

### **Tips for Time Management for GRE style tests.**

Here are some tips for managing time when you take GRE style tests. Note that these are just guidelines and not hard-and-fast rules. As you practice and analyze your performance, you will be able to evolve a time management strategy that works best for you.

Here is a word of advice. We would suggest that you do not worry too much about speed when you are in the early days of your preparation.

Initially, you need to focus on accuracy and that comes with a strong understanding of concepts, developing the basic skills (reading, vocabulary, reasoning) and problem solving skills. Only after that should you start focusing on Time Management and developing your strategy.

It will be good if you start taking GRE style tests at least 3-4 weeks before your GRE. Analyze your performance in each test.

Look for question types where you tend to spend more time.

Check if you have a tendency to get stuck on a question and lose time.

A careful analysis followed by corrections will help you develop a strategy that works for your style and skills.

Your SFA will help you in this aspect when you start with the GRE style tests.

Here are some suggestions on time to be spent on different question types.

## Quantitative Reasoning Section

❖ Average time to be spent on various question types:

Question Type	No of questions (typical numbers)	Average time that you should spend (min:sec)	Total time
Data comparison	8 to 9	01:30	12:45
Numerical entry	1 to 2	02:00	03:00
MCMS	2 to 3	02:00	05:00
MCSS	7 to 8	01:30	11:15
<b>Total</b>			32:00

(MCMS : Multiple choice, Multiple Selection; MCSS: Multiple choice, Single Selection)

- ❖ You may spend up to 2 minutes on a Data Interpretation question, especially the first one. It is important that you spend sufficient time to understand the graphs and plots. A good understanding will assure accuracy. Once that is done, the subsequent questions will take you less time. Keep an upper limit of 2min:30sec.
- ❖ Question from Arithmetic, Algebra should take 40 to 60 seconds.
- ❖ Questions from Geometry that are of easy or medium difficulty level (Level 1,2,3) should also take 40-60 seconds
- ❖ Ideally you should not spend more than 2min: 30sec in questions of higher difficulty level (level 4,5). These are usually worded problems or questions from applied mathematics. It would be better to mark a choice, mark the question for verification and move on to the next question rather than getting stuck and losing time.
- ❖ Mark a question for verification if you feel it needs a re-look, especially worded questions that need to be interpreted correctly.

The following table shows the time lines that you could target for solving 20 questions of the Quantitative section in the allotted 35 minutes.

Question Number	Suggested Time-lines
5 <sup>th</sup> Question	8 <sup>th</sup> min
10 <sup>th</sup> Question	16 <sup>th</sup> min
15 <sup>th</sup> Question	24 <sup>th</sup> min
20 <sup>th</sup> Question	32 <sup>nd</sup> min

It is good to complete all the questions in about 30 minutes so that you can devote the last 3-4 minutes to check the questions that you have marked for verification.

#### To summarize:

- ❖ Don't spend more than 2:30 minutes for any question.
- ❖ Try to solve simple question quickly so that you can spend more time on questions of higher level and DI questions.
- ❖ **There is no negative marking in the GRE exam**, so it is advisable to make a choice by intelligent guess work rather than leaving a question un-answered.

### Verbal Reasoning Section

- ❖ Here are the recommended timelines for each question type of the Verbal section:

Question Type	Time
Sentence Equivalence	45 seconds - 1min
Text Completion	1 minute - 1min: 30 seconds, depending on the number of blanks
Reading Comprehension	1min: 30 seconds to 2 minutes

- ❖ Suggested timelines for Reading Comprehension:

Passage Type	Time
Normal GRE passage (5-10 lines)	2 minutes : 30 seconds
Short passage (2-3 lines)	2 minutes
Long passage: (30-40 lines)	3 to 4 minutes

❖ The following table shows the time lines that you could target for solving 20 questions of the Verbal section in the allotted 30 minutes:

Question Number	Suggested Time-lines
5 <sup>th</sup> Question	7 <sup>th</sup> minute
10 <sup>th</sup> Question	14 <sup>th</sup> minute
15 <sup>th</sup> Question	21 <sup>st</sup> minute
20 <sup>th</sup> Question	28 <sup>th</sup> minute

❖ It is better to complete all the questions 2-3 minutes before the given time, so that you can check the questions that you have marked for verification in the last 2-3 minutes.

**To summarize:**

- ❖ Don't spend more than 2 minutes on any question. Make an intelligent choice, mark for verification and move to the next one.
- ❖ Try to solve simple question quickly (Sentence equivalence, Text completion single and double blanks) so that you can spend more time on questions of higher difficulty level and Reading Comprehension.
- ❖ **There is no negative marking in the GRE exam**, so it is advisable to make a choice by intelligent guess work rather than leaving a question un-answered.

Our best wishes for your success in the GRE!

**The Student Facilitation & Analysis Team**

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