



Reading Study Center  
(920) 424-1031  
N/E 201

## Ten Tips for Taking Tests

### True/False

1. Know and identify qualifiers and 100 percent words.
  - a. Qualifiers are words that make statements more specific.
    - i. Examples of qualifiers are: all, most, some, often, sometimes.
  - b. 100 percent words are qualifiers that make a question true without exception.
    - i. Examples of 100 percent words are: no, never, all, none, best, worst, only.
2. Watch for negative words!! They can change the whole meaning of the question.

### Multiple Choice

3. Think with your pen.
  - a. Circle key words.
4. Understand the True/False Technique.
  - a. This technique has you turn the question into a statement and then you need to keep track of your answers, crossing out options that are not correct.
5. Read all your options, eliminating obvious ones.

### Short Answer

6. Think before you write.
7. Write direct, concise answers using words sparingly.
8. Answer easy questions first.

### Essay

9. Read all the directions, identifying the topic, limiting words, and direction words.

10. Write down an outline, making sure you budget your time appropriately.