1. Read the questions first and then listen to the text. Initially, you should not read the text. The questions will provide you with clues about the content of the text. By reading the questions first, you will form a good idea of what the text may be about and what information you are asked to look for.
2. Once you have read the questions, listen to the text and try to answer the questions. Listen to the text as many times as necessary until you have answered all of the questions. While listening to the text, you will encounter new words. Do not let this frustrate or discourage you. One of the objectives of this activity is to teach you how to tolerate ambiguity and gist the content of the message without necessarily knowing the meaning of every single word. You are encouraged to guess and take risks while answering the questions. Remember, in real life, you will not necessarily understand everything that is said to you. Patience, practice, and repetition will lead to better understanding, and, ultimately, to proficiency.
3. After you have answered all of the questions, then read the text. Apply the techniques of skimming and scanning first before you resort to a dictionary. Try to maximize your ability for retaining information and for forming a general idea of what the text is about before you look up new words. Use the written text to verify your spelling.