

How to Take Tests!

I. Types of Tests

A. True/False

B. Matching

C. Fill in the Blank

D. Multiple Choice

II. True / False

A. Study Methods

1. Study facts and definitions
2. Make a list of facts with explanations

B. Test Tips

1. Often there are more “True” answers
2. Stick with your first thought, unless you’re positive it’s wrong!
3. Longer responses are generally true
4. Words that make you answer “False”
 - a. all
 - b. every
 - c. always
 - d. only
 - e. because
 - f. never
 - g. none
 - h. rarely
5. Words that make you answer “True”
 - a. some
 - b. sometimes
 - c. probably
 - d. usually
 - e. generally

III. Matching

A. Study Methods

1. Memorize facts and explanations on flash cards (cram cards)
2. Test yourself by reading the front of the card and saying what's on the back without looking

B. Test Tips

1. Read both columns first
2. Start working from the shorter column
3. Cross off all the easiest items first
3. Watch out for extra choices in the longer column

IV. Fill in the Blank

A. Study Methods

1. Make flash cards (cram cards)
2. Memorize facts and definitions

B. Test Tips

1. Read the entire sentence or paragraph first
2. Answer the question in your head first
3. Do the easier questions first
4. Words need to fit grammatically
5. The length of the blank may be a key to the length of the answer
6. Read your answer to make sure it makes sense

V. Multiple Choice

A. Study Methods

1. Study names, dates, and definitions
2. Make flash cards (cram cards)

B. Test Tips

1. Read the question as many times as you need
2. Figure out the answer before looking at the choices
3. Cross out wrong answers first
4. Underline or circle key words
5. Look for clues in other questions
6. Incorrect choices often have the words:
 - a. all
 - b. none
 - c. always
 - d. never
 - e. forever
 - f. totally
7. Correct choices often have the words:
 - a. generally
 - b. often
 - c. frequently
 - d. usually
 - e. sometimes
8. Answers need to fit grammatically
9. Correct choices are often the longest
10. If 2 choices are opposites, one of them may be the answer

11. "All of the above" answers are often correct
12. If there is a reading passage involved, read the question before the passage
13. If you have no idea at all, pick "b" or "c"