

CHEAT SHEET · SHORT ON TIME IN READING?

5 steps for any reading text.

Read for the answers, not every word. The same five steps work for multiple choice, gaps and matching.



CHECK 1

Questions first

Read the questions before the text and underline the key words. Now you know what you are looking for.

EXAMPLE

Why did the writer **leave her job**?



CHECK 2

Skim the whole text once

Read the title, the first line of each paragraph and the last paragraph. About a minute: just what each part is about.



CHECK 3

Find the place, then read closely

Scan for the question's words, or words that mean the same. Then read that part slowly, sentence by sentence.



CHECK 4

Same meaning, different words

The right answer rarely repeats the text's words; wrong options often do. Match the meaning, not the words.

IN THE TEXT

She couldn't stand the long hours.

IN THE ANSWER

She found the working day **too long**.



CHECK 5

Never leave a blank

Out of time? Rule out what is clearly wrong and choose from the rest. A guess can score; a blank can't.

NEXT STEP

Try it in a B2 mock.

Mock 1 of every exam is free, and every reading answer is marked the moment you finish.

app.certifyboost.com

