### Presentational Test Tips - Help

- Confirm the time and place of the test with your teacher.

- Find out what topics you'll be tested on and if you are allowed to bring any props, visual aids, and how you should dress.

- Be sure to prepare for the oral exam as you would any other exam.

- Anticipate questions that may be on the exam. Prepare answers for the questions and then ask/answer questions that you think might be asked with another person, preferably with someone in your class who knows the material.

- Practice talking in front of a mirror so that you can evaluate your body language and/or record your answers on audio tape and play it back to see how you sound or on a video tape to see how you sound and your composure.

- If you are using the computer or other equipment for your exam, test it out several times and make sure everything is the way you want it to be.

- Show up at least five minutes early so that you can gather your thoughts and not feel rushed. Being late can have an adverse effect on your grade.

- Turn off your cell phone before taking the exam.

- Dress accordingly.

- Maintain good eye contact and posture. Don't slouch if you're sitting or lean if you're standing.

- Pay close attention to the questions asked. If you don't understand the question ask for clarification or ask your instructor to repeat the question.

- Speak in complete sentences. Try not to give one or two word answers whenever possible.

- Be sure to thank the instructor for his/her time when you are finished with the test.

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http://www.testtakingtips.com/test/multiple.htm