

PART 1 · 11 QUESTIONS · 11 MIN

Reading Correspondence

A personal message, six questions about it, then a reply with five blanks.

- 01 Spend 60 seconds on the message for three things: who is writing to whom, why, and what they want.
- 02 The six questions mostly follow the order of the message. Work down the text with them.
- 03 Every blank in the reply is a fact from the first message, reworded. Go back and find it.
- 04 Attitude questions (“How does she feel?”) are answered by adjectives and softeners: unfortunately, I was hoping, to be honest.

TRAP The right fact about the wrong person. The message mentions several people; check who did what.

THE METHOD

- Questions before text. Read the stem, pick out its keyword, then scan for it.
- Expect paraphrase. “The office will not reopen until spring” becomes “It is closed for the winter.”
- Prove it before you click. Find the sentence that makes the option true.
- For a blank, read the whole sentence, including the words after the gap. Grammar alone often removes two options.
- Each part has its own clock. Unused time does not carry over, so use it all on that part.
- A wrong answer costs nothing. Never leave a question blank: eliminate, then guess.