

A

Focus: Scanning the questions to decide which ones to answer first

It is essential to make the best use of your time in Part 7. Looking at the questions before you read will help you to find exactly what information you need. This will also help you to decide which questions to answer first. In this unit you will concentrate on the type of question you should first answer – specific information questions.

Test tip**Look at the questions first**

To save time, do not start reading the passage until you know exactly what you need to find.

Test tip**Answer questions in the most efficient order**

Some question types are easier to answer than others. Answering the easiest questions first will give you information that will help you answer the difficult ones more quickly.

1 Test tactic: Answer easier questions first

Look at the list of question types below. The numbers indicate the order in which you should do them to make best use of your time.

1. Specific information (positive)

These are the easiest and quickest to find the answer for. Do these first.

- According to the author, who will use x?
- Where did x come from?
- Who will benefit from this change?

2. Vocabulary questions

(See Unit 14)

These should be answered quickly. If you don't know the word or words, guess and move on.

- The word "x" in paragraph 1 line 3 is closest in meaning to ...

3. Main idea/inference questions

(See Unit 14)

Doing the previous question types first will help prepare you for these.

- What is the **purpose** of this memo?
- Why is Mr. Jones writing this letter?
- What **can be said/inferred** about...?
- Who might read this advertisement?

4. Specific information (negative)

(See Unit 21)

These can be the most time-consuming. Leave them till last, when you may have already got information to help you with the answers.

- Which of the following is **NOT** true?
- Which of the following positions is **NOT** available?

For each question below mark in the box the number of the question type. The first one has been done for you.

1. What is this notice mainly about?

☒ 3

2. Where might you see this notice?

☐

3. By when must you give notice in order to get the maximum refund?

☐

4. What will happen if you withdraw prior to the second lesson?

☐

5. Which of the following is NOT true?

☐

6. The word "constitute" in paragraph 4, line 1, is closest in meaning to ...

☐

Test tip

Pick out 'key words' (nouns and verbs) in the question

This will help you to quickly understand what you need to look for in the passage.

2 Test tactic: Answer specific information questions (positive) first

A Circle the specific information questions from the list below.

- | | |
|--|---|
| 1 At what time does the club open? | 5 Where did the man buy his bicycle? |
| 2 The word "robust" in paragraph 1, line 2, is closest in meaning to | 6 How long should the man wait for a reply? |
| 3 What is the price of the guitar? | 7 What can be inferred about the woman's job? |
| 4 Who might reply to this advertisement? | |

B Look at the specific information questions below. First, underline the key words in the question and answer choices. Then scan the passage below to find the sentence that answers the question.

1. When is the latest that notice can be given in order to get the maximum refund?
(A) Five days before the first lesson
(B) After the first lesson but before the second
(C) Before the second class but after the first
(D) Just after the second lesson
2. What must people who want a refund on a fitness program do?
(A) Give their instructor notice that they can not attend
(B) Provide a medical reason for the request
(C) Give back their gym and pool passes
(D) Give notice prior to the mid-point of the program

Follow up: Compare your answers with your partner.

Summer program refund policy

The effective date of the withdrawal/cancellation is the date the withdrawal notice is received by the center, regardless of the date the participant stopped attending the class.

Withdrawal requests from all registered courses must be made before the second class is held. If the request is received 5 business days prior to the first class, the amount refunded will be the full amount, less the refund administration fee (\$25.00). If the request is received after the first class, but before the second class, the amount refunded will be the full amount, less the cost of the first class and less the admin fee (\$25.00). From the second lesson onwards, no refunds/credits will be issued.

If there is a medical reason for the request, it must be received prior to the mid-point of the program. Refunds for sports and fitness programs will NOT be processed until ALL gym and pool passes have been returned.

Please note that advising an instructor or not attending a program will not constitute a notice of withdrawal.

Cash/check remittances will be refunded by check. Please allow our office 4 to 6 weeks to process your refund. Credit card refunds will go back on the original card.

Tactics checklist

- ☒ Don't read. Look at the questions first.
- ☒ Do the specific questions first.
- ☒ Pick out the key words in the questions.
- ☒ Scan the passage for the key words/ideas, then choose the best answer choice.

unit
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3 Tactic practice: Specific information

Use the tactics you have practiced to answer the following questions.

1. For whom is this letter intended?
 - (A) Alberto Romero
 - (B) Benjamin Weintraub
 - (C) John Teirney
 - (D) Alex Andreas
2. What kind of job does the applicant want?
 - (A) Human resources
 - (B) Advertising
 - (C) Marketing
 - (D) Sales
3. Where did Mr. Romero want to work?
 - (A) In Britain
 - (B) In North America
 - (C) In Eastern Europe
 - (D) In Asia

Questions 1–3 refer to the following letter.

Alberto Romero
3254 Turney Road
Garfield Heights
OH 44125
USA

Dear Mr. Romero,

This letter is to thank you for your application to join our international sales team. Unfortunately, we must inform you that due to the large number of highly-qualified applicants that applied for the position of Eastern European sales representative, we have already filled all the positions that were advertised in the May issue of the *Human Resources Bulletin*.

As you know, administrative and marketing positions in our European and Asia-Pacific offices regularly become available during the year and we would welcome your application for future international postings.

Yours truly,

Alex Andreas

p.p. Benjamin Weintraub
Human Resources Manager
London Office
John Teirney & Sons Ltd.