**Tips for Successful Writing: Taking Tests and Quizzes That Require Short Written Responses**

In some classes, you may take tests and quizzes that required short answers. The answers to these assessments should be approached in the same way that you approach writing a paper or completing any other written assignment and with the same care.

Here are some tips for answering short answer questions on tests and quizzes:

1. Approach short answer questions just as you would any test/quiz. Give the best answer you can.
2. First, read the question carefully and make sure that you understand it. Look for keywords or concepts that will help you to understand what is being asked.
3. Then think about what you know about the topic. Consider everything you have read and learned in class about the question before you write the answer.
4. Consider doing a little pre-writing. List everything you can think of about the question being asked. Then determine what you have listed best answers the question.
5. Use complete sentences (unless you have been directed otherwise). Make sure that your sentences are easy to read and clearly answer the question.
6. Read over your answer to make sure that it is the best answer to the question.