

# Test Taking – Essay Tests

The **RULE WE** Method

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## **R**ead the question.

- Read all parts of the question. Many essay exams include multiple parts. Be sure to answer all of the parts.

## **U**nderline key words.

- Key words for essay tests are: analyze, categorize, classify, compare, contrast, criticize, evaluate, defend, define, discuss, describe, enumerate, evaluate, explain, illustrate, justify, provide, relate, summarize, and trace.
- Define the key words to yourself before answering the question.

## **L**ist or outline the major points.

- Write out the major points you studies related to the question.

## **E**mphasize the details for each of the major points.

- Under each of the major points, write at least 2 details

## **W**rite the answer.

- All questions follow the rules of grammar. Narrow your choices by eliminating possible answer that do not produce grammatically correct sentences.

## **E**valuate your answer.

- Re-read the question and then read your answer to make sure that your answer matches the question.
- Add information to clarify points that were not adequately explained.
- Correct any grammatical or spelling errors.

Source: Learning Toolbox, Steppingstone Technology Grant, James Madison University.