



# **Test Taking Tips I**

**How to Prepare for  
Different Types of Tests**

# Improve your Test-Taking Skills Today!

- Today, we will learn...
  - How to prepare for exams
  - Suggestions for answering different types of test questions



# Test Preparation

- Test preparation involves a three-pronged approach
  - Physical preparation
  - Emotional preparation
  - Intellectual preparation



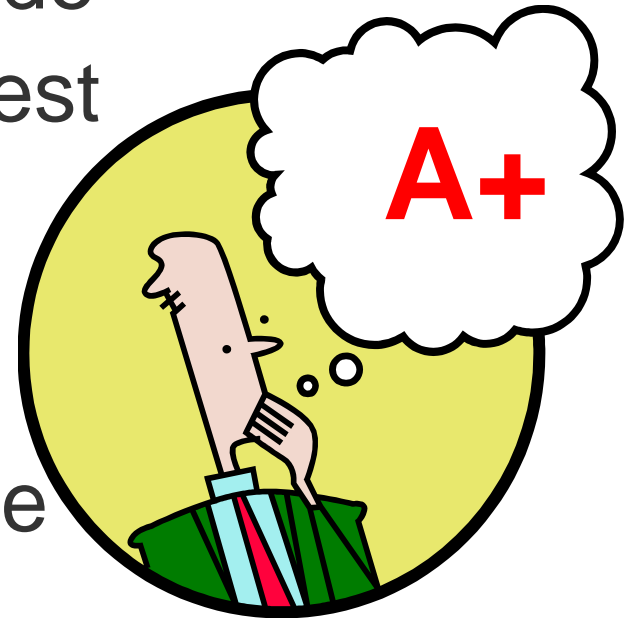
# Physical Preparation

- Attend class
- Ask questions
- Eat properly
- Sleep properly
- Simulate test
- Use your senses



# Emotional Preparation

- Think positively
- Visualize a good grade
- Avoid negative pre-test chatter
- Apply information to your life
- Remember that some anxiety is helpful



# Intellectual Preparation

- Understand question words
- Always study for essay tests
- Review old tests with “old” students
- **Anticipate test questions**
- Review lecture notes weekly



# Multiple Choice ?s

- Read the directions
  - Best response OR correct response
  - Don't miss points because you didn't read the directions
- Take the test
  - Eliminate obviously incorrect choices
  - Longest answer is usually correct
  - “Always” and “never” are usually incorrect
  - Identical choices are usually wrong
- Guess if you don't know
  - 20-25% chance of being correct
  - Don't leave blanks!

# True/False ?s

- Read the directions
  - How are responses marked?
- Take the test
  - If any portion is false, all is false
  - Follow MC ? Tips

## Frank and Ernest



# Matching ?s

- Read the directions
  - Is each answer used more than once?
- Take the test
  - Complete matches you know
  - Eliminate obviously incorrect choices
- Guess if you don't know
  - Can't hurt to try
  - Don't leave blanks!

# Fill in the Blank/ Short Answer ?s

- Read the directions
  - Word, phrase, or complete sentence
- Take the test
  - Write no more than necessary
  - String of blanks may indicate number of words
  - Write to be easily understood
- Don't leave blanks
  - You may receive partial credit
  - Make sure answer is plausible

# Essay ?s

- Assess amount of time given
- Understand the question
- Organize answer BEFORE writing
- Get to the heart of the answer
- Provide adequate supporting detail and illustration
- Don't pad your answer
- Length doesn't always equal quality

# Test Taking Tips I

## Exercise

Gather into groups of two or three and learn how to create an effective study guide.

