How to prepare for IELTS

Reading

English Language Centre
How to prepare for IELTS – Reading

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Make sure you have a copy of the How to prepare for IELTS – FAQs booklet in addition to this booklet.
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Details of the Reading Test

Procedure of the test
The reading module is the second test you do on the test day. You are given a question booklet and an answer sheet. There is no time, unlike in the listening test, at the end to transfer answers so you have to write your answers directly onto the answer sheet. You are given 60 minutes for the test. The test instructions indicate how much time you should spend on each section of the test.

Structure of the test
The test is divided into three sections. You are given a reading passage with questions in each section. The questions can be both before and after the passages. The topics of the passages are of general interest and come from magazines, journals, books and newspapers. At least one of the passages will present a logical argument. The texts increase in difficulty as the test progresses. There may be a glossary of technical words.

Question types*
The types of tasks are:
1. Multiple Choice
2. Short-answer questions
3. Sentence completion
4. Notes/table/summary flow-chart/diagram completion
5. Yes, no, not given or True, false, not given
6. Classification
7. Matching lists/phrases
8. Choosing headings for paragraphs/sections of a text
9. Scanning and identifying location of information
10. Labelling a diagram which has numbered parts

There are 40 questions in total. Each of the three sections has around 10-15 questions and there are at least two types of questions in each section.

*See the page 3 onwards for details on the task types, suggested strategies for doing them and suggestions on how to get practice.
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Marking
You are given a mark for each of the 40 questions. Your result is converted into a score which corresponds to one of the bands from 1-9. You will see the band on your result sheet. You can be awarded a whole band or a half band for the reading section. (See IELTS Handbook: p.20 or Focus on IELTS: p.7 for details.)
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The Question Types
1. Multiple Choice
The Questions
There are three types of multiple choice questions in the IELTS reading exam.
Type 1. Where there is one possible answer.
Type 2. Where there are multiple answers for only one mark.
Type 3. Where there are multiple answers and one mark for each.

For these questions you may be given the start of a sentence which you have to complete with one out of four choices. Or you may be presented with a question and asked to find two, three or four items in a list of answers.

You could be asked to identify facts or opinions in the texts.

Multiple choice questions can test both your global understanding of the text or ask you for specific information. This means you will have to make the decision yourself whether to skim or scan the text.

Look at the 3 examples below.

Type 1

Questions 1-3
Choose the appropriate letters A-D and write them in boxes 1-3 on your answer sheet.

1 According to information in the text, asparagine
A is poisonous.
B can cause cancer.
C is harmless unless heated.
D should only be eaten in small amounts.

2 According to information in the text, acrylamide
A has been found in lots of fried food.
B has been found in snacks in Sweden.
C is only found in western cooking.
D is in water.

3 According to information in the text, process foods
A should be avoided.
B are cheaper.
C are full of chemicals.
D are the most tasty foods.
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Type 2

Question 4

Write TWO letters A-F in box 4 on your answer sheet.

4 Which TWO examples of food is asparagine found in?

A peanuts
B rice
C French fries
D asparagus
E chocolate
F bananas

Type 3

Questions 5 - 7

The list below gives some of the problems for dieters raised by Dr Jones.

Which THREE of these problems are mentioned by the writer of text?

A Accessible junk food.
B Coffee bars and after-work drinks.
C Partners.
D Stress & emotional situations.
E Saboteurs and false friends.
F Weakened resolve.

Also note that you may be asked to circle ONE, TWO, THREE or FOUR letters.

How to do the multiple choice questions

• Read the instructions carefully and check how many letters you need to circle.
• Skim all the questions and the answer choices quickly. As you do this,
  ✷ underline the key words (the words that give you the most information).
  ✷ try to get an idea of the topic you will be reading about from the vocabulary of the questions.
  ✷ look at any illustrations or diagrams that go with the text.
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- Go back to the first question. Decide if you are looking for specific information or whether the question requires you to understand the whole text. Then either scan or skim the text, as appropriate, to find the answer.
- Read the relevant part of the text very carefully.
- Don’t leave any questions unanswered.

Remember
- to read the stem or question carefully.
- to eliminate unlikely answers.

Practice
Books in the SAC
Do as many of the following multiple choice questions as you can:

Focus on IELTS: p.45, p.73, p.91
*IELTS Preparation & Practice (R&W): pp.7-8, p.20, pp.29-30, p.41
Cambridge IELTS 1: p.26-27
Cambridge IELTS 4: p.29, p.67, p.69, p.91
Cambridge IELTS 5: p.18, p.22, p.27, p.42, p.74
Cambridge IELTS 6: p.66, p.96
Cambridge IELTS 7: p.28, p.43, p.73, p.77, p.98
IELTS Foundation: p.22, p.25, p.26, p.32, p.34, p.36
Action Plan for IELTS: p.98
IELTS to Success: p.72, p.81, p.89
*recommended

2. Short answer questions
The Questions
There are two types of short answer questions in the IELTS reading exam.
Type 1. Questions
Type 2. Lists

These questions will usually tell you to write your answers in **NO MORE THAN THREE WORDS**. So you can answer with one word, two words
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or three words but no more. However, this is not always the case, so check the rubric carefully.

For these questions, like the multiple choice questions, you have to apply both skimming and scanning techniques.

Also note that the answers should not require a hyphenated word (e.g. non-smoker) or a contraction (e.g. They’ve).

If the answer requires a number, you can write it as a numeral (e.g. 6) or a word (e.g. six) or a combination of a numeral and a word (e.g. 6 million).

Look at the 2 examples below.

**Type 1**

**Questions 1 and 2**

*Write NO MORE THAN THREE WORDS, answering the following questions.*

Write your answers in boxes 1 and 2 on your answer sheet.

1 How old was Spencer when he did his first degree?
2 Which teacher was instrumental in Spencer’s success?

**Type 2**

**Questions 3 - 5**

*List FOUR reasons for Spencer being a child prodigy.*

*Write NO MORE THAN THREE WORDS for each answer.*

Write your answers in boxes 3-5 on your answer sheet.

3 ..............................................................
4 ..............................................................
5 ..............................................................

**How to do short answer questions**

• Read the instructions carefully.
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- **Skim** all the **questions quickly**. As you do this:
  - **underline** the **key words**.
  - **decide what information you need to find** in the text.
  - **look out for question words** like ‘where’ and ‘who’ which indicate you should listen for specific things like places and people.
- Go back to the first question and **decide what part of the text you need to read**.
- **Read** the **part carefully** to find the answer.
- **You may use your own words**. You don’t have to write a complete sentence but it does have to be **grammatically correct**.

<table>
<thead>
<tr>
<th>Remember</th>
</tr>
</thead>
<tbody>
<tr>
<td>- if you don’t know the meaning of any of the words in the questions, look at the other questions. They might have some associated vocabulary in them to help you guess the meaning.</td>
</tr>
<tr>
<td>- the answer could be one word, two words or three words but not four or more.</td>
</tr>
<tr>
<td>- if you think you need more than three words your answer is probably incorrect.</td>
</tr>
</tbody>
</table>

**Practice**

**Books in the SAC**

Do as many of the following short answer questions as you can:

Focus on IELTS: p.36, p.66, p.114, p.169  
Cambridge IELTS 2: p.8, p.11, p.32, p.78  
Cambridge IELTS 4: p.26, p.73, p.77  
Cambridge IELTS 6: p.21  
IELTS Foundation: p.28, p.32  
IELTS Academic Practice Tests: p.41, p.45, p.53  
Test Builder: p.86, p.112  
IELTS to Success: p.69, p.89, p.90, p.93

3. **Sentence completion questions**

**The questions**

There are **two types** of sentence completion questions in the reading exam.

Type 1. **With a selection of possible answers.**
Type 2. **Without a choice** of possible answers.
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These questions require you to complete the end of a sentence.

The questions appear in the same order as the information in the text.

Type 2 questions are similar to the short answer questions in that they will always tell you to write your answers in NO MORE THAN THREE WORDS. So you can answer with one word, two words or three words but not more. They will also tell you to use words from the reading passage.

As with short answer questions:
Also note that the answers should not require a hyphenated word (e.g. non-smoker) or a contraction (e.g. They’ve). Also, if the answer requires a number, you can write it as a numeral (e.g. 6) or a word (e.g. six) or a combination (e.g. 6 million).

Look at the example below and the one on the next page.

Type 1

Questions 1 – 3

Complete each of the following statements (Questions 1-3) with the best ending A-F from the box below.

Write the appropriate letters A-F on our answer sheet.
1 Incorporating organic and inorganic matter
2 Spent mushroom compost
3 Adding potassium regularly

A makes the soil more alkaline.
B will help to encourage flowering and fruiting.
C makes roots stronger.
D encourages vigorous growth.
E will help hold moisture in the soil.
F will improve aeration.

Type 2
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Questions 4-6

Complete the sentences below with words taken from the passage.

Use NO MORE THAN THREE WORDS for each answer.

Write your answers in boxes 4-6 on your answer sheet.

4. Bulbs should be stored …….  
5. Seeds may deteriorate if exposed to …….  
6. Summer flowering annuals should not be planted until after …….  

How to do sentence completion questions

• **Read** the instructions carefully.
• **Quickly read** through all the sentences halves. As you do this
  - underline the key words.
  - try to work out what information you need.
  - think about the grammatical form as well as the vocabulary that should follow immediately from the stem.
• Go back to the first sentence and decide what information you need to complete it.
• Find the place where the information should be in the text and read it carefully.
• Look out for synonyms and parallel expressions because the questions are not likely to use the same words as those in the text.
• Make sure your sentences make sense both logically and grammatically.

Remember

- for type two, the answer could be one word, two words or three words but not four or more.
- if you think you need more than three words your answer is probably incorrect.

Practice

Books in the SAC

Do the following sentence completion questions:

Focus on IELTS: p.30  
Cambridge IELTS 1: p.90  
Cambridge IELTS 2: p.100  
Cambridge IELTS 3: p.22, p.72
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Cambridge IELTS 4: p.90
Cambridge IELTS 5: p.47, p. 97
Cambridge IELTS 6: p.47, p.50
Cambridge IELTS 7: p.21, p.52, p.95
IELTS Foundation: p.32, p.33, p.34, p.35, p.36
Action Plan for IELTS: p.97
Test Builder: p.18, p.80, p.91, p.112
IELTS to Success: p.73, p.80, p.81, p.93

4. Notes/table/form/summary/flow chart/diagram completion questions
The questions
These questions ask for specific information.

There are two types of these completion questions in the IELTS reading exam.
Type 1. With a selection of possible answers.
Type 2. Without a choice of possible answers.

These questions require you to:
- insert a word or phrase in the middle of a sentence
- insert a word in the middle and another word at the end of a sentence
- write words or phrases that are not in sentences
- write a letter that represents a word or phrase

For **Type 1** questions the **words or phrases provided** will be different from the words in the **text**. There will be more words than gaps.

**Type 2** questions are similar to the short answer questions in that they will tell you to write your answers in **NO MORE THAN THREE WORDS**. So you can answer with **one word, two words or three words** but no more.

As with short answer questions: Also note that the answers should not require a hyphenated word (e.g. non-smoker) or a contraction (e.g. They’ve).

If the answer requires a number, you can write it as a **numeral** (e.g. 6) or a **word** (e.g. six) or a **combination** (e.g. 6 million).
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Look at the 2 examples below.

Type 1

Questions 1 -5

Complete the table below using the words from the box. Write the appropriate letters A-G against Questions 1-5.

<table>
<thead>
<tr>
<th>Health Problem</th>
<th>Food</th>
</tr>
</thead>
<tbody>
<tr>
<td>High blood pressure &amp; cholesterol</td>
<td>(1) é é é ..</td>
</tr>
<tr>
<td>Cancer of the colon</td>
<td>(2) é é é ..</td>
</tr>
<tr>
<td>Heart Disease</td>
<td>(3) é é é ..</td>
</tr>
<tr>
<td>Infections</td>
<td>(4) é é é ..</td>
</tr>
<tr>
<td>Diabetes</td>
<td>(5) é é é ..</td>
</tr>
</tbody>
</table>

A oats & rice  
B honey  
C corn & wheat  
D spices  
E nuts & seeds  
F herbs  
G oils

Type 2

Questions 6 –8

Complete the notes below.

Choose NO MORE THAN THREE WORDS from the reading passage for each answer.

Write your answers in boxes 6-8 on your answer sheet.

Some foods like shellfish, meats and ....6... may cause food poisoning if they have been infected by ....7... . One of the most common types of food poisoning is ...8... .
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How to do these completion questions

• **Read** the instructions carefully.
• **Look** at the **table or form etc carefully**:
  - examine any **headings or subheadings**.
  - try to **get an idea of the topic**.
  - **decide** what **section** of the **passage** the exercise covers.
  - anticipate **grammatical form** as well as vocabulary.
  - if a box of answers is given, see if you can **guess any** of the **matches & eliminate unlikely answers**.
  - if the question is in the form of a **table**, work out which way it is best to read it – **horizontally or vertically**.
  - If the question is in the form of a summary, read through it first and see if you can guess any of the missing words.
• Take each **gap one by one** and search the text for the best word(s) to fill the gap.

**Remember**

- if there is a box of answers, there will be at least two you don’t need.
- if there is no box, the answer could be one word, two words or three words but not four or more.
- if you think you need more than three words your answer is probably incorrect.
- there may be alternative rubrics for these completion questions e.g. ‘complete the notice’ or ‘complete the explanation’ or ‘complete the news report’.

**Practice**

**Books in the SAC**

Do the following completion questions, examining the differences between them as you do them:

Focus on IELTS: p.66, p.98
notes:  p. 20, p.50, p52, p.82, p97, p.98, p.130, p.169, p.172
form:  p.65, p.114
flow chart:  p.146, p.163
diagram:  p.170

Cambridge IELTS 2:
form:  p.7, p. 31,
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notes:  p.9, p.36, p.58,  
table:  p.11, p.12, p.13, p.30, p.34, p.37, p.58

Cambridge IELTS 4:  
table:  p.25, p.68, p.76  
summary: p.30, p.44, p.49, p.95

Cambridge IELTS 5:  
summary: p.18, p.28, p.40, p.50, p.70, p.92  
flowchart: p.41  
diagram: p.46  
table: p.51, p.88

Cambridge IELTS 6:  
summary: p.25, p.29, p.46, p.91, p.97  
flowchart: p.74

Cambridge IELTS 7:  
table: p.72

IELTS Foundation:  
table: p.21, p.25  
notes: p.34  
summary: p.36

IELTS Academic Practice Tests:  
summary: p.37, p.50, p.66

Action Plan for IELTS:  
summary: p.103

Test Builder:  
table: p.18, p.30  
summary: p.57, p.120  
chart: p.81

IELTS to Success:  
table: p.68  
summary: p.80
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Insight into IELTS:
table: p.11, p.27
form: p.12
notes: p.18, p.24, p.26

IELTS Preparation & Practice (R&W):
summary: p.16, p.25, p.44, p.50
table: p.17, p.46, p.48
table: p.22, p.42
form: p.37, p.41
notes: p.40, p.51

5. Yes, no, not given or True, false, not given
The questions
These tasks either ask you to identify the writer’s views or claims in the text or identify information in the text.

You will be given a list of statements which are either opinions or facts and you have to decide for:
Type 1 if they are opinions, whether they are the opinions of the writer or not or not given in the text.
Type 2 if they are facts, whether they are true, false or not given in the text.

For type 1 the writers views may not be directly stated, so you may have to work out what is implied.

The questions will be in the same order as the text.

Look at the 2 examples on the next page.

Type 1
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Questions 1-3

Do the following statements reflect the situation as described by the writer in the reading passage?

In boxes 1–3 on your answer sheet write

YES if the statement reflects the situation as described by the writer
NO if the statement contradicts the writer
NOT GIVEN if it is impossible to know what the situation is from the passage

1. Increasing the tunnel toll of the new tunnel will result in more people using the other tunnels.
2. The congestion at peak hours was worse before the new tunnel was built.
3. The cost of running a car does not deter purchasing.

Type 2

Questions 4-6

Do the following statements agree with the information given in the reading passage?

In boxes 4-6 on your answer sheet write

TRUE if the statement is true according to the passage
FALSE if the statement is false according to the passage
NOT GIVEN if the information is not given in the passage

4. Most people spend about two hours a day traveling to and from work.
5. The problems of road rage have doubled in the last 10 years.
6. More road accidents happen where drivers are familiar with the roads.

How to do Yes, no, not given or True, false, not given questions

• Read the instructions carefully.
• Quickly read through all the statements to get an idea about the topic.
• Read the first statement more carefully. Underline the key words so you understand the main point.
• Search for the section of the text which deals with the idea or fact.
• Once you have found the relevant section, read it carefully. For type 1, if the statement disagrees with the writer’s opinion, then select ‘no’ and if the author doesn’t give an opinion, select ‘not given’. For type 2, if the statement is the opposite to the information in the text, then select ‘false’ and if there is no mention of it, select ‘not given’.
• Continue with the rest of the statements.
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Practice
Books in the SAC
Do the following yes, no, not given or true, false, not given questions:

Insight into IELTS: p.55
Focus on IELTS: p.59
Cambridge IELTS 1: p.26, p.50, p70
Cambridge IELTS 2: p.22, p.26, p.50, p.64, p.68, p.84, p.90
IELTS Foundation: p.29, 32
IELTS Academic Practice Tests: p.41, p.46, p.61
Action Plan for IELTS: p.98
IELTS to Success: p.76, p.83, p.93
IELTS Preparation & Practice: p.35, p. 51, p.57, p.62, p.65, p.95

6. Classification questions
The questions
These questions ask you to classify information given in the reading text.

Classifications are often according to the writer’s opinion or according to a period of time or place.

You will be asked to identify a letter which represents one of the classifications for each item in a list of statements.

Look at the example on the next page.
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Questions 1-4

Classify the following statements as referring to

US the United States
J Japan
G Germany
or UK the United Kingdom

Write the appropriate letters in boxes 1-4 on your answer sheet.

NB You may use any answer more than once.

1 The biggest spenders on personal travel.
2 Had the greatest number of international travellers in 2002.
3 Take the majority of their holidays in Western Europe.
4 Employ the most people in the tourist industry.

How to do these classification questions

- Read the instructions carefully.
- Make sure you know how many classifications there are and what letters you have to use. (E.g. US, J, G & UK in the exercise above.)
- Read the classifications carefully and make sure you don’t confuse the letters which represent each one.
- Read the statements/phrases or words beside the question numbers and underline key words.
- Start with the first statement and work your way through them one by one, searching the text to find where the information is mentioned.
- The questions will not necessarily be in the same order as the text and the wording will probably be different in the text so look out for synonyms and parallel expressions.
- When you’ve located the reference in the text, read it carefully and select your answer.
- Don’t leave any statements without a letter.
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Practice

Books in the SAC
Do the following classification questions.

Focus on IELTS: p.149
Cambridge IELTS 2: p.35, p.57, p.59, p.82
Cambridge IELTS 3: p.13, p.79, p.82
Cambridge IELTS 4: p.99
Cambridge IELTS 5: p.64
Cambridge IELTS 6: p.20, p.73
Cambridge IELTS 7: p.73
IELTS Foundation: p.30, p.32
Action Plan for IELTS: p.103
IELTS to Success: p.73, p.92
IELTS Preparation & Practice (L&S): p.38

7. Matching
The questions
These questions require you to match a list of opinions to sources mentioned in the text. These questions are used with texts which present a number of different people’s opinions.

The sources are usually numbered and the opinions are given a letter each. In the answer booklet you write the letter(s) beside the numbers.

There could be more opinions than sources. If so, you will need to write more than one letter beside the question in the answer booklet. If there are more sources than opinions, then one of more or the opinions will be used more than once.

Look at the example on the next page.

This example has more opinions than sources.

Questions 1-4

Look at the following writers (Questions 1-4) and the list of their opinions below.

Match each person with their opinion.
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Write the appropriate letters A-F in boxes 1-4 on your answer sheet.

NB You may use any of the writers’ names more than once.

1 Anna Blair
2 Dr Ian Sampson
3 Dean Frazer
4 Jane Langton

List of opinions

A Life experience is essential for a writer.
B Anyone who has a story can write.
C Discipline and organization are just as important as creativity.
D A writer has to be content to work alone.
E The first novel is the easiest to write.
F A good working relationship with one’s editor is essential for a writer.

How to do Matching questions

• Read the instructions carefully.
• Take the names of the sources one by one and find them in the text and underline them.
• When you have located a name, read carefully to see what is said about his/her opinions.
• Look at the list of opinions and see if you can make a match.
• Remember that the text is not likely to use the same words as the questions, so look for synonyms and parallel expressions.
• Also, be aware that the sources may be referred to in more than one place in the text.
• The opinions in the task are not listed in the same order as they appear in the text.
• Phrases like ‘he said’ or ‘in his opinion’ should help you locate the arguments.

Practice

Books in the SAC
Do the following matching questions.
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Cambridge IELTS 1: p.42
Cambridge IELTS 4: p.29, p.44, p.53
Cambridge IELTS 5: p.91
Cambridge IELTS 6: p.43, p.70
Cambridge IELTS 7: p. 77, p.100
IELTS Foundation: p.34, p.35
Action Plan for IELTS: p.100
IELTS to Success: p.69, p.82, p.89, p.93
Focus on IELTS: p.127
Insight into IELTS: p.52
Preparation & Practice (R&W): p.54, p.66, p.95

8. Choosing headings
The questions
There are two types of headings questions.

Type 1. Choosing headings for paragraphs or sections of a text.
Type 2. Choosing a heading for the whole text.

Type 1 questions require you to sum up the meaning of a paragraph in order to match it to a bank of possible headings. You may be asked to match every paragraph or section of the text or just a selection of paragraphs.

Type 2 questions require you to sum up the whole text.

See the 2 examples on the next page.
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Type 1

Questions 1-3

Reading Passage 2 has six paragraphs A-F.

From the list of headings below choose the most suitable heading for paragraphs A, B and C from the list of headings below.

Write the appropriate numbers i-vii in boxes 1-3 on your answer sheet.

List of Headings

i  A global problem
ii  A study into factory emissions
iii  The responsibility of citizens
iv  Legislation
v  The limits of federal law
vi  Clean air

1  Section A
2  Section B
3  Section C

Type 2

Question 4

From the list below choose the most suitable title for Reading Passage 2.

Write the appropriate letter A-E in box 4 on your answer sheet.

A  Legislation to reduce harmful emissions
B  Problems of air pollution.
C  Air pollution – a global problem.
D  Clean Air
E  Reducing harmful emissions
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How to do choosing headings questions

- **Read** the instructions carefully.
- Make sure you **know which paragraphs** or sections you have to **sum up**.
- **Read** the first paragraph or section and try to **sum up**, in your **own words**, what it is about.
- Then **search** through the **bank of headings** for the best answer.
- **Make sure** the heading you have chosen **sums up** the **entire paragraph** and not just one idea within it.
- If you have to **sum up** the entire **text**. **Read** the **whole text** before looking at the bank of headings. Try to think of your own heading and then look at the options.

Practice

**Books in the SAC**
Do the following matching questions.

Cambridge IELTS 1: p.62, p.66, p.82  
Cambridge IELTS 2: p.19, p.46, p.69  
Cambridge IELTS 3: p.14, p.23, p.42, p.64  
Cambridge IELTS 4: p.22, p.70, p.96  
Cambridge IELTS 5: p.66, p.85  
Cambridge IELTS 7: p.22, p.48, p.69,  
IELTS Foundation: p.19, p.21, p.24  
Action Plan for IELTS: p.101  
Test Builder: p.23, p.29, p.49, p.115  
IELTS to Sccess: p.74, p.83, p.84  
Insight into IELTS: p.43  
Focus on IELTS: p.42  
Preparation & Practice (R&W): p.17, p.25, p.32, p.76, p.80, p.96

9. **Scanning and identifying location of information**

The questions

These questions require you to **scan** the **text to find** the **location of information**. You will be given a set of statements and you need to find the paragraph each one comes from.
How to prepare for IELTS – Reading

Questions 1-5

The passage has ten paragraphs labelled A-J.

Which paragraphs contain the following information?

Write the appropriate letters A-J in boxes 1-4 on your answer sheet.

NB  You may use any letter more than once.

1  Concern that recycling is not profitable.
2  Explanation of why fees for dumping waste should be increased.
3  The best way to deal with garbage.
4  The problem of decaying organic waste.
5  Recycling of automobiles.

How to do scanning and identifying location of information questions

- Read the instructions carefully.
- Quickly read the statements to get an idea of what the text is about.
- Take the statements one by one. Underline the key words.
- Next search the text to find where the information is mentioned.
- Remember to look for synonyms and parallel expressions because it is likely that the statements express the ideas differently to the way they are expressed in the text.

Practice

Books in the SAC
Cambridge IELTS 1:  p.86, p.89
Cambridge IELTS 2:  p.67, p.90
Cambridge IELTS 4:  p.52, p.94, p.95
Cambridge IELTS 5:  p.22, p.64, p.73
IELTS Foundation:  p.26
Action Plan for IELTS:  p.101
Test Builder:  p.84
Focus on IELTS:  p.142
How to prepare for IELTS – Reading

10. Labelling a diagram which has numbered parts

The questions
You will be given a diagram and asked to label it with words from the text or labels given.

Look at the example.

Questions 1 - 6

Label the booths at the exhibition.
Choose your answers from the box and write them next to questions 1-6.

<table>
<thead>
<tr>
<th>Entrance</th>
<th>Coffee/tea</th>
<th>Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth 1 Oriental Holidays</td>
<td></td>
<td>Booth 12 Holidays Asia</td>
</tr>
<tr>
<td>Booth 2</td>
<td>1</td>
<td>Booth 11</td>
</tr>
<tr>
<td>Booth 3 Indonesian Tourist Board</td>
<td>2</td>
<td>Booth 9 Malaysian Tourist Board</td>
</tr>
<tr>
<td>Booth 4</td>
<td>3</td>
<td>Booth 8</td>
</tr>
<tr>
<td>Booth 5</td>
<td></td>
<td>Booth 7 Asian Art Magazine</td>
</tr>
<tr>
<td>Booth 6 Postal Service</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Oriental vases
Korean cabinets
Indian rugs
Chinese furniture
Thai silk
Malaysian batik
Tibetan prayer rugs
Balinese woodwork
Oriental art

How to do labeling the diagram questions
- **Read** the instructions carefully.
- **Study** the diagram and the labels if they are given.
- See if you can **guess** any of the answers.
How to prepare for IELTS – Reading

- The **information** will be given in the **same order as** the **numbers** on the diagram.
- **Scan** the **text** to find the information. If labels are not provided, make sure you use words from the text.

**Practice**

**Books in the SAC**
Do the following labeling the diagram questions:

- Cambridge IELTS 1: p.59
- Cambridge IELTS 3: p.31, p.56
- Insight into IELTS: p.24
- IELTS Foundation: p.21, p.25
- IELTS Academic Practice Tests: p.37
- Actin Plan for IELTS: p.98
- IELTS to Success: p.90
- Focus on IELTS: p.36, p.66, p.81*, p.82, p.149

**Online Materials**

- [www.cambridgeesol.org](http://www.cambridgeesol.org)
  This is the official IELTS website. It offers tips & advice plus practice exercises.

  From the homepage, go to IELTS reading link. There are many sample questions as well as some useful tips for preparing for the test..

  From the homepage, go to IELTS exam preparation links. There are some very helpful videos to help you with language usage on the test as well as a number of sample reading passages with questions.

  This site provides an excellent introduction to the IELTS exam. There is also information, tips and practice exercises, plus a complete IELTS test can be completed online.

Road to IELTS. Access through the ELC Activities and Self Study Page: [http://www.cityu.edu.hk/elc/study_preparation.html](http://www.cityu.edu.hk/elc/study_preparation.html) enter the site
How to prepare for IELTS – Reading

with your cityu login information. This page gives you hints and tips on the test based on 12 recurrent themes.

General Tips – Reading

Before the Exam
• Make sure you are familiar with the instructions for the different question types so you can quickly glance at the questions and know what to do.
• Read as much as possible.
• Work on your reading skills such as ‘guessing the meanings of unknown words’, ‘understanding reference words in texts’ and reading quickly.
• Read newspaper articles and practise the following:
  ◆ dividing the content into facts and opinions
  ◆ finding the topic sentences of paragraphs
  ◆ writing summaries
  ◆ interpreting any diagrams or tables
  ◆ thinking of headings you could give to paragraphs
  ◆ underlining the pronouns and working out what they refer to
  ◆ underlining unknown words and seeing if you can work out what they mean
  ◆ reading the first paragraph and seeing if you can predict what will come next
• Work on expanding your vocabulary. Look at the either Focus on IELTS or Insight into IELTS or the glossary in 101 Hints p.172- 174 and choose 5 new words from the vocabulary sections or articles to learn each day. Write the words on cards and test yourself on the bus or the MTR, on your way to City U.
• Do as many practice tests as you can to get used to the rubric and the task types.

During the Exam
• Look through the whole reading module first.
• Quickly look at the texts. Study any:
  ◆ titles
  ◆ headings
  ◆ sub headings
How to prepare for IELTS – Reading

- illustrations
- diagrams
- words in bold type or italics

- **Read** the **questions carefully.** **Identify the question type.** Make sure you do exactly what they say.
- **Read** the **glossary** beside the passage, if there is one.
- **Don’t spend too long** on one question.
- If you **don’t know** the answer, **guess.** Incorrect answers are not penalised.
- Make sure you **copy all words** taken from the texts **correctly** as incorrect spelling is penalised.
- Don’t forget your **answer may be** given in a **diagram, graph or illustration.**