

## Final checklist for your A-Level exam

Please, do not forget the following:

- Read the papers carefully in order to decide which ones you want to work on.
- Mark the different aspects of each task and always keep an eye on the tasks.
- Remember the rules of summary writing: no quotations, no personal opinion, no analysis. Length: 1/4 to 1/3 of the original text length.
- In the analysis you have to refer to Text A: Mention the respective line(s) and/or write down the quotation.
- Write in a condensed style and do not repeat yourself.
- Avoid short forms.
- Structure your text. The following refers to all the tasks: introduction, main part, conclusion (but of course, no conclusion in the summary).
- Start a new sentence / paragraph for each new idea / topic.
- Write legibly and avoid tiny letters.
- Use a variety of linking words and phrases and specific vocabulary for text analysis.
- Do not do too much the day before the exam, have a good rest at night and bring sufficient food and drinks (non-alcoholic ☺), maybe also some dextrose. Take short breaks in between the exam.
- Bring a watch.
- **Most important:** Stop writing 30 minutes before the end of the exam so that you have got enough time to read and correct your whole paper. Use a dictionary to check your spelling, prepositions, idioms, collocation, -ing forms or infinitives etc.

Have a successful final revision ☺