1. Time Management

<table>
<thead>
<tr>
<th>Paper I Composition</th>
<th>Paper II Reading Comprehension &amp; Usage</th>
<th>Paper III Integrated Listening, Reading &amp; Writing</th>
<th>Paper IV Oral</th>
</tr>
</thead>
</table>

You should arrange your time as follows:
- 10 mins. should be used on choosing topic, brainstorming and drafting
- 50 mins. for writing your composition
- 5 mins. for proofreading

You're advised to use:
- 40 mins. on reading comprehension
- 50 mins. on usage

For the extended tasks:
- 30 mins. for the longest task
- 30 mins. for the rest of the tasks

For the role-play:
- 2.5 mins. for self-introduction and asking questions from examiner 1
- 1.5 mins. for reporting answers to examiner 2
## 2. Steps

### 2.1 Paper I

### Writing

- Read each topic 2 times. Make sure that you understand it.
- For each of the topic given, look for the following:
  - The **format** and the **type of writing**.
  - The main **theme / topic**
  - What additional information is given
  - Any relevant details, ideas or vocabulary in the topic.
- Choose the topic that you feel most comfortable about. Argumentative topics are more demanding than narrative or descriptive essays.
- Take your time to gather ideas and organizing them systematically before you actually write. While it is difficult to ensure hundred-percent accuracy in your language, you will certainly gain marks in the content if you plan and draft your composition properly.
- Don't waste time counting every word while you write.
- Never write the whole composition on the rough work sheet in the hope of copying it neatly back into the answer book. You'll never have enough time to do it.
- Make sure that you have time to **proofread** your writing.

### 2.2 Paper II

### Reading Comprehension & Usage

- It is always wise **not** to start reading the comprehension passage line by line.
- You should start by reading the title and headings only. Try to **skim** through the whole passage in order to gain a global understanding of the content.
- The next thing that you should do is to read the Multiple Choice questions that follow. This will help you set the focus while you **read in detail**.
- When doing the usage part, such as cloze passages, matching and proofreading exercise, read the whole passage first so as to get a general idea what it is about.
- Cloze passages test you both on comprehension and usage. Some answers, although grammatically possible, must be rejected if they do not make sense in the context of the passage.
- Use your knowledge of grammar, collocations and vocabulary to decide on the correct word to put in each blank.
<table>
<thead>
<tr>
<th>2.3 Paper III: Integrated Listening, Reading &amp; Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Don't spend too much time on the question for which you can't find the answer. Leave it behind and keep listening to the next one. Otherwise, you will miss more.</td>
</tr>
<tr>
<td>- You must pay attention to the rubrics of the questions like 'put a circle' or 'tick'. A right answer with the wrong symbol will score no mark.</td>
</tr>
<tr>
<td>- For the extended tasks, start with reading the situation and tasks. <strong>Underline keywords and phrases</strong> to remind yourself what you have to do.</td>
</tr>
<tr>
<td>- The next thing is not to read the data file but to read the Question &amp; Answer Book. Familiarise yourself with what you have to write and plan how you should write it.</td>
</tr>
<tr>
<td>- Once you know what information you will need for doing the task, you can start reading the data file. Start with skimming the information. Then scan for the lines where the hints are provided.</td>
</tr>
<tr>
<td>- <strong>Highlight the important points</strong> and put a note along the margin which task each piece of information is good for. This will save you time flipping through the pages for the necessary information while you write.</td>
</tr>
<tr>
<td>- Do not copy word by word from the data. It is necessary for you to change the parts of speech, paraphrase some sentences or change the tenses in order to fit the information in your task.</td>
</tr>
<tr>
<td>2.4 Paper IV: Oral</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>• For introducing yourself to the examiner, you should be concise and accurate. Don't make it too long.</td>
</tr>
<tr>
<td>• In order not to waste time, you're advised to ask the examiner to repeat his/her answer, or spell a word as soon as you get stuck. But remember that you can only do this once.</td>
</tr>
<tr>
<td>• If there are words that you don't know how to spell, don't worry. Record down the sound by all means so that you can report it to the second examiner.</td>
</tr>
<tr>
<td>• When taking notes, do not involve unnecessary information like 'he', or 'lives in'. Only keywords like 'Sai Kung' should be written down.</td>
</tr>
<tr>
<td>• It is not necessary to report all your information to Examiner 2 in reported speech. A complete sentence or a phrase may be a better way though.</td>
</tr>
<tr>
<td>• For the last question, you'd better use reported speech as it will be easier for you to express yourself.</td>
</tr>
<tr>
<td>• For the discussion, try your best to contribute to and follow the discussion. It is important for you to look interested even if you may find some speakers difficult to follow.</td>
</tr>
<tr>
<td>• Use formulaic expressions with discretion. Don't keep on saying 'I agree' if the speaker has not expressed an opinion.</td>
</tr>
</tbody>
</table>
3. Recommendations

3.1 Paper I
- Write on every single line. You will lose marks if you write on alternate lines.
- Never use your own name or address if you choose a topic for writing a letter. The penalty will be doubled.
- Relying on memorized work is a poor strategy to prepare for this paper. Candidates will inevitably get a very low mark.

3.2 Paper II
- Nearly all the examination materials are taken from newspapers and magazines. Most of the articles or passages were taken during March and April of the previous year. Though it is hard to predict the topics or text-type, you should read extensively to prepare for this paper.
- Watch out for distracters (i.e., deliberately misleading alternatives). You should read the questions thoroughly and eliminate each alternative answer through a detailed reading of the relevant text.

3.3 Paper III
- To help yourself listen better, expose yourself extensively to English radio news, TV news, TV programmes and English movies.
- Practise note-taking while you're watching the English programmes or listening to English news reports.

3.4 Paper IV
- Speak clearly and audibly.
- Always be polite in order to give the examiners a better impression of you. Pay attention to formality while you ask questions.
- You should smile, sit up straight and look confident. Make it look as if you're interested no matter how boring the topic is.
- Equip yourself with a wide range of vocabulary and ideas on different topics.
- Talk to your English teacher in English both inside and outside the classroom. Set aside fifteen minutes a day to converse in English with a friend or classmate. This will train you to think and talk in English readily.