STUDY NOTES   **EPISODE 14: GENERAL TRAINING READING**

GENERAL TRAINING READING

The IELTS General Training Reading module consists of three sections with 12-14 questions in each. There are 40 questions in total to answer in 60 minutes. This means finding the answer in 1.5 minutes. No extra time is given to transfer answers so it is important to write them directly onto the answer sheet.

The number of reading passages and text types used in each section of the test vary.

> **IELTS Tip**
>
> Practise skimming and scanning to make your reading more efficient. This will also help to build your confidence.
>
> Remember you do not need to know the meaning of every word to answer a question. Use the context to help you with the meaning of an unknown word.

Section	Number of Reading Passages	Text Types
One	2-3 short passages	bus and train timetables, airline schedules; entertainment brochures; hotel accommodation; directories; indexes; resumes; curriculum vitae
Two	2 passages	work-related situations and contexts: job descriptions; staff and professional development opportunities; instruction manuals
Three	1 longer passage	general interest topics based on issues in society: newspaper and magazine articles; texts from the Internet

Question Types

There is a variety of question types used in each section and may include any of the following:

- matching paragraphs with headings
- multiple choice
- short answer
- summary completion
- sentence completion
- true, false, not given/yes, no, not given (no information)
- matching lists/phrases
- classification
- table/flow chart completion
- labelling a diagram

These question types test a variety of reading comprehension skills including:

- scanning
- skimming
- previewing
- identifying main ideas
- understanding the relationship between words (synonyms, opposites, linking words)

The notes below look at some question types, general training text types and practice tasks. The Reading Passages can be found in the Activity Sheet for this episode.

Text Type: **Section 1 – Advertisement**
Reading Passage: CAREER OPPORTUNITIES

Question Type: **Short Answers**

Short answer questions test your ability to locate specific information in a text and are typical of a section one reading passage.

These are generally *Wh*-type questions.

Wh-question	Specific information
who?	person
what?	thing
where?	place
which?	thing
when?	time
why?	reason
how?	way, manner
how much? how many?	quantity, amount

There is not enough time in the test to read the texts closely and answer all the questions required. So, it is important to use skills and strategies to help you answer the questions quickly and accurately.

Here are some skills and strategies to use for answering short answer type questions effectively and efficiently.

Short Answer Questions	
Strategies	Skills
check instructions to see how many words and/or numbers you can write; a number can mean, for example, a full mobile number or a double digit page number	following instructions
highlight the *wh*-word and key words in each question	scanning for specific details
match and read around the words/phrases for your answer	recognising synonyms/paraphrases helps to match the relevant information.

Text Type:	**Section 2 – Job Description**
Reading Passage:	**Office Manager**
Question Type:	**Multiple Choice**

Multiple choice questions test your understanding of main ideas or specific details, usually factual information. Three or four alternative answers are given but only one of these provides true or factual information. The other choices may be partly correct or not refer to any of the information in the passage.

There are two types of multiple choice questions:

- question followed by 3-4 options
- unfinished statement followed by 3-4 options

Here are some skills and strategies to use for answering multiple choice questions quickly and accurately.

Multiple Choice Questions	
Strategies	**Skills**
highlight key words in the questions and options	scan the reading passage to locate the relevant section by matching key words
check each option with the relevant section in the reading passage	eliminate each inappropriate or wrong answer by reading in detail
check the answer you are left with is true or factually correct with the information in the passage	understanding factual information

Text Type:	**Section 2 – Job Description**
Reading Passage:	**OFFICE MANAGER**
Question Type:	**True, False, Not Given/Yes, No, Not Given**

These questions test your ability to identify and understand factual information or a writer's point of view. You need to decide whether a statement is true or false according to the information in the reading passage, or whether there is no information at all relating to the statement in the passage.

When practising these task types use the following skills and strategies to improve speed and accuracy.

True, False, Not Given/Yes, No, Not Given	
Strategies	**Skills**
highlight key words in the statements	scanning the reading passage to locate the relevant section
match the same, similar or related information	recognising synonyms, opposites, paraphrasing
decide whether the statement agrees, contradicts or there is insufficient information to make a decision	understanding/interpreting facts, opinions, viewpoints

Text Type: **Section 2 – Job Description**
Reading Passage: OFFICE MANAGER

Question Type: **Sentence Completion**

Sentence completion requires you to fill in a gap with up to three words and/or a number from the passage.

Practise using the following skills and strategies when answering sentence completion questions.

Sentence Completion	
Strategies	**Skills**
identify the kind of information is missing, e.g. adjective, noun, verb and/or number – time, date, measurement	predicting the content of the gap
highlight the key words in the sentence	scanning the reading passage to locate the relevant section
match the same, similar or related information	recognising synonyms, opposites, paraphrasing
write the word/s exactly as in the passage	checking the sentence is grammatically correct and make sense
watch your spelling – copy the word correctly	checking spelling