**Summary**:

* Highlight the useful facts so you can find information easily including captions and text boxes.
* Read the question carefully and make sure you are looking at the right page to answer the question. You could even circle any key words in the text.
* Remember the difference between word – a single word or phrase – a group of words.
* Look at the amount of marks on offer – remember you will need different reasons all backed up with an example.
* You need to P.E.E –Point Evidence Explain to ensure you answer the questions fully.
* If you get completely stuck with a question, move on and come back to it later.