

The following strategies can help you on the reading, listening, and speaking integrated tasks in the Speaking section.

STRATEGIES FOR AN INTEGRATED SPEAKING TASK (Reading, Listening, and Speaking)

1. **Be familiar with the directions.** The directions on every test are the same, so it is not necessary to spend time reading the directions carefully when you take the test. You should be completely familiar with the directions before the day of the test.
2. **Dismiss the directions as soon as they come up.** The time starts when the directions come up. You should already be familiar with the directions, so you can click on **Dismiss Directions** as soon as it appears and save all of your time for the passages and questions.
3. **Do not worry if the material in the integrated task is on a topic that is not familiar to you.** All of the information that you need to plan your response is included in the passages. You do not need any background knowledge to answer the questions.
4. **Read the reading passage carefully.** You will have only a limited time to read the passage.
5. **Take careful notes as you read the passage.** You should focus on the main points and key supporting material. Do not try to write down everything you read. Do not write down too many unnecessary details.
6. **Listen carefully to the passage.** You will hear the passage one time only. You may not hear the passage again.
7. **Take careful notes as you listen to the spoken material.** You should focus on the main points and key supporting material. Do not try to write down everything you hear. Do not write down too many unnecessary details.
8. **Organize your response very clearly.** You should have an overall topic statement that shows the relationship between the reading passage and the listening passage. You should also discuss the reading passage and the listening passage.
9. **Use transitions to make your response cohesive.** Your response is easier to understand if you show how the ideas in your response are related.
10. **Stick to vocabulary, sentence structures, and grammatical points that you know.** This is not the best time to try out new words, structures, or grammar points.
11. **Speak slowly and distinctly.** It is better to speak clearly so that you can be understood than to race through your response so that you can say more.
12. **Monitor the time carefully on the title bar of the computer screen.** The title bar indicates how much time you have to complete your response.