Process of Doing a Comprehension

1. First Reading: Get the General Idea

Read the passage quickly.

Do not focus on details.

Try to understand the central theme and overall meaning.

2. Second Reading: Read Carefully

Read the passage again slowly.

Pay attention to important lines, keywords, tone, and structure.

Note down unfamiliar words.

3. Understand the Vocabulary

Identify difficult words.

Guess their meaning from context or use a dictionary (if allowed).

4. Analyse the Questions

Read the questions before answering.

Identify the type of question:

Factual (direct)

Inferential (indirect)

Vocabulary-based

Critical/interpretative

5. Locate the Answers in the Passage

Find the exact lines or sections related to each question.

Underline or mark them (if allowed).

Ensure your answer is based strictly on the passage.

6. Write Answers in Your Own Words

Use simple, complete sentences.

Do not copy long sentences from the passage unless required.

Avoid giving personal opinions unless the question asks for it.

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7. Maintain Relevant, Concise Responses

Stick to what the question asks.

Do not add unnecessary details.

Ensure coherence and grammatical correctness.

8. Review Your Answers

Re-read each answer.

Check for spelling, grammar, and completeness.

Make sure every answer matches the passage.