TIPS ON HOW TO COMPLETE CLOZE TESTS

• First, slowly read all the text **without** filling any of the gaps. Read it two or three times until you have a clear understanding of what the text is about.

• Then **only** complete the gaps you are absolutely sure of.

• Next try and find out what the missing words in the remaining gaps are. See which **part of speech** may fit in each gap (article?, pronoun?, noun?, adverb?, adjective?, preposition?, conjunction?, verb?) and pay special attention to the **grammar** around the words in each gap.

Many of the gaps may include the following:

- *preposition* following a noun, adjective or verb. (Example: good *at* languages)

- *prepositional phrase.* (Example: in spite *of*)

- *adverb. (* Example: He moved to London two years *ago*)

- *connector.* (Example: First, he arrives; *then* he sits down; finally, he leaves.)

- *conjunction.* (Example: *Although* he is five, he can speak five languages.

- *auxiliary verb* . (Example: He *has* won 2 matches)

- an *article* or some other kind of determiner. (Example: I have *no* time)

- a *relative* . (Example: Bob, *who* I met two years ago, is my best friend)

- a *pronoun* , either subject or object. (Example *: it* is difficult to know)

- is there a *comparative* or *superlative* involved? (Example: she's taller *than* me)

• Some sentences may seem to be complete and contain gaps that appear to be unnecessary. If you find gaps like this, you will probably need the following:

- *an adverb.* (Example: He is *always* late)

- *a modal verb* . (Example: They *can* swim very well)

- a word to change the *emphasis* of the sentence: She's good *enough* to be queen

- The problems are *too* difficult

• A few gaps may demand a **vocabulary item** consistent with the topic of the text; or a word which is part of an idiomatic expression (example: *Good* heavens!); or a word which collocates with another one (example: *do* a job); or a word which is part of a phrasal verb (example: I was *held* up by traffic).