**Techniques for Answering Multiple Choice Questions**

**Tips:**

1. ATTEMPT to answer all questions
2. Read all instructions
3. Read ALL options provided before selecting one
4. Highlight key words to make sure you know what the question is asking
	1. E.g. “What is NOT an example of…?”
	2. Any words that deal with specific content of the article
5. Check with the text to be sure you have selected the right answer
6. If two answers seem optional, weigh them and pick the one that seems most correct
7. Beware of “distractors” (incorrect answers) like “e. All of the above”
8. For giving “the best meaning” of a word, you must look at the word in the sentence
9. Use process of elimination for questions that stump you
10. Make an educated guess for questions that you simply don’t know the answers to:
	1. If two options are similar with slightly different wording, one of these is likely correct
	2. If two options mean the same thing, both are likely wrong
	3. A longer, more specific option than all others is usually correct
11. Do not apply the “if all else fails, choose C” strategy

**Techniques for Answering Open-Response Questions**

**(Paragraph / Short Answer)**

**Tips:**

1. ATTEMPT to answer all questions
2. These answers are supposed to fill six lines in “regular sized” handwriting; markers aren’t fooled by oversized writing
3. Read the entire question before answering
4. Write on the assigned topic; do not answer what is not asked for
5. Use FULL and correctly-written sentences
6. Use your best grammar and spelling; lots of errors lead to distraction away from meaning
7. Use your best writing; responses that are illegible cannot receive full marks
8. Look for key words like “identify,” “explain,” “summarize,” or “describe” in the question to know how to respond
9. Be aware of questions that ask for:
	1. answers that are hidden in the text
	2. answers that are based on conclusions that you’ve drawn about the text
10. Offer examples in short responses
11. Offer your own experiences (if prompted) to make connections between the text and your own life
12. Answers should have a definite structure
	1. Begin with the answer
	2. Continue with proof (details from the text, examples, etc.)
		1. For longer paragraphs, offer the required number of points, proofs, and comments
		2. For short answers, offer one or two examples and explain why they are good examples of the idea you’re proving
	3. Conclude with a closing sentence