

the work and the exact expectations of the teacher assigning the task. Work neatly and in specific accord with the assignment..following carefully any guidelines that have been given. If the assignment is oral..be just as precise in the following of instructions and always prepare for yourself a little written summary of the oral work. As with the paper (although I failed to mention it in the last paragraph) be sure you use a consistent source for footnotes, bibliography, etc., and have all those things in good form. Unfortunately, many teachers make a quick judgment on papers based on what they see. If the initial expression is good it helps get a better reading in almost any work. So keep the assignment neat, exact and pointed. As a rule it is not good to make them too elaborate or to move into a lot of areas not suggested when the work is assigned.

--When you take a test

Try to be as well rested as possible before taking it. If you have been following our study suggestions throughout the term there will be no need for cramming or staying up all night to get ready. Those who are forced to do such things merely give witness to the fact that they are not careful students. Do not try to outthink or outguess the teacher. If you are unable to answer a question, go to the next one and come back later, your memory may have been refreshed or your imagination may be sharper! In True/False and multiple choice questions, work with your intuitive understanding for it is right far more often than wrong. Naturally you will want to change a wrong answer if you know it is wrong, but many students talk themselves out of right answers and substitute incorrect ones! Remember, too, that one test is not your whole life even if you fail. You will not be dismissed from the kingdom for that.