

Learn these by heart before the exam.

Reading exam technique

Read the question FIRST, then find the answer in the text; underline the exact words that prove it.

Skimming and scanning: skim for the general idea (read fast, look at first lines); scan for a specific detail (a name, date, number)

Multiple matching: match the meaning, not just a repeated word – writers use synonyms.

For 'how does the writer feel', look for opinion words and tone, not just facts.

Note-making: copy the key words only, no full sentences; one point per line, in your own order.

Summary writing: find every relevant point, then rewrite them in your own words in one flowing paragraph – no examples, no repetition

Writing structure

Plan for 5 minutes: purpose, audience, 3-4 main ideas, then a clear beginning-middle-end.

One idea per paragraph; open with a topic sentence, then explain and give an example.

Register: formal for a report or letter to a stranger (no contractions, no slang); informal for a friend (chatty, personal)

Email/letter: greeting, reason for writing, details, a clear closing line, and sign off appropriately.

Article/report: a title, an engaging opening, sub-points, and a rounded conclusion.

Check the task: match the text type, the audience, and the word count asked for.

Linking and cohesion

Connectives: words that join ideas – addition (also, furthermore), contrast (however, although), cause (because, therefore), sequence (first, next, finally)

Start sentences differently; vary length – a short sentence adds impact.

Reference words (it, this, they, such) avoid repeating a noun and link sentences together.

Paragraph link: end one idea and signal the next (On the other hand... / As a result...).

Language for effect

Simile and metaphor: simile compares with 'like' or 'as' (as brave as a lion); metaphor says one thing IS another (a sea of troubles)

Personification: giving human qualities to a thing

(the wind whispered)

Other devices: alliteration (repeated sounds), rhetorical question, emotive words, the rule of three.

Show, don't tell: use the five senses and precise verbs instead of 'very' + a weak adjective.

Accuracy checklist

Tenses: keep them consistent; past for a story, present for opinions and facts.

Subject-verb agreement: he WORKS, they WORK; a singular subject takes a singular verb.

Articles: a/an (one, not specific), the (a specific one); no article for general plurals or uncountables.

Common errors: its/it's, their/there/they're, your/you're, to/too. Spell and re-read every answer.

Punctuation: capital letters and full stops; commas in lists; apostrophes for possession (the girl's book).

Prepositions: interested IN, good AT, depend ON, arrive AT a place / IN a city – learn them as pairs.