

This paper does not test definitions, but it does test whether you know exactly what each task word is asking for. Most lost marks come from answering a different question: summarising when asked to explain, or giving opinions in a report that wanted findings. 本卷不考定义, 但必须准确理解每个任务词的要求 – 答错题型是主要失分原因。

What the task words ask for

Summarise 概括 — state the main points in your own words, with no examples, no opinions and no repetition

Explain 解释 — give the reason or the cause, usually signalled by because, so that or which means

Describe 描述 — give the details of what something is like, without needing a reason

Compare 比较 — state a similarity or difference and name BOTH things – a comparison with one side is not a comparison

Give your opinion 表达观点 — state what you think and support it with a reason; an opinion without a reason earns half the mark

In your own words 用自己的话 — do not copy phrases from the passage; copied wording scores nothing even when the meaning is right

The writing tasks

Register 语域 — the level of formality a text needs; it is set by who you are writing to, and every task states that

Formal letter 正式信函 — a letter to someone you do not know: Dear Sir or Madam with Yours faithfully, or a named reader with Yours sincerely

Informal email 非正式邮件 — a message to a friend: a first-name greeting, contractions, and a warm close

Report 报告 — a factual account for someone in authority, organised under short headings, ending with a recommendation – findings first, opinions only where invited

Article 文章 — a piece for a magazine or newsletter with a title and an engaging opening, addressing the reader directly

Purpose and audience 目的与受众 — what the writing is for and who reads it; both are stated in the task and both are separately assessed

Reading and listening

Skimming 略读 — reading quickly for the general idea before answering, to know where the answer will be

Scanning 查读 — searching a text for a specific detail such as a name, number or date

Inference 推断 — a meaning the text implies without stating; the evidence must still come from the text

Distractor 干扰项 — information deliberately included that fits the question loosely; listening tasks almost always contain one, often before the correct answer

Paraphrase 释义 — the same meaning expressed in different words – what the questions test, and why the answer is rarely the words you heard

Accuracy

Check subject-verb agreement and tense consistency before the time is up; these are the errors that most reduce the accuracy mark.

Count the words when a task sets a limit. Writing far over it costs marks for relevance, not just for length.

Answer with the number of points asked for. Two points asked, two points given – extra points cannot earn extra marks but a wrong extra can contradict a right one.