



## Test Taking Tips for Short Answer Tests

### Short-Answer Tests—What are they?

Short answer tests ask you to write one word, a group of words, a sentence, or even a paragraph. Some things to consider:

1. **Study facts.** Short-answer tests are recall tests. To prepare, concentrate on vocabulary and key details. Use flashcards, writing the key terms, dates and concepts on the front and the definition, event, and explanation on the back.
2. **Be sure you answer the question.** Answer what you are asked to do. Some short answer questions have multiple parts. 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 usually given.
3. **Write clearly and briefly.** Focus on providing the important points in a clear and concise manner. Don't be too wordy. If you can think up more than one answer for a question, ask the instructor what to do.
4. **Look for links in ideas.** As you read the sentence, substitute the word blank for the blank. This helps you figure out what's missing and how the sentence will sound when complete.
5. **Use common sense to make sure your answer is logical.** The correct answer is the one that **best** answers the question. Try to anticipate questions that will be asked on the test and prepare for them. Usually what your instructor emphasizes in class will be on the test.
6. **If you don't know the answer, come back to it after you finish the rest of the test and make an educated guess.** Often, other parts of the test may give you clues to what the answer may be.