

Test Taking Skills: Effective Techniques for Essay Tests

PREDICT QUESTIONS FROM YOUR NOTES

- **Short Answer Questions**

- ☞ If your notes list a group of people or things, the kind of essay question to predict is a short answer question.
- ☞ Short answer questions usually include one of the following words: list, name, define, or identify.

- **Trace Questions**

- ☞ If your notes show 'steps' in a process, a listing, or the development of something, you should predict a trace question.
- ☞ Some key words or phrases usually found in trace questions are: "Describe the steps in..."; "Outline the history of..."; "Trace the events leading up to..."; "Trace and development of...."

- **Compare & Contrast Questions**

- ☞ If your notes describe two or more things that have some features which are similar and others which are different, predict a compare and contrast question.
- ☞ Words or phrases found in these questions might be: "Compare and contrast..."; "Show the similarities and differences..."; "Tell how two things are alike and different..."; "Weigh the advantages and disadvantages..."

- **Discussion Questions**

- ☞ If your notes describe the effects of one thing on another, or the significance of a particular event, or the role of a specific individual or institution, predict a discussion question.
- ☞ These questions often begin: "Discuss the significance of..."; "Discuss the role of..."; "Discuss the effect of..."; "Discuss the relationship between...."

PRACTICE WRITING ANSWERS TO THE QUESTIONS YOU PREDICT

PLAN YOUR APPROACH TO ANSWERING THE ACTUAL TEST QUESTIONS

- 👉 Note points assigned to each question and allot your time accordingly.
- 👉 If you have a problem with a question, go on to the next one and come back to the first one later, if possible.
- 👉 Make brief, concise notes for each essay question.

ARC/EOP Student Success Series

Information gathered from *Becoming A Master Student*, by Dave Ellis. Tenth Edition.

For additional information set up an appointment. Contact us at:

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