



# TOEFL Preparation Checklist

Use this checklist to track your progress and make sure you're covering all the essential skills before test day.

## TOEFL Listening

- ☐ I practice note-taking while listening to lectures and conversations.
- ☐ I understand the main idea and supporting details in audio.
- ☐ I train with TOEFL-style recordings (conversations, academic lectures).
- ☐ I can answer multiple-choice and summarizing questions confidently.

## TOEFL Reading

- ☐ I practice skimming and scanning academic texts quickly.
- ☐ I can answer different question types: summary, detail, inference, purpose.
- ☐ I review academic vocabulary daily.
- ☐ I practice completing reading sets within the time limit (35 minutes per section).

## TOEFL Writing

- ☐ I practice integrated writing (summarizing a reading & lecture).
- ☐ I know how to write a clear essay (introduction, body, conclusion).
- ☐ I check my grammar, vocabulary, and sentence variety.
- ☐ I complete essays within 30 minutes under timed conditions.

## TOEFL Speaking


- ☐ I practice independent speaking tasks (giving personal opinions).
- ☐ I can structure responses with an intro, examples, and conclusion.
- ☐ I rehearse integrated tasks (reading + listening + speaking).
- ☐ I get feedback on fluency, pronunciation, and grammar.

## Test Strategy & Mindset

- ☐ I've taken at least 2 full-length mock tests.
- ☐ I know how to manage time effectively during each section.
- ☐ I've created a study plan leading up to exam day.
- ☐ I feel confident about test-day procedures (check-in, ID, breaks).

## TOEFL Speaking

- ☐ I've reviewed my weak areas with feedback from a trainer.
- ☐ I have my test-day documents ready (valid ID, confirmation email).
- ☐ I get enough rest and manage stress before the exam.
- ☐

 Download this checklist as a PDF and tick off each item as you go. The closer you get to completing everything, the closer you are to your dream TOEFL score!