

TACKLING MULTIPLE-CHOICES QUESTIONS STEP-BY-STEP

The best preparation for a multiple-choice test is thorough knowledge of the material you will be tested on. Once you have the knowledge, all you need to do is tackle the questions using this step-by-step process.

Step #1 Read all the directions carefully. Although most tests direct you to choose the one best answer, some tests require that you choose more than one answer.

Step #2 Read the question or statement and try to answer or complete it before looking at the answer choices. If the answer you have given is among the choices, mark it. For example:

Who was the first man to step foot on the moon?

- a) John Glenn
- b) Flash Gordon
- c) Neil Armstrong
- d) Albert Einstein

Read the question and try to answer. If you studied the information, you probably know the answer. If your response is Neil Armstrong, scan the choices for Neil Armstrong. Bingo, it's "c." Mark the answer and move on to the next question.

Step #3 If you cannot answer the question, read each choice carefully. First look for distracters that are obviously wrong. For example:

Who was the first president to travel by jet?

- a) George Washington
- b) Abraham Lincoln
- c) Dwight Eisenhower
- d) Ronald Reagan

You can eliminate Washington and Lincoln immediately because jets were not built until the 1950's, long after both those presidents were dead. You have now narrowed the answer choices to two – Eisenhower and Reagan. Even if you have no idea when Eisenhower was president, you know for sure that jets were around long before Reagan was president, so your obvious choice is "c."

Step #4 Eliminate choices that do not fit grammatically with the beginning question or statement. For example:

Which cities have hosted the Olympic games twice?

- a) London
- b) Los Angeles
- c) St. Moritz
- d) All of the above

Because the subject of the question is plural (cities), then the answer must be plural. The only answer that is plural is d) All of the above. Pay attention to verbs, too. On completion statements read the statement and the answer choice to see if it sounds grammatically correct. If it isn't, then disregard it as a choice.

Step #5 Eliminate choices that seem too vague or general. Correct responses are often the ones containing specific, detailed information. They may also be noticeably longer than the other choices and are carefully worded.

Step #6 When two choices are exact opposites, usually one of the two is the correct answer. Read them carefully and choose. For example:

At 212 degrees F., water:

- a) freezes
- b) is comfortable for bathing
- c) boils
- d) All of the above

Step #7 Use information included in statements and questions to help you answer other questions. This may be especially helpful when you have completed the entire test and go back to review your answers.