Cheat Sheet 3: Reading

Part	Questions	About	What you read
1. Correspondence	11	11 min	An email or letter, then a reply with blanks
2. Apply a Diagram	8	9 min	A flyer, schedule, price list or map, and an email with blanks
3. Reading for Information	9	10 min	Four paragraphs A to D; match statements, or E: Not given
4. Viewpoints	10	13 min	An article with several opinions, then a comment with blanks

Each part has its own timer. You cannot save time in one part for another. Inside a part you can change answers until its time ends.

About one minute per question. Stuck for two minutes? Choose your best answer and move on. Never leave a blank.

Three ways to read:

- **Skim** the first and last sentence of each paragraph in the first 60 seconds.
- **Scan** for one detail: a number, a name, a day.
- **Read closely** once you have found the right place.

The synonym rule: the right option says the same idea with different words. An option that copies a phrase exactly is often a trap: check it twice.

Blanks: read the whole short text first. For each blank, read its sentence and the next one. Check your choice against the main text and the grammar.

Part 3: label each paragraph with three or four words. Choose E only when the information is in no paragraph: check all four before you choose it.

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