



TEST-TAKING TIPS

Multiple Choice Tests

- Answer each question in your head *before* you look at the choices.
- Read all answers *before* selecting one because sometimes two answers will be similar and only one will be correct.
- If two answers are similar, *except for one or two words*, it's probable one of these will be the correct choice.
- If the answer calls for a sentence completion, eliminate the answers that *would not* form grammatically correct sentences.

True/False Questions

- Read carefully. Often one word can make a statement inaccurate.
- If *any part* of the true/false statement is false, the answer *will be false*.
- Look for *qualifying* words like *all, most, sometimes, never, or rarely*. These are the key words upon which the question depends.
- *Absolute* qualifiers like *always* or *never* generally indicate a *false* statement.