

Active IELTS reading  
Completing a summary

**Summary completion questions look like this:**

*Complete the summary below.*

*Choose **ONE** word from Reading Passage 2 for each answer.*

*Write your answers in boxes 23-28 on your answer sheet*

The advent of ...(23)... is causing many firms to reassess their approach to utilizing ...(24)... systems to acquire and sustain ...(25)... advantage. One approach is to assume there are ...(26)... critical dimensions influencing the decision: whether to retain ...(27)... or delegate responsibility for transaction management and ...(28)... management.

**Answering this kind of question**

- This kind of question may have a summary of the whole passage or just one part, so read the question carefully. It will tell you which.
- If it is a just a part of the text then quickly find the part it refers to and use it to complete the summary.
- If it is a summary of the whole text then it's a bit different. Normally each sentence of the summary will refer to one section or paragraph of the text. You need to find that section or paragraph quickly, then read it to find the words you need for the sentence.
- Write your answers in the gaps in the question. When you finish, read the summary. Make sure it makes sense and spelling and grammar are correct. Then copy your answers onto the answer sheet.