**C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0299125.wmf**

1. **ANSWERING MULTIPLE-CHOICE QUESTIONS**

* **Read the text to get the general idea. Then read the questions and options.**
* **Find parts of the text that are relevant to the questions and read them carefully. Look for synonyms of words in the questions.**
* **Decide what kind of information you are looking for (e.g. a date, a description).**
* **Remember, you may have “read between the lines” – the answer does not always have the same words as one of the alternatives!**
* **Make sure the other alternatives are not possible answers.**

1. **MATCHING HEADINGS AND PARAGRAPHS**

* **Read each paragraph carefully. Underline 3-5 of the most important words.**
* **Be careful – the first sentence in a paragraph often introduces the main idea – but not always!**
* **Read the headings and match them with the paragraphs. They often contain a word or a synonym of a word from the paragraph.**
* **Check that the extra heading does not match any of the paragraphs.**

1. **READING POETRY**

* **Read a poem first to get the general feeling. Don’t worry if you only understand a little.**
* **Read the poem again more slowly. Think about the subject and the feeling evoked by the description.**
* **Identify parts of the poem you still don’t understand. Read them again using a dictionary to help you. Remember word order and sentence patterns are often different in poems.**
* **Think about the images in the poem.**

1. **ANSWERING TRUE/FALSE QUESTIONS**

* **First, read the text to get the general idea.**
* **Then read the questions/statements and identify important words.**
* **Find the relevant part of the text and identify the important words.**
* **Decide if the important words in the questions/statements and text express the same ideas.**

1. **TEXT WITH PARAGRAPH GAPS**

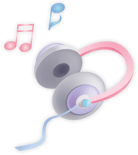
* **Read the text with gaps to get the general idea and see how it develops.**
* **Read the sentences before and after the gaps to give you an idea of what the beginning or end of the missing paragraph might refer to.**
* **Read the missing paragraphs and look for these references.**
* **If a paragraph doesn’t seem to fit, you may have made a mistake or it may be “the extra paragraph”.**

1. **COMPLETING TEXTS WITH SENTENCE GAPS**

* **Read the text to get the general idea.**
* **Read a paragraph with a sentence gap and identify the topic.**
* **Read the sentences before and after the gap and look for clues about the missing sentence.**
* **Certain words may help you: time references (*then*), pronoun references (*it, that*), linking words (*however*).**
* **Decide which sentence goes in the gap. Check that it fits the sentences before and after it.**

1. **SUMMARISING**

* **Read the text to get the general idea and identify paragraph topics.**
* **Underline the sentence in each paragraph (often at the beginning). Then find information that backs it up.**
* **Write notes of the main points and the key information. Use your own words.**

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* + - 1. **PREPARATION**
* **Before you listen, always look for clues that will help you understand what you are going to listen to (e.g. the title, captions, pictures, etc.).**
* **Read the questions carefully to help you listen for specific/relevant information.**
* **Use your knowledge of the world to try to predict answers to the questions.**
* **Guess the answers which you can, then check when you are listening.**

1. **ANSWERING MULTIPLE-CHOICE QUESTIONS**

* **Before you listen, read the questions and the options.**
* **Use your own knowledge to predict the most likely answers.**
* **Look at the options and think of possible synonyms.**
* **The first time you listen, try to get the general idea and circle possible options.**
* **The second time you listen, try to answer all questions.**
* **Even if you don’t know an answer, always guess!**

1. **ANSWERING TRUE/FALSE QUESTIONS**

* **Read the statements. Use your knowledge of the world to guess if they are true or false.**
* **Look for important words in the statements.**
* **Listen the first time to get the general idea.**
* **Listen the second time for the important words in the statements or synonyms for them.**
* **Decide which statements are true and which are false.**
* **After listening, make guesses about the statements you are still not sure about.**

1. **MATCHING INFORMATION AND DIALOGUES**

* **When you listen to dialogues, think about where they take place.**
* **Focus on the language the people use (formal or informal).**
* **Think about the mood of the speakers (e.g. polite, angry, happy, nervous).**

1. **MATCHING PEOPLE AND OPINIONS**

* **Underline the “topic” word in each opinion and important opinion words (usually adjectives).**
* **Decide if the opinions are positive or negative.**
* **As you listen, identify the “topic” words and write down any opinion words you hear.**
* **Decide if the opinion words are synonyms or opposites of the words you underlined.**
* **Pay attention to the intonation used when agreeing and disagreeing.**

1. **MULTIPLE MATCHING (STATEMENTS AND OPINIONS)**

* **Before you listen, read the statements. Underline the Key Words.**
* **Use the clues (title, pictures, headlines, etc) to predict what the text will be about.**
* **Listen for important words. Don’t worry if you don’t understand everything.**
* **Listen carefully for the opinions in the text. They usually contain adjectives that show what a person thinks about something.**
* **Check that the extra statements do not match the text.**

1. **COMPLETING A TEXT**

* **Before you listen, read the text and predict what kind of information you need.**
* **Underline some important words in the text before each gap.**
* **While you are listening, listen for these important words – the information you need should follow them.**
* **You can complete the gaps using abbreviations at first – this saves time. Then write them in full.**

1. **IDENTIFYING SITUATIONS AND PEOPLE**

* **Before you listen, look at the alternatives in the questions. Think about what they are going to talk about.**
* **What are the important words you hear? These can help you identify the situation.**
* **Sound effects also often help you identify the situation.**
* **Is the language formal or informal? This can help you decide relationships between the people.**
* **Listen to the intonation of the people to identify their moods.**

1. **TAKING LECTURE NOTES**

* **Listen for “topic” words. These words are usually stressed and the facts are often repeated.**
* **List your main points using numbers. This makes your notes easier to read when you look at them later.**
* **Don’t try to write down everything; select important information.**
* **Use abbreviations and your own shorthand.**



* + - 1. **PREPARATION**
* **Before a speaking activity, think about what you are going to say.**
* **Write notes but do not write out what you are going to say in full.**
* **Practice saying useful expressions on your own.**

1. **TAKING TURNS IN GROUP DISCUSSIONS**

* **Don’t dominate a discussion. Give your opinions and ask the others what they think.**
* **Show interest in what the others are saying. Use words like “right”, “absolutely” and “exactly” and sounds like “mm”.**
* **If you really need to interrupt, interrupt politely! Wait for the other person to pause first.**

1. **PREPARING FOR ROLEPLAYS**

* **Write notes with information about the situation and your role (e.g. where you were, what you were doing).**
* **Decide if the situation is formal or informal (e.g. Who are you talking to?).**
* **Find useful expressions.**
* **Practise saying expressions politely to yourself.**

1. **GIVING PRESENTATIONS**

* **First, make sure you understand the subject and have collected enough information.**
* **To prepare, choose the most interesting information. Then write notes about what you want to say. Do not write out your presentation.**
* **Find visual aids to help you: slides, photos, diagrams, etc.**
* **Practise giving your presentation to yourself. Go through it again just before you give it.**
* **If you get very nervous beforehand, breathe in and out deeply a few times.**
* **At the start, state clearly what you are going to talk about.**
* **If you make a mistake or forget something, don’t worry – continue talking.**
* **Finish your presentation with a summary of the main points and then ask for any questions.**

1. **AVOIDING PROBLEMS**

* **Try to avoid difficult subjects with vocabulary you don’t know.**
* **Don’t pretend you know about topics when you don’t!**
* **If you don’t have a clear opinion about something, be honest, e.g. *To be honest, I haven’t really thought about that.***

1. **BEING POLITE**

* **For requests in all situations, always use *please* and *thank you.***
* **In formal situations, use more indirect expressions.**
* **Try to use polite intonation.**
* **When refusing a request, give a reason, e.g*. I’m sorry but…,I’m afraid that…***
* **Try to look friendly and smile at the person you are talking to.**

1. **USING PHOTOS AND TEXTS IN DISCUSSIONS**

* **Do not just describe the photo or the text in detail. Avoid saying things like: *I can see… or On the left there is…/ At the beginning of the text the author says…***
* **Speculate about the photo and the text. Think what is happening in the picture, but also what has happened and what is going to happen next. Think what the text is about, but also why it has been written.**
* **Use indirect expressions as you speculate and give your opinion.**
* **Don’t forget to involve your partner. Use expressions like *Don’t you agree?* or *What do you think?***