

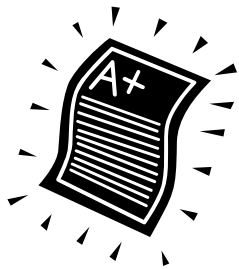
# Improving Test Taking Skills

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# Test Taking

In addition to learning better note-taking skills and study skills, this workshop will give you strategies for taking a variety of different types of tests.

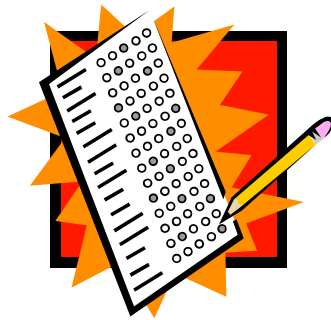


# Before the Test

Ask the following questions:

What will the test cover?

Will your test be on Chapters 1-5  
or only on Chapters 1 and 2?



# Before the Test

Ask the following questions:

What kind of test will it be?

Will it be multiple choice, true and false, essay?



# Before the Test

Ask the following questions:

How long will the test be?

How much time are you going to have to spend on each question?



# Before the Test

Ask the following questions:

How will the test be scored?

If you need to skip a few questions  
how will it affect your score?



# Before the Test

Ask the following questions:

How much of the test is from the book and how much from the lecture?

Know what you need to study.  
What information do you need to be concentrating on?



# The SQ3R Method of Studying

- **SQ3R** is a study technique which can be used for every textbook assignment and in studying for an exam. It is an acronym which stands for SURVEY, QUESTION, READ, RECITE, and REVIEW.



# The SQ3R Method of Studying

- **SURVEY** or skim an assignment before you actually read it. This should not take more than a few minutes. The information that should be surveyed are the title, headings, subheadings, introduction, summary, and concluding paragraphs. The purpose in surveying is to help you organize a framework of the assignment, chapter, lecture notes and/or book in your mind.



# The SQ3R Method of Studying

- **QUESTION** your reasoning for reading the assignment by asking who, what, when, where, why, and how questions about the areas you surveyed or skimmed. Try to turn the section headings into questions with the idea of finding the answers to your questions.



# The SQ3R Method of Studying

- **READ** the assignment to answer the questions that you previously developed. This will assist you in becoming an active reader and will also improve your comprehension. Your speed and ease of reading will depend on your purpose in reading the material, the difficulty of the material, and your familiarity with the material.



# The SQ3R Method of Studying

- **RECITE** or write out the answers to the questions you previously developed. At the end of each assignment, stop and try to answer your questions. This is probably the most important step. Two reasons why this is important are: 1) it keeps your attention on the task and 2) it corrects mistakes.



# The SQ3R Method of Studying

- **REVIEW** is done at the end of each assignment. It should be brief and should last from five to ten minutes. Check your memory by covering up the notes and trying to recall the main points. A final review should be done prior to an examination, but should not be in the form of cramming. It is better to review a few times before the final to ensure success.
- At first, the SQ3R method may seem strange and difficult. After you become comfortable and familiar with the method, it will result in greater mastery of your assignments and more success in college.



# Studying for the Test

## Decide What to Go Over for Your Final Review

Collect your notes, assignments,  
reports, reading materials.

Those things you know **least**  
study **first**, review the things you  
know well, last.



# Studying for the Test

## Outline Your Review

By outlining, you can determine what information is important and what you need to spend time reviewing. If you keep up with the course work as your course goes on, studying should be no more than a review.



# Studying for the Test

## Note Cards

When you need to learn a lot of facts for a test, use association.

Create note cards with questions and answers that you can use for review over and over again.



# Studying for the Test

## Prepare for Essays

Know your information in the shortest possible form so that you can recall it quickly into sentences and paragraphs. Use your time wisely on an essay exam by dividing your **time** among each question.



# Studying for the Test

## Prepare Yourself Physically

Get a good night sleep. Eat a moderate meal and avoid caffeine if you are prone to jitters.



# Studying for the Test

## Avoid Cramming

Try to do something relaxing the hour before the test- last minute cramming will cloud your mastering of the overall concepts of the course. If waiting for the test causes anxiety, distract yourself by reading a magazine or newspaper.



# Test Taking Strategies

## Multiple Choice:

Read all of the options first, then eliminate the most obvious.

Unsure of the answers? Rely on your first impression, then move on quickly. Beware of words like "often", "sometimes", and "always".



# Test Taking Strategies

True and False:

You always have a 50/50 chance of correctly answering a T or F question. Be aware of words like "not", "never", and "always". If a part of the question is false, then the entire question is false.



# Test Taking Strategies

## Short Answer:

Be sure to budget your time. If some questions are worth more than others, plan to spend more time answering them. Answer each question. Write what you know even if you don't know the complete answer. Review your answers and make corrections.



# Test Taking Strategies

## Essay Questions:

Do you know how much time you can spend on each question? Work quickly and draw up an outline. Pace yourself. Be realistic. Answers should be logical and clear. Begin your answer with a summary sentence. Avoid rambling and repetition.



# Additional Strategies

- Answer all the questions
- Do not change answers unless you are sure
- Use ALL of your time – review your answers



# Additional Strategies

- Go to class.
- Complete your assignments
- Get to Know your Professor.



Thank you for completing this workshop

Please give us your feedback – [click here](#)

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