Weaknesses:

1. True/false/not given
2. Diagram labeling
3. Don’t overthink the questions
4. Sometimes you have to conclude from the whole passage if it’s true or not
5. Check for identifiers and word limit
6. (multiple choice): make sure to check all the options carefully

Choosing titles:

1. Is it describing this title or giving information about it
2. It shouldn’t be too general or too specific
3. It should be related to the content

Check your spelling before writing your answer on the answer blank. You will get zero points for the answer if it's spelled incorrectly

the questions follow the order of the text in most cases

When you skim over the text, underline the most important phrases. It will help you to save some time when you will search for answers.

Every answer can be found in the text, you don’t need any additional knowledge to succeed

Look thoroughly through the text. Any special features such as capital letters, underlining, italics, figures, graphs and tables are likely to matter

If you saw answer that you're sure is wrong, cross it out. This way you won't get confused and save your time.