



# Tips for Answering Questions on Your Final Exams

## Know how to answer essay questions.

- ✓ Read each question and then start with the easiest one. This will give you confidence.
- ✓ Check how many points each essay is worth and adjust your time accordingly.
- ✓ Brainstorm key words, ideas, and points that you want to cover.
- ✓ Write neatly, and use clear, concise, complete sentences.
- ✓ In your opening paragraph, tell the reader what to expect from your essay.
- ✓ In your middle paragraphs, present examples, details, evidence, and facts to support the points you are making.
- ✓ Be as specific as possible and show relationships among the details of your answer.
- ✓ It is sometimes helpful to use key words from the question in your topic sentence.
- ✓ In your final paragraph, restate the most important points, draw conclusions, and write a brief summary.
- ✓ Proofread your entire essay and make corrections.
- ✓ If you don't have time to complete an essay, write your teacher a note explaining that you ran out of time, and then briefly list the points you would have covered.

## Here are some tips for multiple choice questions.

- ✓ Read the questions first.
- ✓ Make sure that you understand what each question is asking.
- ✓ Read all of the answer choices (even if you think you've found the answer with A or B).
- ✓ Eliminate any incorrect answers. Then, choose the best answer.
- ✓ Don't leave any answers blank.
- ✓ Watch out for answers that contain extreme or absolute statements. Very few things in life fit the always, never, no one, everyone categories.
- ✓ Negatives (*no, not, cannot, least*) can be confusing. Read them very carefully.
- ✓ Check over all of your answers before turning in your paper.

## Learn how to answer True/False questions.

- ✓ Look for key words in the questions.
- ✓ Read the questions carefully; one word will often determine if a statement is true or false.
- ✓ Statements with *always, never, every, all, and none* are usually false.
- ✓ Statements with *usually, often, sometimes, most, and many* in them are very often true.
- ✓ If any part of the question is false, then the entire statement is false

## Be prepared for open book tests.

- ✓ You will need to locate information quickly. Familiarize yourself with your textbook!
- ✓ To help you do this develop a system -
  1. Organize and highlight your notes. Color coding often helps.
  2. Put self-stick notes, bookmarks, or tabs in your textbook to help you locate important information.