THE TASK

- The task is to match between 5 and 7 headings to paragraphs in the text.
- There are always more headings than paragraphs.
- You may need to read the whole text or only a part of it.
The main skill here to use is skimming which means that you should do the following:

- If you find a word that you don’t understand: ignore it - you are looking for meaning of paragraphs not words.

- Don’t simply match a word in the question with a word in the text: read the sentence/paragraph carefully to see how it is being used.

- Concentrate on the openings and closings of paragraphs - this is where the writer normally makes the main point.
THE PROCEDURE

- Look at the headings first. Don’t spend too much time on this, as at least some of them will be wrong.

- Look at the first paragraph. Ignore details and try to identify the main point. Remember that the main point can be found at the beginning or near the end. Does it match any of the headings? Try all the headings to see if they fit. If you feel that it fits take a note and come back to confirm.

- Underline words in the text that best match words in the headings. This will help later to identify your answer.

- Keep on repeating this through every paragraph.

- Remember to go back and recheck. No one gets it right the first time.

- If your uncertain it is better to guess .....