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READING COMPREHENSION (RC) MASTER CHEAT SHEET

n Strategies, Question Types, Tone Analysis & Speed Techniques

1. Strategic Reading Framework

The Active Reading Mindset

- **Pacing:** Don't read word-for-word. Focus on *structure* over details.
- **Paragraph Function:** Ask "Why did the author write this paragraph?"
- **Transition Words:** Track shifts (However, Moreover, Consequently).
- **Annotation Rules:**
 - Circle **Key Concepts** / **Pivot Words**.
 - Underline **Main Arguments**.
 - Note **Author's** **Stance** (positive/negative/neutral).

2. Core Passage Structures

Thesis-Driven: Claim *arrow* Evidence *arrow* Counter-argument *arrow* Rebuttal *arrow* Conclusion.
Problem-Solution: Issue *arrow* Root Cause *arrow* Proposed Solutions *arrow* Evaluation.
Comparative: Theory A vs. Theory B *arrow* Pros/Cons *arrow* Synthesis.
Chronological/Historical: Event Sequence *arrow* Impact/Legacy analysis.

3. Question Types & Tactics

1. Main Idea / Primary Purpose

- Look for options covering the *entire* passage, not just a single paragraph.
- **Trap:** Options that are too specific or overly broad.

2. Direct Inference

- Must be 100% supported by text (Must be True).
- **Trap:** Assumptions not explicitly backed by facts.

3. Tone & Attitude

- Identify adjectives/adverbs (e.g., "*alarmingly*", "*prudently*").

4. Vocabulary-in-Context

- Replace word with a blank; predict meaning before reading options.

4. The Process of Elimination (POE)

Never just look for the right answer—**eliminate wrong ones first**.

- **Out of Scope (OOS):** Contains info not mentioned.
- **Extreme Language:** Uses *always*, *never*, *completely*, *impossible* (rarely correct).
- **Distorted Truth:** Reuses exact passage words out of context.
- **Half-Right / Half-Wrong:** If one part is wrong, the whole choice is wrong.

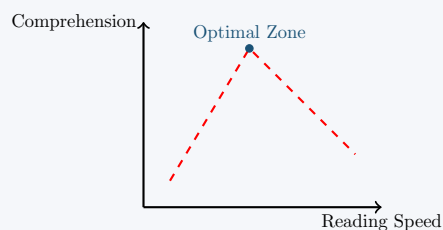
5. Author's Tone Reference Guide

Category	Tone Keywords
Positive	Laudatory, Reverent, Optimistic, Sympathetic
Negative	Cynical, Derisive, Skeptical, Critical
Neutral	Objective, Analytical, Didactic, Detached
Complex	Ambivalent, Equivocal, Guardedly Optimistic

6. Transition Word Matrix

- **Contrast / Pivot:** *However, Nevertheless, Yet, Dynamic, Conversely, On the other hand.*
- **Continuation:** *Furthermore, Moreover, In addition, Similarly.*
- **Cause & Effect:** *Thus, Consequently, Hence, Therefore, Yields.*
- **Exemplification:** *For instance, To illustrate, Namely.*

7. Reading Speed & Retention Matrix



Rule of Thumb:

- Speed $\approx$ 200–250 WPM for dense technical passages.
- Skim examples, details, and secondary data.
- Slow down for first/last sentences and structural transitions.

8. Common RC Pitfalls

1. **Outside Knowledge Trap:** Answering based on prior knowledge instead of passage context.
2. **Detail Trap:** Selecting a correct fact that doesn't answer the specific question asked.
3. **Over-Analysis:** Reading between the lines too deeply.