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| **METU/SFL**  **DBE**  **HO 1** | **PRE-INTERMEDIATE GROUP**  **Answering Reading Comprehension Questions**  **(Student's Copy)** | **Fall 2021** |

**GIVING LONG OR SHORT ANSWERS**

In reading comprehension activities, sometimes you need to answer open-ended questions.

e.g. **What do civil engineers build?**

You can give short answers or long answers in this type of questions. Both of them are correct.

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| **Long answer:** | They build bridges, roads, railways and airports. |
| **Short answer:** | Bridges, roads, railways and airports |

In the **long answer**, you write a full sentence (minimum a subject and a verb); in the **short answer**, you only give *the piece of information that the question asks*, e.g. the object of the sentence in the example above.

**Long answer** FULL SENTENCE (subject + verb + object)

**Short answer** ONLY what is necessary:

Look at the question. What does it ask?

🡪 a noun

🡪 a time expression

Is the answer 🡪 a place ? Among these, write ONLY what is necessary.

🡪 an adjective

🡪 other information

**Practice 1. Read the text below and give both long and short answers to the questions.**

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| Paul studies engineering. Every day, he gets up at 7:30 and goes to the university. He attends lectures in the morning. He has lunch at 1:00, and in the afternoons, he works in the computer center. He goes home at 5:30. In the evenings, he works on his computer. |

1. **What time** does Paul get up?

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| **Long answer:** |  |
| **Short answer:** |  |

1. **Where** does Paul work in the afternoons?

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| **Long answer:** |  |
| **Short answer:** |  |

**IDENTIFYING IRRELEVANT INFORMATION**

In open-ended questions, you need to write the answer to the question only. You shouldn’t write down any information if it is NOT related to the question.

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| **QUESTION:** What do civil engineers build? |
| **ANSWER:** **~~Civil engineers do important work~~.** They **~~design and~~** build bridges, roads, railways and airports. **X**  **NOTE: The first sentence is IRRELEVANT because the questions does NOT ask you this: What type of work do engineers do? The question asks only this: WHAT do engineers BUILD?** |

**Practice 2. Read the text and the answer to the question below. Cross out the irrelevant information and decide which answer is the better one.**

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| A large number of people work in offices. Some people work in small offices for one or two people, but other people work in big open-plan offices. According to new research from Australia, there are two main advantages of these offices. In open-plan offices, a lot of people can work in one big area, so open-plan offices don’t cost much for the company. Not surprisingly, people can also communicate with their colleagues easily because they are all in the same room. However, there are some disadvantages, too. One important disadvantage is the noise. Because there are a lot of people, it is very hard to concentrate on work. |

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| **QUESTION:** State the two advantages of open-plan offices. |
| **ANSWER 1:** 1) (A lot of people can work in one big area, so) open-plan offices don’t cost much for the company.  2) Not surprisingly, people can also communicate with their colleagues easily (because they are all in the same room.) However, there are also some disadvantages. |
| **ANSWER 2:** 1) Open-plan offices don’t cost much for the company. People can communicate with their colleagues easily because they are all in the same room.  2) One important disadvantage is the noise. |

**Practice 3. Read the text and the answer. Cross out the irrelevant information and decide which answer is the better one.**

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| Grace Kelly was an actor and a princess. She was born on 12th November 1929, in Philadelphia. Her first film was *Fourteen Hours* in 1951. She only appeared in the film for a few minutes, and it wasn’t her best work. She was also in *Rear Window* in 1954 and *High Society* in 1956. In these films, she had one of the leading roles. She received good reviews for her acting in these films. In 1956, she married Prince Rainier III of Monaco. After that, her name was the Princess of Monaco or Princess Grace. She was killed in a car crash on 14th September 1982, and this was a big news story. |

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| **QUESTION:** In which films was Grace Kelly the main character according to the text? |
| **ANSWER 1:** She was also in *Rear Window* (in 1954) and *High Society* (in 1956). In these films, she was one of the main actors. |
| **ANSWER 2:** (She was the main character) (in) *Rear Window* and *High Society.* |

**CHANGING THE SENTENCES TO FIT THE QUESTION**

Sometimes, the answer is not worded the same way as the question. In other words, you cannot simply copy and paste the answer from the text because the structure does not fit. You need to shape the answer to fit the question.

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| A large number of people work in offices. Some people work in small offices for one or two people, but other people work in big open-plan offices. According to new research from Australia, there are two main advantages of these offices. In open-plan offices, a lot of people can work in one big area, so open-plan offices don’t cost much for the company. Not surprisingly, people can also communicate with their colleagues easily because they are all in the same room. However, there are some disadvantages, too. One important disadvantage is the noise. Because there are a lot of people, it is very hard to concentrate on work. |

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| **QUESTION:** How are open-plan offices different from small offices? |
| **ANSWER 1:** Some people work in small offices for one or two people, but other people work in big open-plan offices. |
| **ANSWER 2:** Open-plan offices are big rooms, and people work together in one big room, but in small offices, only one or two people work together. |

**MAKING THE NECESSARY CHANGES FOR CLARITY**

Sometimes, we can take a portion from the text to answer a question, but we need to be careful about the use of reference words. When we simply take a portion of a sentence with a reference word, the reader may not understand the answer.

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| A large number of people work in offices. Some people work in small offices for one or two people, but other people work in big open-plan offices. According to new research from Australia, there are two main advantages of these offices. In open-plan offices, a lot of people can work in one big area, so open-plan offices don’t cost much for the company. Not surprisingly, people can also communicate with their colleagues easily because they are all in the same room. However, there are some disadvantages, too. One important disadvantage is the noise. Because there are a lot of people, it is very hard to concentrate on work. |

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| **QUESTION:** What do we learn from the research in Australia? |
| **ANSWER 1:** (We learn that) there are two main advantages of **~~these~~** offices. **X**  **NOTE: When you say “these offices,” the reader cannot understand the kind of offices you are talking about. The phrase “open-plan offices” is not in the question. You need to find the noun in the text and write it in the answer.** |
| **ANSWER 2:** (We learn that) there are two main advantages of open-plan offices. **√** |

**ANSWERING TRUE/FALSE/NOT GIVEN QUESTIONS**

Sometimes writers give facts in a text and we may be required to understand or interpret these facts. To check understanding, you may be asked a **true/false/not given** question. Here, you need to identify if a given statement is true or false, or if there is no mention of it in the text.

Sometimes a fact that is given in the text is restated in the question. The message is the same but expressed in different words.

Example:

**Read the paragraph again, and then read the statement in bold. Is it true, false or not given?**

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| A large number of people work in offices. Some people work in small offices for one or two people, but other people work in big open-plan offices. According to new research from Australia, there are two main advantages of these offices. In open-plan offices, a lot of people can work in one big area, so open-plan offices don’t cost much for the company. Not surprisingly, people can also communicate with their colleagues easily because they are all in the same room. However, there are some disadvantages, too. One important disadvantage is the noise. Because there are a lot of people, it is very hard to concentrate on work. |

* **It is not very expensive to build a big open-plan office for a company.**

1. **True b) False c) Not given**

This statement is true. It is the paraphrased version of the following statement from the text: “open-plan offices don’t cost much for the company.”

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Sometimes the question may require you to read more carefully. Because the fact is not openly stated in the text, you need to think and build connections in your mind and then decide if a statement is true, false or not given.

Is the idea below directly stated in the text?

* **To improve communication among staff members, a company should consider building open-plan offices.**

1. **True b) False c) Not given**

The writer does not directly say this, but we can reach this conclusion because the writer says: “people can also communicate with their colleagues easily because they are all in the same room,” while mentioning open-plan offices. We can say that this statement is true, too.

Now read the statement below and decide: is it true, false or not given?

* **Employers may find it harder to focus on their work in small offices than in open-plan offices.**

1. **True b) False c) Not given**

This statement is false because in the text we read: “One important disadvantage is the noise. Because there are a lot of people, it is very hard to concentrate on work.” These lines are about the disadvantages of open-plan offices.

Finally, read the statement below. Can you find the answer to that in the text?

* **In Australia, employees prefer open-plan offices to small offices.**

We do not know the answer to this. All we know is that some research has been conducted in Australia, which revealed the advantages of open-plan offices. We can say that this statement is neither true nor false according to the text. It is “not given.”

Learners tend to confuse “false” and “not given” statements. For a statement to be false, you need to prove that it is false according to the text. We cannot prove that Australian employees prefer open-plan offices. We cannot prove the opposite, either. We just don’t know.

**Practice 4. Do the following tasks related to the text below. Remember to avoid irrelevant information.**

**WORK AND STRESS**

***We all need to work in order to live. Some people are lucky with their work because their jobs are healthy. What do we mean by ‘healthy,’ and how can we find a ‘healthy job?’***

****1 Healthy Jobs**

Florists, personal trainers and nutritionists all have healthy jobs according to research. There are many reasons for this. A florist, for example, sells flowers and plants to customers, and this is a very relaxing work. A personal trainer, on the other hand, is usually very fit. Nutritionists have a healthy job, too. They know all about healthy food because they teach people to eat well.

**2 Stressful jobs**

****However, according to research, some jobs are ‘unhealthy.’ They cause a lot of stress and worry. For example, a taxi driver often faces traffic jams and difficult passengers. A fire fighter tries to stop dangerous fires and sometimes he or she cannot save people from burning buildings. An MD (Managing Director) runs a large company. It is an interesting job, but it is also stressful. The MD has to keep everyone happy – the staff and the customers.

**3 What do people want?**

Most people are looking for the perfect job. They want an interesting job with a good salary and not much stress. However, it is difficult to have it all. Healthy, relaxing jobs are usually not very well-paid. On the other hand, people with stressful jobs often get good salaries. For example, the head of a big company gets a lot of money, but he or she does not always have good health, or the time to enjoy life.

**Step 1.** Read the questions and answer them according to the text.

1. Why does a personal trainer have a ‘healthy’ job according to the text?

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1. Why is the job of a taxi driver difficult?

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1. What is good about being a “Managing Director”?

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1. What kind of jobs are well-paid?

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**Step 2.** Read the answers to the questions in the list. Mark (√) if the answer is correct. Mark (X) if the answer is not correct. Explain why. Discuss with your friends.

1. Why does a personal trainer have a ‘healthy’ job according to the text?

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|  | **1.** | (Because) A personal trainer / He or she is usually very fit. |
|  | **2.** | They are usually very fit. |
|  | **3.** | It is usually very fit. |
|  | **4.** | A personal trainer, on the other hand, is usually very fit. |

1. Why is the job of a taxi driver difficult?

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| --- | --- | --- |
|  | **1.** | (Because) A taxi driver / He or she often faces traffic jams and difficult passengers. |
|  | **2.** | They often face traffic jams and difficult passengers. |
|  | **3.** | For example, a taxi driver often faces traffic jams and difficult passengers. |
|  | **4.** | Traffic jams and difficult customers |

1. What is good about the managing director’s job?

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|  | **1.** | It is an interesting job. |
|  | **2.** | An MD (Managing Director) runs a large company. |
|  | **3.** | It is an interesting job, but it is also stressful. |
|  | **4.** | The MD has to keep everyone happy – the staff and the customers. |

1. What kind of jobs are well-paid?

|  |  |  |
| --- | --- | --- |
|  | **1.** | Stressful jobs are well-paid. |
|  | **2.** | Stressful jobs |
|  | **3.** | People with stressful jobs often get good salaries. |
|  | **4.** | Healthy, relaxing jobs are usually not very well paid. On the other hand, people with stressful jobs often get good salaries. |
|  | **5.** | On the other hand, people with stressful jobs often get good salaries. |
|  | **6.** | Healthy, relaxing jobs are usually not very well paid. |

**Step 3.**

**Read the statements below. Decide if they are true or false of if the information is not given**.

1. Personal trainers are knowledgeable about what is healthy to eat and what is not.
2. True b) False c) Not given
3. Being a fire fighter is more stressful than being a taxi driver.
4. True b) False c) Not given
5. Keeping the staff happy is what makes being a managing director stressful.
6. True b) False c) Not given
7. People often earn more in healthy jobs.
8. True b) False c) Not given