Test Taking – Essay Tests
The RULE WE Method

R - Read the question.
   - Read all parts of the question. Many essay exams include multiple parts. Be sure to answer all of the parts.

U - Underline key words.
   - Key words for essay tests are: analyze, categorize, classify, compare, contrast, criticize, evaluate, defend, define, discuss, describe, enumerate, evaluate, explain, illustrate, justify, provide, relate, summarize, and trace.
   - Define the key words to yourself before answering the question.

L - List or outline the major points.
   - Write out the major points you studies related to the question.

E - Emphasize the details for each of the major points.
   - Under each of the major points, write at least 2 details

W - Write the answer.
   - All questions follow the rules of grammar. Narrow your choices by eliminating possible answer that do not produce grammatically correct sentences.

E - Evaluate your answer.
   - Re-read the question and then read your answer to make sure that your answer matches the question.
   - Add information to clarify points that were not adequately explained.
   - Correct any grammatical or spelling errors.

Source: Learning Toolbox, Steppingstone Technology Grant, James Madison University.