1. Always read the passage carefully to gain a good understanding of the text.

2. Read the questions carefully to check what you will be looking for.

3. Re-read the passage, locating where you will find your answers.

4. When answering, always write complete sentences.

5. Where possible, use evidence from the text to back up your answers. These could be quotations or examples.

6. Don’t just copy sections from the passage. Make sure you use your own words.

7. Once you have finished your work, take a few minutes to check that your spelling and punctuation are correct. Also check that your answers make sense.