**Document 4**

**Guideline to answer multiple choice questions.**

1. **Read the question before the answer choice**

Read the question twice to make sure you know what it is really asking. Then, see if you can mentally come up with the right answer before you look at the answer choices; many questions are written in a way that gives you a chance to do this.

**2. Look for the answer among the choices.**

It helps if you already have an idea what you’re looking for. If you aren’t sure, read each choice and consider it. If two choices seem like they could be correct, choose the one that seems stronger. Ask yourself, is there anything about one of these choices that doesn’t sound 100 percent right?

**3. Be careful if you see a negative question.**

We try not to ask too many questions about what’s NOT true, or for an exception. But if you do get one, read the question two or three times to make sure you really understand what it’s asking. Then keep the question in mind as you read through the answer choices, making sure that the answer you choose is answering the negative question.

**4. “All of the above” isn’t necessarily the answer.**

You won’t see many questions with “All of the above” answer choices, but if you see it, don’t assume it’s right. Look at the other choices: are there two choices that are incompatible with each other? If so, they can’t both be right, so “All of the above” won’t be right. At the same time, if you see two answer choices that you’re sure are both correct, then you’ll know that “All of the above” is the answer.