

TEST TAKING

RULE WE

To help me with essay tests.

Read the question.

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

Underline 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.

List or outline the major points

- Write of the major points you studied related to this question.

Emphasize the details for each of the points

- Under each of the points, write at least 2 details.

Write 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.

Evaluate 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.