[](http://www.google.com/imgres?imgurl=http://www.testpreppractice.net/TEAS/teas-images/PPK-study.jpg&imgrefurl=http://www.testpreppractice.net/TEAS/&h=300&w=347&tbnid=IKbSDYLCddwEtM:&zoom=1&docid=D9uSxTYOkrw4rM&ei=plaAVcfZEY3bsAS1-pzQCQ&tbm=isch&ved=0CGwQMygwMDBqFQoTCMfEq9HYlMYCFY0tjAodNT0Hmg)

* 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.