

138

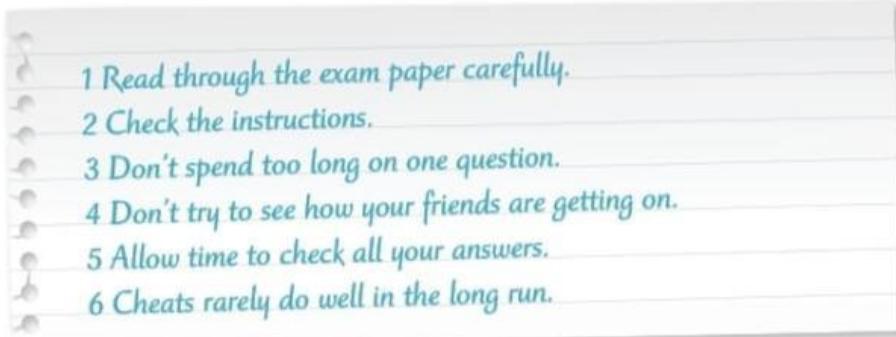
Match the beginning of each sentence with the most suitable ending.

How to study efficiently

| | | |
|---|---|-----|
| 1 Begin by | a making plans you can't possibly keep. | 1 b |
| 2 Be realistic: there's no point in | b making a list of what you have to do. | 2 |
| 3 Find a quiet place where you can work without | c studying. | 3 |
| 4 If possible, use this place only for | d marking each topic on your list as you complete it. | 4 |
| 5 Check you have everything you need before | e jumping up to fetch things every five minutes. | 5 |
| 6 This means you won't waste time | f being interrupted. | 6 |
| 7 Encourage yourself by | g starting work. | 7 |

139

Use the notes to complete the advice below. Use -ing and a preposition if necessary.



1 Read through the exam paper carefully.
2 Check the instructions.
3 Don't spend too long on one question.
4 Don't try to see how your friends are getting on.
5 Allow time to check all your answers.
6 Cheats rarely do well in the long run.

How to take exams

1 Begin by reading through the exam paper carefully
2 Make sure you know exactly what to do
3 There's no point
4 Don't waste time
5 Avoid careless mistakes
6 It's rarely worth