

## Guidelines on „How to answer questions“

1<sup>st</sup> Step: Reading for gist = **Skimming**

2<sup>nd</sup> Step: Read the question

3<sup>rd</sup> Step: Reading for detail = **Scanning**

4<sup>th</sup> Step: Answer the question

Remember:

- Use your own words as much as you can. DON'T copy the text!!
- Write a complete, full sentence with subject and verb!!
- Use as much from the question as possible to start your answer!!
- DON'T start with "Because, But, Yes, No !!!!!!!!!!!!!!!"
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- No direct speech.
- Indirect speech: Backshift!