

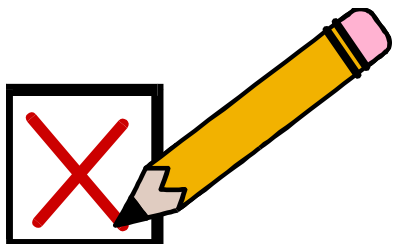
# Tips for Specific Types of Tests

## Essay Tests

- Be neat!
- Estimate how much time you have for each essay.
- Outline answers
- Define Terms
- Use subheadings and/or examples
- Summarize and draw conclusions
- Write legibly and check your answers
- Write something for every essay question, even if you do not know specific facts
- State the thesis within the first few sentences of your answer.
- Provide specific as well as general information in your response by including examples, substantiating facts, and relevant details from your pre-writing matrix.
- Use the technical vocabulary of the course.
- Leave space for additions to your answer by writing on every other line and on only one side of each page.
- If your mind goes blank or you don't know much about a question, relax and brainstorm for a few moments about the topic. Recall pages from your texts, particular lectures, and class discussions to trigger your memory about ideas relevant to the question. Write these ideas down as coherently as you can.
- When you reach the end of your allotted time period for a given question, move on to the next item: Partially answering all questions is better than fully answering some but not others. The instructor can't give you any credit for a question you haven't attempted.
- If you find yourself out of time on a question but with more to say, quickly write down in outline form what you would write if you had time.

## Cue Words

- *Compare*: show how things are similar
- *Contrast*: show how two or more things differ
- *Criticize*: describe the good and bad aspects of something
- *Explain*: describe logically how something works or what it means
- *Illustrate*: provide examples for the purpose of making something clear
- *Justify*: prove, or show the grounds for your conclusions in a convincing form
- *List*: produce a numbered series of words, sentences, or comments
- *Outline*: give summary of a topic in list format
- *Summarize*: give a brief, condensed account of the main themes of a topic
- *Trace*: describe development starting with the point of origin, include relevant details



## Objective Tests

(Multiple Choice, Matching, True/False, Fill-in-the-blank)

- Read instructions carefully!
- Read each questions carefully and answer quickly.
- Anticipate the answer, then look for it.
- Eliminate obviously incorrect answers first.
- Consider all the alternatives.
- Use information obtained from other questions and options.
- Watch out for words like: always, never, only, merely, must, all, necessarily, none, impossible. Make sure these words are absolutely true before choosing the answer.
- For Matching: Answer easy ones first to eliminate possibilities.
- For True/False: Don't waste time pondering a True-False question after reading it thoroughly.
- For Fill-in-the-blank: Use grammar to help you. For instance, "a" comes before a consonant, "an" before a vowel. Look at the verb to see if it is singular or plural.