

## The BRAVO Strategy

<b>B - Breath</b>	<ul style="list-style-type: none"> <li>• Arrive early and get a good seat</li> <li>• Relax, take deep breathes and lower your heart rate</li> </ul>
<b>R - Review</b>	<ul style="list-style-type: none"> <li>• Do not pick up your pen and read over the test/exam before you start</li> <li>• Get an overall sense of the test</li> <li>• Look for questions that are familiar, unfamiliar, easy, difficult, etc.</li> <li>• Devise a game plan for writing your answers</li> </ul>
<b>A - Answer</b>	<ul style="list-style-type: none"> <li>• Read the question carefully</li> <li>• Follow all instructions</li> <li>• Answer each question fully, in detail, add more if in doubt</li> <li>• Answer the easy questions first</li> </ul>
<b>V - Verify</b>	<ul style="list-style-type: none"> <li>• Take a few minutes after each answer to make sure you are on the right track</li> <li>• Do not rush and verify that you followed all instructions</li> </ul>
<b>O - Oversee</b>	<ul style="list-style-type: none"> <li>• At the end, put your pen down</li> <li>• Take some time to review your work</li> </ul>

## Short Answer Questions

- **Analyze the question carefully**
  - These questions will state exactly what is expected. For example define, list, give an example, describe, etc.
  - Students will lose marks because they don't answer the question.
- **Specific questions requires specific answers**
  - Don't do an information dump! Your professor is looking for specific answers.
- **The number of marks given for a question usually indicates the number of points or items you should include in your answer.**
  - For example, if the question asks to "Give two examples", then the marks for that question will probably be distributed between both examples.

## Essay Question

There are five steps you can follow to help you with your essay questions:

1. **Analyze the question**
2. **Brainstorm ideas**
3. **Organize the information**
4. **Write your answer**
5. **Check your work and make edits**

## Multiple Choice Questions

- **Consider the total number of questions and the time limit**
  - For example, if you have 60 questions to do in one hour, then you will have 1 minute to do each question.
- **Analyze the question carefully**
  - Read the question carefully and don't overlook key information.
- **Pay careful attention to the 'negatives' and 'parts of words'**
  - For example, the sentence 'It is **un**wise **not** to study for an exam', actually means 'It is wise to study for an exam'.
- **Go through the whole test or exam once**
  - You should answer the questions that you're sure of and make note of those that you find difficult.
- **Return to the hard questions**
- **Return to unanswered questions**
  - Make an educated guess.
  - Be careful of those questions where you could lose marks for the incorrect answer. Ask your professor how your test or exam will be marked.
- **Try to think about the answers before you read the options**
  - It is good practice for you to cover up the options and then try to answer the question. This will help to eliminate those options that are not correct.
- **Read all of the options before you pick one**
  - Look at all of your options first to avoid picking the wrong answer.
- **When deciding between two similar answers, you should:**
  - Determine the differences between the answers;
  - Decide how the question reflects the difference;
  - Try to imagine each alternative as the answer; and
  - As a last resort, make an educated guess.