

## Success with Sentence Completion Questions

Purpose: To identify the best word to complete a sentence's meaning AND enhance its style and tone. (Don't forget this last part.)

### Test-Taking Strategies

1. **READ ENTIRE SENTENCE BEFORE** looking at the answers. Circle key words. Consider the meaning and tone (attitude toward audience, such as sarcastic, pleading, hopeful, condescending) and style (such as sparse, ornate, slangy, humorous).
2. **COME UP WITH A WORD** you would **PUT** in the blank(s), then look at all the answer options. Do any of them come close to yours? Cross out any that are totally inappropriate.
3. If you can't figure out the meaning of some of the word choices, determine if a question blank requires a negative or positive word. Eliminate any answer options that aren't appropriate.
4. Look at clues within the sentence. Remember your pivotal word list. Watch for reversals between the two word blanks, such as an *although*, or *nevertheless* indicating a shift in the meaning, for example, from a positive word for a phrase to a negative for the second.
5. If there are two words, make sure they match the sentence section on all counts—meaning, tone, and style. **USE THE EASIEST BLANK** to cancel out inappropriate choices.
6. Once you've chosen your pair, read the completed sentence to yourself to make sure it works. Whenever you are caught between two or more choices, try this.
7. **DON'T EVER ELIMINATE AN ANSWER BECAUSE YOU DON'T KNOW THE DEFINITION.**
8. On very difficult questions, eliminate answers that sound too close to some of the words in the sentence, then guess.