

Essay Test Tips-Help (www.testtakingtips.com)

Read the directions carefully, pay close attention to whether you are supposed to answer all the essays are a specified amount.

Make sure that you understand what the question is asking you, if not ask your instructor.

Make sure that you write down everything that is asked of you and more. The more details and facts that you write down, the higher your grade is going to be.

If the question is asking for facts, don't give your personal opinion on the topic.

When writing your essay try to be as neat as possible, neater papers usually receive higher marks.

Make an outline before writing your essay. This way your essay will be more organized and fluid. If you happen to run out of time, most instructors will give you partial credit for the ideas that you have outlined.

Don't write long introductions and conclusions, the bulk of your time should be spent on answering the question(s) asked.

Focus on one main idea per a paragraph.

If you have time left at the end proofread your work and correct any errors.

Budget your time, if you have an hour to write 3 essays, spend no more than 20 minutes on each essay, then if you have time left over at the end go back and finish any incomplete essays.

If you aren't sure about an exact date or number, then use approximations i.e. Approximately 5000 or In the late 17th century.

True-False Test Tips-Help

Usually there are more true answers than false on most tests.

If there is no guessing penalty then guess, you have a 50% chance of getting the right answer.

Qualifiers like "never, always, and every mean that the statement must be true all of the time. Usually these type of qualifiers lead to a false answer.

Qualifiers like "usually, sometimes, and generally" mean that if the statement can be considered true or false depending on the circumstances. Usually these type of qualifiers lead to an answer of true.

Multiple Choice Test Tips-Help

Tips on answering multiple choice questions

Read the question before you look at the answer.

Come up with the answer in your head before looking at the possible answers, this way the choices given on the test won't throw you off or trick you.

Eliminate answers you know aren't right.

Read all the choices before choosing your answer.

If there is no guessing penalty, always take an educated guess and select an answer.

Don't keep on changing your answer, usually your first choice is the right one, unless you miss-read the question.

In "All of the above" and "None of the above" choices, if you are certain one of the statements are true don't choose "None of the above" or one of the statements are false don't choose "All of the above".

In a question with an "All of the above" choice, if you see that at least two correct statements, then "All of the above" is probably the answer.

A positive choice is more likely to be true than a negative one.

Usually the correct answer is the choice with the most information.