

A UNIVERSITY WRITING CENTER MINI-COURSE

Answering Essay Questions: Reasoning and Strategies

1. An essay exam is designed not only to test your understanding of the facts and information covered in a course but your ability to construct a **clear, organized, and well-supported response**. Often you will be asked to **make sense of and analyze information rather than to simply list facts**. The following steps in responding to an essay exam will help you succeed:
2. Read the entire exam before you answer any individual question. Be sure to pay attention to the opening directions. Read and analyze each question carefully, making sure that you understand what the instructor is asking.
3. Seek clues to the answers in the questions themselves. Look at the verbs in the question--"discuss," "list," "cite," "analyze," "compare," "evaluate." (Know the meaning of these words **before** you take a test.) Look at the nouns--"main features," "the significance of," "which of three positions." Clear clues to the organization of your answer often lie within the question itself. For example, a question which reads, "What are the pros and cons of using pesticides to control mosquitoes?" is asking a student to discuss first then pros and then the cons and not simply one example of each. Three is usually the minimum when a number is not specified.
4. Budget your time. Consider which questions are easy and which are more difficult. A lot a given amount of time to each question, but not necessarily equal time to each.
5. Order your responses. Usually it is best to answer the easiest question first because it may save time. On the other hand, you may want to answer the most difficult question first because you know the most about it.
6. Before you answer a question, make an idea sheet. Jot down any facts, ideas, and specifics you have learned in your study which relate to the question asked. Do this quickly and sort the ideas later. Using our pesticide example above, a thinking student would jot down all the good reasons he or she could remember or think of for using pesticides to control mosquitoes, and then jot down all the ill effects on humans when those pesticides are used. In general, when you have several examples, start with your weakest example and move to your strongest. Saving the best evidence for last helps to keep your reader engaged.
7. Compose your response. Make a simple outline. The introductory paragraph should directly answer the question. Often turning the question into a statement will achieve this. Begin with a clearly stated topic sentence which answers the question and indicates the direction your response will take. Again, looking at our mosquito example, a student would need to consider his or her brainstorming evidence and come up with a topic sentence which accurately reflects the student's position. Possibilities include "New evidence shows that

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