

## TEST-TAKING TIPS FOR DIFFERENT TYPES OF EXAMS

### MULTIPLE CHOICE

- Read the question and all choices carefully!
- Try to think of the answer before you look at the options.
- Eliminate obviously wrong answers.
- If you get stuck, look for similar questions—there might be some built-in clues!
- Go with your gut, you're usually right!

### FILL IN THE BLANK/MATCHING

- Read all the potential options before you start answering the questions.
- Try to predict the answers before referring to the list or word bank.
- Answer the questions you know first.
- Look for grammatical clues like word tense and number agreement.
- These types of questions are often used for definitions or important names and dates.

### SHORT ANSWER

- Make sure you know everything that the question is asking—some questions have multiple parts.
- Be specific—use concrete examples of what you are explaining.
- Make an argument! If you can show a compelling reason why your example fits the question, you will likely get at least partial credit.
- Don't leave an answer blank!
- Answer the questions worth more points first (just in case you run out of time).

### ESSAY QUESTIONS

- Make sure you understand the question(s) and directions.
- What is the question asking you to do? (Persuade, explain, give an opinion, compare/contrast)
- Take some time to think, brainstorm, and create a quick outline. It will save you time later!
- Develop a thesis statement.
- Use clear examples and make sure you answer the question.
- Save time at the end to proofread!

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