

1. Skim the text to get the _____ (main idea).
2. Read the passage again more carefully choosing answers for the _____.
This helps you to get a _____ idea of the topic, tone and flow of the passage.
3. Analyze each blank individually:
 - a. Pay _____ to the words immediately before and _____ the blank;
 - b. Identify the part of _____ of the missing word;
 - c. Look for grammar _____;
 - d. Think about _____.
4. Use the Elimination Method:
 - a. Read all options carefully.
 - b. Rule out options that are grammatically _____ or do not fit the _____ of the passage.
5. Predict and select:
 - a. Try to guess the missing word before looking at the options;
 - b. Then, see if any of the choices are similar to your guess.