo above on the left) is designed for TOEFL test-takers at all levels to improve their English language skills within a short time period. It provides a well-structured overlay of the basics of the English language. Within the pages of this book the reader will find clear and concise study instructions for the TOEFL iBT and an expansive range of grammar, writing and reading tips. Not only is the guide great for TOEFL test-takers, it also is an excellent resource for any student of the English language who is looking to master his or her linguistic skills. Its 180-page content covers the following key features:

—*Guidelines for Effective Reading and Writing Strategies*

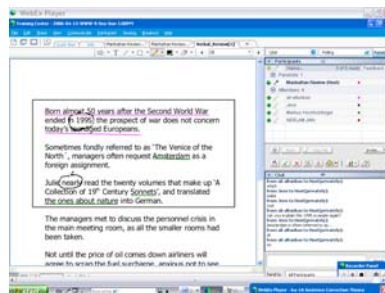
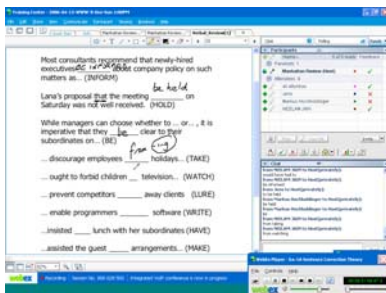
- Superior Listening Techniques
- An In-depth Look at the TOEFL iBT Test Itself including Essential Tips
- A Meticulous Examination of Prepositions
- An Extensive Grammar Review
- American vs. British Usage of English
- Trusted strategies in Accent Reduction
- A Comprehensive and Pragmatic Vocabulary List with Ascending Levels of Difficulty

## 6. In-Person Vs. Online Classes

### Our In-Person Classes



### Our Real-Time Interactive Online Classes



## 7. TOEFL Snapshot

### TOEFL Overview

There are 4 Sections in the TOEFL iBT:  
Reading, Listening, Speaking, and Writing  
Total test time: about 4.0 hours

Please note:

- TOEFL iBT is not computer adaptive. Each test taker receives the same range of questions.
- Test takers can take notes throughout the entire test. At the end of testing, all notes are collected and destroyed at the test center.

- For the Speaking section, test takers speak into a microphone, and their responses are digitally recorded and sent to the ETS Online Scoring Network.
- For the Writing section, test takers must type their responses, which are sent to the ETS Online Scoring Network.
- Human raters, trained and certified by ETS, rate the Speaking and Writing responses.

### **Scores & Fees**

TOEFL iBT provides five scores: four sections scores for Reading, Listening, Writing, and Speaking and a total score. Each section is on a 0-30 scale. The total score is the sum of the four section scores. The range of total scores could be anywhere from 0-120. It is valid for *two years*.

Each section of the TOEFL differs slightly in its scoring method. Speaking and writing sections are done by individual graders not computers.

- Each response on **speaking** section is given a score of 0 to 4, with 4 being the highest score, and scored according to how well you addressed the question, used the language, clearly and intelligibly expressed your answer, and how well you developed your response. That cumulative score is scaled from 0 to 30.
- Each **writing** response is graded by two individuals and given a score of 0 to 5, with 5 being the highest score. If those graders offer scores that differ by 2 or more points a third grader then decides the score. That cumulative score is also scaled from 0 to 30.

The end score report should be available online 15 days after the test. It will provide not only your overall score, but the scores you received on each section.

You may take the TOEFL iBT test only once in any seven-day period, even if you took the test and canceled your scores.

The normal fee to take the TOEFL test is US\$110. However, it varies based on country. To register for your test, please visit [www.ets.org/toefl](http://www.ets.org/toefl). Below is a schedule of representative fees. If you cancel your registration by the deadline, you will receive a refund equivalent to half of the original test fee.

### **Percentile Ranks for TOEFL iBT Scores (Source: ETS)**

<i>Percentile Rank</i>	<i>Reading Score</i>	<i>Listening Score</i>	<i>Speaking Score</i>	<i>Writing Score</i>	<i>Total Score</i>
<b>99</b>	29	29	29	29	<b>116</b>
<b>95</b>	28	28	28	28	<b>112</b>
<b>90</b>	27	27	27	27	<b>108</b>
<b>85</b>	26	26	26	26	<b>104</b>
<b>50</b>	22	22	22	22	<b>88</b>

**Format of iBT TOEFL**

<u>Topic</u>	<u>TOEFL iBT</u>
<b>Reading</b>	Question Type: 3–5 passages (About 700 words each), 12–14 questions each; Total No. of Questions: About 50 Total Time: 60–100 minutes
<b>Listening</b>	Question Type: a) 4–6 lectures (3-5 minutes long, about 500-800 words), 6 questions each; About 30 questions in total b) 2–3 conversations (about 3 minutes long, about 12-25 exchanges), 5 questions each; About 12 questions in total  Total No. of Questions: 40+ Total Time: 60–90 minutes
<b>Speaking</b>	Question Type: a) 2 independent tasks (prep time: 15 sec; response time: 45 sec) b) 2 integrated tasks – Read/Listen/Speak (prep time: 30 sec; response time: 60 sec) c) 2 integrated tasks – Listen/Speak (prep time: 20 sec; response time: 60 sec)  Total No. of Questions: 6 Total Time: 20 minutes
<b>Writing</b>	Question Type: a) 1 integrated task – Read/Listen/Write (20 minutes) (reading time: 3 min; listening time: 2 min; writing: 15 min) b) 1 independent task (30 minutes)  Total No. of Questions: 2 Total Time: 50 minutes
<b>Time</b>	<b>Approx. 4.0 hours</b>
<b>Summary</b>	<b>Addition of speaking section and expansion of writing section requires students to communicate in original English.</b>  <b>New integrated-skills questions test ability to learn, to integrate information across multiple tests; They are more difficult and more reflective of actual academic English</b>

**8. Topics Covered in the Reading Review**

In this section you will read 3-5 passages and answer 12-14 questions about each passage. The section is scored based on the number of correct reading comprehension responses.

**Reading Purposes**

- a. **To locate information with speed and accuracy**, such as skimming the text for key facts and important information
- b. **To demonstrate basic comprehension**, such as understanding the main idea, key points, passage structure, passage purpose, important facts and details, vocabulary in context, and pronoun references



- c. **To learn from reading**, such as understanding various relationships between ideas (e.g., compare-and-contrast, cause-and-effect, agree-disagree, or steps in a process) and tracing the development of ideas throughout the passage
- d. **To make inferences** about an author’s opinion and what is implied in a passage

**Reading Section Format**

- Length of Passage:** Approximately 700 words
- Number of Passages:** 3–5 passages
- Questions:** 12–14 questions per passage
- Total Time:** 60–100 minutes
- Avg. Time per Question:** 1.5 min
- When Questions will appear:** After test takers finish reading through or scroll to the end of the passage
- Screen/Test Details:**
- a) Test takers can view the entire passage while answering.
  - b) They can also review all the previous Reading questions and answers and even fill out the missed answers.
  - c) They can now click on some special purpose words and phrases in the reading passages to view a definition or explanation.

Below is a detailed outline of key topics to be covered in class.

**TOEFL Grammar Review**

<p>2.1 Noun</p> <p>2.1.1 Common and Proper Nouns</p> <p>2.1.2 Singular and Plural Nouns</p> <p>2.1.3 Countable and Uncountable Nouns</p> <p>2.1.4 Collective Nouns</p> <p>2.2 Pronoun</p> <p>2.2.1 Pronoun Types</p> <p>2.2.2 Nominative and Objective Cases</p> <p>2.2.3 Possessive Forms</p> <p>2.2.4 Agreement &amp; Reference</p> <p>2.3 Adjective</p> <p>2.4 Adverb</p> <p>2.4.1 Adverbial Forms</p> <p>2.4.2 Adverbial Positions</p> <p>2.5 Adverb vs. Adjective</p> <p>2.5.1 Position and Meaning</p> <p>2.5.2 Adverb and Adjective</p> <p>2.5.3 Adjective Only</p>	<p>2.6 Preposition</p> <p>2.6.1 Preposition Types</p> <p>2.6.2 Prepositions Frequently Misused</p> <p>2.6.3 Idioms with Prepositions</p> <p>2.7 Verb</p> <p>2.7.1 Transitive and Intransitive Verbs</p> <p>2.7.2 Active and Passive Voices</p> <p>2.7.3 Major Tenses</p> <p>2.7.4 Indicative, Imperative and Subjunctive Moods</p> <p>2.7.5 Participle</p> <p>2.7.5.1 Present Participle</p> <p>2.7.5.2 Past Participle</p> <p>2.7.5.3 Special Situations</p> <p>2.7.6 Gerund &amp; Infinitive</p> <p>2.8 Conjunction</p> <p>2.9 Helpful Topics</p> <p>2.9.1 Punctuation</p> <p>2.9.2 List of Irregular Verbs</p> <p>2.9.3 Words Frequently Confused</p> <p>2.9.4 American vs. British Usage</p> <p>2.9.5 Standard vs. Non-standard Usage</p>
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**TOEFL Reading – Foundational Skills**

<p><b>Vocabulary and Reference</b></p> <ul style="list-style-type: none"> <li>- Understanding Vocabulary from Context</li> <li>- Recognize Referents</li> </ul> <p><b>Sentences</b></p> <ul style="list-style-type: none"> <li>- Simplify Meanings of Sentences</li> <li>- Insert Sentences Into the Passage</li> <li>- Find Factual Information</li> <li>- Understand Negative Facts</li> </ul>	<p><b>Inferences</b></p> <ul style="list-style-type: none"> <li>- Make Inferences from Stated Facts</li> <li>- Infer Rhetorical Purpose</li> </ul> <p><b>Reading to Learn</b></p> <ul style="list-style-type: none"> <li>- Select Summary Information</li> <li>- Complete Schematic Tables</li> </ul>
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**TOEFL Reading – Test-Taking Skills**

<p>5.1 Section Overview</p> <ul style="list-style-type: none"> <li>5.1.1 Reading Purposes</li> <li>5.1.2 Reading Section Format</li> <li>5.1.3 Passage Types</li> <li>5.1.4 Question Types by Format</li> <li>5.1.5 Question Types by Content &amp; Strategy</li> </ul> <p>5.2 How to Read</p> <ul style="list-style-type: none"> <li>5.2.1 Focus on the Main Idea</li> <li>5.2.2 Scan the question and answers</li> <li>5.2.3 Find Key Information</li> <li>5.2.4 Identify Keyword Signals and Locate Specifics</li> </ul>	<p>5.3 How to Tackle</p> <ul style="list-style-type: none"> <li>5.3.1 Paraphrase Internally</li> <li>5.3.2 Do not be over-concerned with technical language</li> <li>5.3.3 Consider answers to the generic question types</li> <li>5.3.4 Effective Note-Taking</li> <li>5.3.5 Use the Process of Elimination</li> <li>5.3.6 Look up the information asked</li> <li>5.3.7 Watch out for Negation questions</li> </ul> <p>5.4 General Guidelines</p> <p>5.5 Special Advice</p>
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**9. Topics Covered in the Listening Review**

You will listen to 4-6 recorded academic lectures (6 questions each) and 2-3 recorded conversations (5 questions each). Then you will answer questions regarding the information you hear. The more correct responses you give, the higher your score will be.

**Listening Purposes**

- a. **To demonstrate basic comprehension**, such as understanding the main idea, key points, structure, purpose, conclusion, important facts and relevant details
- b. **To learn from listening**, such as understanding various relationships between ideas (e.g., compare-and-contrast, cause-and-effect, agree-disagree, or steps in a process) and tracing the development of ideas or events throughout the recordings. Note any digression during the talk and any side comments.
- c. **To make inferences** about an author’s opinion and what is implied in a recording.



### **Listening Section Format**

<b>Length of Lecture:</b>	3–5 minutes long each, about 500–800 words
<b>Number of Lectures:</b>	4–6 lectures
<b>Questions:</b>	6 questions per lecture; 24–36 questions in total
<b>Length of Conversation:</b>	about 3 minutes long; about 12–25 exchanges each
<b>Number of Conversations:</b>	2–3 conversations
<b>Questions:</b>	5 questions per conversation; 10–15 questions in total

<b>Total Time:</b>	60–90 minutes
<b>Avg. Time per Question:</b>	About 1 min
<b>When Questions will appear:</b>	After listening material is finished playing

#### **Screen/Test Details:**

- Pictures on the screen can help test takers image the setting and the role of the speakers
- Test takers will see and hear each question before seeing the answers
- Note taking is allowed. After testing, notes are collected and shredded before the test taker leaves the test center.
- In some questions a portion of the lecture or conversation is replayed so the test taker does not need to rely on memory of what was said.

### **TOEFL Listening – Foundational Skills**

#### **Basic Comprehension**

- Understand the Gist
- Understand the Details

#### **Pragmatic Understanding**

- Understanding the Function
- Understand the Speaker’s Stance

#### **Connecting Information**

- Understand the Organization
- Understand Relationships

### **TOEFL Listening – Test-Taking Strategies**

- 6.1 Section Overview
- 6.2 How to Tackle
  - 6.2.1 Basic Approaches - Locating the Main Idea or Purpose
  - 6.2.2 Basic Approaches - Structure
  - 6.2.3 Basic Approaches – Tone
  - 6.2.4 Basic Approaches – Transitions

## 10. Topics Covered in the Speaking Review

For you to earn the highest scores in the Speaking Section, your responses must fulfill the demands of the task given with only minor mistakes or lapses. The test graders are looking for a highly intelligible and sustained conversation. There are three main factors that comprise scoring for the Speaking Section.

### Speaking Purposes

- a. **Information Processing** – You need to be able to synthesize and summarize what you have read in your textbooks and heard in and outside of the class.
- b. **Viewpoint Formation** – In some of the speaking tasks, you need to form your own opinion in response to the information you have processed.
- c. **Delivery** - Your speech should be clear and have a well-paced flow with only minor lapses in pronunciation or intonation patterns.
- d. **Language Use** - Your responses should demonstrate effective use of grammar and vocabulary.
- e. **Topic Development** - Your responses should be sustained and sufficient for the task. They should be coherent and well developed with details and examples. A clear progression of ideas is also necessary for a high score.

### Speaking Section Format

- Length of Task:** 1-4 minutes long each  
**Number of Tasks:** 6  
**Questions:** 1 question per task; 6 questions in total  
**Total Time:** 20 minutes  
**Avg. Time per Question:** 45-60 seconds for the speaking part of each question  
**When Questions will appear:** After the test taker is done with reading and listening material  
**Screen/Test Details:**

- a) Pictures on the screen can help test takers imagine the setting and the role of the speakers and sometimes give hints or ‘key words’ related to the topics that will be covered.
- b) Test takers will see and hear each question.
- c) Note taking is allowed. After the test, notes are collected and shredded before the test taker leaves the test center.

### TOEFL Speaking – Foundational Skills

<p><b>Independent Tasks</b></p> <ul style="list-style-type: none"> <li>- Plan the Free-Choice Response</li> <li>- Make the Free-Choice Response</li> <li>- Plan the Paired-Choice Response</li> <li>- Make the Paired-Choice Response</li> </ul> <p><b>Integrated Tasks (Reading and Listening)</b></p> <ul style="list-style-type: none"> <li>- Note the Main Points as You Read</li> <li>- Note the Main Points as You Listen</li> <li>- Plan Before You Speak</li> <li>- Make the Response</li> </ul>	<p><b>Integrated Tasks (Listening)</b></p> <ul style="list-style-type: none"> <li>- Note the Main Points as You Listen</li> <li>- Plan Before You Speak</li> <li>- Make the Response</li> </ul>
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**TOEFL Speaking – Test-Taking Strategies**

7. Speaking Guide  7.1 Section Overview	7.2 How to Tackle Model 1: What would you prefer? Model 2: 2 Possibilities Model 3: Summarize Opinions Model 4: Summarize and Show Disparity Model 5: Summarize Preference Model 6: Summarize a Lecture
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**11. Topics Covered in the Writing Review**

What is a good written response on the TOEFL? The essay should effectively address a topic. The response should be well-organized and well-developed using relevant explanations and detailed support. Furthermore, it should also display unity, progression, and coherence. If you want to achieve a high writing score, make sure that you demonstrate syntactic variety and appropriate word choice with minor grammatical errors.

**Writing Purposes**

- a. **Information Processing** – You need to be able to synthesize and summarize what you have read in your textbooks and heard in and outside of the class.
- b. **Viewpoint Formation** – You need to form your own opinion in response to the information you have processed.
- c. **Delivery** - Your essay should have a clear main idea and a good structure with well-developed ideas supported by coherent evidence. Follow the conventions of spelling, punctuation, and layout.
- d. **Language Use** - Your essay should demonstrate effective use of grammar and vocabulary.
- e. **Topic Development** - Your essay should have the proper length, tone and conclusion. A clear progression of ideas with effective linking words (transitional phrases) is also necessary for a high score.

**Writing Section Format**

**Length of Task:** 1 integrated task – Read/Listen/Write (20 minutes)  
 (reading time: 3 min; listening time: 2 min; writing: 15 min)  
 1 independent task (30 minutes)

**Number of Tasks:** 2  
**Questions:** 2  
**Total Time:** 50 minutes

**When Questions will appear:** On the same screen above the reading material or just on the left of the screen without reading material

**Screen/Test Details:**

- a) Test takers may take notes on the reading passage and the listening passage. Test takers may refer to the reading passage when they write the essay for the integrated task.
- b) Responses are typed on the computer and sent to the ETS Online Score Network.

**TOEFL Writing – Foundational Skills**

<p><b>Integrated Task</b></p> <ul style="list-style-type: none"> <li>- Note the Main Points as You Read</li> <li>- Note the Main Points as You Listen</li> <li>- Plan Before You Write</li> <li>- Write a Topic Statement</li> <li>- Write Supporting Paragraphs on Reading Passages</li> <li>- Write Supporting Paragraphs on Listening Passages</li> <li>- Review Sentence Structure</li> <li>- Review Grammar</li> </ul>	<p><b>Independent Task</b></p> <ul style="list-style-type: none"> <li>- Plan Before You Write</li> <li>- Write the Introduction</li> <li>- Write Unified Supporting Paragraphs</li> <li>- Connect the Supporting Paragraphs</li> <li>- Write the Conclusion</li> <li>- Review Sentence Structure</li> <li>- Review Grammar</li> </ul>
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**TOEFL Writing – Test-Taking Strategies**

<ul style="list-style-type: none"> <li>8.1 Section Overview</li> <li>8.2 Writing Section Guidelines</li> <li>8.3 Planning Your Essay</li> <li>8.4 Writing Templates – Integrated Writing Task</li> <li>8.5 Writing Templates – Independent Writing Task</li> </ul>	<ul style="list-style-type: none"> <li>8.6 Effective Daily Writing</li> <li>8.6.1 Guidelines</li> <li>8.6.2 Process</li> <li>8.6.3 Learn From Others</li> <li>8.6.4 Advanced General Writing Tips</li> </ul>
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**12. TOEFL Preparation Course Schedule**

The most limiting factor in TOEFL preparation for most people is time. It is fairly easy to prepare someone for the TOEFL in 200 hours. However, it takes significantly more teaching experience and techniques to do so in less time. Our preparation is tailored to busy individuals. We will teach you what you need to know in the least amount of time.

The course consists of a mix of lectures and exercises in each session, with ample time allotted for answering sample questions and receiving personalized attention from the instructors. The course is structured so that both the novice and expert test-takers will learn valuable techniques for eliminating wrong answers and choosing correct ones. Each question is discussed in-depth with a step-by-step analysis of the thought processes required to arrive at the correct solution.

An approximate schedule of each of our regular courses is listed below. **The topics of the course are typically sequenced as presented in the test: Reading, Listening, Speaking, and Writing. However, we may mix them based on a variety of factors. We may also make slight adjustments to tailor the course to the needs of the participants based on all the communications exchanged prior to the course.**

Please note: Our courses can sometimes start a bit earlier or later than the published schedule on our website, or be moved from weekend nights to weekend mornings or afternoons. Please check your registration confirmation for the starting time and subject of your course! We may also teach a bit longer on the first sessions if we feel the participants may benefit from this. So please do not make early appointments on your class days.

Before the Course    Comprehensive TOEFL Basic Level Vocabulary Review  
    (Part I: 50+ pages; Part II to be distributed in class in Integrated Study Guide)

**Crash Courses (Major International Cities; 16 Hours 1 2-day Weekend; 8 Hours/Day Excl. Breaks)**

(Suggested Break 1: 15-minute break 2 hours after the start)  
 (Suggested Lunch Break: 30-minute break 4 hours after the start)  
 (Suggested Break 2: 15-minute break 6.5 hours after the start)  
 (More breaks are at instructor’s discretion based on the length of the session and students’ request.)  
 (Homework: Writing essays at the end of day one. Due on the second day morning.)

Day 1	Day 2
Reading 1	Practice Test - Reading
Listening 1	Practice Test Review – Reading
Reading 2	Practice Test - Listening
Listening 2	Practice Test Review – Listening
Speaking 1 – Independent Tasks	Practice Test - Speaking
Writing 1 – Independent Tasks	Practice Test Review – Speaking
Speaking 2 – Integrated Tasks	Practice Test - Writing
Writing 2 – Integrated Tasks	Practice Test Review – Writing

**Online Courses – (Global Access; 24 Hours 6-week; 4 Hours/Session)**

(Suggested Break: 1 10-minute break 2 hours after the start)  
 (More breaks are at instructor’s discretion based on the length of the session and students’ request.)  
 (Homework: Problems will be assigned by instructor based on the question type and topics covered.)  
 (Homework: Writing essays at the end of Writing 1. Due at the beginning of Writing 2.)

Session 1	Reading 1 Listening 1
Session 2	Reading 2 Listening 2
Session 3	Speaking 1 – Independent Tasks Writing 1 – Independent Tasks
Session 4	Speaking 2 – Integrated Tasks Writing 2 – Integrated Tasks
Session 5	Practice Test – Reading Practice Test Review – Reading Practice Test – Listening Practice Test Review – Listening
Session 6	Practice Test – Speaking Practice Test Review – Speaking Practice Test – Writing

	Practice Test Review – Writing
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**Intensive Courses – (Selected Locations; 28 Hours 1-Week; 7 Sessions; 3.5-5.5 Hours Per Session)**  
**(Note: Due to the intensive nature of the 7-day course, the schedule and session sequence will be most likely determined on a course-by-course basis. The schedule below is for reference purpose only.)**

(Suggested Break 1: 10-minute break 2 hours after the start)

(Suggested Break 2: 5-minute break 3.5 hours after the start if the session is longer than 3.5 hours)

(More breaks are at instructor’s discretion based on the length of the session and students’ request.)

(Homework: Problems will be assigned by instructor based on the question type and topics covered.)

(Homework: Writing essays at the end of Writing 1. Due at the beginning of Writing 2.)

Session 1	Reading 1 Listening 1
Session 2	Reading 2 Listening 2
Session 3	Speaking 1 – Independent Tasks Writing 1 – Independent Tasks
Session 4	Speaking 2 – Integrated Tasks Writing 2 – Integrated Tasks
Session 5	Practice Test – Reading Practice Test Review – Reading Practice Test – Listening Practice Test Review – Listening
Session 6	Practice Test – Speaking Practice Test Review – Speaking Practice Test – Writing Practice Test Review – Writing
Session 7	Final Practice Test & Review

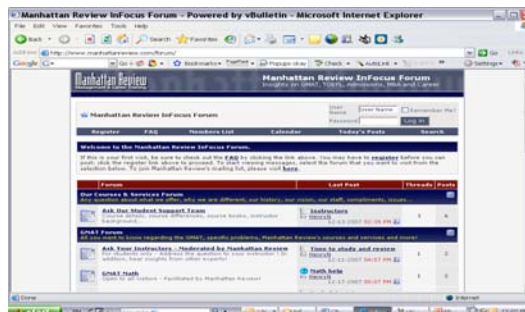
### 13. Support after the Course

Your benefits will not end after attending our course! Manhattan Review’s faculty will always be available to answer questions you may have in our InFocus Forum and share their insights in our InFocus Blog. In addition to various private tutoring and online recording library services, we provide a full range of Admissions Consulting services including, but not limited to, Application Strategy Advice, Essay Review, Resume Review, Elite School Dedicated Packages and more. To best prepare you for the upcoming intensive career training and job-searching process and to continue to support you throughout and beyond your standardized exams and school applications, Manhattan Review has also developed a series of career training courses to address your particular needs:

- Smart Business Talk
- Max Your Verbal IQ
- Corporate Finance in Practice
- Managerial Accounting in Practice
- Capital Markets & Trading Essentials
- Corporate Law in Practice



- Effective Leadership
- Business Chinese



**Online Library Access – Unlimited!!**

We offer students unlimited access to our online recording library. This is to further assist you in your post-class preparation for the test and to help you gain a lasting memory of key techniques.

Existing Online Course/Online Tutoring Students – Price: FREE

**Existing In-Person Course/Tutoring Students – Price: 150 USD**

Standalone Package – Price: 250 USD

**Tutoring**

Our tutoring services are arranged individually to tailor to your special needs. You will have an opportunity to speak or meet with a tutor and decide upon a mutually convenient schedule. In general, sessions are 2 hours each to help maximize efficiency and effectiveness. Our course books (Turbocharge your TOEFL) are offered at a 50% discount (75 USD) as a separate purchase for any tutoring students.

**In-Person TOEFL Tutoring Packages**

(Location: New York, London, Munich, Hong Kong, Singapore, Other Selected European & Asian Cities)

Mini Pack (2-5 hours) – Hourly Rate: 85 USD

Basic Pack (6-10 hours) – Hourly Rate: 80 USD

Advanced Pack (>10 hours) – Hourly Rate: 75 USD

Existing Course Students – Hourly Rate: 70 USD

**Interactive Online TOEFL Tutoring Packages (Location: Global via Webex Online Platform)**

Mini Pack (2-5 hours) – Hourly Rate: 80 USD

Basic Pack (6-10 hours) – Hourly Rate: 75 USD

Advanced Pack (>10 hours) – Hourly Rate: 70 USD

For discounted GMAT, SAT, GRE, LSAT tutoring prices, please visit our website for details!

**Elite School Dedicated Packages**

Manhattan Review’s Admissions Consulting staff consists exclusively of former admissions committee members and graduates from the top Ivy League schools. They have years of experience in reviewing resumes, interviewing prospective students and new hires, coaching on school and career choices, and advising on how to best present yourself to different schools.

Our Elite School Dedicated Packages are tailored to fit your individual needs and goals from start to finish. We are dedicated to helping you get into your top-choice schools. These packages give you the end-to-end, comprehensive guidance for your entire admissions process.

<ol style="list-style-type: none"> <li>1.) Assessment of Fit</li> <li>2.) Goal-setting</li> <li>3.) Application Strategy Formulation</li> <li>4.) Application Guidance             <ol style="list-style-type: none"> <li>a. Selection of Meaningful Experiences in a Coherent Manner</li> <li>b. Presentation of Strengths and Value in a Convincing Format</li> <li>c. Construction of a Powerful Resume</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>5.) Application Guidance – Cont’d             <ol style="list-style-type: none"> <li>a. Crafting of Persuasive Essays</li> <li>b. Solicitation of Effective Recommendation Letters</li> </ol> </li> <li>6.) Preparation for Great Interviews</li> <li>7.) Additional Guidance             <ol style="list-style-type: none"> <li>a. Advice on Scholarship/Loan Applications</li> <li>b. Waitlist/Deferral Strategy</li> <li>c. Re-application Strategy</li> </ol> </li> </ol>
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Elite School Dedicated Pack – One School – Price: 1900 USD  
 Elite School Dedicated Pack – Two Schools – Price: 2800 USD  
 Elite School Dedicated Pack – Three Schools – Price: 3700 USD

**Essay Review & Resume Review**

Our essays and resume review services are also arranged individually depending upon the specific package requested either for one school or many different schools. The turnaround time is generally 2 – 5 days, at most one week. Timing will also depend on the level of revision or review. You will have an opportunity to speak with your reviewer to go over the revisions and our recommendations.

Single Essay Review – Price: 125 USD  
 Essay Review Mini Pack – Resume/CV & 1 long or 2 short essays - Price: 200 USD  
**Essay Review Basic Pack – Resume/CV & all essays per school - Price: 450 USD**  
**Essay Review Advanced Pack –Resume/CV & all essays for 2 schools - Price: 800 USD**

\*\*\*Please note that we can not write the essay for you. You will need to send in a draft of your essay along with all the question(s) asked in the application. Additional rush fees may apply for short turnaround.