

Reading cheat sheet

TRAP ANSWERS

Word match. Same words, different fact: the hiring has not happened.

True, but not the answer. A true detail that does not answer the question asked.

Too extreme. “Many” is not “all”. Watch always, never, only, every.

Reversed cause. Right facts, wrong direction.

Time shift. Past habit read as present fact. Watch used to, no longer, from May onward.

Wrong person. Right action, wrong person.

YOUR TIME PLAN

Part 1 · 11 min — 1 min reading the message · 6 min on the questions · 4 min on the reply

Part 2 · 9 min — 1 min on the email’s goal · 5 min on the blanks · 3 min on the questions

Part 3 · 10 min — 1 min mapping the paragraphs · about 1 min per statement

Part 4 · 13 min — 3 min reading and noting who thinks what · 5 min on the questions · 5 min on the comment

SIGNAL WORDS

Contrast: however, although, but, yet, despite
The important point usually comes after it.

Condition: unless, only if, provided that, as long as
The answer depends on a rule. Check whether it is met.

Exception: except, excluding, apart from, not including
Small print that turns a right-looking option wrong.

Change: no longer, used to, now, from ... onward
What was true is not true now, or will change.

Certainty: may, might, likely, definitely, always
Matches or breaks extreme options.

Opinion: argues, critics say, supporters claim, I believe
Whose view this is. Not always the writer’s.

CHECKLIST

- ☐ Every question answered. A blank is a guaranteed zero.
- ☐ Every answer has a sentence in the text that proves it.
- ☐ Extreme options (all, never, only) checked against the text’s exact wording.
- ☐ In Part 3, at least one statement considered for E.
- ☐ In Part 4, the writer’s view kept separate from the views they report.