Test Taking Skills

Areas of Emphasis in Social Studies

- Don’t rush, but pace yourself, read the entire question and look for keywords.
- If you don't know the answer, come back to it after you finish the rest of the test and make an educated guess. (process of elimination)
- Eliminate answers you know aren't right. Literally cross them off on the paper.
- Read all the choices before choosing your answer.
- Consider carefully words such as “never,” “always,” “only,” and “every”
- Stay on topic
- Make sure that you understand what the question is asking you, if not ask your instructor.
- Make a quick outline before writing your essay. This way your essay will be more organized and fluid.

Areas of Emphasis in Math

- Don’t spend too much time on a problem you are stuck with if it is a timed test.
- Read the entire question and look for keywords.
- On another part of the test you may find something that will help with that question.
- If you don’t know an answer, skip it and go on with the rest of the test and come back to it later.
- Try not to leave an answer blank, show your work/write down your thoughts, even if you don’t get the exact answer, partial credit is sometimes awarded.
- If you don't know the answer, come back to it after you finish the rest of the test and make an educated guess. (process of elimination)
- Read all the choices before choosing your answer.
- Consider carefully words such as “never,” “always,” “only,” and “every”
- Don't keep on changing your answer, usually your first choice is the right one, unless you miss-read the question.
- Begin with the questions you are most certain about.
- Read through the entire list of answers before starting the questions
Areas of Emphasis in Science
- Immediately after scanning the test, jot down reminders of things you might forget.
- Read the entire question and look for keywords.
- If you don’t know an answer, skip it and go on with the rest of the test and come back to it later.
- On another part of the test you may find something that will help with that question.
- Prepare adequately so you are looking forward to doing well instead of fearing the experience and outcome.
- If you don't know the answer, come back to it after you finish the rest of the test and make an educated guess. (process of elimination)
- Read the question and come up with the answer in your head before looking at the answer choices, this way the choices given on the test won't throw you off or trick you.
- Read all the choices before choosing your answer.
- Consider carefully words such as “never,” “always,” “only,” and “every”
- In a question with an "All of the above" choice, if you see that at least two correct statements, then "All of the above" is probably the answer

Areas of Emphasis in English
- Quickly survey entire test before you begin.
- Read the entire question and look for keywords.
- Ask the instructor for clarification if you don’t understand what the test is asking for.
- Write legibly, if the teacher can’t read it is wrong.
- When you are finished look over the test to be certain you have answered all the questions and didn’t misread or misinterpret the question. Watch out for careless mistakes.
- If you don't know the answer, come back to it after you finish the rest of the test and make an educated guess. (process of elimination)
- Read the question carefully and make sure that you answer everything that it asks for; some short answer questions have multiple parts.
- Unless it is specifically stated that you don’t need to, write in full sentences.
- Read all the choices before choosing your answer.
- Consider carefully words such as “never,” “always,” “only,” and “every”
- Read the directions and questions carefully, take note of the verbs (describe, compare, contrast, prove…) and answers the questions the way the question as is asked.
- Make sure that you understand what the question is asking you, if not ask your instructor.
- Focus on one main idea per paragraph.
- If you have time left at the end proofread your work and correct any errors.