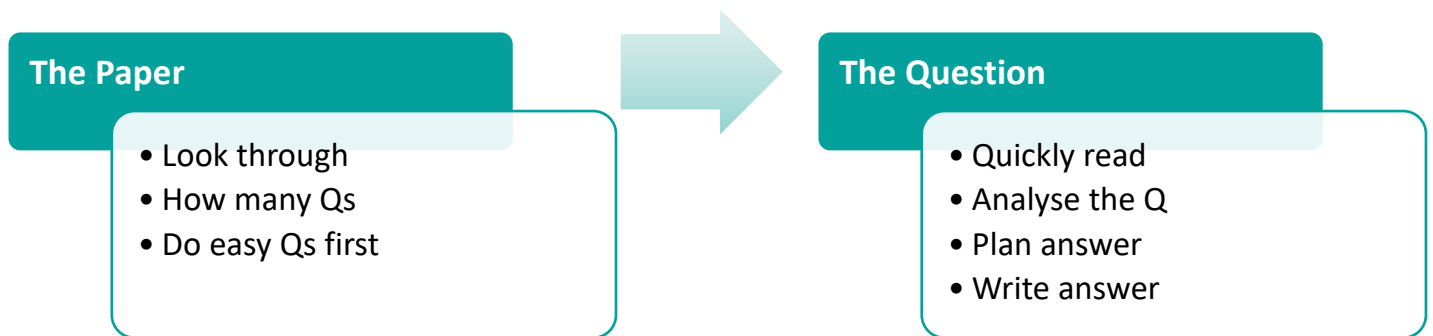




# WRITING EXAM ESSAYS & SHORT ANSWERS QUICKLY



## 1. The Paper

Spend up to 5 mins

- First look through the paper and get a feel of it.
- See how many questions are allocated to each section and thus how long you will spend on each.
- Do the easy questions first.

## 2. The Question

Spend up to 10 mins

Quickly read all the relevant introductory text. Note any hints, stressed points and italicised words.

**Analyse** the question.

- underline all the instruction words e.g. assess, explain, evaluate
- what exactly is the topic e.g. "The validity of the judges reasoning"
- how many marks and how long to spend on it

**Plan** your answer (if it's a long question).

- note down everything you can think of relating to the question (i.e. brainstorm)
- order your notes, in the order they will appear in your answer, delete what isn't important



**Related resources:**  
Revision Action Plan  
Facing Exams Without Fear

**Student Learning | Te Taiako**  
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### 3. The Answer

Allocate enough time for each question

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**Write** your answer (quickly).

- introduce your answer - one or two sentences stating exactly what you are going to write
- write quickly from your note plan, concentrate on speed, coherence and a logical flow
- when writing state your main point at the beginning of a paragraph, give examples, explain your point, show the limits of the point, compare with other ideas, comment/criticise your point, link to the next big point
- conclude with a very short reminder of what you have written
- use some fancy phrases you have prepared before

### 4. Edit

Plan to allocate around 10 mins

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- A. Did you do as instructed?
- B. Did you answer the question?
- C. Any other points?
- D. Is it clear?
- E. Use your extra space if necessary