

## Tips When Taking Tests

### Matching Tests

1. Read all items and statements before beginning.
2. Match those you are **CERTAIN** belong together first.
3. Cross out the answers as you use them (**IF** you are not allowed to use them twice).
4. Match those you **THINK** belong together.
5. Guess on matching those remaining.

### True-False Tests

1. If a statement is partially false, mark it false.
2. Be careful of words that *limit* meaning.
  - **All, never, only, and always** mean there are no exceptions to what is being stated.
  - **Usually, often, and frequently** may change a true statement into a false one, or vice versa.

Examples of some "limiting words"

Lowest	Only	Best
Most	Greatest	Mainly
But	Only	Sometime
Maximum	Average	Nearly
Easiest	Always	Tallest
Smallest	Or	Shortest
Greatest	Chiefly	

### Multiple Choice Test (when you **know** the answer)

1. Form an answer in your mind **before** you read the choices.
2. Read **ALL** the choices, even if you find one you think is the answer before you finish reading.
3. Pick the answer that is closest to the one you formed in your mind.

### Multiple Choice Tests (when your **don't know** the answer)

1. Answer questions you have some idea about first and look for clues that might help you answer questions you don't know.
2. Use logic to eliminate some answers.
3. Use any information you remember to make a calculated guess.

# Salem County Christian Academy-Study Skills Booklet

## Short Answer

1. Write a brief, specific answer.
2. Proofread the answer to make sure it makes sense

## Essay Tests

1. Read all the questions and highlight key words.

### Examples of Key Words

Analyze	Relate	Compare
Summarize	Contrast	Trace
Define	Demonstrate	Describe
Cause/effect	Fact/opinion	Develop
Evaluate	Explain	Illustrate
Interpret	Justify	Outline
List/enumerate	Prove	

2. If there is more than one question, divide your time among them.
3. Answer the question you know the most about first.
4. List in the margin, on the back of your answer sheet or on scratch paper, the points you want to include in your answer.
5. Include information your teacher has emphasized in class.
6. If you know only part of an answer, write it down.
7. Write legibly.
8. Use short sentences, diagrams, graphs, and technical terms to pack important information into your answer.
9. Reread the question to be sure you have completely answered it.
10. Proofread your answer for content, sentence sense, spelling, capitalization, and punctuation.