



Short Answer Exams

Short Is	Short Is Not
Brief	One Word
Sentences	Fragments
Focused	Vague

When you see “short answer” on an exam, you should automatically think a well-developed , three-to-six-sentence. par-

When reading Short Answer Exam Questions:

- 1.) Read slowly and carefully.
- 2.) Pay attention to the directions.
- 3.) Underline and/or circle important words.

Hint: Short Answer questions often allow you to select either a few short answer prompts or a few concepts/terms from a list. Select the question you are most confident answering.

When writing a short answer:

- 1) Use the Five W’s — who, what, when, where, and why—to help guide your answer.
- 2) Add How when it is required or appropriate.
- 3) Make sure you are meeting all of the requirements of the question.

Hint: Short Answers are not essays, but a paragraph or two on a specific topic. They should be a clearly organized and focused response to the prompt.

When checking the content of a short answer:

- 1) Re-read the question and then the answer to make sure you have captured all elements.
- 2) Make sure ideas are stated clearly and concisely.
- 3) Check to make sure all of the information included is relevant and accurate.

Hint: Short Answer questions should be specific and to the point.