ESSAY EXAMS

PLAN

• Carefully read the question
• Make a list of everything the question wants you to answer
• Decide what information is important to answer first
• Take a moment to organize your thoughts and jot down ideas

WRITE

• Give your essay structure by having an introduction, body, and conclusion
• Budget your time wisely; you can always come back to answer more thoroughly if you have enough time
• Keep your writing neat; professors can’t grade what they can’t read

PROOFREAD

• When budgeting time, make sure to leave time to proofread
• Check for grammar, spelling, and sentence structure
• Make sure you answered all parts of the question, reviewing your planning notes

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