

How to Approach Multiple Choice Questions

- 1) **Be sure to read any INSTRUCTIONS carefully before answering.**
 - a. Trick - Are you to answer on the sheet? On Scantron?
- 2) **READ THE ENTIRE QUESTION before looking at the answer choices.**
 - a. Trick - Know what is being asked.
 - b. Trick - Cover the answers.
 - c. Trick - Anticipate the answer - while reading the question, anticipate what the answer might be.
- 3) **READ all the ANSWER choices.**
 - a. Trick - Review ALL the answers on the page.
 - b. Trick - If the answer you anticipated is one of the answers, consider it the correct answer.
- 4) **Determine what the question is asking by identifying KEY WORDS in the question.**
 - a. Trick - Underline all of the key words.
 - b. Trick - Look up any words you don't know.
 - c. Trick - Read within the context of what is happening in the sentence to figure out the meaning.
- 5) **ELIMINATE DISTRACTORS (incorrect answers) that are designed to lead you away from the correct answer.**
 - a. Trick - Sometimes they are obvious, other times they are not.
 - b. Trick - Actually cross out the potential answers that don't make sense.
 - c. Trick - Cross out funny answers.
- 6) **Use the PROCESS OF ELIMINATION method to select the correct answer.**
 - a. Trick - Rule out the answers that you know cannot be correct before marking your answer on the answer sheet.
 - b. Trick - Cover up the answers you have already eliminated so you only see those to choose from.
- 7) **REFER BACK TO THE TEXT to ensure that you pick the correct answer.**
 - a. Trick - Double check your understanding of what you read.
- 8) **If you are asked to give THE BEST MEANING of a word "as used in" the selection, refer to the context in which the words appears to find the answer.**
 - a. Trick - Look up the word in the dictionary.
 - b. Trick - Some words have different meanings (for example there, their, they're or to, too, two). The meaning changes depending on the context.
- 9) **Choose the answer THAT MAKES THE MOST SENSE.**
 - a. Trick - Once you have eliminated the obviously wrong answers, choose the answer that makes the most sense.
 - b. Trick - If more than one choice seems to answer the question to a certain degree, choose the one which seems to be most correct.