

Reading Strategies: Part 1

You can use this checklist to help you improve your reading skills for Part 1: Reading Correspondence. Note that you will **not** be able to bring this on test day.

Part 1: Reading Correspondence		Yes	No
Did I preview...			
the text before I began reading?		X	
Did I skim...			
the first few sentences of each paragraph for main ideas?		X	
Did I scan...			
the email for who the sender (From:) and recipient (To:) are?		X	
the paragraphs for specific information?		X	
Did I locate...			
the answers in the right paragraphs?		X	