

Matching/Short Answer/Fill-in-the Blank Exam Questions

Matching

1. **Determine the pattern of the matching questions.** Take a moment before you begin answering questions to determine exactly what is being matched. People with quotes? Words with definitions? Events with descriptions?
2. **Answer the questions you know first.** Often answers to questions you don't know are supplied in other questions. Go back to answer the difficult questions later.
3. **Choose the longest column to read first.** One column will generally have more reading material than the other. If you begin by reading the column with the greatest amount of material, matching it to the column with the least amount of material, you can avoid having to reread the lengthy descriptions each time.
4. **With each answer, cross out the items used from both columns.** This will help you save time by not rereading the material and help you answer more difficult questions by visually taking you through the process of elimination. *Be aware, however, that you may be able to use items from the list more than once. This would mean that an item may be matched with its *definition* AND with an *example* or with the *person* or *date* connected to that word. So, read the directions carefully and know if the items may be used more than once.

Short Answer/ Fill-in-the Blank Exam Questions

1. **You have to “Know Your Stuff”!** You will need to know your subject thoroughly. Unlike an essay test, with short answer or fill-in-the-blank questions, you will not have the opportunity to reveal what you do know in place of what you don't.
2. **There are few, if any, “tricks” for this type of exam question.** Be very familiar with all appropriate vocabulary—the terms and phrases to be covered on the test.
3. **Answer the questions you know first.**
4. **When you prepare for the exam, focus on facts and key words.** Look over the material as though you were going to write the exam. Try to predict appropriate test questions.