

## Reading

1. Look at the headings
2. Look at the pictures – Is there any other information under them?
3. Is there any by-line or text under the title of the article?
4. Look at the first paragraph – This should give you an overview of the article's direction
5. Skim the passage to get the main ideas and the theme focusing on the topic sentences
6. Underline the topic sentences for each paragraph – Note that not all topic sentences will be in the first line of the paragraph
7. Write a summary of each paragraph
8. Scan for key words – Sometimes these key words are highlighted, have capital letters or numbers, and sometimes they use a different word with the same meaning to the one that you are looking for. Use your summaries to find the paragraph that you are looking for.
9. Learn how to match headings to paragraphs – you have already prepared for this when you write your summaries
10. Short answer questions