Strategy 1: GATHER INFORMATION about the Test

What SPECIFIC MATERIAL will the test cover?

- Textbook chapters
- Handouts
- Movies or films shown in class
- Guest speakers
- Lecture notes
- Readings on-line or on reserve in the library
- Classmates’ presentations or projects
- Other information?

What is the FORMAT of the test?

- How much time will you have to take the test?
- Will the test be given at the beginning or end of the class period?
- **Number and type** of questions:
  - Multiple choice
  - True/False
  - Short answer
  - Matching
  - Free recall (fill in the blank)
  - Essay

What HINTS/ADVICE can the professor give you?

- Visit the PROFESSOR’S OFFICE to ask for advice on preparing for the test
  - What pages of textbook reading should you concentrate on?
  - How much will lecture notes be emphasized?
  - What specific ideas, terms, etc. are particularly important to study?

Strategy 2: Make STUDY MATERIALS

Why?

- Preparing study materials is an active process that keeps you more interested in learning.
- Study materials can be easily carried with you to make studying convenient at any free moment.

**TYPES of study materials to prepare**

A. **NOTES:** Recopy your notes into a “study notebook” or type them on the computer.
B. **TEXTBOOKS:** Review margin notes and highlighted information.
C. **HANDBOUTS:** Review, highlight, and make margin notes.
D. Make **FLASH CARDS:** Quiz yourself.
E. Create **MNEMONICS:** For memorizing lists and other information.
F. Prepare **PRACTICE TEST QUESTIONS:** Try to think like your professor!
Strategy 3: Prepare for different KINDS OF TESTS

MULTIPLE CHOICE

- Read each question carefully and completely at least 2 times.
- Read all of the choices before choosing an answer. Don’t make a quick decision.
- Watch for words like ALWAYS, NEVER, ONLY: they usually make the choice incorrect.
- Watch for words like NOT, BUT, EXCEPT: they indicate very important distinctions in the choice.
- Skip over difficult questions the first time. You may find the correct answer in another question.
- Cross out definite incorrect answers to visually eliminate the wrong choice and narrow choices.

TRUE/FALSE

- Reread the statement several times and check the accuracy of all key terms and ideas.
- Watch for words like ALWAYS, NEVER, ONLY: they often make a statement false.
- Watch for words like OFTEN, MOST, SOMETIMES, FREQUENTLY: they are more often true.

MATCHING (most difficult to answer by guessing)

- Review all terms and definitions BEFORE matching.
- FIRST, match only the terms you are sure about.
- Clearly CROSS OFF terms and definitions after you use them.
- Look for KEY WORDS that may stimulate your memory.

ESSAY: A process for success

1. Very carefully REREAD the question several times.
   - Underline KEY TERMS in the question and make sure you understand each one.
   - Look for key TASK WORDS and be sure to give the information they ask for.
   - Watch for NUMBERS in the question and be sure to respond to each part of the question.
2. BRAINSTORM a quick list of ideas that you want to include in your essay.
3. NUMBER the ideas in the order you want to discuss them.
4. Begin with a THESIS STATEMENT that directly answers the OVERALL POINT of the question.
   Use key words from the professor’s question in your thesis.
5. Use Essay Format. Each time you begin a new example or main point, start a NEW PARAGRAPH.
6. Include SPECIFIC EXAMPLES and DETAILS to prove that you understand your main points.
7. APPEARANCE can affect your grade:
   - Write neatly and in pencil, if allowed.
   - Use correction fluid to cover mistakes.
   - Write on every other line, if allowed.
8. Ask if you can use a DICTIONARY for proofreading.
9. In exam booklets, reserve about three blank lines at the bottom of each page. If you need to add an point to your essay, write it at the bottom and put an asterisk where the idea fits into your essay.