



Prepare for Objective Tests

Preparing for the test

- ◆ Prepare a study schedule 1-2 weeks before the test.
- ◆ Organize and reduce your class notes and reading notes.
- ◆ Make study sheets or flash cards on each topic.
- ◆ Memorize your notes and review them.
- ◆ Review and analyze previous tests from the same course.
- ◆ Predict questions that may be on the test, create a practice test that includes multiple choice, matching, true-false, and completion questions, then take it.

Taking the test

- ◆ Budget your time according to how long you have to take the test and how many questions are on it.
- ◆ Read the directions carefully.
- ◆ Attempt every question, answering the easiest ones first. Establish a system for going back later.
- ◆ Underline key words in each question, making special note of words like “not and all.”

Multiple choice questions

- ◆ Anticipate the correct answer; then eliminate unlikely answers and draw lines through them.
- ◆ Make your best guess:
 - ◆ If one alternative is more general than the others, it might be correct.
 - ◆ If two alternatives have the same meaning, both are probably wrong.
 - ◆ If the alternatives list a series of numbers or dates, the highest and lowest are probably wrong.
 - ◆ If most of the correct alternatives have been longest, the longest alternative is probably correct.

True-false questions

- ◆ Statements with absolute or exact words tend to be false: all, always, must, necessarily, everything, every, definitely, exclusively, exactly, completely, never, no, none, without exception, impossible.
- ◆ Statements with qualifying or indefinite words tend to be true: almost always, usually, probably, frequently, often, some sometimes, seldom, infrequently, perhaps, rarely, and hardly ever.

Matching questions

- ◆ Read the column with the longest entries first, then the column with the shortest entries.
- ◆ Draw a line through each entry as you find its answer.
- ◆ Guess only after you have eliminated all the ones you know to be correct.
- ◆ Do not choose an answer that is listed directly opposite its correct stem.
- ◆ Do not choose an answer that is listed at the end as an extra answer at the end of the list.

Completion questions

- ◆ Look for grammatical agreement cues, like “a” or “an” before a blank.
- ◆ After you’ve filled in an answer, read it to see if it sounds right.
- ◆ Look for cues to the question you’re answering in other questions on the test.
- ◆ Assume the length of the line to be filled in might be a cue.
- ◆ Write a phrase if you cannot remember the exact word.



Prepare for Objective Tests

Apply the Principles of Test-Wiseness

Use the test itself to increase your best possible grade. Learn to make smart guesses

#1 Multiple-Choice Questions

- Read the question and underline its key words
- Anticipate the correct answer
- Eliminate unlikely answers
- Draw a line through each answer which you eliminate
- Be sure the stem agrees grammatically with its answer
- Use cues on the test to guess answers when you do not know the correct answer:
 - If one alternative is more general than the others, then it might be correct because it covers the most choices
 - If two alternatives have nearly the same meaning, then both are probably wrong
 - If the alternatives list a series of numbers or dates, then the highest and lowest are probably wrong
 - If most of the correct alternatives have been the longest, then guess the longest alternative

#2 Matching Questions

- Begin by reading the column with the longest entries. Then glance over the column with the shortest entries to find the answer
- Draw a line through each entry as you find its answer
- Guess only after you have eliminated all the ones you know to be correct
- Do not choose an answer that is listed directly opposite its correct stem
- Do not choose an answer that is listed at the end as an extra answer at the end of the list

#3 True-False Questions

- Read each statement and underline its key words. To be true, the entire statement must be true 100% of the time.
- Statements with absolute or exact words such as the following words tend to be wrong: all, always, must, necessarily, everything, every, definitely, exclusively, exactly, completely, never, no, none, without exception, impossible, cannot, nobody
- Statements with qualifying or indefinite words such as the following words tend to be correct: almost always, usually, probably, frequently, often, some, sometimes, seldom, infrequently, perhaps, rarely, hardly ever

#4 Completion Questions

- Read each sentence carefully and underline its key words
- Look for cues of grammatical agreement, like "a" or "an" before a blank
- Decide if the answer you fill in sounds right
- Look for cues in other test questions in other parts of the test
- Assume the length of the line to be filled in "might" be a cue
- Write a phrase if you cannot remember the exact word