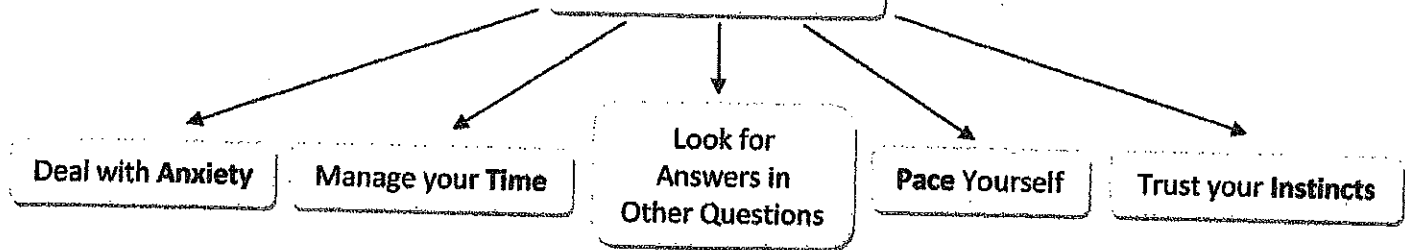


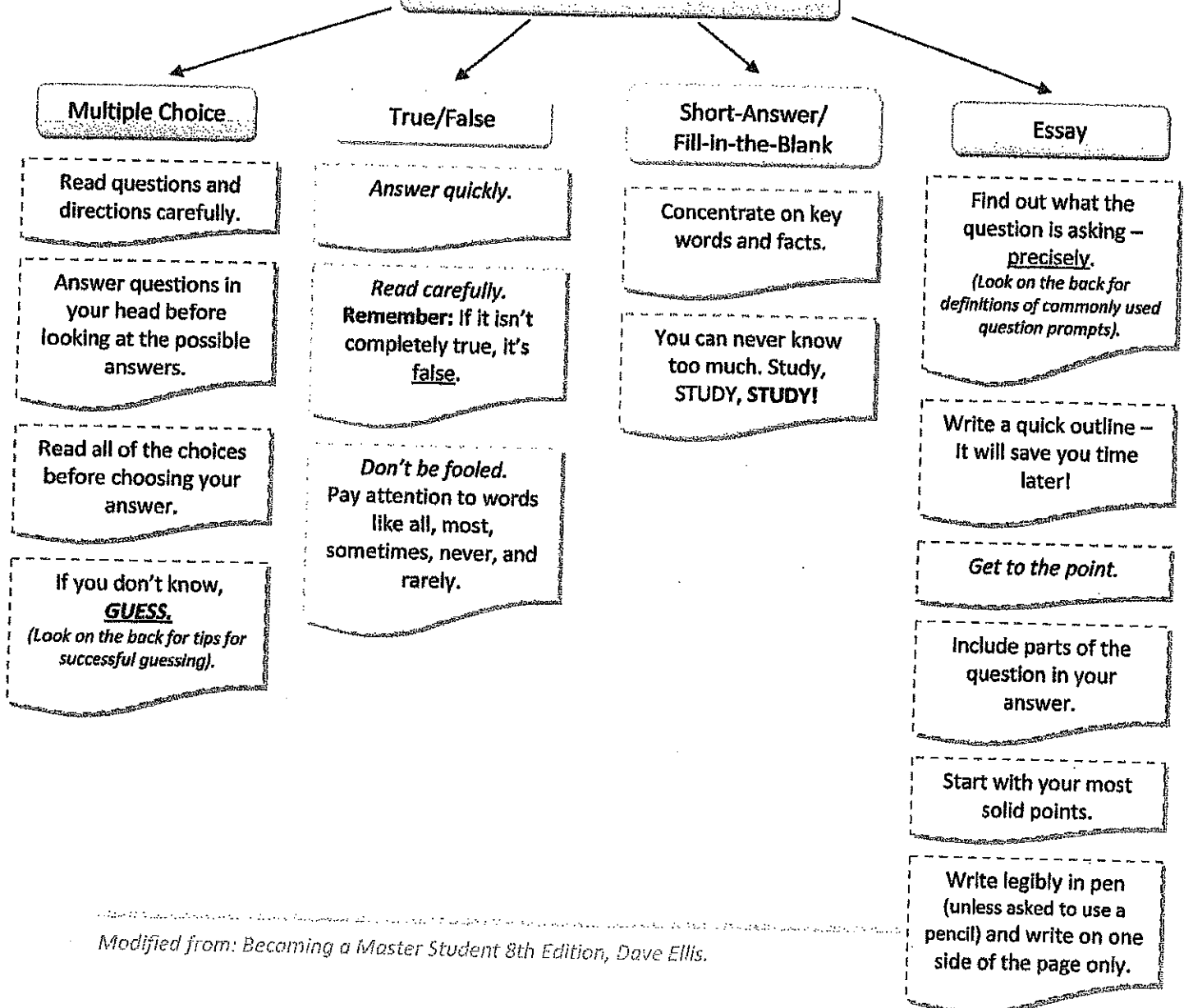
WHAT TO DO: DURING THE TEST

Tips for Test-Taking

THE BASICS



BREAKING IT DOWN



Modified from: *Becoming a Master Student* 8th Edition, Dave Ellis.

Tips for Successful Guessing

- ✓ If two answers are similar, except for one or two words, choose one of these answers
- ✓ If two answers have similar-sounding or similar-looking words (e.g. intermittent, intermediate), choose one of these answers
- ✓ If the answer calls for a sentence completion, eliminate the answers that would not form grammatically correct sentences.
- ✓ If two quantities are almost the same, choose one.
- ✓ If answers cover a wide range (e.g. 4.5, 666.7, 88.7, 90.1, 5000.1), choose one in the middle of the range.
- ✓ If none of the above techniques apply, choose the longest answer.
- ✓ If all else fails, close your eyes and pick an answer.

These guidelines should not replace effective and thorough studying

Common Question Prompts Defined

- **Analyze:** Break into separate parts and discuss, examine, or interpret each part
- **Compare:** Examine two or more things. Identify similarities (and most often differences as well).
- **Contrast:** Show differences. Set in opposition.
- **Criticize:** Make judgments. Evaluate comparative worth. Criticism often involves analysis.
- **Define:** Give the meaning; usually a meaning specific to the course or subject. Explain the exact meaning. Definitions are usually direct and/or brief.
- **Describe:** Give a detailed account. Make a picture with the words. List characteristics, qualities, and parts.
- **Discuss:** Consider and debate or argue the pros and cons of an issue. Write about conflict. Compare and contrast.
- **Enumerate:** List several ideas, aspects, events, things, qualities, reasons, etc.
- **Evaluate:** Give your opinion or cite the opinion of an expert. Include evidence to support the evaluation.
- **Explain:** Make an idea clear. Show logically how a concept is developed. Give the reasons for an event.
- **Illustrate:** Give concrete examples. Explain clearly by using comparisons or examples.
- **Interpret:** Comment upon, give examples, describe relationships. Explain the meaning. Describe, then Evaluate.
- **Outline:** Describe main ideas, characteristics or events (Does not necessarily mean "write a Roman Numeral outline")
- **Prove:** Support with facts (especially facts presented in class or in the text). Construct a logical argument.
- **Relate:** Show the connections between ideas or events. Provide a larger context.
- **State:** Explain precisely.
- **Summarize:** Give a brief, condensed account. Include conclusions. Avoid unnecessary details.
- **Trace:** Show the order of events or progress of a subject or event.

KNOW THE TEST

Machine-Graded

Check your answers. Make sure they correspond to the correct questions.

Watch for stray marks.

Open-Book

Preparation matters. The better prepared you are, the less time you'll waste during the test.

- Write down formulas that you'll need on a separate sheet of paper.
- Use post-it notes or paper clips to mark important pages of the book.
- Organize your notes.