**ESSAY EXAMS**

**PLAN**
- Read the question carefully
- List everything the question requires answered
- Order the required answers by importance
- Take a moment to organize thoughts and jot down any initial ideas

**WRITE**
- Structure the essay with an introduction, body, and conclusion
- Budget time wisely and come back to answer more thoroughly if time permits
- Keep writing neat - professors can't grade what they can't read

**PROOFREAD**
- When budgeting time, be sure to leave time at the end to proofread
- Check for grammar, spelling, and sentence structure
- Make sure all the parts of the question have been answered - review planning notes