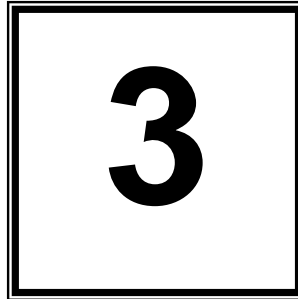


WRITTEN COMMUNICATION



READING TIPS

ANALYSIS OF WRITTEN COMMUNICATION



READING TIPS

Here are what we hope are helpful suggestions for you when reading passages and analyzing/interpreting the questions that follow each passage.

1. Sometimes it helps to quickly skim the material before trying to actually read it. Skimming will give you a general sense of the content and how it's organized. If you know what's coming, you can more easily recognize what will be important as you actually read the material.
2. Sometimes the only way to grasp the meaning of a particularly difficult passage is to analyze it and then translate it into words that make sense to you. This is especially true if the sentences are long and contain several ideas. In these instances read the passage and try to cut it down until you get the 'meat' of it. Try to determine in one or two simple statements what the author is really expressing. Read each sentence silently and slowly -- word for word, pausing for commas and other punctuation. Be careful not to spend too much time on any one paragraph. If you really feel stuck, move on and complete the exam. Then if you have time return to the question.
3. Be careful of qualifying words like: *no, few, many, most, all, never, occasionally, usually, frequently, always, and except*. When any of these words appear in a question, they change the nature of that question. Be equally aware of these same qualifying words in the answer choices. Make sure the word used in the question or answer agrees with what was said in the passage. Be especially careful of words like *all, none, always* and *never*. They may make the statement too strong to be true!
4. Sometimes you can just look at a question and know the answer. But always check the reading passage to make certain.
5. When you don't know the answer to a question that asks for a specific detail, resist the temptation to read the entire passage if it's a long one. Think about where in the passage the needed information might be located. Skim to see if you can find the information. As you skim, look for key words that relate to what you're searching for.

6. You may want to read the questions before you read the passage. Some people find it helps them to locate the information they need when they read the passage. This can sometimes be helpful if you have a problem just getting into a particular passage.

7. A word about comprehension. If you find yourself reading without retaining anything, stop and think about what's being communicated. What's important to the author in this passage? Try to search that out, but remember to not spend more time on the passage than it deserves. If, after reviewing the passage you still have trouble comprehending the meaning, take a break. Try a few deep breaths, stretching, eating something, or getting up and sharpening your pencil. Moving around or taking a short break will often be what you need.