

HOW TO BOOST UP YOUR READING AND LISTENING SKILL

READING COMPREHENSION

- **DON'T FORGET THE TIME IS RUNNING.**
- **READ THE QUESTIONS AND THE DIFFERENT OPTIONS FOR ANSWERING BEFORE READING.**
- **BE QUIET TO GET CONCENTRATION IN THE READING.**
- **BE AWARE IN THOSE UNFAMILIAR TERMS OR VOCABULARY AND ENLIST THEM TO FIND THEIR MEANING.**
- **WRITE SOME IDEAS ABOUT THE CHARACTERS.**
- **MAKE DIAGRAMS, MIND MAPS, WRITING BLOCKS OR CHARTS TO CLASIFY THE MAIN IDEAS.**
- **CATHING DETAILS SUCH AS NAMES, PLACES, DATES, ETC.**
- **TAKE NOTES TO SAVE TIME.**
- **READ AGAIN IF YOU HAVE TIME.**

ACTIVE LISTENING

- **DON'T FORGET THE TIME IS RUNNING.**
- **READ THE QUESTIONS AND THE DIFFERENT OPTIONS FOR ANSWERING BEFORE LISTENING.**
- **BE QUIET TO LISTEN CAREFULLY WORD BY WORD.**
- **TAKE NOTES.**
- **CATCHING FAMILIAR WORDS.**
- **PAY ATTENTION IN PEOPLE, PLACES, NAMES, ETC.**
- **IDENTIFY WHO IS TALKING IN FIRST OR SECOND TURN, WHO AND WHAT ASK, WHO AND WHAT ANSWER.**
- **IDENTIFY WHAT IS THE ISSUE, SITUATION OR CIRCUNSTANCES FOR THAT CONVERATION.**
- **USE YOUR COMMON SENSE TO GUESS THE TOPIC.**
- **USE HEADPHONES.**
- **USE A PIECE OF PAPER.**
- **REPEAT AGAIN IF YOU HAVE TIME.**