

## A Guide to Taking Multiple Choice Tests



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### General Guidelines

- Read the stem with each possible answer.
- Keep in mind that words like *not*, *false* and *incorrect* can completely change the meaning of the statement.
- When you decide an answer is not ~~correct~~, draw a line through it.
- Do not change your first answer unless you are sure you made the wrong choice.

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### Strategies for True/False tests

- Guessing gives you a fifty-fifty chance.
- No amount of guessing can replace knowledge of the answer.
- Nevertheless, you should be aware of strategies to use if you are not sure.
- While these strategies won't apply every time, they will make you aware of possible tricks used by test makers.

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### Additional True/False Strategies

- Assume statements are true unless you know they are false (test makers generally include more true than false questions).
- If any part of the statement is false, then the whole statement is false (partial truth).
- T/F statements that tend to give reasons tend to be false.
- A negative word or prefix does not necessarily make the statement false.

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### All-or-nothing words In-between words

- All-or-nothing words allow no exceptions  
– *all, always, every, exactly, invariably, none, never, nothing*
- In-between words indicate possible exceptions (statements are usually true)  
– *few, frequently, generally, many, most, often, seldom, usually, probably*

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### Summary for True/False tests

- Fifty-fifty chance
- Partial truths
- Negative words
- All-or-nothing words
- In-between words

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