

Formula: KEYWORD → PARAPHRASE → LOCATION → EVIDENCE → ANSWER

Paraphrase Bank

Question expression	Possible passage expression
increase	rise, grow, climb, expand
decrease	fall, decline, drop, reduce
important	significant, major, crucial, essential
problem	issue, difficulty, challenge, obstacle
result	outcome, consequence, effect, impact
cause	reason, factor, source, lead to
show	demonstrate, indicate, reveal
change	alter, modify, transform
help	assist, support, facilitate
buy	purchase, acquire
use	employ, utilize, apply
start	begin, commence
end	finish, conclude
many	numerous, a large number of
few	limited, a small number of
different	distinct, varied, diverse
because	due to, owing to, as a result of

Remember: A synonym must fit the context; never match words mechanically.

Question-Type Strategy Cards

TRUE / FALSE / NOT GIVEN

TRUE = support. FALSE = contradiction. NOT GIVEN = insufficient information.

Quick test: Support? Contradict? Missing?

YES / NO / NOT GIVEN

YES = writer agrees. NO = writer disagrees. NOT GIVEN = view not stated.

Quick test: Look for opinion/claim language.

MATCHING HEADINGS

Choose the heading representing the whole paragraph.

Quick test: Summarize the paragraph in one sentence.

MATCHING INFORMATION

Locate a specific fact, example, study, person or date.

Quick test: Scan for unique markers.

MULTIPLE CHOICE

Eliminate wrong options and demand evidence for the best remaining option.

Quick test: Beware partly true or extreme choices.

COMPLETION

Check grammar, meaning, location and word limit.

Quick test: Copy accurately; re-read the sentence.

60-Minute Reading Game Plan

Section	Suggested time	Goal
Passage 1	15–17 min	Build momentum.
Passage 2	18–20 min	Maintain pace.
Passage 3	23–25 min	Protect time for difficulty.
Final check	2–3 min	Return to marked questions.

Golden time rule: If a question is consuming too much time, mark it, move on, and return later.

Practice Worksheet 1 — Skimming & Main Idea

Passage: Many cities are encouraging residents to use bicycles instead of private cars. Local authorities have introduced dedicated cycling lanes, bicycle-sharing schemes and improved parking facilities. Supporters argue that cycling can reduce traffic congestion and air pollution. However, some residents remain reluctant to cycle because of safety concerns, particularly on busy roads.

1. What is the main topic?

2. Give TWO measures cities have introduced.

3. What are TWO benefits of cycling?

4. Why are some residents reluctant to cycle?

5. Summarize the passage in ONE sentence of no more than 20 words.

Practice Worksheet 2 — Paraphrase Recognition

Match: 1 increased considerably • 2 financial difficulties • 3 changed their opinion • 4 large number of participants • 5 reduced waste

A revised their view • B experienced economic problems • C lowered waste production • D a substantial rise • E numerous people involved

Answers: 1→___ 2→___ 3→___ 4→___ 5→___

Two paraphrases for **increase**: _____ / _____

Practice Worksheet 3 — TRUE / FALSE / NOT GIVEN

Passage: The Green Valley Library opened in 1998. Initially, it served mainly university students, but its membership later expanded to include local residents. The library contains more than 40,000 books and provides free internet access. According to the library manager, visitor numbers have increased significantly since the building was renovated in 2019.

1. The library opened in 1998. TRUE / FALSE / NOT GIVEN: _____

Evidence: _____

2. The library was originally designed for children. TRUE / FALSE / NOT GIVEN: _____

Evidence: _____

3. Local residents can now become members. TRUE / FALSE / NOT GIVEN: _____

Evidence: _____

4. The library has exactly 40,000 books. TRUE / FALSE / NOT GIVEN: _____

Evidence: _____

5. Visitor numbers increased after renovation. TRUE / FALSE / NOT GIVEN: _____

Evidence: _____

Practice Worksheet 4 — Matching Headings

A: Researchers once believed sleep was a period during which the brain became inactive. Modern studies demonstrate that the brain performs important functions during sleep, including processing information and strengthening certain memories.

B: Electric vehicle use has expanded rapidly. Falling battery costs, government incentives and better charging infrastructure have encouraged more consumers to consider electric cars.

C: Many companies offer work-from-home options, but some managers remain concerned about communication and cooperation. Supporters argue that remote work can improve flexibility and employee satisfaction.

Headings: i. Advantages and concerns surrounding remote employment ii. Factors encouraging electric vehicle adoption iii. New understanding of the sleeping brain iv. History of automobile production

A→___ B→___ C→___

Practice Worksheet 5 — Scanning

Passage: The first modern Olympic Games were held in Athens in 1896. The event attracted athletes from 14 countries. Women were not permitted to compete in the first Games. The 1900 Games in Paris allowed women to participate in a limited number of sports. Over time, female participation increased substantially.

1. Where? Answer: _____
2. When? Answer: _____
3. How many countries? Answer: _____
4. Were women allowed in 1896? Answer: _____
5. Where were the 1900 Games? Answer: _____

Practice Worksheet 6 — Multiple Choice

Passage: Many employers once believed productivity depended primarily on longer hours. Recent research suggests excessive hours may reduce concentration and increase mistakes. Some organizations have therefore experimented with shorter working weeks while maintaining salaries.

- A. They always increase profits.
- B. They may help organizations maintain productivity.
- C. They are only suitable for large companies.
- D. They require employees to work longer hours.

Answer: _____ **Evidence:** _____

Practice Worksheet 7 — Sentence Completion

Passage: Urban trees provide several environmental benefits. They can reduce temperatures by providing shade and may improve air quality by absorbing certain pollutants. In addition, trees can make urban areas more attractive and provide spaces for recreation.

1. Urban trees can reduce temperatures by providing _____.
2. Trees may improve air quality by absorbing certain _____.
3. Trees can provide spaces for _____.

Practice Worksheet 8 — Vocabulary From Context

Passage: The ancient settlement was abandoned after repeated floods damaged homes and agricultural land. Archaeologists believe the community eventually relocated to higher ground, where conditions were considerably more stable.

abandoned = _____

relocated = _____

considerably = _____

stable = _____

Practice Worksheet 9 — Evidence Training

Question: The company reduced its workforce because of financial problems.

Passage: Following several years of declining revenue, the company announced that 300 positions would be eliminated.

Answer: _____

Evidence: _____

financial problems → _____

reduced workforce → _____

Printable Error Log

Q	My answer	Correct	Why wrong?	Lesson
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____

Error categories: A Vocabulary • B Paraphrase • C Question Type • D Evidence • E Careless • F Time Management

Personal Action Plan

Biggest Reading problem: _____

Question type to practise: _____

Vocabulary target: _____

Time-management target: _____

Answer Key

Worksheet 2: 1-D, 2-B, 3-A, 4-E, 5-C

Worksheet 3: 1 TRUE, 2 NOT GIVEN, 3 TRUE, 4 FALSE, 5 TRUE

Worksheet 4: A-iii, B-ii, C-i

Worksheet 5: 1 Athens, 2 1896, 3 14 countries, 4 No, 5 Paris

Worksheet 6: B

Worksheet 7: 1 shade, 2 pollutants, 3 recreation

Worksheet 8: abandoned = left/deserted; relocated = moved; considerably = significantly/greatly; stable = steady

Worksheet 9: declining revenue → financial problems; positions eliminated → reduced workforce

Final-Day Checklist

- Read instructions carefully.
- Remember the word limit.
- Skim before deep reading.
- Look for paraphrases.
- Use passage evidence.
- Distinguish FALSE from NOT GIVEN.
- Focus on the whole paragraph for headings.
- Use names, dates and numbers as scanning markers.
- Do not spend too long on one question.
- Check spelling and record every answer.

FINAL REMINDER

Find what matters, prove it with evidence, and answer accurately under time pressure.