

# Student's Notes

## KEY (KET): READING AND WRITING

**Parts 1-6:** Questions 1-40 test your grammar and vocabulary.

**Parts 7, 8, 9:** Questions 41-56 test your writing skills.

**Questions 1-55** Carry one mark for each question.

Keep an eye on the time. If you are finding a question difficult, make a guess and move onto the next one, but put a mark next to it so that you can return to the question at the end if you have time. Transfer your answers from the question booklet to the answer sheet as you finish each part. Do not leave this until the end. You will receive no marks for answers on your question booklet, but only those on the answer sheet.

### Part 1: Questions 1-5

There are five questions and eight notices. Highlight the key words in the statements. Two of the statements may look similar but the answers will have different information. Think about opposites synonyms. For example, 'Drive slowly' and 'Don't drive fast' mean the same thing. When someone says you shouldn't do something they are giving you a warning, but when they say *can't* or *mustn't*, it means prohibited, not allowed. Think about the word sale. Remember that it means that something is going to be cheaper than usual, so if the notice says 'pay less for trainers' or 'a sale of trainers', it matches. Practise looking at notices and think how many different ways you could write the same message.

### Part 2: Questions 6-10

This section tests your ability to understand and use vocabulary. First read the instructions at the top of the page as this will help you understand the situation or the topic. Then read the six gap-fill sentences which are part of a story or topic. When you choose a verb, think about whether the verb needs a preposition. What preposition? 'She was .....**in** going on the trip.' wanted, **interested**, hoped. When choosing an adjective, which noun does the adjective describe? 'The students didn't finish **the test** quickly because **it** was.....' **difficult**, bad, lazy.'

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## Part 3: Questions 11-15

This section requires you to finish a two-line conversation by choosing the correct A/B/C response.

## Part 3: Questions 16-20

In this section, you will read a longer conversation. You must choose five sentences from eight options. One of the options is an example, so cross that out immediately to leave you with seven choices. If you understand the function of the sentence/s, this will help you to choose the right answer. Always read the main dialogue first and then think how the second speaker needs to respond.

## Part 4: Questions 21-27

A text is followed by seven questions for which you need to answer *true/false/does not say*. Read the whole text first so that you can understand the general meaning. Don't worry if you can't understand every word. Read the questions carefully and highlight key words. Remember **False** means the question says something different from what is in the text. **Doesn't say** means the question asks for information that is not in the text. Highlighting your answer in the text will help you to check whether you are right.

## Part 5: Questions 28-35

This section tests your ability to use grammar correctly, and may test you on prepositions, auxiliary verbs, modal verbs, pronouns, conjunctions, etc. Read the text first so you have a general understanding. It is important to read the whole sentence before you think of or choose an answer, as sometimes a word may 'fit the gap' but not fit the whole sentence.

## Part 6: Questions 36-40

Read the instructions as these will tell you where the action is taking place. Then read the descriptions. You will be given the first letter, followed by a space for each other letter in the word related to the topic. By recording your vocabulary under topic headings and learning spellings, you have a good chance of doing well in this section.

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## Part 7: Questions 41-50

This section contains two emails. Look and see who each email is TO and FROM and what the subject is, as this will help you to better understand the emails. Read the first email and fill in the gaps, and then move onto the second which will be a reply. You must spell the words correctly and insert only one word into each gap.

## Part 8: Questions 51-55

This section requires you to read information and a note or email, and then complete a form using the information provided. There are often two names, two dates or two occupations, etc. in the texts. You must choose and write the correct name/date/occupation. The information in the texts is not always in the same order as the questions in the forms/notes. **DO NOT** make mistakes with spelling especially when copying.

## Part 9: Question 56

You may be given an email or a letter and you will need to respond. There will be three points which often include *what/where/when/why/how* questions. Think about how your message should start and end. Always use a name – have one invented name that you always use. Always check at the end that you have included the three points. If you are asked to write 25 words, make sure you stick to the word limit. You may be penalized for writing too little or too much.

## KEY POINTS TO REMEMBER

Always do what the question asks you to do. If it says to write **ONE** word only, write **ONE** word only!

Remember to transfer your answers as you go along rather than leaving it until the end.

Remember not to leave any question blank. If you are not sure of the answer, make a guess as you could be right. If you write nothing, there is no chance of a mark.