

Read the following tips on how to prepare and do an exam. Match headings A-J to paragraphs 1-7. There are TWO extra headings that you do not need to use. When you have finished, transfer your answers to the ANSWER BOX.

PUT TO THE TEST

1. _____

Some students bring good luck charms to school on test days. They might keep a four-leaf clover in their pocket or wear a pair of lucky underwear. While these things can't hurt, there are better ways of doing well on a test.

2. _____

Runners train before a big race. They practise their skills in the same conditions as in the marathon. You can train for a test in a similar way because the goal of a test is usually to apply the skills you have learned and practised in class. For a reading test, there may be comprehension questions. You may also be asked to summarize the text. For a writing test, you may be asked to write a story or give your opinion about something.

3. _____

Just like before a big race, it is a good idea to take care of your basic needs before the test begins. For example, get plenty of sleep the night before. During the day of the test, get enough to eat. Go to the bathroom ahead of time. These things will help you focus.

4. _____

When you get the test, take a quick look at each page and the different sections. Like a runner, you will want to be careful about your rhythm. If you have a limited amount of time to complete the test, you will want to leave yourself enough time for the sections that are worth the most marks.

5. _____

Now don't forget to put your name on the test. Read the instructions and questions very carefully. Take your time. Make sure you understand what you are being asked to do.

6. _____

Some activities get your brain ready so that it will work more efficiently. During a reading test, it can help to do a quick pre-reading exercise. For example, try scanning the text to figure out the topic before you read the whole thing more carefully. Then think about what you already know about the topic. For a writing test, brainstorm your ideas and organize them before you start writing.

7. _____

Some runners use positive self-talk when they are nervous. They tell themselves things like, "I feel good about myself and my abilities. I am not going to worry. I will do the best that I can." Give this strategy a try.

8. _____

Before you hand in your test, review your answers. Unlike a marathon, it doesn't matter who finishes first during a test. Check your grammar and spelling. Make sure your instructor will be able to read your handwriting. Finally, be sure that you answered every question.

(Adapted from www.web2.uvcs.uvic.ca)

HEADINGS

A. GET READY FOR THE EXAM

B. CHECK OUT!

C. DIFFERENT TYPES OF TASKS

D. DON'T HURRY YOUR START

E. LEARN SOME STRATEGIES

F. LUCKY AMULETS

G. MANAGE YOUR TIME WELL

H. PREPARE BY TRAINING YOUR ABILITIES

I. START BY WARMING UP YOUR BRAIN

J. USE YOUR MIND POWER TO RELAX

1	2	3	4	5	6	7	8