Steps to take with Multiple Choice Questions

The following steps are designed to aid you in taking multiple choice tests. Whenever you encounter a multiple choice question go through each of these steps. This will help you increase your score.
1. Carefully read the question.
2. Reread the question and circle key words.
3. Underline any absolutes, such as *no*, *not*, *none*, *except*, *never*, *only*, and *all*.
4. Box any qualifiers, such as *least*, *most*, *best*, and *first*.
5. Attempt to answer the question before you look at the answer choices.
6. Read **all** the answer choices.
7. Eliminate answers that appear obviously wrong.
8. Select the most correct answer.

Why do each step?

1. **Carefully read the question**: You need to know the question in order to answer it!

2. **Reread the question and circle key words:** This gives you a visual sign of the important or tricky parts of the question and helps you to break the question down, and see what material the question is focusing on.

3. **Underline any absolutes, such as _no_, _not_, _none_, _except_, _never_, _only_, and _all_**: These absolutes can drastically change the answer you are looking for; DO NOT OVERLOOK THEM!!!

4. **Box any qualifiers, such as _least_, _most_, _best_, and _first_:** These words can drastically change the answer you are looking for; DO NOT OVERLOOK THEM! There can be a lot of options that MAKE SENSE, but these qualifiers will determine which answer you choose.

5. **Attempt to answer the question before you look at the answer choices**: Trying to think of the answer before looking at the answer choice can help you think the question through without the distraction of incomplete or wrong information

6. **Read ALL the answer choices**: You need to know all the parts of the question in order to answer it properly.

7. **Eliminate answers that appear obviously wrong**: Using the process of elimination is always good!

8. **Select the most correct answer**

Example:

1. Carefully read the question.
In traditional Chinese culture, which philosophy had the greatest influence on the development of social order and political organization?

2. Reread the question and circle key words.
In traditional Chinese culture, which philosophy had the greatest influence on the development of social order and political organization?

3. Underline any absolutes such as: *no*, *not*, *none*, *except*, *never*, *only*, and *all*.
In traditional Chinese culture, which philosophy had the greatest influence on the development of social order and political organization?

4. Box any qualifiers, such as *least*, *most*, *best*, and *first*.
In traditional Chinese culture, which philosophy had the greatest influence on the development of social order and political organization?

5. Attempt to answer it before you look at the answer choices.
*Try to name Chinese philosophies that we have studied and think about what you know about them.

6. Read ALL the answer choices.
1. Taoism
2. Shintoism
3. Confucianism
4. Marxism

7. Eliminate answers that appear obviously wrong.
1. Taoism
2. ~~Shintoism~~ (This belief system was found in Japan, not China)
3. Confucianism
4. ~~Marxism~~ (It can't be Marxism because that was not a Chinese philosophy, it happened much later, and it was the foundation for communism.)

8. Select the most correct answer.
1. Taoism
2. Shintoism
3. Confucianism
4. Marxism

How Can You Remember the Steps?

R - Read question
C - Circle Key Words
U - Underline Absolutes
B - Box Qualifiers
A - Answer before looking at choices
R - Read all choices
E - Eliminate wrong answers
A - Select correct answer

R CUB AREA!

Are there cubs in the area?

Read, **C**ircle, **U**nderline, **B**ox, **A**nswer, **R**ead, **E**liminate, **A**nswer

Follow these steps and you'll be on your way to great test scores!