

## **Key Tips in Answering Exam Questions**

- Scan all the questions.
- Mark all the questions you could answer.
- Read these questions carefully.
- Choose the correct number (in each section).
- Decide on an order: best answers first.
- Divide up your time.
- Underline key words in the questions.
- Plan your answer.
- Stick to the point of the questions.
- Write your answer.
- Use the plan at every state - e.g. every paragraph.
- Check your answer against the plan. Look out for mistakes.
- If you have time, re-read the questions and your answers and make any necessary corrections.