

## The Top Ten Tips for TESTS



1. Always start with a nice and appropriate introductory sentence. Depending on the task, the intro-sentences vary - but never ever use the same sentence twice! Your introduction for the analysis task should already contain a statement/thesis that gives a *general answer to the task*, which you will then go on to "prove" in your main part!
2. Do not quote in your comprehension task except for very important and unavoidable expressions. Mark those with inverted commas (which always go on top: "...")
3. Never give your own opinion in a comprehension or analysis task. Keep distance to the text by using passive constructions, for example.
4. Use the simple present in the comprehension task, the analysis and the comment. Do not forget the 3<sup>rd</sup> person singular "s"!
5. Indicate the beginning and end of your direct quotation by using quotation marks "...". If you want to leave out parts of a quotation, indicate missing parts with square brackets: [...]
6. Give the source of your quotation in round brackets directly after your quotation at the end of the sentence. Do NOT include references in your sentences - nobody dies "on page 5"!

Example of how to do it:

*He says that he "need[s] to be more focussed" (p. 20, l. 43).*



7. Leave out punctuation marks unless they are important for the quotation. The final punctuation mark should come after the bracket in which you indicated the source:

*He says that he "need[s] to be more focussed" (p. 20, l. 43).*

8. Do not use short forms (except for re-creation of text).
9. Use linking words to structure your text and "guide" the reader (resp. your teacher) through your text.

... and finally:

10. **ALWAYS FOLLOW THE TASK!**



Good luck for your next test!