

Steps for Reading Problem-Solving

- 1) For sentence completion problems, read the sentence.
 - Take an inventory – what types of words do you see?
 - Look for patterns – contrast transition words, confirmation transition words, negative words, time-based phrases, or emotive adjectives/adverbs/verbs/nouns?
 - Try the pattern – fill in the blank(s) with your own words based on the patterns you see.
- 2) For short passages, **read** the passage.
 - What are the purpose, central idea, and tone?
 - Sketch an answer to each question in your own words.
- 3) For long passages, **read/skim** the passage.
 - The first and last paragraphs are key. For each paragraph, the first and last sentences are key.
 - Summarize each paragraph in a few words.
 - Sketch an answer to each question in your own words based on the patterns you see.
- 4) For double passages, **read/skim** each passage separately.
 - Answer questions for first passage; then read/skim the second paragraph and answer its questions.
 - Then answer global questions.
- 5) For each question, decide within 20 seconds whether to continue or to skip.
- 6) If you can eliminate two or more choices, then guess.

Prioritize the reading sections – easy passages first

- Answer as many questions for each passage as you can – don't return.
- Answer easier questions (with line numbers) first, global questions last.
- Don't get "stuck" – spending minutes on tough questions that you never complete.