

* Read questions closely:
	+ Look for key words that may have been used in the text book or lecture to jog your memory of specifics.
	+ Try to figure out what specific details the question is looking for
* Use key words (terms) in your answer:
	+ Try to use words similar to the Instructor’s words during the lecture.
* Use many specific facts in your answer:
	+ Work your answer precisely. Do not use generalities. Use concrete facts and wording.
* Ask for clarification if the question can be answered more than one way.
* Look for grammatical clues in the question (a/an, singular/plural verbs, and pronoun gender).
* Watch for spacing:
	+ Questions that have a long space usually mean the questions have a long answer.
	+ Questions that have more than one space usually mean more than one answer are needed.