HOW BEST TO RESPOND (& PREPARE FOR !) ESSAY QUESTIONS:

1. Read each question carefully and be sure to answer all parts. If you are not sure what the question is asking, get the teacher’s attention immediately! Others are probably having the same difficulty.

2. Organize your answer around a clear focus. Write a thesis statement that is not only a restatement of the problem/question, but also indicates the main point of your essay.

3. Outline your answer. In the margin or on scratch paper, write down the major points you want to make.

4. Come right to the point. Be thorough, but avoid padding. (This more often confuses or distracts the reader, rather than give the impression that the writer knows what he/she is talking about.)

5. Stick to your subject. Do not try to tell everything you know. Essay testing is designed to measure your ability to select, organize and analyze the details you have learned.


7. Proofread your answers if possible to catch any errors or omissions made in haste.

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