

## ✓ Tips for exam success

The Student's Book offers plenty of exam-style activities and tips throughout the units that lead to success in exams, particularly school-leaving ones. To get more information, read these full, more detailed tips for exam success, organised by unit and task type.

### UNIT 1

#### ✓ Listening

##### Using pictures to predict information

Looking at the pictures in an exercise helps you to predict the situation and vocabulary in the listening.

**Step 1:** Look at the pictures carefully before you listen. They help you to know the situation and vocabulary in the conversations.

**Step 2:** You usually listen to the recording twice. Do not panic if you do not understand information the first time.

#### ✓ Speaking

##### Spelling

In speaking exams, the first questions are usually personal questions. One typical question is 'Can you spell your name/surname?' You need to know the alphabet. Practise spelling your name, surname and other words and names.

### UNIT 2

#### ✓ Reading

##### Multiple matching activities

In this kind of exercise, it is a good idea to read the texts quickly because you just need to identify very specific information.

**Step 1:** Read the whole text quickly.

**Step 2:** Read the questions. Think carefully about the questions being asked before reading the text to look for the information you need.

**Step 3:** Remember that it is not necessary to understand everything in the text. You just need to identify the answers to the questions.

**Step 4:** Remember that each answer can apply to more than one text.

#### ✓ Writing

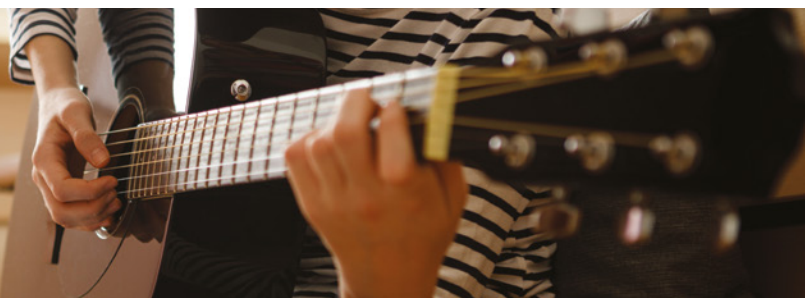
##### Informal emails

In this activity, it is important to organise your email into paragraphs because they make your text clear for the reader.

**Step 1:** Remember you need to use the same four-paragraph structure in your writing.

**Step 2:** Remember that when you write an informal email, you have to use contractions (*isn't*, *don't*) and informal expressions (*Hi!*, *See you.*).

## UNIT 3



### ✓ Listening

#### Multiple choice

- In multiple choice exercises, read the statements **BEFORE** you listen. The statements help to give you an idea of what you are listening for.
- Be careful. The words in the statements are not always exactly the same in the listening text. They often express the same idea but in a different way.
- Don't write the answers immediately. Sometimes the speaker says one thing and then changes what they say or adds new information.

### ✓ Writing

#### A note

- When you write a note to a friend, use contractions (*isn't*, *don't*) and informal expressions (*Hi!*, *See you*).
- When a question tells you to put information in your text, you lose marks if you do not include the information. You can use your imagination, but remember to include all the information in the instructions.

## UNIT 4



### ✓ Reading

#### Completing a text with missing sentences

In this type of activity you read a text with gaps. Then you match a sentence to each gap.

**Step 1:** Read the whole text quickly. This gives you a general idea of what it is about. You do not need to understand everything.

**Step 2:** Read the sentences which can go in the text and ask yourself: *What is each sentence about?*

**Step 3:** Find the sections of the text which correspond to the information in the sentences and read them in more detail. Then put each sentence in the most probable space.

**Step 4:** When you finish, read the text with your answers in the correct place. Is the text logical?

### ✓ Writing

#### A description

In this activity you have to write a description of a place.

**Step 1:** Read the instructions carefully. This helps you to understand the general task.

**Step 2:** Remember to use adjectives because they help to make a text more interesting and can motivate the reader to keep reading.

**Step 3:** When you finish, read the whole, complete text. Is it clear and interesting?



### UNIT 5



#### ✓ Grammar

##### Multiple-choice cloze activities

In this type of exercise there is a text with gaps. You fill the gaps in the text with one of three words on the page.

**Step 1:** Read the complete text. Don't stop to think about the gaps. This is to get a general understanding of the text.

**Step 2:** Look again at the gaps and especially the words which come just before and after the gap.

**Step 3:** Look at the three options. Decide which is best.

**Step 4:** Read the sentence again with your answer in the gap to check it. Do not leave any answers blank.

#### ✓ Speaking

##### Talking about likes and dislikes

In this type of exercise, you need to talk about your likes and dislikes and justify your answers.

- The examiner wants to hear you speak English. Giving very short answers can give the impression that you are not interested in the conversation.
- If you don't understand what the examiner or your partner says, ask them in English to repeat or to speak more slowly. Use expressions like: 'Sorry, can you say that again?' or, 'Sorry, could you speak more slowly?'
- Remember that it is important to listen to what your partner says. In a conversation, we listen to the other person and then respond to what they say to us.

### UNIT 6



#### ✓ Reading

##### Multiple-choice activities

In this type of activity, you have a long text. You need to read the text for the main ideas and also for detailed information.

**Step 1:** Read the text quickly to get a general understanding.

**Step 2:** Read all the answers carefully. Sometimes the difference between two answers is just one word.

**Step 3:** Find the section of the text where you think each answer comes from and read it again carefully, in more detail.

**Step 4:** If you aren't 100% sure which answer is best, take away any answers which you know are not correct.

#### ✓ Listening

##### Multiple-choice activities

In this type of activity you choose the best answer from three different pictures.

**Step 1:** Look at the pictures because they help you to predict the language and information you will hear.

**Step 2:** When you listen, do not write the answers immediately. Sometimes the speaker says one thing and then changes what they say or adds new information.

**Step 3:** You usually hear the text twice. Do not panic if you do not understand information the first time.

**Step 4:** At the end, check that you have one answer for each question. Never leave answers blank in an exam.



## UNIT 7

### ✓ Grammar

#### Multiple-choice cloze

In this type of exercise there is a text with gaps. You fill the gaps in the text with one of three words on the page.

**Step 1:** Read the complete text. Don't stop to think about the gaps. This is to get a general understanding of the text.

**Step 2:** Look again at the gaps and especially the words which come just before and after the gap.

**Step 3:** Look at the three options. Decide which is best.

**Step 4:** Read the sentence again with your answer in the gap to check it. Do not leave any answers blank.

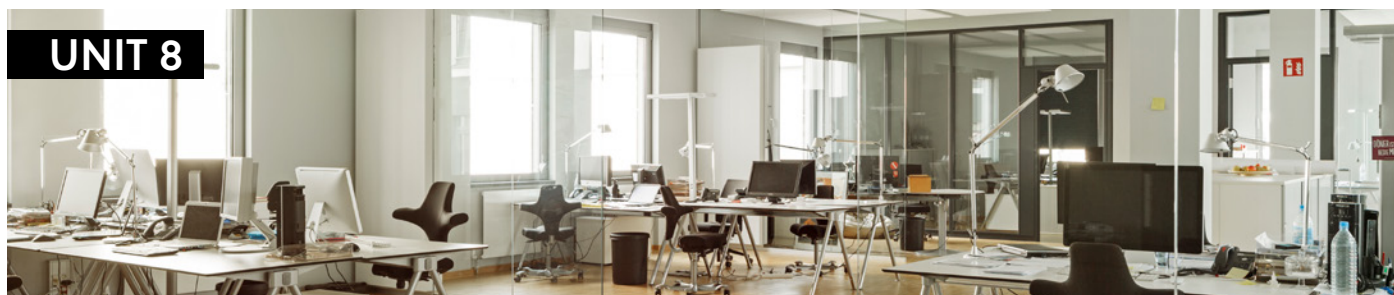
### ✓ Writing

#### Checking your work

It is normal to make mistakes when we write. That is why it is important to read your work carefully when you finish, especially in exams. For example, when you write a story about past events, check that your verbs are in the past tense. Be careful that they don't suddenly change between the past and present.

Apart from tenses, check for mistakes with:

- punctuation
- capital letters
- word order
- spelling
- agreement between the subject and verb (e.g. *he goes*, not *he go*)



## UNIT 8

### ✓ Grammar

#### Open cloze

In this type of activity, you have a text with gaps. You must complete the text with words which are grammatically correct and are logical. Usually the words are:

- prepositions (e.g. *in*, *on*, *next to*, etc.)
- articles (e.g. *a/an*, *the*, *-*)
- auxiliary verbs (e.g. *be*, *have*, *do*)
- question words (e.g. *who*, *what*, *why*)
- pronouns (e.g. *he*, *him*, *his*)
- linkers (e.g. *and*, *but*, *because*)

**Step 1:** Read the complete text. Don't stop to think about the gaps. This is to get a general understanding of the text.

**Step 2:** Look again at the gaps and especially the words which come just before and after the gap. Fill in the gap with the best word.

**Step 3:** Read the sentence again with your answer in the gap to check it.

### ✓ Speaking

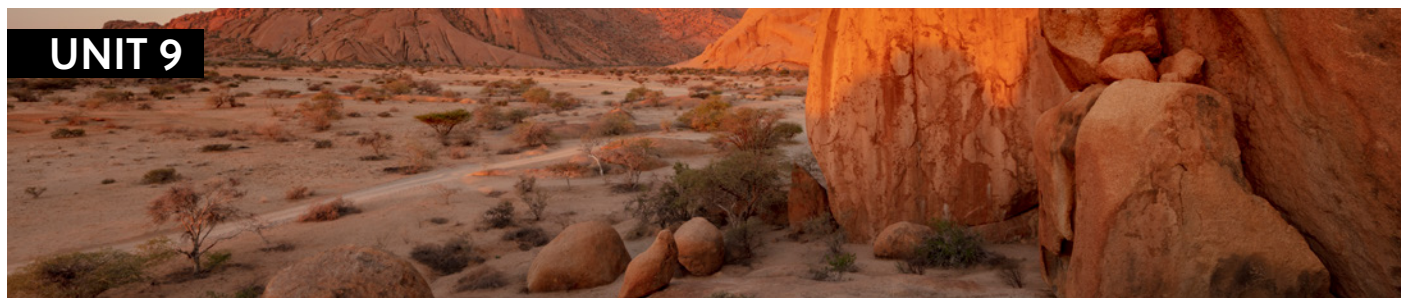
#### Knowing about evaluation

In speaking exams it is important to know how many marks there are for different sections and to know what the examiners want. Usually examiners in speaking exams want to see if you:

- communicate successfully
- speak fluently
- use grammar well
- use vocabulary well
- pronounce words clearly



## UNIT 9



### ✓ Listening

#### Choosing the right option

In this type of activity, you choose the best answer from three or four different options.

**Step 1:** Read the text quickly to get a general idea of the whole text. A time limit can help you to do this. Don't spend a long time looking at each word.

**Step 2:** Look at the different options. Look again at the section of the text where you think the answer comes. Read it slowly and carefully. Cross out any answers which you know are incorrect. Choose one answer.

**Step 3:** In exams, always answer all the questions.

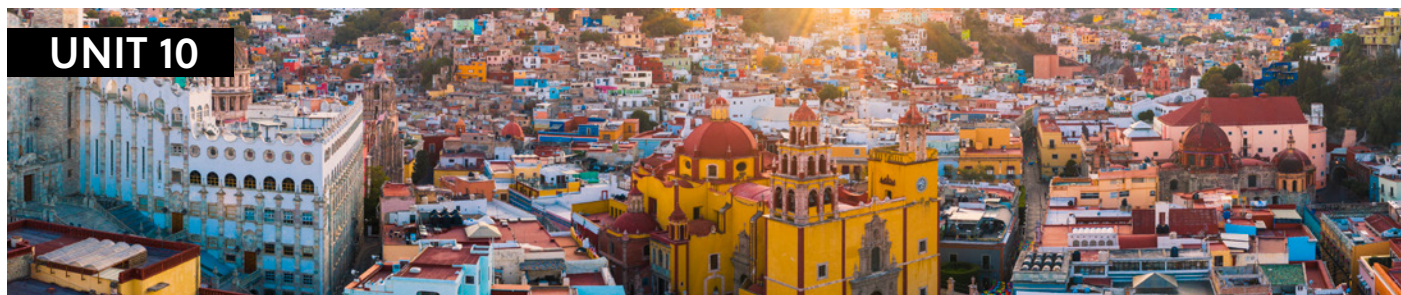
### ✓ Speaking

#### Listening and responding to a partner

In this type of activity you have to discuss a topic with a partner and give your opinion.

- In a conversation, we have to listen to the other person and then respond to what they say to us.
- Remember that if, in an exam situation, you don't understand what the examiner or your partner says, you should ask them in English to repeat it or to speak more slowly. You can use expressions like *Sorry, can you say that again?* or *Sorry, could you speak more slowly?* to do this.
- If you understand the words your partner says, but not the idea, you can use an expression like, *Sorry, I don't know what you mean. Can you explain?*

## UNIT 10



### ✓ Listening

#### Multiple-choice activities

In this type of activity, you need to identify the main idea or topic of each dialogue or monologue.

**Step 1:** Read the questions and the options because they will help you to predict the language you will hear.

**Step 2:** Listen carefully to the whole conversation because the right answer is not necessarily the first answer you hear. Remember you should not write the answers immediately. Sometimes the speaker says one thing and then changes what they say or adds new information.

**Step 3:** You usually hear the text twice. Do not panic if you do not understand information the first time.

**Step 4:** At the end, check that you have one answer for each question. Never leave answers blank in an exam.

### ✓ Speaking

#### Discussing likes and dislikes

- In a discussion activity in which you have to talk about likes and dislikes, the examiner wants to hear you speak English, so giving examples helps you to keep the conversation going and gives you more opportunities to show what you know.
- Remember that in speaking exams it is important to know how many marks there are for different sections and to know what the examiners want. Usually, examiners in speaking exams want to see if students:
  - communicate successfully
  - speak fluently
  - use grammar well
  - use vocabulary well
  - pronounce words clearly.