For general exam preparation strategies go to Studywell > Exams > Preparing for Exams PPt
Short answer exams tend to require answers that are a sentence or paragraph long.

They mainly focus on knowledge and understanding of terms and concepts of the subject.
Short answer exam preparation template

Breaking unit notes into these categories as you are revising will help you to recall the information and explain it thoroughly in the exam.

<table>
<thead>
<tr>
<th>Key Concepts / Terminology</th>
<th>Meaning in your own words</th>
<th>Issues that need to be explained or clarified</th>
<th>Example / Application</th>
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First, analyse the question so you are clear about exactly what it is asking.

A. **Divide the question into parts if needed**
B. **Underline the topic words (what you are to write about)**
C. **Circle the task words (how you are to write about it)**

**Example Question:**

What is meant by the term Foreign Direct Investment? Describe the difference between the flow of foreign direct investment and the stock of foreign direct investment?
A. **Divide the question if needed:**

1. What is meant by the term Foreign Direct Investment?
2. Describe the difference between the flow of foreign direct investment and the stock of foreign direct investment.

B. **Underline the key words:**

1. What is meant by the term **Foreign Direct Investment**?
2. Describe the difference between the **flow of foreign direct investment** and the **stock of foreign direct investment**.
C. Circle the task words:

1. What is meant by the term **Foreign Direct Investment**?

2. Describe the difference between the **flow of foreign direct investment** and the **stock of foreign direct investment**?
A good short answer in an exam specifically answers the question in the first sentence.

The rest of the paragraph is used to explain your answer.
Example Question:

1. What is meant by the term Foreign Direct Investment?
2. Describe the difference between the flow of foreign direct investment and the stock of foreign direct investment?

Rearrange the words of the question to create the first sentence of the ANSWER.

The first sentence of each part of this question would start:

1. The term Foreign Direct Investment means ….

2. The difference between the flow of foreign direct investment and the stock of foreign direct investment is … An example of this can be seen when...
The whole response:

Direct answer to the question
- Rearrange the words of the question to create your answer

Supporting sentences
- These explain the answer further, such as definition of terms.

Examples
- These clarify and illustrate your points

Concluding sentences
- These restate the main point of the answer
The aim of essay exams is to show your ability to synthesise information and organise your thoughts on paper.

The structure of your answer should include an introduction, body and conclusion in much the same manner as an assignment.

For more information on academic writing structure go to Studywell > Writing > The Writing Structure Overview Pdf
Plan the answer to your question

- Analyse the question in the same way as for short answer exams
  A. Divide the question into parts if needed
  B. Underline the topic words (what you are to write about)
  C. Circle the task words (how you are to write about it)

- Structure your answer using an introduction, body and conclusion

- The length of your essay and the amount of time spent on it should be equivalent to the number of marks assigned to the question.
  - Direct your efforts where they will reap the richest reward
Common types of essay questions that can be asked in an exam

- Explanatory essay
- Interpretive essay
- Argumentative essay
In an explanatory essay:

- You are asked to explain various aspects of a topic.
- It uses task words like describe, outline, explain.
- The usual structure is in a list.

Examples of explanatory questions:

- Outline the factors involved in… (list of factors)
- Explain how … (list of steps in a process)
- Why did the … (list of reasons)
In an interpretive essay

- You are often given some form of data (e.g., scenario, graph, table, picture) and you are asked to apply your knowledge to interpret the information given.

- You need to write about both the knowledge you have and the way it applies to this information.

**Example of interpretive question:**

Read the scenario above and outline the symptoms that lead to this diagnosis and the priority nursing actions that should be taken. Explain the pathophysiological reasons for these actions.
In an argumentative essay

- This asks you to take a position on a topic **giving reasons** for your views.
You should also address any arguments that oppose your position.

**Example of an argumentative question**

“Architecture is considered as much an art as it is a science.” Do you agree?
**QUIZ: Which type of essay question is this?**

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
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<tbody>
<tr>
<td>1) Describe the concept of social mobility.</td>
<td>a) Explanatory essay</td>
</tr>
<tr>
<td></td>
<td>b) Interpretive essay</td>
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<tr>
<td></td>
<td>c) Argumentative essay</td>
</tr>
<tr>
<td>2) Does social mobility vary significantly from society to society?</td>
<td>a) Explanatory essay</td>
</tr>
<tr>
<td></td>
<td>b) Interpretive essay</td>
</tr>
<tr>
<td></td>
<td>c) Argumentative essay</td>
</tr>
<tr>
<td>3) Would you rather live in a society with a high level or a low level of social mobility? Why?</td>
<td>a) Explanatory essay</td>
</tr>
<tr>
<td></td>
<td>b) Interpretive essay</td>
</tr>
<tr>
<td></td>
<td>c) Argumentative essay</td>
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1) Describe the concept of social mobility.

   a) **Explanatory:** Broader scope, quick concept map of as many aspects of the concept you can remember and use examples.

2) Does social mobility vary significantly from society to society?

   b) **Interpretive:** Different focus from previous question, not just descriptive – you need to use examples to describe similarities and differences of the concept in different contexts.

3) Would you rather live in a society with a high level or a low level of social mobility? Why?

   c) **Argumentative:** You need to understand difference between high and low level and make an informed decision and justify your decision.
Preparing for an essay exam

- The best way to prepare for an essay exam is to **write practice essays**.
- Check the Blackboard site for your unit for practice essay questions.
- Discussion questions at the end of chapters in textbooks make good essay questions.
- Write your own essay questions from your notes and then answer them.

For more information on Essay exams go to Studywell > Exams > Essay Exams pdf.
• Multiple Choice exams

1

• Understanding requirements

2

• Exam techniques
There is a common misconception that these types of exams are easy.

“I only have to recognise the correct answer – Right?”

Wrong - Many students find the multiple choice format challenging as there are often numerous questions to answer in a short time frame and the wording can be quite confusing.
For maximum success:

- Understand the purpose of the questions
- Understand the principles behind the question structure

• Multiple Choice exams
What are multiple choice questions testing?

1. Basic Knowledge
Facts, figures, definitions.

Basic knowledge Question
Government intervention into the free flow of trade is most effective in a ____________ industry.

a) mature  b) infant  c) declining  d) proprietary

Suggested learning strategies
Rote learning strategies for memorization.
What are multiple choice questions testing?

2. Application

Applying knowledge to a particular context

**Application Question**

Consider the following scenario:

Derrick Industries wants to sell its services overseas, but only if it can act on its own and service its clients from a central location. Based on these objectives, the appropriate foreign entry mode is:

a) turnkey operation
b) franchising
c) exporting
d) licensing

**Suggested learning strategies**

Read case studies and examples in textbooks.
What are they testing?

3. Analysis, Synthesis and Evaluation
Combining and using knowledge to address a ‘real life’ scenario.

Analysis, Synthesis, Evaluation Question
Copia Engineering Company wants to adopt a more market-oriented management style. To do this they will need to:

a) Think about customer satisfaction as a factor in company planning.
b) Consider technology and cost cutting.
c) focus on locating new opportunities for marketing
d) Both a) and b)

Note answer a) is correct but b) is incorrect therefore the answer must be a) or c)

Suggested learning strategies
Collect and learn information in a table format to easily see distinctions and similarities between concepts.
Tips for answering multiple choice questions

1. Start with the questions you can answer easily
2. Cover the answers and try to answer the question before looking at them
3. Lightly cross out the answers you know are wrong
4. Underline key words in the question.
Tips for answering multiple choice questions

1. Read all the alternatives.
2. Watch for key words like totally, absolutely, all, never, only, always.
3. Translate double negative statements into positive ones.
4. Answer every question unless there is a penalty for wrong answers.
## Multiple choice question examples

<table>
<thead>
<tr>
<th>Type of Question</th>
<th>Sample question</th>
<th>How you can answer this (or increase your chances of guessing correctly).</th>
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</table>
| **1. Complete the statement** | In a theoretically ideal _____ the company monopolises the market and has a major control of the means of production.  
   a) Cartel  
   b) Monopoly  
   c) Duopoly  
   d) None of the above | You are given an incomplete statement and have to select the correct answer to make the completed statement correct. There is sometimes repetition between words in the question and one of the answers. This is often an indication that this answer is correct. |
| **2. Choose the most accurate** | Which of the following options provides the best description of the symptoms of neurosis?  
   a) Anxiety, hysteria, phobias  
   b) Anxiety, depression, lucidity  
   c) Depression, passivity, phobias  
   d) Hysteria, phobias, passivity | In subjects where it is difficult to give an exact answer, you may be asked to choose the ‘most accurate’ answer.  
Read all the answers; don’t just choose the first one that looks right. |
### Multiple choice question examples

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| 3. Negative choices: use of ‘not’, ‘except’ and ‘least’ | Which of the following is not a non-variable overhead?                           | **Convert all negatives to positives** and look for the opposite answer (eg. look for the answers which are variable overheads)  
Select the answer that does not fit in. |
|                                                       | a) Rent                                                                         |                                                                                                           |
|                                                       | b) Raw materials                                                                |                                                                                                           |
|                                                       | c) Loan repayments                                                              |                                                                                                           |
|                                                       | d) All of the above                                                             |                                                                                                           |
| 4. Extension questions                                | The Freudian Electra Complex pertains to:                                        | **Look for grammatical clues** where the question and the answer don’t make a grammatically correct sentence  
e.g. d) does not complete the sentence grammatically so it is automatically incorrect.  
Even if you don’t know the answer, your choices have been reduced by 25%. |
|                                                       | a) males                                                                        |                                                                                                           |
|                                                       | b) females                                                                      |                                                                                                           |
|                                                       | c) electrical activity in the brain                                              |                                                                                                           |
|                                                       | d) does not exist                                                                |                                                                                                           |
### Multiple choice question examples

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| 5. If two of the alternatives are similar, give them your consideration. | Businesses such as ‘Flight Centre’ and ‘Harvey World Travel’ would be considered to be:  
  a) tourism consultants  
  b) airline agents  
  c) tourism promoters  
  d) holiday agents | Be wary of answers which use words like always, never, only, must. These are more likely to be incorrect.  
**Most situations are too complex for absolute extremes.** |
| 6. Absolute terms and generalisations | The Australian Government’s immigration policy specifically related to the Asia Pacific region between 2000 and 2004 was:  
  a) *totally* successful in stopping illegal entry into Australian waters.  
  b) *absolutely* committed to preserving the human rights of detainees.  
  c) *moderately* successful in reducing the numbers of illegal entrants into Australian waters. | |
## Multiple choice question examples

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| 7. Using Numbers | According to Smith & Watson’s (2003) research, about ____% of terminally ill patients admitted to requesting their doctor’s support in assisted suicide.  
   a) 30%  
   b) 20%  
   c) 9%  
   d) 3%  
   What proportion of youth identified in Johnson’s (2002) survey admitted attending underage venues on a regular basis?  
   a) .25  
   b) .75  
   c) ¼  
   d) ½ | The opposite is often the case when the alternatives are expressed in numbers – the most specific is often correct.  
Most answers are not neat round numbers but lecturers often use round numbers when they are filling in alternative answers.  
Look for numbers that are the same but shown in a different format, i.e percentages and fractions. If these occur in the one question they both can’t be right so they are probably both wrong. |
Although not all multiple choice questions are constructed like these examples, hopefully these have given you an understanding of some of the principles behind question construction. This should help you feel less daunted as you can apply a strategy to assist you to narrow down the answer if you are a little confused on exam day.
MYTH: Open book exams are easy because you have all the answers with you.

REALITY: Open book exams generally require more than formulaic answers. You must be prepared for them.
Study for the exam

Prepare your notes

Answer questions carefully

• Open book exams
You need to have a thorough general knowledge of the topics which may be on the exam.

Study your textbook – take notes, do the questions

Summarise your notes from lectures and readings

Develop an overview of the topics which may be on the exam. Understand how they link together

Exam Types
Prepare your notes

You don’t have a lot of time to look for information in the exam. You need to know exactly where everything is.

Use sticky notes or tags in your books

Organise your notes onto cards or pages

Exam Types

a university for the real world
Questions in open book exams require complex answers. You are expected to give a considered answer using reason and evidence to back it up.

Analyse the question so you are clear about exactly what it is asking.

A. *Divide the question into parts if needed*
B. *Underline the topic words (what you are to write about)*
C. *Circle the task words (how you are to write about it)*
Take home Exams: You still need to

- Study for the exam
- Prepare your notes
- Answer questions carefully
More depth required as you have access to online resources not available in an exam situation.

No time limit for writing – risk here is that you spend too long researching and not enough planning and writing.

More distractions.
Preparation strategies

As with open book exams, read through your textbook and work through any chapter questions.

Do preliminary research and bookmark some websites.

Take notes and/or mark sections of your textbook with sticky notes.

Organise and classify your notes into some logical order so once you know the exam topic you will be able to find what you need to answer it easily.
When you get the question...

As with Open Book Exams - Analyse the question so you are clear about exactly what it is asking.

- Divide the question into parts if needed
- Underline the topic words (what you are to write about)
- Circle the task words (how you are to write about it)
- Write a plan for how you are going to answer it – think of the main points you need to include – this will help focus your research and prevent you getting sidetracked.
- Allow time for editing and proofreading

Refer to Studywell > Writing > Editing and Proofreading
Case study exams require you to apply your knowledge to a real life situation.

The exam usually includes:

- A Scenario
- A List of Questions
Read the scenario carefully.

Read the scenario at least twice

- Once to get an overview
- Again to clarify details

Reread the scenario each time to answer a question.
Answer the questions carefully

- Underline the topic words
- Circle the task words

Use evidence from both your knowledge of the topic (eg. Explain a concept) and from the scenario (eg. Explain how it applies in this situation).
Timing

- Allocate time for each question
  Allocate more time for questions with more marks

- If you run out of time with a question, move onto the next one and finish it later

- Finish all questions even if it is only in note form

- Leave some time to reread your answers and edit if necessary.
Photo References (in order of appearance)


student. student.jpg. 300px x 337px: student using laptop crosslegged.