

## Homework tips:

### Taking a multiple choice test

1. Ask the teacher ahead of time if there is a penalty for guessing. Normally there is not a penalty on a classroom test.
2. Read the question carefully and think of an answer **before** you see your choices. Read the choices to see if your answer is there. If so, it is probably right. Read the other answers quickly to be certain.
3. If your answer is **not** one of the choices, then read all the choices carefully and start to eliminate choices.
4. Cross out any answers that are obviously wrong.
5. When you narrow your choices to two, try each answer with the question to see if they both make sense. Sometimes you'll find a hidden clue, like a subject/verb agreement that gives it away.
6. If you are confused by "all of the above" and "none of the above" questions and they tend to take up too much time, leave all of those blank and go back to them. These questions have an element of logic to them, and some people take longer than others to work out logic problems. If you find that they require a little extra concentration, you may need to treat them as a separate section.
7. Mark any questions that you leave blank so you'll know to come back to them.
8. If you are stumped about a word, dissect it for clues. Think about the meanings of the prefix or suffix. Compare it to other words that start with the same letters. For example, the prefix "epi" is found in the word epidermis, which refers to the top layer of the skin. What can you discern, then, about a plant called an "epiphyte?" Would it have roots that stretch deep into the dirt or would it grow on the surface of something?
9. Don't second-guess yourself. If you make an educated guess the first time around, don't go back and start changing your answers around.
10. Keep an eye on the clock to give yourself time to re-visit the questions you left blank.

**Bonus tip:** If all else fails, choose B or C! A few studies show that those answers are correct at a slightly higher rate than A or D.

You probably know that breakfast is the most important meal of the day. It's a message that we hear many times as we grow up. Still, some students skip their morning meals on a regular basis because they're sleepy, they're running late, or they're just not hungry in the morning.

If you're facing an important test, this might be a good time to change your eating habits. Studies have shown that eating a good breakfast can actually enhance your performance on a test. One study in particular shows that "Breakfast consumption has a short-term effect in improving selected learning skills, especially work memory."

You don't have to make a drastic change in your morning routine to bring about positive results. It's easy to find a [healthy breakfast food](#) that you can prepare ahead of time. It's a small step with a big payoff!

## **Taking tests in general:**

**Look over the entire test as soon as you receive it.** Take time to evaluate the test, in order to determine how much time you should spend on each section. For instance, if you find a multiple choice section followed by two large essay questions, be sure to give yourself enough time for the essays. Assign a time limit to each section. You can always go back if you finish early.

**Pay close attention to directions.** Read them twice, if possible. Don't make assumptions.

**For multiple choice questions, try to answer the question before looking at your choices.** If you're right, one of the choices will match your answer.

**Tackle the easy questions first.** Skip over any questions you're not sure about. Sometimes answers come clear to you later, after you take a second look at the question. (Sometimes, the answers even appear in the essay question or elsewhere!)

**Every time you skip a question, be sure to mark it.** How many times have you left an answer blank by accident? Ouch--what a waste. Be sure to make a star beside questions if you skip them. Don't leave any blanks.

**For defining terms, concentrate on themes and chapter titles.** If you're facing a list of terms to define and you're unsure about a few, think back to major themes (usually found in chapter titles). Ask yourself: where might that term have appeared? Take a guess if you're not sure. You may get partial credit if you're close.

**Stay positive!** If you start to doubt yourself, you may go blank. Keep concentrating on your strengths.

## How Successful Students Prepare for Tests

Are you really doing everything you can to prepare for tests? Re-reading the chapter and looking over your notes is *not* enough. Below is a list of tips for test preparation from successful students.

- **Keep up to date with assignments.**
- **Take notes in *every* class *every* day. This includes asking questions when you don't understand.**
- **Process information as you come to it. Learning information is much different than "becoming acquainted" with it.**
- **Process information systematically. Label in the margin works well for most people.**
- **Adapt it to suit your learning styles. Capitalize on the discipline label in the margin requires and make it habit to process information from texts and lectures, not just go over it.**
- **Have a study place that is free of distractions.**
- **Have a specific time for initial study of each subject. You may need more than this time, but having a set time will save you time .**
- **Make summary sheets, flash cards, and practice tests.**
- **Always carry some kind of pocket work and make use of wasted spare minutes by reciting and thinking about what you are learning.**
- **Learn something new or difficult in you strongest intelligence, sense or in your dominant hemisphere. Reinforce it with as many different ways as possible.**
- **Find a study partner or two in each class and routinely take turns teaching each other the material during or after school and even on the phone.**
- **Prepare for each class as if there will be a pop quiz.**

## Preparing for an Essay Test

Essay questions are based on themes and overall ideas. Teachers like to use essay questions because they give students the opportunity to express everything they've learned over the weeks or months, using their own words. Essay test answers reveal more than the bare facts, though. When submitting essay answers, students are expected to cover lots of information in an organized, sensible manner.

But what if you prepare for an essay question and the teacher doesn't ask one?

No problem. If you use these tips and understand the themes and ideas of the test period, the other questions will come easily.

**Review chapter titles.** Textbook chapters often refer to themes. Look at each relevant title and think of smaller ideas, chains of events, and relevant terms that fit within that theme.

**As you take notes, look for teacher code words.** If you hear your teacher use words like "once again we see" or "another similar event occurred," make note of it. Anything that indicates a pattern or chain of events is key.

**Think of a theme every day.** Every few nights as you review your class notes, look for themes. Come up with your own essay questions based on your themes.

**Practice your essay questions.** As you do, make sure you use vocabulary terms found in your notes and text. Underline them as you go, and go back to review their relevance.

If you take effective notes and think in terms of themes as you study each night, you'll be prepared for every type of test question. You'll soon find that, in understanding the theme of each lesson or chapter, you'll begin to think more like your teacher thinks. You will also begin to form a deeper understanding of the test material overall.

# Find Time to Study

Don't cheat yourself! Study time is critical to success, so plan wisely and be prepared.

## [How to Say No](#)

Learning to say no to people is one of the best things you can do for yourself, yet many people find it extremely difficult. Why? Because they want to be liked. The ironic thing is, people will like you better and respect you more if you say no when it's appropriate!

## [Be On Time](#)

It's essential the students understand the importance of being on time. Students who are always on time are the people who earn the best grades, win scholarships and get into great colleges. In the working world, the people who are always on time are the people who get promotions.

## [5 Motivation Tips for Students](#)

Do you need motivation for doing your homework? Sometimes we all need a little prodding when it comes to getting our work done. If you ever feel like homework is pointless, you may find inspiration in the following tips. The problems below have been submitted by real students.

## [Embarrassing Distractions](#)

Gas in class? This is just one of the embarrassing distractions that can interrupt your studies and distract you. Successful students know how to avoid classroom distractions. Now you can too!

## [Remembering Homework Assignments](#)

I left my homework at home! How many times have you said this? It's a terrible feeling to know you're going to get a failing grade on homework after you actually did the work. It seems so unfair! There are ways to prevent this dilemma and others, but you must be willing to prepare ahead of time to save yourself from future headaches.

## [Time Management Tips](#)

Good time management skills can help students increase their grades and overall school work performance. By learning to complete assignments on time every time, students will have a better classroom experience. Discover which tips are right for you.

## [Student Planners](#)

Student planners and day planners are essential tools for maintaining good grades. Who can afford the occasional bad grade that comes from forgetting a due date? Good organizational skills can make the difference between a so-so grade and a great grade at the end of the school year.

## [Meet Goals With a Daily Task List](#)

Students, one way to meet your goals is to keep a daily task list. This is a handy tool borrowed from the most successful business leaders.

## [Lighten Your Backpack](#)

Backpack a pain? Studies show that up to 64 percent of students complain of back pain from carrying heavy backpacks. Learn how to lighten the load and save yourself from future aches!

## [Organize Your Homework Assignments](#)

Organize your homework and your life with the Yahoo! calendar feature. Find easy step-by-step instructions for getting organized, whether you're working alone or you're creating a group project.

## [Sleep Deprivation and Homework](#)

Do you suffer from a lack of sleep? Many students sacrifice sleep when it comes to making a choice between having fun, doing homework and getting to bed on time.

## [Backward Planning](#)

Complete your assignments on time with backward planning. If you have trouble getting started on a project, try starting at the end for a change. Assignment deadlines make more sense when you look at them from end to start!

## [Do You Put Off Your Homework?](#)

All of us procrastinate from time to time. But sometimes, putting things off like homework or research can really hurt in the long run. Don't listen to the little con man inside your head!