

* Find out what the question is asking: If the question says compare two items, do not just explain the two.
* Make a quick outline when test time has begun. Write down important facts and information
* Get to the answer right away. Don’t waste time with introductions unless you can tie them into the answer.
* Bring out facts and ideas at the beginning. Don’t wait until the end of the essay.
* Write clearly and with a pen (unless otherwise instructed).
* Be brief! Don’t be wordy to try to fill up space.
* Try to write on one side of the paper. Since the ink shows through.
* Review answer for grammatical or informational mistakes.