TEST TAKING

RULE WE
To help me with essay tests.

R read the question.
  • Read all parts of the question. Many essay exams include multiple parts. Be sure to answer all parts.

U erline key words.
  • Key words for essay test are: analyze, categorize, classify, compare, contrast, criticize, evaluate, defend, define, discuss, describe, enumerate, evaluate, explain, illustrate, justify, prove, relate, summarize and trace.
  • Define the key word to yourself before answering the question.

L irst or outline the major points
  • Write of the major points you studied related to this question.

E mphasize the details for each of the points
  • Under each of the points, write at least 2 details.

W rite the answer
  • First read over your outline and organize the major points and details.
  • Write an introduction to the major points.
  • Check off each of the major points and details as you include them in your answer.
  • Write complete sentences for each of your major points and details.
  • Write an ending that summarizes or wraps up the ideas from your outline.

E valuate your answer
  • Re-read the question and then read your answer to make sure that your answer matches the question.
  • Add information to clarify points that were not adequately explained.
  • Correct any grammatical or spelling errors.