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***Tips on Taking Essay Exams***

1. **Read the directions and all the questions before you begin writing.** If provided, check the grading rubric so you know where to focus your time.
2. **Mark your exam sheet.** Circle or underline important words. Jot down a brief list of ideas you want to include in each answer.
3. **Plan out your time for each question.** Be sure to include enough time to read over your answers.
4. **Leave off the introduction.** You do not have time to create a typical five paragraph essay.
5. **Put your answer at the beginning of the essay.** Be sure to reflect the question in your first sentence.(e.g. “Four mnemonic strategies that students can use to help recall information for an exam include …”)
6. **The majority of the essay should provide support for your answer.** Use evidence and avoid including your personal opinion.
7. **Use a recognizable organizational pattern.** Examples include: Decreasing importance, chronological, process, compare & contrast.
8. **Use transitions.** This makes your essay easier to follow. (e. g. “The ***first*** mnemonic is…)
9. **End with a summary sentence.**

Image source: <https://www.editage.com/insights/4-step-approach-to-writing-the-introduction-section-of-a-research-paper>