Planning responses for the unseen paper

Follow the steps given below to make good use of the recommended 20 minutes reading time.

Skim the whole paper.  
Choose your question.  
Highlight key words in the question.  
Read the passage carefully.  
Gain an overall sense of its structure.  
Divide it into four or five sections.  
Make an initial judgment about what it makes you feel (mood).  
Now re-read slowly at the same pace with which you would read aloud.  
Explore viewpoint and form.  
Highlight interesting uses of language in the text.  
Identify key quotations (keep them brief!).  
Note the effect of imagery.  
Identify patterns and key developments.  
Pay attention to syntax (sentence structure).  
Respond to the rhythms of the writing, in both prose and verse.  
Pay particular attention to the way the text ends.  
Write out a brief paragraph plan (use a mind map or numbered list).  
Make sure you address the question from the start.  
Give an overview of the whole text in your opening paragraph.