# Taking Objective Tests

Of course, the best way to be able to answer any test questions is to have studied and reviewed so well that you know the material thoroughly, but some techniques are presented here that can help you when you are unsure of the answer.

## TIPS FOR ANSWERING MULTIPLE-CHOICE QUESTIONS:

1. Anticipate the answer. Try answering the question before you look at the choices. This gets your mind working in the right direction and helps you recognize the correct alternative when you see it.
2. Consider all the answers. Don't just mark the first answer that "looks good."
3. Try rephrasing the question if you are not sure of the answer. Sometimes rewording a question jogs your memory and supplies the answer.
4. If you have to guess, first eliminate the wrong or unlikely choices. This increases the odds that your guess will be correct.

## TIPS FOR ANSWERING MATCHING QUESTIONS:

1. Read all the items in both columns before answering any questions.
2. Answer those you know first.
3. Find out whether each answer is used only once. If you are allowed to write on the test, cross out the letter after you use it so that you can see what is left.

## TIPS FOR ANSWERING SENTENCE COMPLETION (FILL IN THE BLANK) QUESTIONS:

1. If you don't know the exact answer, come as close as you can. You might at least get partial credit.
2. Check the number of blanks. Occasionally an instructor will leave the same number of blanks as the number of words in the answer.
3. Look for **a** or **an**. A word that starts with a vowel should follow **an**, a word that starts with a consonant should follow **a**.

## TIPS FOR ANSWERING TRUE/FALSE QUESTIONS:

1. Watch out for absolute words like **always**, **never**, and **entirely**. Since few things in life are always true, questions using these words are often false.
2. If *any* part of the statement is wrong, *the whole thing is false*: Example**,** "The Volkswagen is a small foreign car made in France," is **false**.

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