

IELTS Reading checklist

- 1 Survey any headings, the text and questions in 5–10 seconds.
- 2 Skim the passage and questions quickly (in about two minutes) to get the gist of the whole passage.
- 3 Identify the questions which are easy and require less time.
- 4 Identify the questions which are difficult and require more time. Do not waste time on such questions. Come back to them later.
- 5 Use the nature of the passage to predict the organisation and structure of the text, e.g. *problem/solution*
- 6 Use the questions to predict the organisation and structure of the text, e.g. *problem/solution*.
- 7 Use the questions and the predicted organisation to predict the possible location of answers in paragraphs and the text generally.
- 8 Predict where general information is likely to be in the whole text and in paragraphs, e.g. *is it likely to be at the beginning/end of text/paragraph?*
- 9 Predict where specific information is likely to be in the whole text and in paragraphs, e.g. *are examples likely to be in the middle of a sentence/paragraph?*
- 10 Use the title and repeated or related vocabulary such as words that relate to the environment to activate schemata.
- 11 Use the title and related nature of the text to predict the type of vocabulary and grammar that will occur in the text, e.g. *cause and effect, present simple and active/passive*.
- 12 Check spelling in your answers.
- 13 Avoid leaving questions unanswered.
- 14 Answer global questions like paragraph and section headings first. (They help you find your way around the passage and help locate more specific questions.)
- 15 Use specific questions like sentence completion that follow global questions to check questions relating to headings are correct.
- 16 Locate the part of the text relating to questions quickly to give yourself time to analyse the questions closely.
- 17 Think carefully before you change answers. Your first instincts may be correct if you have read the text closely.
- 18 Do not be afraid of changing your mind.
- 19 Make sure your answers for a Reading Passage do not contradict each other, e.g. *paragraph headings and specific questions*.
- 20 If you panic, take a deep breath and continue.