

Tips for Various Test Formats

Matching

- Matching usually consists of dates, people, places and vocabulary.
- Read the directions carefully.
- Read each column before you answer.
- Determine whether there are equal numbers of items in each column.
- Many times, instructors will include more items than necessary.
- Match what you know first.
- Cross off what you have already used, so that you no longer look toward it as an option.
- Use the process of elimination for questions you're not sure of.

True-False

- Read each statement carefully to determine whether it is true or not.
- Pay attention to words that could make a statement true, such as **few**, **some**, **many** or **often**.
- Pay attention to words that could make a statement false, such as never, **all**, **every**, or **only**.
- Pay attention to double negatives, such as not unlawful.
- Remember that if any part of a statement is false, then the entire statement is false.
- Answer every question, unless there is a penalty for guessing.

Short Answer and Fill-in-the-Blanks

- Read each question carefully, and be sure that you know what is being asked.
- Be brief in your response.
- Give the same number of answers as there are blanks.
- Don't assume that the length of the blank indicates the length of the correct answer.
- Pay close attention to the word immediately preceding the blank. For example, if it is **an**, then your response will begin with a **vowel**.
- Look for key words in the sentence that may trigger your response.
- Be sure to reread the sentence with your response to decide whether your answer fits the statement.

Multiple Choice

- Read every question and try to answer it before you read the answers provided.
- Cross-off answers that you know are incorrect.
- Even if you know that A is the correct answer, be sure to read all the options before selecting your answer.
- Look for similar answers; one of them is usually the correct response.
- Answers that contain extreme modifiers, such as **always**, **every**, and **never**, are in most cases incorrect.
- A joke is typically wrong.
- The most comprehensive answer is often correct.
- Don't linger on any questions. To save time, keep moving and come back to the ones you couldn't answer.
- Circle questions you are unsure of, and come back to them after you have gone through the entire test. You may have recalled a piece of information or gotten a clue from another question.
- If you must, make an educated guess, and answer all questions unless there is a penalty for guessing.

Essay Questions

- Before beginning to write, take a moment to jot down key facts you want to include on a piece of scratch paper.
- Always begin a paragraph with a topic sentence. Your reader should have an idea of what information that paragraph will contain.
- Similarly, end your paragraphs with a brief summary sentence of that paragraph's point.
- Try to be as concise and informative as possible. More is not always better. Your professor would rather see 1 page of intelligent and well-organized material than 5 pages of fluff.
- In a timed setting, simply focus on conveying your argument in a clear manner. Don't spend too much time trying to find the fanciest, most sophisticated words. Save that for take-home essays.
- Always write a thesis statement for each answer.
- Watch spelling, grammar and punctuation.
- Use specific details, such as dates, places, people, where appropriate.
- Answer all parts of the question.
- When you conclude your answer, try to summarize your main points for clarity.
- Write neatly.
- Always proofread your answer.
- Stick to the facts; try to avoid overly opinionated answers.