

# Using Key Words to Find Information

## Look for key words in the question and the text

- 1) You don't have to read the whole text to find a piece of information.
- 2) Underline the key words in the question.
- 3) Quickly read through the text, looking for these key words.
- 4) When you find one, read the rest of the sentence carefully to find the answer.

See p. 4 for more  
on key words.

### Example

1) How often should you collect your mail?

This question is about collecting your mail. Look for the word 'collect' in the text.

The word 'collect' is here. Read the rest of the sentence to find the answer.

Having your mail sent to a PO box lets you keep the address of your company private.

If you have a PO box you must collect your mail once a month. The Post Office can deliver mail from PO boxes for an extra fee.

The answer is 'once a month'.

## Practice Questions

Read the text below and then answer the questions underneath.

# Upper Tarnford to get bypass

of the traffic is passing through from Kellingworth to Lower Tarnford. The new bypass would mean people could drive past Upper Tarnford rather than through it.

Some people are worried that the bypass will affect the environment. It will cut through a large part of Ravey Wood. This area is very popular with birdwatchers because it is home to a rare type of sparrow. Now the council have decided to build a bypass around the town. The council hope a bypass will reduce traffic problems in the area.

Upper Tarnford town centre is often full of cars and lorries. The roads are particularly busy at rush hour. Most

Have your say. Visit our website: [www.tarnfordgazette.co.uk/bypass](http://www.tarnfordgazette.co.uk/bypass).

1) How long has the traffic been increasing in Upper Tarnford? Circle your answer.

- a) The last 3 years
- b) The last 5 years
- c) Since September
- d) The last 6 months

2) Who has decided to build the bypass? Circle your answer.

- a) Local people
- b) Car drivers
- c) The council
- d) Birdwatchers

3) When will the building of the bypass start?

4) When is the traffic in Upper Tarnford at its worst?

5) You want to give your opinion about the bypass. What should you do?

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## Think about what the question means

The key words in the question might not be exactly the same as the words in the text.

### Example

1) Give one example of a subject you can try at the open day.

This question is asking about subjects.

**Mid-Valley Language School**  
Mid-Valley Language School is having an open day on Thursday 14th May. Come and have a free taster session. We have lots of classes on offer: French German Spanish Arabic Mandarin

'Classes' means the same as subjects.

There are five options that answer the question. Choose one of them.