

TIPS FOR WRITING EFFECTIVE TEST RESPONSES



Essay Tests

- **Determine precisely what the question is asking.** Watch for the terms: *define, evaluate, contrast, analyze* and *compare*. Each requires a different kind of response.
- **Before beginning to write, make a quick outline;** this will keep you from leaving out important facts.
- **Get to the point by avoiding long introductory sentences;** often including the question in your topic sentence can help. EX: *Question: What was the name of the first successful British colony in America?*
Answer: The name of the first successful British colony in America was Jamestown.
- **As you expand your essay with supporting details or facts,** use the most solid ones first.
- **Write legibly.**
- **Be brief and to the point,** avoid filler sentences.
- **Save time to proof read your answers.**

Short-Answer/Fill-in-the-Blank Tests

- **These questions often ask for definitions or short descriptions,** so concentrate on key words and facts.
- **Be brief,** saying too much can bury your information and lower your grade.
- **Thoroughly studying essential terms and vocabulary** will help you do well on these kinds of test questions.