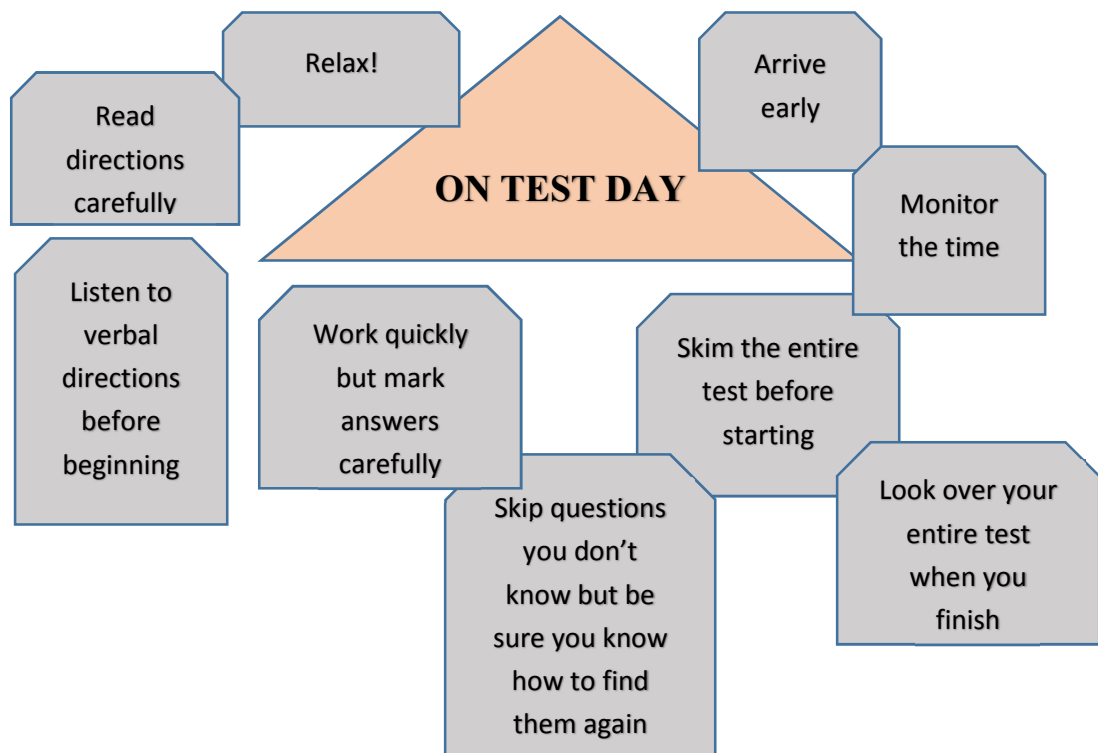
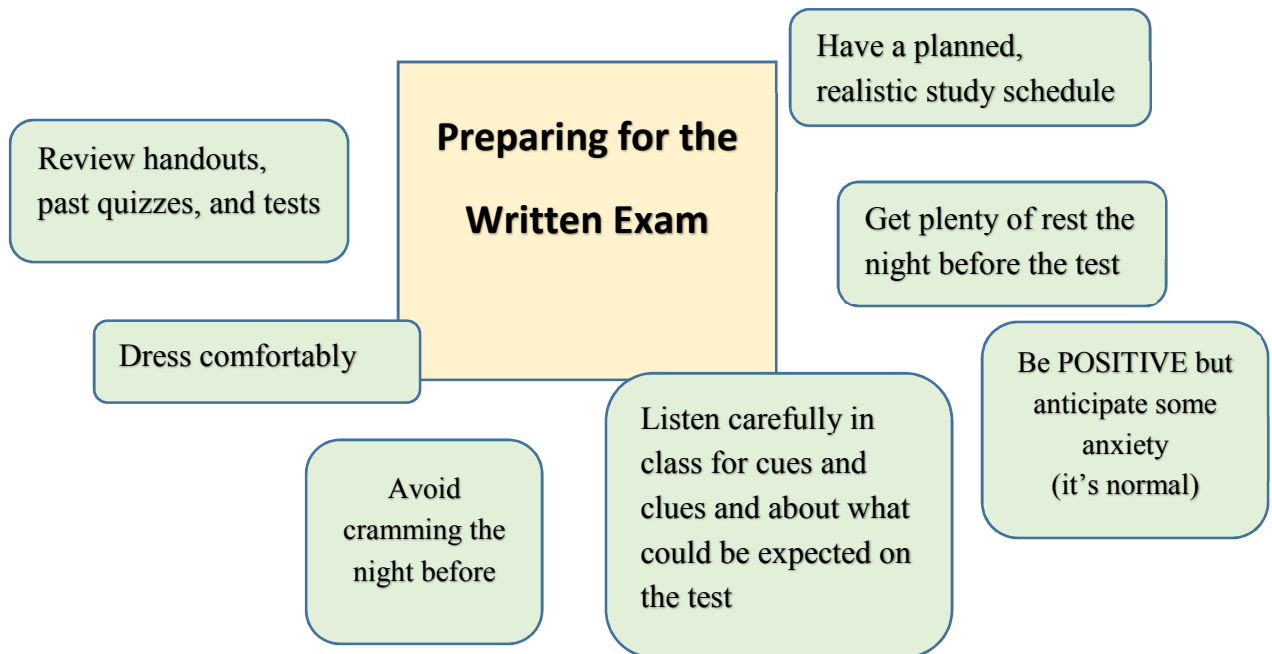


Chapter 30: Seeking Employment



TEST TAKING SKILLS

Answer all
the questions
you know
FIRST

Watch for
key words
or terms

DEDUCTIVE REASONING

The process of
reaching logical
conclusions by
employing logical
reasoning

Study the
question-
what is it
asking?

If questions include a
paragraph to read and
questions to answer, read
the **QUESTIONS FIRST**
so you know what you
are looking for

Look at similar
or related
questions- they
may provide
clues

Eliminate
options you
know are
incorrect

TYPES OF TEST FORMATS and what to watch for

True or False

Watch for qualifying
words (never,
always, all none) and
remember, the
ENTIRE statement
must be true for the

Multiple Choice

Look for the BEST
answer
Eliminate incorrect
answers
Pay close attention to
wording

Matching

Read all items before
starting
Check off items as
you use them