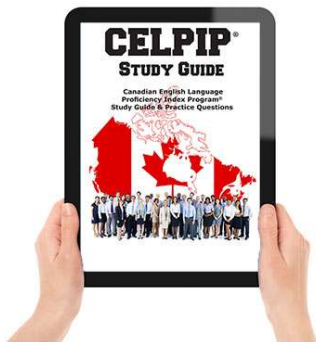


CELP^{IP}[®] **TEST PREP**

**Canadian English Language
Proficiency Index Program[®] Study
Guide & Practice Questions**





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The Complete Test Preparation Team has been publishing high quality study materials since 2005. Over one million students visit our websites every year, and thousands of students, teachers and parents all over the world (over 100 countries) have purchased our teaching materials, curriculum, study guides and practice tests.

Complete Test Preparation is committed to providing students with the best study materials and practice tests available on the market. Members of our team combine years of teaching experience, with experienced writers and editors, all with advanced degrees.

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Getting Started

CONGRATULATIONS! By deciding to take the Canadian English Language Proficiency Index Program® (CELPIP®), you have taken the first step toward a great future! Of course, there is no point in taking this important examination unless you intend to do your best to earn the highest grade you possibly can. That means getting yourself organized and discovering the best approaches, methods and strategies to master the material. Yes, that will require real effort and dedication on your part, but if you are willing to focus your energy and devote the study time necessary, before you know it you will be opening that letter of acceptance to the school of your dreams.

We know that taking on a new endeavour can be scary, and it is easy to feel unsure of where to begin. That's where we come in. This study guide is designed to help you improve your test-taking skills, show you a few tricks of the trade and increase both your competency and confidence.

The Canadian English Language Proficiency Index Program®

The CELPIP® exam is composed of four sections, listening, reading, writing and speaking.

While we seek to make our guide as comprehensive as possible, note that like all exams, the CELPIP® might be adjusted at some future point. New material might be added, or content that is no longer relevant or applicable might be removed. It is always a good idea to give the materials you receive when you register to take the CELPIP® a careful review.

How this study guide is organized

This study guide is divided into three sections. The first section, self-assessments, which will help you recognize your areas of strength and weaknesses. This will be a boon when it comes to managing your study time most efficiently; there is not much point of focusing on material you have already got firmly under control. Instead, taking the self-assessments will show you where that time could be much better spent. In this area you will begin with a few questions to evaluate quickly your understanding of material that is likely to appear on the CELPIP®. If you do poorly in certain areas, simply work carefully through those sections in the tutorials and then try the self-assessment again.

The second section, tutorials, offers information in each of the content areas, as well as strategies to help you master that material. The tutorials are not intended to be a complete course, but cover general principles. If you find that you do not understand the tutorials, it is recommended that you seek out additional instruction.

Third, we offer two sets of practice test questions, similar to those on the CELPIP® Exam.

The CELPIP® Study Plan

Now that you have made the decision to take the CELPIP®, it is time to get started. Before you do another thing, you will need to figure out a plan of attack. The very best study tip is to start early! The longer the time period you devote to regular study practice, the more likely you will be to retain the material and be able to access it quickly. If you thought that 1x20 is the same as 2x10, guess what? It really is not, when it comes to study time. Reviewing material for just an hour per day over the course of 20 days is far better than studying for two hours a day for only 10 days. The more often you revisit a particular piece of information, the better you will know it. Not only will your grasp and understanding be

better, but your ability to reach into your brain and quickly and efficiently pull out the tidbit you need, will be greatly enhanced as well.

The great Chinese scholar and philosopher Confucius believed that true knowledge could be defined as knowing what you know and what you do not know. The first step in preparing for the CELPIP® Exam is to assess your strengths and weaknesses. You may already have an idea of what you know and what you do not know, but evaluating yourself using our Self-Assessment modules for each of the three areas, Math, English and Reading Comprehension, will clarify the details.

Making a Study Schedule

To make your study time the most productive, you will need to develop a study plan. The purpose of the plan is to organize all the bits of pieces of information in such a way that you will not feel overwhelmed. Rome was not built in a day, and learning everything you will need to know to pass the CELPIP Exam is going to take time, too. Arranging the material you need to learn into manageable chunks is the best way to go. Each study session should make you feel as though you have accomplished your goal, or at least are a little closer, and your goal is simply to learn what you planned to learn during that particular session. Try to organize the content in such a way that each study session builds upon previous ones. That way, you will retain the information, be better able to access it, and review the previous bits and pieces at the same time.

Self-assessment

The Best Study Tip! The very best study tip is to start early! The longer you study regularly, the more you will retain and 'learn' the material. Studying for 1 hour per day for 20 days is far better than studying for 2 hours for 10 days.

Computer Based Tests

CBT 101: Computer Based Tests are a tool to evaluate students that's becoming more and more common, mainly because of its advantages over the traditional pencil-and-paper tests. They are also known as Electronic assessment, online assessment, computer assisted assessment or e-assessment.

How are CBT different from Pencil and Paper Exams?

The main difference is that these tests are taken through a digital platform, either online or as a download file. One of its greatest advantages is that they can be taken from anywhere and from any computer, so you can use your own from your home, or the ones available at the computer lab of your College.

These exams are in effect just like traditional paper-based exams; standardized tests with several questions in a specific order, related to a particular niche that the student must answer according to his/her knowledge. You can even choose to skip a particular question, if that you don't know the answer, and come back later to it, just like you can do with traditional test.

Another advantage of these tests is that they are computerized, so they are programmed to add automatically the score obtained by the student in each question, giving the final score almost immediately. Because of this, computerized score the teachers and institutes save lots of time and assures that the score is error proof. As they are programmed tests they are much more secure and "cheating-proof", making it another plus for the teachers. Also they are eco-friendly because it represents a considerable paper saving.

Computer Test Strategy

Such a drastic change in how the test is given may be difficult for those who are used to take paper-based exams. Starting is harder, and students need a moment to get used to it.

Here are a few tips and strategies for taking Computer Based Tests:

Study! This might seem a bit obvious, but it is the primary and most important thing to do. If you know the topics for the test you'll know the correct answers, and if you answer correctly you'll have a good grade, it is as simple as that. It doesn't matter if the test is computerized or paper-based, your best tool will always be your own knowledge. Take a look at your study habits, assess them and correct what needs to be adjusted.

Familiarize! Computer-based tests are a new tool for students, it's only natural that you don't feel comfortable with something so unfamiliar, especially if you have used paper-based test your entire student life. The encounter with such a different platform might be bumpy and weird. That's why you have to make sure that the first encounter won't be the day of the test. Take your time to get to know the platform, practice with it, so you can feel comfy in it and not like a fish out of water. This guide has two practice tests - use them and incorporate them in your study routine. Practicing with the tests will give you the chance to see the types of questions and how well you do on each type. Measure the time it takes you to answer, see what content you to study more.

Use the tutorials. They are a great way to "attend" to a particular class and learn at your own pace. Go through the tutorials at your pace and don't rush it, pause when needed and go through it again if you have any doubts. Having the test explained step-by-step is a great support, and it will help you to understand what you need to improve and be ready for your exam.

Get there early! This is a basic that can give you several

advantages. Arriving early will give you time to calm your nerves, get familiar with the classroom or lab where you're taking the test and get to know your computer a little bit. Serenity is a key piece to clear thinking. You'll have time to ask questions if you have them and start your exam with a clear head.

Learn the rules. Pay attention to the instructions given at the beginning. Every test is different, some allow you to skip around, while others don't, some others have specific times for breaks, some others require you to log out for a break, and some others don't allow you to log out until you are finished. These specifications are important for your performance and grades, so listen to the guidance, make sure you know the rules for your test and follow the instructions to the letter. Remember that is a computerized test, so if you submit information or answer wrongly you won't have the chance to undo it. Don't make dumb mistakes that can affect your score for being uninformed.

If you have questions, ask. There is no reason to be shy. The staff at the test site are there to help you go through the test as best as you can. Any doubts can and will harm your performance, or slow you down.

Concentrate on your answer, not in the computer programs. Some students concentrate on figuring out how the system works, to try going ahead and predicting the next questions. Use your energy and brain to study and answer correctly. It's the only way to assure a great score.

Be aware/beware of the time. Watch the time but don't get married to it. Time management is one ability being assessed. Most computerized tests have a timer that indicates you how much time left you have. Some are timed by question, others give you an overall time for the entire test. There will be an on-screen clock that counts down the remaining time in each section.

Listening

THIS SECTION CONTAINS A SELF-ASSESSMENT AND LISTENING COMPREHENSION TUTORIALS. The Tutorials are designed to familiarize general principles and the Self-Assessment contains general questions similar to the questions likely to be on the CELPIP®, but are not intended to be identical to the exam questions and the questions here are for skill practice only. The tutorials are not designed to be a complete course, and it is assumed that you have some familiarity with listening comprehension. If you do not understand parts of the tutorial, or find the tutorial difficult, it is recommended that you seek out additional instruction.

The purpose of the self-assessment is:

- Identify your strengths and weaknesses.
- Develop your personalized study plan (above)
- Get accustomed to the CELPIP® format
- Extra practice – the self-assessments are almost a full 3rd practice test!

Since this is a Self-assessment, and depending on how confident you are with listening comprehension, timing is optional. The CELPIP® has about 40 listening comprehension questions to be answered in 50 minutes. The self-assessment has 20 questions, so allow about 25 minutes to complete this assessment.

The listening section of the CELPIP® includes questions on, solving a problem, daily conversations, listening for information, listening to news, listening to discussions, and listening to different viewpoints.

The questions below are not the same as you will find on the CELPIP® - that would be too easy! And nobody knows what the questions will be and they change all the time. Below are general listening comprehension questions that cover the

same areas as the CELPIP® . So, while the format and exact wording of the questions may differ slightly, and change from year to year, if you can answer the questions below, you will have no problem with the listening comprehension section of the CELPIP® .

The self-assessment is designed to give you a baseline score in the different areas covered. Here is a brief outline of how your score on the self-assessment relates to your understanding of the material.

75% - 100%	Excellent – you have mastered the content
50 – 75%	Good. You have a working knowledge. Even though you can just pass this section, you may want to review the Tutorials and do some extra practice to see if you can improve your mark.
25% - 50%	<p>Below Average. You do not understand listening comprehension problems.</p> <p>Review the tutorials, and retake this quiz again in a few days, before proceeding to the rest of the practice test questions.</p>
Less than 25%	<p>Poor. You have a very limited understanding of listening comprehension problems.</p> <p>Please review the tutorials, and retake this quiz again in a few days, before proceeding to the rest of the practice test questions.</p>

After taking the Self-Assessment, use the table above to assess your understanding. If you scored low, read through the Tutorial, Help with leading comprehension

What is a QR Code? A QR code looks like a barcode and it's used as a shortcut to link to content online using your phone's camera, saving you from typing lengthy addresses into your mobile browser.



Note: If you have difficulty with multiple QR codes on a page, cover all codes except the one you want.

Self-Assessment Answer Sheet

	A	B	C	D
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Section 1 - Problem Solving

Directions: Scan the QR codes or enter the URL into your browser to hear the audio.

You will hear a short passage. Next you will hear 3 questions. You have 15 seconds to answer each question. Choose the best choice for your answer.

The CELPIP test only allows you to listen to the passage once. For practice, we have included a link to the passage so you can listen again if you need to.

Passage 1 - On the Bus - Questions 1 - 3

Passage Only

<https://www.test-preparation.ca/CELP/Passage1-S1.mp3>



Passage and Questions

<https://www.test-preparation.ca/CELP/OnBus-1.mp3>



1.

- a. Because she likes hockey
- b. Because her cousin is playing
- c. She goes to every game
- d. None of the above

Answer Key

1. B

She is going to the game because her cousin is playing.

Listening Comprehension Tips and Tricks

Listening Comprehension tests are a kind of standardized evaluations that have a spoken passage or conversation, followed by multiple-choice questions from the passage.

Tips to get through a Listening Comprehension Exam

These tests represent challenges very different from other kinds of test. On one hand, you can't read the question over and over and think about it. On the other hand, when you listening to the audio, you have no idea of what you will be asked, so you may feel forced to memorize every word you're hearing to be ready for any question. These aspects are considered troubles for most students, but they aren't really that problematic, you just have to learn how to use these aspects in your advantage.

Here are some tips to face a Listening Comprehension test and live to tell it:

1. Fight anxiety

When it comes to tests, anxiety is your greatest enemy. You need a calm mind to reflect on the questions. This is especially important in listening comprehension exams, where you have only one or two chances to listen to the text, so you must fully concentrate on what you're hearing. Anxiety makes it harder to concentrate in the task you have in hands. To fight anxiety you need to be calm and confident of your own knowledge. Don't concentrate on the difficulties, focus on your strengths and think about your future success. More on test anxiety

2. Prepare yourself

This is a must in every kind of test: you have to study and prepare! That's the only way to get a good grade. Set up a good studying routine, that includes a quiet place and the resources you'll need to study comfortably, as well as a study plan. How to make a study plan Setting up a productive study space

The study routine for a listening comprehension test is a bit different, because you need to center your preparation on you

Reading Comprehension

THIS SECTION CONTAINS A SELF-ASSESSMENT AND READING COMPREHENSION TUTORIALS. The tutorials are designed to familiarize general principles and the self-assessment contains general questions similar to the reading comprehension questions likely to be on the CELPIP®, but are not intended to be identical to the exam questions, **and are intended for skill practice only**. The tutorials are not designed to be a complete reading comprehension course, and it is assumed that students have some familiarity with reading comprehension questions. If you do not understand parts of the tutorial, or find the questions or tutorials difficult, it is recommended that you seek out additional instruction.

Tour of the CELPIP® Reading Comprehension Content

The CELPIP® reading comprehension section has 40 reading comprehension questions. Below is a detailed list of the types of reading questions that generally appear on the CELPIP.

- Reading Correspondence
- Reading Diagrams
- Reading for Information
- Reading Viewpoints

The questions below are not the same as you will find on the CELPIP - that would be too easy! And nobody knows what the questions will be and they change all the time. Mostly the changes consist of substituting new questions for old, but the changes can be new question formats or styles, changes to the number of questions in each section, changes to the time limits for each section and combining sections. Below are general reading questions that cover the same areas as the CELPIP for skill practice. So, while the format and exact wording of the questions may differ slightly, and change from year to year, if you can answer the questions below, you will have no problem with the reading comprehension section of the CELPIP.

Reading Comprehension Self Assessment

The purpose of the self-assessment is:

- Identify your strengths and weaknesses.
- Develop your personalized study plan (above)
- Get accustomed to the CELPIP® format
- Extra practice – the self-assessments are almost a full 3rd practice test!
- Provide a baseline score for preparing your study schedule.

Since this is a Self-assessment, and depending on how confident you are with Reading Comprehension, timing is optional. The CELPIP® usually has about 40 reading comprehension questions. The self-assessment has 14 questions, so allow about 20 minutes to complete this assessment.

Once complete, use the table below to assess your understanding of the content, and prepare your study schedule

described in chapter 1.

80% - 100%	Excellent – you have mastered the content
60 – 79%	Good. You have a working knowledge. Even though you can just pass this section, you may want to review the tutorials and do some extra practice to see if you can improve your mark.
40% - 59%	Below Average. You do not understand the reading comprehension problems. Review the tutorials , and retake this quiz again in a few days, before proceeding to the practice test questions.
Less than 40%	<p>Poor. You have a very limited understanding of the reading comprehension problems.</p> <p>Please review the tutorials , and retake this quiz again in a few days, before proceeding to the practice test questions.</p>

Reading Comprehension
Self-Assessment Answer Sheet

	A	B	C	D
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Directions: The following questions are based on several reading passages. Each passage is followed by a series of questions. Read each passage carefully, and then answer the questions based on it. You may reread the passage as often as you wish. When you have finished answering the questions based on one passage, go right onto the next passage. Choose the best answer based on the information given.

Questions 1 - 4 refer to the following passage.

Keeping Tropical Fish

Keeping tropical fish at home or in your office used to be very popular. Today, interest has declined, but it remains as rewarding and relaxing a hobby as ever. Ask any tropical fish hobbyist, and you will hear how soothing and relaxing watching colorful fish live their lives in the aquarium. If you are considering keeping tropical fish as pets, here is a list of the basic equipment you will need.

A filter is essential for keeping your aquarium clean and your fish alive and healthy. There are different types and sizes of filters and the right size for you depends on the size of the aquarium and the level of stocking. Generally, you need a filter with a 3 to 5 times turn over rate per hour. This means that the water in the tank should go through the filter about 3 to 5 times per hour.

Most tropical fish do well in water temperatures ranging between 24° C and 26° C, though each has its own ideal water temperature. A heater with a thermostat is necessary to regulate the water temperature. Some heaters are submersible and others are not, so check carefully before you buy.

Lights are also necessary, and come in a large variety of types, strengths and sizes. A light source is necessary for plants in the tank to photosynthesize and give the tank a more attractive appearance. Even if you plan to use plastic plants, the fish still require light, although here you can use a lower strength light source.

A hood is necessary to keep dust, dirt and unwanted materi-

als out of the tank. Sometimes the hood can also help prevent evaporation. Another requirement is aquarium gravel. This will improve the aesthetics of the aquarium and is necessary if you plan to have real plants.

1. What is the general tone of this article?

- a. Formal
- b. Informal
- c. Technical
- d. Opinion

2. What evidence does the author provide to support their claim that aquarium lights are necessary?

- a. Plants require light.
- b. Fish and plants require light.
- c. The author does not provide evidence for this statement.
- d. Aquarium lights make the aquarium more attractive.

3. Which of the following is an opinion?

- a. Filter with a 3 to 5 times turn over rate per hour are required.
- b. Aquarium gravel improves the aesthetics of the aquarium.
- c. An aquarium hood keeps dust, dirt and unwanted materials out of the tank.
- d. Each type of tropical fish has its own ideal water temperature.

Answer Key**1. B**

The general tone is informal.

2. C

The author does not provide evidence for this statement.

3. B

The following statement is an opinion, “ Aquarium gravel improves the aesthetics of the aquarium.”

Help with Reading Comprehension

At first sight, reading comprehension tests look challenging especially if you are given long essays to answer only two to three questions. While reading, you might notice your attention waning, or feeling sleepy. Do not be discouraged because there are various tactics and long range strategies that make comprehending even long, boring essays easier.

Your friends before your foes. It is always best to start with essays or passages with familiar subjects rather than those with unfamiliar ones. This approach applies the same logic as tackling easy questions before hard ones. Skip passages that do not interest you and leave them for later.

Don't use 'special' reading techniques. This is not the time for speed-reading or anything like that – just plain ordinary reading – not too slow and not too fast.

Read through the entire passage and the questions before you do anything. Many students try reading the questions first and then looking for answers in the passage thinking this approach is more efficient. What these students do not realize is that it is often hard to navigate in unfamiliar roads. If you do not familiarize yourself with the passage first, looking for answers become not only time-consuming but also dangerous because you might miss the context of the answer you are looking for. If you read the questions first you will only confuse yourself and lose valuable time.

Familiarize yourself with reading comprehension questions. If you are familiar with the common types of reading comprehension questions, you are able to take note of important parts of the passage, saving time. There are six major kinds of reading comprehension questions.

- **Main Idea**- Questions that ask for the central thought or significance of the passage.
- **Specific Details** - Questions that asks for explicitly stated ideas.
- **Opinion and Point of View** - Questions that ask for

the author's opinion or point of view.

- **Tone or Attitude** - Questions that test your ability to sense the emotional state of the author.

Read. Read. Read. The best preparation for reading comprehension tests is always to read, read and read. If you are not used to reading lengthy passages, you will probably lose concentration. Increase your attention span by making a habit out of reading.

Reading Comprehension tests become less daunting when you have trained yourself to read and understand fast. Always remember that it is easier to understand passages you are interested in. Do not read through passages hastily. Make mental notes of ideas you may be asked.

Reading Comprehension Strategy

When facing the reading comprehension section of a standardized test, you need a strategy to be successful. You want to keep several steps in mind:

- First, make a note of the time and the number of sections. Time your work accordingly. Typically, four to five minutes per section is sufficient. Second, read the directions for each selection thoroughly before beginning (and listen well to any additional verbal instructions, as they will often clarify obscure or confusing written guidelines). You must know exactly how to do what you're about to do!
- Now you're ready to begin reading the selection. Read the passage carefully, noting significant characters or events on a scratch sheet of paper or underlining on the test sheet. Many students find making a basic list in the margins helpful. Quickly jot down or underline one-word summaries of characters, notable happenings, numbers, or key ideas. This will help you better retain information and focus wandering thoughts. Remember,

Writing

THIS SECTION CONTAINS A SELF-ASSESSMENT AND SHORT WRITING TUTORIAL. The tutorial is designed to familiarize with general principles. So, while the self-assessment contains general questions similar to the questions likely to be on the CELPIP®, but are not intended to be identical to the exam questions. If you do not understand parts of the tutorial, or find the tutorial difficult, it is recommended that you seek out additional instruction.

The questions below are not the same as you will find on the CELPIP® - that would be too easy! And nobody knows what the questions will be and they change all the time. Mostly the changes consist of substituting new questions for old, but the changes can be new question formats or styles, changes to the number of questions in each section, changes to the time limits for each section and combining sections. So, while the format and exact wording of the questions may differ slightly, and change from year to year, if you can answer the questions below, you will have no problem with the writing section of the CELPIP®.

Part 1 - Write an Email

You recently made an online purchase and the product was not the same as the description on the website. Write a short email (150 - 200 words) that includes the following:

- What you purchased and when (for example a book)
- Exactly how it is different to the website description
- How you would like the company to fix the problem

Sample Email 1

To Whom it may concern:

[Use 'To Whom it may concern' if you do not know the name of the manager or other responsible person.]

I recently purchased (Sept. 15) your How to Lose Weight in 30 days from your website (Receipt #12345) and I am very unhappy with my purchase.

[This is a strong opening paragraph - date of purchase, name of product and receipt number. States that you are unhappy.]

The book, on your website, claims to have a 'complete menu planner' which I cannot find anywhere. There are many other things on your website that are missing in the book.

I think a lot of the information in your book is available for free online.

[The second and third paragraphs explain why you are unhappy and gives an example]

I would like a refund - please let me know where to mail the book to.

[The last paragraph asks for a refund to solve the problem.]

thank you,

Your Name

[Ending the email is polite]

Speaking

THIS SECTION CONTAINS A SELF-ASSESSMENT AND SHORT SPEAKING TUTORIAL. The tutorial is designed to familiarize with general principles. So, while the self-assessment contains general questions similar to the questions likely to be on the CELPIP®, but are not intended to be identical to the exam questions. If you do not understand parts of the tutorial, or find the tutorial difficult, it is recommended that you seek out additional instruction.

The CELPIP Speaking Questions

The Speaking section covers the following:

- Giving Advice
- Talking about Personal Experiences
- Describing a Scene in a Picture
- Making a Prediction about the Picture
- Comparing and Persuading
- Handling Difficulty Situations
- Expressing your Opinion

Speaking Review, Suggestions and Examples

Practice Task - Example 1

For Example - talk about your pet, summer vacation, or similar

I'm going to tell you about my weekend. Saturday I went to a friend's birthday party. She was turning forty and prepared an awesome party, full of people, music and food. I went with my boyfriend and we got there at 6 pm and left when the party ended, at about 10 pm. The place was full of people and there was so much food, they served grilled sandwiches, burgers and hot dogs, and they had several types of salad like Russian salad, Cesar salad, Cobb salad and Waldorf salad. The best part was the dessert: brownies, chocolate cake, vanilla cake, macaroons, s'mores dip and tons of cookies. It was the food heaven.

In addition they had a DJ mixing tunes live, so the music was fantastic. My boyfriend got so excited that he went to dance in the center of the dance floor, sadly he stumbled and fell in the middle of everyone. It was a little embarrassing, but a couple of burgers helped him recover from the "accident." When the party ended everyone went home happy and tired, we had a great time.

Sunday was calmer: my boyfriend and I went to the park with our dog, Sparks. Because Sparks is so big we couldn't take the bus, so we had to walk all the way to the park, but it was a sunny breeze day, so the walk was really nice. Sparks had so much fun playing with other dogs and with some kids. In the meantime my boyfriend and I sat in the grass to enjoy the sun. In our way back we stopped for ice-cream, Sparks ate a vanilla ice-cream, my boyfriend had a chocolate ice-cream and I ate a mint chocolate chips ice-cream. When we got home we just laid in bed watching movies until bed time. It was a good weekend.

Giving Advice - Example 1

For Example - A friend is looking for a place to eat lunch, what to do on the weekend or similar

There is a science to making desserts, some are really complicated and even the easiest ones have their tricks. Cakes are one of the most common desserts, it's a typical birthday celebration meal and there are tons and tons of types of cake you can make. Every type of cake has its particularities, but some things are general, like butter, flour, eggs and sugar. These are the ingredients of the classic cake, and it's trouble-free to make, but there are some tricks that can assure a professional cake.

Something really important is to make sure the butter is at room temperature, neither cold nor hot. Don't underestimate this because with the right temperature, the butter will mix better with the other ingredients. Another thing is to cream the sugar and butter thoroughly, make sure it becomes a creamy mix and that both ingredients are well mixed. A great recommendation for the eggs is to break them in a separate bowl, because if one is rotten it can ruin the whole mix. Also, add them one by one, so you can assure that every egg is well mixed before putting in the next.

For the flour there are two main rules: "mix" and "don't cream." The thing about flour is that if you cream it into the mix this will get too watery, and then you will have to put more flour in, to get the right consistency. This is a problem because when you bake, the cake will be too heavy.

And last, watch for the temperature in the oven, assure that the rack is right height, and don't open the oven every 5 minutes to check.

To tell if the cake is cooked, poke it in the center with a thin stick, if it comes out clean then the cake is ready, if the stick has raw mix on it, then you need to wait a few more minutes. Once the cake is ready wait, until it's cool to take it out of the pan.

Talking about a Personal Experience

Example 1

Talk about a great time you had with a family member or friend. Maybe you can talk about a party, something you did together at school, a time you travelled with a friend, or anything else you can remember. What happened and why was it memorable?

When I was a child my family and I lived 45-minutes from the beach, in a hot city with small buildings and streets paved with stones. Therefore, I learned about the sea and the sand when I was very small, and we visited the beach once every two weeks. The endless horizon of the sea was a wonder that I witnessed when I was young, and swimming in the waves was a familiar sensation. But I was eager to experience the opposite of my homeland - I wanted to go to the mountains and feel the snow.

When I was 14 my biggest dream came true: we went to the snowy mountains for a family vacation. It was one of the most amazing experiences of my life - looking at the world from a mountain top gives you a whole new perspective. For our trip we took the family car across 4 states, from the coast to the mountain chain. The first sight of the mountain landscape is something that I will never forget, to watch those gigantic mass climbing up to the clouds for the first time is breathtaking. As we got closer to the mountains I felt a change in the air, the cold air was refreshing and clean.

We finally got to mountains and got on the cable car that took us from the base of the mountain to the top, near the snowy peak. I had never felt so cold in my life, even though I had three sweaters, a mountain hat, snow gloves and warm boots on. I was quite scared on the climb, because we hung in a car over several precipices, but we got to the last station without any problem. We went out of the station and into the little balcony in groups, and finally were able to touch the snow.

It was incredible and frustrating at the same time. There was

person is that important to you it can change the course of your life.

I think that it's great to welcome awesome people into your life that will help you grow and become a better version of yourself.

Describing a Scene - Example 1

In this section you are shown pictures and asked to describe what you see.

Remember - be careful of your verb tense! When describing a picture, it is happening now, so mainly use the present tense e.g. -ing, is doing etc.

You can talk about the past, (e.g. he ate lunch) or the future (e.g. she is going to)



The scene in the picture shows a coffee shop during the day. The room has yellow walls and several tables. On the right side, there are 4 tables with people, the tables are next to a

wall that has two big windows and the entrance door in the center.

Sunlight comes in through the windows and door, which are made of glass. At the left side, there is a waitress walking towards the camera. She has a tray in her left arm while she holds it with her right hand. In the tray there's a cup, probably with coffee. On the left of the waitress you can see the side of an empty table. At the first table of the right there is a man with a cup of coffee, the image doesn't show who he is sitting with. In the table after that there are two men that look like they just finish eating. The man on the left has grey hair and the one on the right has a red sweater. They are talking to each other, probably after lunch. At the table after that one there is an African American man sitting alone. The table is almost empty, like he hasn't ordered anything yet.

He is probably waiting for someone. At the last table we can see a woman and a man. The man is sitting with his back towards the camera and the woman is in front of him, facing the camera. They are out of focus and there is a lot of sunlight coming through the window so we can't see the woman's features. In general this picture looks like a regular group of costumers having a meal at a coffee shop.

Dealing with a difficult situation - Example 2

I've failed my finals

When you fail a test it bumps you down, but in my case I failed two final exams, which put me in a very bad position.

Aside the problems this failure brought me at school, my family is really disappointed and I don't feel good about myself at all. Right now I feel better, but the day I got the grades I felt like I was going to be a big failure and that I wasn't going to be successful at all. Despite how mad they were with me, my family was really supportive about it and tried to make me feel better.

But still I was upset and didn't know how to deal with it. As the days went by I realized that I can't let this failure be that important and become a reflection of my life; everybody fails, but what makes a winner is that they don't let the failure stop them. This wasn't the only chance life was going to give me, so I needed to stand up and prepare for the next time. I decided to change my attitude and try to make the most of a bad situation.

For starters, I need to learn from my mistakes, this way I won't stumble twice on the same rock. It also helps me think about where I want to be in 5 years, and, analyzed if those tests that I failed will stop me from achieving those goals.

This is a great way to project what I want and what I need to achieve to get it. And even though I shouldn't be rewarded for my bad grades, I like to get out and go for an ice-cream, to talk with a friend or just for a walk in the park. I've been really harsh on myself, and it's necessary to get distracted from those negative feeling for a while. And to not hold a grudge, I keep reminding myself that the tests are part of the learning process.

Practice Test Questions Set 1

The questions below are not the same as you will find on the CELPIP - that would be too easy! And nobody knows what the questions will be and they change all the time. Below are general questions that cover the same subject areas as the CELPIP. So, while the format and exact wording of the questions may differ slightly, and change from year to year, if you can answer the questions below, you will have no problem with the CELPIP.

For the best results, take these practice test questions as if it were the real exam. Set aside time when you will not be disturbed, and a location that is quiet and free of distractions. Read the instructions carefully, read each question carefully, and answer to the best of your ability.

Use the bubble answer sheets provided. When you have completed the Practice Questions, check your answer against the Answer Key and read the explanation provided.

Do not attempt more than one set of practice test questions in one day. After completing the first practice test, wait two or three days before attempting the second set of questions.

This practice test contains questions for the Listening and Reading sections. For practice with the Writing and Speaking, refer to the previous chapters.

Practice questions below are for the reading and listening sections. For practice with the speaking and writing sections see the examples above.

Note: If you have difficulty reading the QR codes, cover all the codes except the one you want and scan again.

PRACTICE TEST QUESTIONS SET 1 79
Listening Answer Sheet

	A	B	C	D	E		A	B	C	D	E
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	23	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	26	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	27	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	28	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	29	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
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19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						

Reading Answer Sheet

- | | |
|---------------------|---------------------|
| 1. (A) (B) (C) (D) | 18. (A) (B) (C) (D) |
| 2. (A) (B) (C) (D) | 19. (A) (B) (C) (D) |
| 3. (A) (B) (C) (D) | 20. (A) (B) (C) (D) |
| 4. (A) (B) (C) (D) | 21. (A) (B) (C) (D) |
| 5. (A) (B) (C) (D) | 22. (A) (B) (C) (D) |
| 6. (A) (B) (C) (D) | 23. (A) (B) (C) (D) |
| 7. (A) (B) (C) (D) | 24. (A) (B) (C) (D) |
| 8. (A) (B) (C) (D) | 25. (A) (B) (C) (D) |
| 9. (A) (B) (C) (D) | 26. (A) (B) (C) (D) |
| 10. (A) (B) (C) (D) | 27. (A) (B) (C) (D) |
| 11. (A) (B) (C) (D) | 28. (A) (B) (C) (D) |
| 12. (A) (B) (C) (D) | 29. (A) (B) (C) (D) |
| 13. (A) (B) (C) (D) | 30. (A) (B) (C) (D) |
| 14. (A) (B) (C) (D) | 31. (A) (B) (C) (D) |
| 15. (A) (B) (C) (D) | 32. (A) (B) (C) (D) |
| 16. (A) (B) (C) (D) | 33. (A) (B) (C) (D) |
| 17. (A) (B) (C) (D) | 34. (A) (B) (C) (D) |
| | 35. (A) (B) (C) (D) |

Practice Test Questions Set 2

The questions below are not the same as you will find on the CELPIP - that would be too easy! And nobody knows what the questions will be and they change all the time. Below are general questions that cover the same subject areas as the CELPIP. So, while the format and exact wording of the questions may differ slightly, and change from year to year, if you can answer the questions below, you will have no problem with the CELPIP.

For the best results, take these practice test questions as if it were the real exam. Set aside time when you will not be disturbed, and a location that is quiet and free of distractions. Read the instructions carefully, read each question carefully, and answer to the best of your ability.

Use the bubble answer sheets provided. When you have completed the Practice Questions, check your answer against the Answer Key and read the explanation provided.

Do not attempt more than one set of practice test questions in one day.

After completing the first practice test, wait two or three days before attempting the second set of questions.

Practice questions below are for the reading and listening sections. For practice with the speaking and writing sections see the examples above.

NOTE: If you have difficulty scanning, cover all the codes except the one you want and try again.

PRACTICE TEST QUESTIONS SET 2 115

Listening

- | | |
|---------------------|---------------------|
| 1. (A) (B) (C) (D) | 18. (A) (B) (C) (D) |
| 2. (A) (B) (C) (D) | 19. (A) (B) (C) (D) |
| 3. (A) (B) (C) (D) | 20. (A) (B) (C) (D) |
| 4. (A) (B) (C) (D) | 21. (A) (B) (C) (D) |
| 5. (A) (B) (C) (D) | 22. (A) (B) (C) (D) |
| 6. (A) (B) (C) (D) | 23. (A) (B) (C) (D) |
| 7. (A) (B) (C) (D) | 24. (A) (B) (C) (D) |
| 8. (A) (B) (C) (D) | 25. (A) (B) (C) (D) |
| 9. (A) (B) (C) (D) | 26. (A) (B) (C) (D) |
| 10. (A) (B) (C) (D) | 27. (A) (B) (C) (D) |
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| 14. (A) (B) (C) (D) | 31. (A) (B) (C) (D) |
| 15. (A) (B) (C) (D) | 32. (A) (B) (C) (D) |
| 16. (A) (B) (C) (D) | 33. (A) (B) (C) (D) |
| 17. (A) (B) (C) (D) | 34. (A) (B) (C) (D) |
| | 35. (A) (B) (C) (D) |

Reading

	A	B	C	D	E		A	B	C	D	E
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
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How to Prepare for a Test

MOST STUDENTS HIDE THEIR HEADS AND PROCRASTINATE WHEN FACED WITH PREPARING FOR AN EXAM, HOPING THAT SOMEHOW THEY WILL BE SPARED THE AGONY, ESPECIALLY IF IT IS A BIG ONE THAT THEIR FUTURES RELY ON. Avoiding a test is what many students do best and unfortunately, they suffer the consequences because of their lack of preparation.

Test preparation requires strategy and dedication. It is the perfect training ground for a professional life. Besides having several reliable strategies, successful students also has a clear goal and know how to accomplish it. These tried and true concepts have worked well and will make your test preparation easier.

The Study Approach

Take responsibility for your own test preparation.

It is a common - but big - mistake to link your studying to someone else's. Study partners are great, but only if they are reliable. It is your job to be prepared for the test, even if a study partner fails you. Do not allow others to distract you from your goals.

Prioritize the time available to study

When do you learn best, early in the day or at night? Does your mind absorb and retain information most efficiently in small blocks of time, or do you require long stretches to get the most done? It is important to figure out the best blocks of time available to you when you can be the most productive. Try to consolidate activities to allow for longer periods of study time.

Find a quiet place where you will not be disturbed

Do not try to squeeze in quality study time in any old location. Find a quiet place with a minimum of distractions, such as the library, a park or even the laundry room. Good lighting is essential and you need to have comfortable seating and a desk surface large enough to hold your materials. It is probably not a great idea to study in your bedroom. You might be distracted by clothes on the floor, a book you have been planning to read, the telephone or something else. Besides, in the middle of studying, that bed will start to look very comfortable. Whatever you do, avoid using the bed as a place to study since you might fall asleep to avoiding studying!

The exception is flashcards. By far the most productive study time is sitting down and studying and studying only. However, with flashcards you can carry them with you and make use of odd moments, like standing in line or waiting for the bus. This isn't as productive, but it really helps and is definitely worth doing.

Determine what you need to study

Gather together your books, your notes, your laptop and any other materials needed to focus on your study for this exam. Ensure you have everything you need so you don't waste time. Remember paper, pencils and erasers, sticky notes, bottled water and a snack. Keep your phone with you if you need it to find essential information, but keep it turned off so others can't distract you.

Have a positive attitude

It is essential that you approach your studies for the test with an attitude that says you will pass it. And pass it with flying colors! This is one of the most important keys to successful studying. Believing that you are capable helps you to become capable.

The Strategy of Studying

Review class notes

Stay on top of class notes and assignments by reviewing them frequently and regularly and regularly. Re-writing notes can be a terrific study trick, as it helps lock in information. Pay special attention to any comments that have been made by the teacher. If a study guide has been made available as part of the class materials, use it! It will be a valuable tool to use for studying.

Estimate how much time you will need

If you are concerned about the amount of time you have available it is a good idea to set up a schedule so that you do not get bogged down on one section and end without enough time left to study other things. Remember to schedule break time, and use that time for a little exercise or other stress reducing techniques.

Test yourself to determine your weaknesses

Look online for additional assessment and evaluation tools available like practice questions for a particular subject. Visit our website <https://www.test-preparation.ca> for test tips and more practice questions. Once you have determined your weaknesses, you can focus on these, and just brush up on the other areas of the exam.

Mental Prep – How to Psych Yourself Up for a Test

Since tests are often a big factor in your final grade or acceptance into a program, it is understandable that taking tests can create a great deal of anxiety for many students. Even students who know they have learned the required material

find their minds going blank as they stare at the test booklet. You can avoid test anxiety by preparing yourself mentally. One easy way to overcome that anxiety is to prepare mentally for the test with a few simple techniques. **Do not procrastinate**

Study the material for the test when it becomes available, and continue to review the material until the test day. By waiting until the last minute and trying to cram for the test the night before, you actually increase anxiety. This leads to negative self-talk, which becomes self-fulfilling. Telling yourself “I can’t learn this. I am going to fail” is a pretty sure indication that you are right.

Positive self-talk.

Positive self-talk drowns out negative self-talk and to increases your confidence level. Whenever you begin feeling overwhelmed or anxious about the test, remind yourself that you have studied enough, you know the material and that you will pass the test. Both negative and positive self-talk are really just your fantasy, so why not choose to be a winner?

Do not compare yourself to others.

Do not compare yourself to other students. Instead, focus on your strengths and weaknesses and prepare accordingly. Regardless of how others perform, your performance is the only one that matters to your grade. Comparing yourself to others increases your anxiety and negative self-talk before the test.

Visualize.

Make a mental image of yourself taking the test. You know the answers and feel relaxed. Visualize doing well on the test and having no problems with the material. Visualizations can increase your confidence and decrease the anxiety you might otherwise feel before the test. Instead of thinking of this as a test, see it as an opportunity to demonstrate what you have learned!

How to Take a Test

EVERYONE KNOWS THAT TAKING AN EXAM IS STRESSFUL, BUT IT DOES NOT HAVE TO BE THAT BAD! There are a few simple things that you can do to increase your score on any type of test. Take a look at these tips and consider how you can incorporate them into your study time.

OK - so you are in the test room - Here is what to do!

Reading the Instructions

This is the most basic point, but one that, surprisingly, many students ignore and it costs big time! Since reading the instructions is one of the most common, and 100% preventable mistakes, we have a whole section just on reading instructions.

Pay close attention to the sample questions. Almost all standardized tests offer sample questions, paired with their correct solutions. Go through these to make sure that you understand what they mean and how they arrived at the correct answer. Do not be afraid to ask the test supervisor for help with a sample that confuses you, or instructions that you are unsure of.

Tips for Reading the Question

We could write pages and pages of tips just on reading the test questions. Here are a few that will help you the most.

- **Think first.** Before you look at the answer, read and think about the question. It is best to try to come up with the correct answer before you look at the options. This way, when the test-writer tries to trick you with a close answer, you will not fall for it.

- **Make it true or false.** If a question confuses you, then look at each answer option and think of it as a “true” “false” question. Select the one that seems most likely to be “true.”
- **Mark the Question.** Don’t be afraid to mark up the test booklet. Unless you are specifically told not to mark in the booklet, use it to your advantage.
- **Circle Key Words.** As you are reading the question, underline or circle key words. This helps you to focus on the most critical information needed to solve the problem. For example, if the question said, “Which of these is not a synonym for huge?” You might circle “not,” “synonym” and “huge.” That clears away the clutter and lets you focus on what is important.
- **Always underline these words:** all, none, always, never, most, best, true, false and except.
- **Eliminate.** Elimination is the best strategy for multiple choice answers *and* questions. If you are confused by lengthy questions, cross out anything that you think is irrelevant, obviously wrong, or information that you think is offered to distract you. Elimination is the most valuable strategy!
- **Do not try to read between the lines.** Usually, questions are written to be straightforward, with no deep, underlying meaning. Generally, the simple answer really is the correct answer. Do not over-analyze!

How to Take a Test - The Basics

Some sections of the test are designed to assess your ability to quickly grab the necessary information; this type of exam

makes speed a priority. Others are more concerned with your depth of knowledge, and how accurate it is. When you start a new section of the test, look it over to determine whether the test is for speed or accuracy. If the test is for speed (a lot of questions and a short time), your strategy is clear; answer as many questions as quickly as possible.

The CELPIP does NOT penalize for wrong answers, so if all else fails, guess and make sure you answer every question.

Make time your friend

Budget your time from the beginning until you are finished, and stick to it! The time for each section will be included in the instructions.

Easy does it

One smart way to tackle a test is to locate the easy questions and answer those first. This is a time-tested strategy that never fails, because it saves you a lot of unnecessary anxiety. First, read the question and decide if you can answer it in less than a minute. If so, complete the question and go to the next one. If not, skip it for now and continue to the next question. By the time you have completed the first pass through this section of the exam, you will have answered a good number of questions. Not only does it boost your confidence, relieve anxiety and kick your memory up a notch, you will know exactly how many questions remain and can allot the rest of your time accordingly. Think of doing the easy questions first as a warm-up!

Do not watch your watch

At best, taking an important exam is an uncomfortable situation. If you are like most people, you might be tempted to subconsciously distract yourself from the task at hand. One of the most common ways is by becoming obsessed with your watch or the wall clock. Do not watch your watch! Take it off and place it on the top corner of your desk, far enough away

that you will not be tempted to look at it every two minutes. Better still, turn the watch face away from you. That way, every time you try to sneak a peek, you will be reminded to refocus your attention to the task at hand. Give yourself permission to check your watch or the wall clock after you complete each section. Focus on answering the questions, not on how many minutes have elapsed since you last looked at it.

Divide and conquer

What should you do when you come across a question that is so complicated you may not even be certain what is being asked? As we have suggested, the first time through, skip the question. At some point, you will need to return to it and get it under control. The best way to handle questions that leave you feeling so anxious you can hardly think is by breaking them into manageable pieces. Solving smaller bits is always easier. For complicated questions, divide them into bite-sized pieces and solve these smaller sets separately. Once you understand what the reduced sections are really saying, it will be much easier to put them together and get a handle on the bigger question. This may not work with every question - see below for how to deal with questions you cannot break down.

Reason your way through the toughest questions

If you find that a question is so dense you can't figure out how to break it into smaller pieces, there are a few strategies that might help. First, read the question again and look for hints. Can you re-word the question in one or more different ways? This may give you clues. Look for words that can function as either verbs or nouns, and try to figure out what the questions is asking from the sentence structure. Remember that many nouns in English have several different meanings. While some of those meanings might be related, sometimes they are completely distinct. If reading the sentence one way does not make sense, consider a different definition or meaning for a key word.

The truth is, it is not always necessary to understand a question to arrive at a correct answer! The most successful

strategy for multiple choice is Elimination. Frequently, at least one answer is clearly wrong and can be crossed off the list of possible correct answers. Next, look at the remaining answers and eliminate any that are only partially true. You may still have to flat-out guess from time to time, but using the process of elimination will help you make your way to the correct answer more often than not - even when you don't know what the question means!

Do not leave early

Use all the time allotted to you, even if you can't wait to get out of the testing room. Instead, once you have finished, spend the remaining time reviewing your answers. Go back to those questions that were most difficult for you and review your response. Another good way to use this time is to return to multiple-choice questions in which you filled in a bubble. Do a spot check, reviewing every fifth or sixth question to make sure your answer coincides with the bubble you filled in. This is a great way to catch yourself if you made a mistake, skipped a bubble and therefore put all your answers in the wrong bubbles!

Become a super sleuth and look for careless errors. Look for questions that have double negatives or other odd phrasing; they might be an attempt to throw you off. Careless errors on your part might be the result of skimming a question and missing a key word. Words such as "always," "never," "sometimes," "rarely" and the like can give a strong indication of the answer the question is really seeking. Don't throw away points by being careless!

Just as you budgeted time at the beginning of the test to allow for easy and more difficult questions, be sure to budget sufficient time to review your answers. On essay questions and math questions where you are required to show your work, check your writing to make sure it is legible.

Math questions can be especially tricky. The best way to double check math questions is by figuring the answer using a different method, if possible.

Here is another terrific tip. It is likely that no matter how hard you try, you will have a handful of questions you just are not sure of. Keep them in mind as you read through the rest of the test. If you can't answer a question, looking back over the test to find a different question that addresses the same topic might give you clues.

We know that taking the test has been stressful and you can hardly wait to escape. Just Leaving before you double-check as much as possible can be a quick trip to disaster. Taking a few extra minutes can make the difference between getting a bad grade and a great one. Besides, there will be lots of time to relax and celebrate after the test is turned in.

In the Test Room – What you MUST do!

If you are like the rest of the world, there is almost nothing you would rather avoid than taking a test. Unfortunately, that is not an option if you want to pass. Rather than suffer, consider a few attitude adjustments that might turn the experience from a horrible one to...well, an interesting one! Take a look at these tips. Simply changing how you perceive the experience can change the experience itself.

You have to take the test - you can't change that. What you can change, and the only thing that you can change, is your attitude -so get a grip - you can do it!

Get in the mood

After weeks of studying, the big day has finally arrived. The worst thing you can do to yourself is arrive at the test site feeling frustrated, worried, and anxious. Keep a check on your emotional state. If your emotions are shaky before a test it can determine how well you do on the test. It is extremely important that you pump yourself up, believe in yourself, and use that confidence to get in the mood!

Don't fight reality

Students often resent tests, and with good reason. After all, many people do not test well, and they know the grade they end with does not accurately reflect their true knowledge. It is easy to feel resentful because tests classify students and create categories that just don't seem fair. Face it: Students who are great at rote memorization and not that good at actually analyzing material often score higher than those who might be more creative thinkers and balk at simply memorizing cold, hard facts. It may not be fair, but there it is anyway. Conformity is an asset on tests, and creativity is often a liability. There is no point in wasting time or energy being upset about this reality. Your first step is to accept the reality and get used to it. You will get higher marks when you realize tests do count and that you must give them your best effort. Think about your future and the career that is easier to achieve if you have consistently earned high grades. Avoid negative energy and focus on anything that lifts your enthusiasm and increases your motivation.

Get there early enough to relax

If you are wound up, tense, scared, anxious, or feeling rushed, it will cost you. Get to the exam room early and relax before you go in. This way, when the exam starts, you are comfortable and ready to apply yourself. Of course, you do not want to arrive so early that you are the only one there. That will not help you relax; it will only give you too much time to sit there, worry and get wound up all over again.

If you can, visit the room where you will be taking your exam a few days ahead of time. Having a visual image of the room can be surprisingly calming, because it takes away one of the big 'unknowns'. Not only that, but once you have visited, you know how to get there and will not be worried about getting lost. Furthermore, driving to the test site once lets you know how much time you need to allow for the trip. That means three potential stressors have been eliminated all at once.

Get it down on paper

One advantage of arriving early is that it allows you time to recreate notes. If you spend a lot of time worrying about whether you will be able to remember information like names, dates, places, and mathematical formulas, there is a solution for that. Unless the exam you are taking allows you to use your books and notes, (and very few do) you will have to rely on memory. Arriving early gives you time to tap into your memory and jot down key pieces of information you know that will be asked. Just make certain you are allowed to make notes once you are in the testing site; not all locations will permit it. Once you get your test, on a small piece of paper write down everything you are afraid you will forget. It will take a minute or two but by dumping your worries onto the page you have effectively eliminated a certain amount of anxiety and driven off the panic you feel.

Get comfortable in your chair

Here is a clever technique that releases physical stress and helps you get comfortable, even relaxed in your body. You will tense and hold each of your muscles for just a few seconds. The trick is, you must tense them hard for the technique to work. You might want to practice this technique a few times at home; you do not want an unfamiliar technique to add to your stress just before a test, after all! Once you are at the test site, this exercise can always be done in the rest room or another quiet location.

Start with the muscles in your face then work down your body. Tense, squeeze and hold the muscles for a moment or two. Notice the feel of every muscle as you go down your body. Scowl to tense your forehead, pull in your chin to tense your neck. Squeeze your shoulders down to tense your back. Pull in your stomach all the way back to your ribs, make your lower back tight then stretch your fingers. Tense your leg muscles and calves then stretch your feet and your toes. You should be as stiff as a board throughout your entire body.

Now relax your muscles in reverse starting with your toes.

Notice how all the muscles feel as you relax them one by one. Once you have released a muscle or set of muscles, allow them to remain relaxed as you proceed up your body. Focus on how you are feeling as all the tension leaves. Start breathing deeply when you get to your chest muscles. By the time you have found your chair, you will be so relaxed it will feel like bliss!

Fight distraction

A lucky few are able to focus deeply when taking an important examination, but most people are easily distracted, probably because they would rather be any place else! There are several things you can do to protect yourself from distraction.

Stay away from windows.

If you sit near a window you are adding an unnecessary distraction.

Choose a seat away from the aisle so you do not become distracted by people who leave early. People who leave the exam room early are often the ones who fail. Do not compare your time to theirs.

Of course, you love your friends; that's why they are your friends! In the test room, however, they should become complete strangers inside your mind. Forget they are there. The first step is to physically distance yourself from friends or classmates. That way, you will not be tempted to glance at them to see how they are doing, and there will be no chance of eye contact that could either distract you or even lead to an accusation of cheating. Furthermore, if they are feeling stressed because they did not spend the focused time studying that you did, their anxiety is less likely to permeate your hard-earned calm.

Of course, you will want to choose a seat where there is sufficient light. Nothing is worse than trying to take an important examination under flickering lights or dim bulbs.

Ask the instructor or exam proctor to close the door if there

is a lot of noise outside. If the instructor or proctor is unable to do so, block out the noise as best you can. Do not let anything disturb you.

The CELPIP does not allow any personal items in the exam room. Eat protein, complex carbohydrates and a little fat to keep you feeling full and to supercharge your energy. Nothing is worse than a sudden drop in blood sugar during an exam.

Do not allow yourself to become distracted by being too cold or hot. Regardless of the weather outside, carry a sweater, scarf or jacket if the air conditioning at the test site is set too high, or the heat set too low. By the same token, dress in layers so that you are prepared for a range of temperatures.

Watch Caffeine

Drinking a gallon of coffee or gulping a few energy drinks might seem like a great idea, but it is, in fact, a very bad one. Caffeine, pep pills or other artificial sources of energy are more likely to leave you feeling rushed and ragged. Your brain might be clicking along, all right, but chances are good it is not clicking along on the right track! Furthermore, drinking coffee or energy drinks will mean frequent trips to the rest room. This will cut into the time you should be spending answering questions and is a distraction in itself, since each time you need to leave the room you lose focus. Pep pills will only make it harder for you to think straight when solving complicated problems.

At the same time, if anxiety is your problem try to find ways around using tranquilizers during test-taking time. Even medically prescribed anti-anxiety medication can make you less alert and even decrease your motivation. Being motivated is what you need to get you through an exam. If your anxiety is so bad that it threatens to interfere with your ability to take an exam, speak to your doctor and ask for documentation. Many testing sites will allow non-distracting test rooms, extended testing time and other accommodations with a doctor's note that explains the situation is made available.

Keep Breathing

It might not make a lot of sense, but when people become anxious, tense, or scared, their breathing becomes shallow and, sometimes stop breathing all together! Pay attention to your emotions, and when you are feeling worried, focus on your breathing. Take a moment to remind yourself to breathe deeply and regularly. Drawing in steady, deep breaths energizes the body. When you continue to breathe deeply you will notice you exhale all the tension.

If you feel you need to, try rehearsing breathing at home. With continued practice of this relaxation technique, you will begin to know the muscles that tense up under pressure. Call these your “signal muscles.” These are the ones that will speak to you first, begging you to relax. Take the time to listen to those muscles and do as they ask. With just a little breathing practice, you will get into the habit of checking yourself regularly and when you realize you are tense, relaxation will become second nature.

Avoid Anxiety Before a Test**Manage your time effectively**

This is a key to your success! You need blocks of uninterrupted time to study all the pertinent material. Creating and maintaining a schedule will help keep you on track, and will remind family members and friends that you are not available. Under no circumstances should you change your blocks of study time to accommodate someone else, or cancel a study session to do something more fun. Do not interfere with your study time for any reason!

Relax

Use whatever works best for you to relieve stress. Some folks like a good, calming stretch with yoga, others find expressing themselves through journaling to be useful. Some hit the

floor for a series of crunches or planks, and still others take a slow stroll around the garden. Integrate a little relaxation time into your schedule, and treat that time, too, as sacred.

Eat healthy

Instead of reaching for the chips and chocolate, fresh fruits and vegetables are not only yummy but offer nutritional benefits that help to relieve stress. Some foods accelerate stress instead of reducing it and should be avoided. Foods that add to higher anxiety include artificial sweeteners, candy and other sugary foods, carbonated sodas, chips, chocolate, eggs, fried foods, junk foods, processed foods, red meat, and other foods containing preservatives or heavy spices. Instead, eat a bowl of berries and some yogurt!

Get plenty of ZZZZZZZs

Do not cram or try to do an all-nighter. If you created a study schedule at the beginning, and if you have stuck with that schedule, have confidence! Staying up too late trying to cram in last-minute bits of information is going to leave you exhausted the next day. Besides, whatever new information you cram in will only displace all the important ideas you've spent weeks learning. Remember: You need to be alert and fully functional the day of the exam

Have confidence in yourself!

Everyone experiences some anxiety when taking a test, but exhibiting a positive attitude banishes anxiety and fills you with the knowledge you really do know what you need to know. This is your opportunity to show how well prepared you are. Go for it!

Do not chitchat with friends

Let your friends know ahead of time that it is not anything

personal, but you are going to ignore them in the test room! You need to find a seat away from doors and windows, one that has good lighting, and get comfortable. If other students are worried their anxiety could be detrimental to you; of course, you do not have to tell your friends that. If you are afraid they will be offended, tell them you are protecting them from your anxiety!

Common Test-Taking Mistakes

Taking a test is not much fun at best. When you take a test and make a stupid mistake that negatively affects your grade, it is natural to be very upset, especially when it is something that could have been easily avoided. So what are some of the common mistakes that are made on tests?

Put your name on the test!

How could you possibly forget to put your name on a test? You would be amazed at how often that happens. Very often, tests without names are thrown out immediately, resulting in a failing grade.

Marking the wrong multiple-choice answer

It is important to work at a steady pace, but that does not mean bolting through the questions. Be sure the answer you are marking is the one you mean to. If the bubble you need to fill in or the answer you need to circle is 'C', do not allow yourself to get distracted and select 'B' instead.

Answering a question twice

Some multiple-choice test questions have two very similar answers. If you are in too much of a hurry, you might select them both. Remember that only one answer is correct, so if

you choose more than one, you have automatically failed that question.

Mishandling a difficult question

We recommend skipping difficult questions and returning to them later, but beware! First, be certain that you do return to the question. Circling the entire passage or placing a large question mark beside it will help you spot it when you are reviewing your test. Secondly, if you are not careful to skip the question, you can mess yourself up badly. Imagine that a question is too difficult and you decide to save it for later. You read the next question, which you know the answer to, and you fill in that answer. You continue to the end of the test then return to the difficult question only to discover you didn't actually skip it! Instead, you inserted the answer to the following question in the spot reserved for the harder one, thus throwing off the remainder of your test!

Incorrectly Transferring an answer from scratch paper

This can happen easily if you are trying to hurry! Double check any answer you have figured out on scratch paper, and make sure what you have written on the test itself is an exact match!

Thinking too much

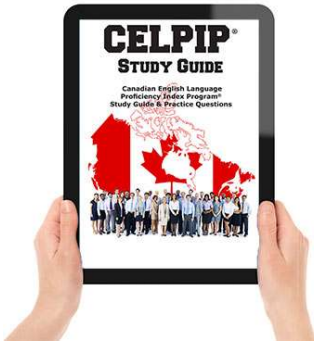
Generally, your first thought is your best thought. If you worry yourself into insecurity, your self-doubts can trick you into choosing an incorrect answer when your first impulse was the right one!

Conclusion

CONGRATULATIONS! You have made it this far because you have applied yourself diligently to practicing for the exam and no doubt improved your potential score considerably! Getting into a good school is a huge step in a journey that might be challenging at times but will be many times more rewarding and fulfilling. That is why being prepared is so important.

Study then Practice and then Succeed!

Good Luck!



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<https://www.facebook.com/CompleteTestPreparation/>



<https://www.youtube.com/user/MrTestPreparation>



Instagram



<https://www.instagram.com/completetestpreparation/>

ONLINE RESOURCES

How to Prepare for a Test - The Ultimate Guide

<https://www.test-preparation.ca/the-ultimate-guide-to-test-preparation-strategy/>

Learning Styles - The Complete Guide

<https://www.test-preparation.ca/learning-styles/>

Test Anxiety Secrets!

<https://www.test-preparation.ca/how-to-overcome-test-anxiety/>

Time Management on a Test

<https://www.test-preparation.ca/test-tactics-the-time-wise-approach/>

Flash Cards - The Complete Guide

<https://www.test-preparation.ca/test-preparation-with-flash-cards/>

Test Preparation Video Series

<https://www.test-preparation.ca/video-series-on-test-preparation-multiple-choice-strategies-and-how-to-study/>

How to Memorize - The Complete Guide

<https://www.test-preparation.ca/a-guide-to-memoriz->

