

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

How To Answer Multiple Questions In An Essay

K Morrison



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Table of Contents How To Answer Multiple Questions In An Essay

1. Understanding the eBook How To Answer Multiple Questions In An Essay
 - The Rise of Digital Reading How To Answer Multiple Questions In An Essay
 - Advantages of eBooks Over Traditional Books
2. Identifying How To Answer Multiple Questions In An Essay
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an How To Answer Multiple Questions In An Essay
 - User-Friendly Interface
4. Exploring eBook Recommendations from How To Answer Multiple Questions In An Essay
 - Personalized Recommendations
 - How To Answer Multiple Questions In An Essay User Reviews and Ratings
 - How To Answer Multiple Questions In An Essay and Bestseller Lists
5. Accessing How To Answer Multiple Questions In An Essay Free and Paid eBooks
 - How To Answer Multiple Questions In An Essay Public Domain eBooks
 - How To Answer Multiple Questions In An Essay eBook Subscription Services
 - How To Answer Multiple Questions In An Essay Budget-Friendly Options

6. Navigating How To Answer Multiple Questions In An Essay eBook Formats
 - ePub, PDF, MOBI, and More
 - How To Answer Multiple Questions In An Essay Compatibility with Devices
 - How To Answer Multiple Questions In An Essay Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of How To Answer Multiple Questions In An Essay
 - Highlighting and Note-Taking How To Answer Multiple Questions In An Essay
 - Interactive Elements How To Answer Multiple Questions In An Essay
8. Staying Engaged with How To Answer Multiple Questions In An Essay
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers How To Answer Multiple Questions In An Essay
9. Balancing eBooks and Physical Books How To Answer Multiple Questions In An Essay
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection How To Answer Multiple Questions In An Essay
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine How To Answer Multiple Questions In An Essay
 - Setting Reading Goals How To Answer Multiple Questions In An Essay
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of How To Answer Multiple Questions In An Essay
 - Fact-Checking eBook Content of How To Answer Multiple Questions In An Essay
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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