**Test-Taking: Tips for answering different types of questions  
1) True-False Questions**  
**1.** Beware of qualifying words. Words such as always, all, none, never, and so on usually will make a statement false. Very few facts are absolute, and one exception to such a question will make it false. Words such as usually, sometimes, generally, and frequently will usually make a statement true.  
**2.** Look at the length of the statement.  
In order for a statement to be true, al! parts of it must be true. The longer the statement, the more room there is for a false segment

3. Be aware of false logic.

- Two statements that are true may be linked with a word that makes them false. Watch for that connecting word. For example: "The U.S. space shuttle program is famous because there was a shuttle crash." The shuttle program is famous and there was a shuttle crash, but the crash is not what made the program famous. The “*because”* makes the statement false.  
4. Guess if you don't know the answer.  
If you have a 50 percent change of answering correctly, so take the chance.

**2 ) Multiple-Choice Questions**  
1. Eliminate the answer(s) that is (are) obviously incorrect first.

* Instructors usually structure a multiple-choice question with one statement that is obviously incorrect. Pick out that statement.

2.  Read the question carefully  
3. Read all the choices.  
  
4. Sometimes, there is an option that includes all the previous choices (all the above); so, pay attention.   
**3) Matching**  
1. Read the list on the right first.  
 -First, read the list on the right, which contains the answer choices, so that you are aware of all the possibilities for answers.  
 -Your instructor may have written one answer that appears t be correct near the top of the list, but a more correct answer may come lower in the list, If you do not read the entire list first, you will not know all the pans.  
2. If you are unsure of an answer, mark that questions and return to it later

- Solve questions you are unsure of by process of elimination after you have finished using the answers you are sure are correct.  
  
**4) Completion (Fill-in-the-Blank).**  
1. Read the question several times.  
2. Look for context clues.  
3. The articles *a* and *an* are context clues. If *an* appears, the word following must begin with a vowel  
4. Look at the verb in the sentence.  
5. Mark the statements you cannot complete and return to them.

**5) Essay**1. Plan your time

2. Know you facts.

3. Organize or outline your answer

4. understand the test terminology (terms found in essay exams like: list, outline, define, criticize, summarize, trace, describe, compare, contrast, discuss, justify)

5. write neatly, leave suitable margins, and provide space between answers.

6. write using complete sentences

7. use transition words to emphasize your organization

8. keep your answers simple and concise

9. include a conclusion or summary

**Reference:**

Coman, M.J. , Kathy L. Heavers. 1998. How to improve your study skills.ntc Publishing group. USA