**Oral Test Taking Tips**

✓ Confirm the time and place of the test with your teacher.

✓ Find out what topics you'll be tested on and if you are allowed to bring any props, visual aids, and how you should dress.

✓ Be sure to prepare for the oral exam as you would any other exam.

✓ Anticipate questions that may be on the exam. Prepare answers for the questions and then ask/answer questions that you think might be asked with another person, preferably with someone in your class who knows the material.

✓ Practice talking in front of a mirror so that you can evaluate your body language and/or record your answers on audio tape and play it back to see how you sound or on a video tape to see how you sound and your composure.

✓ If you are using a computer or other equipment for your exam, test it out several times and make sure everything is the way you want it to be.

✓ Show up at least a few minutes early so that you can gather your thoughts and not feel rushed. Being late may also have an adverse affect on your grade.

✓ Turn off your cell phone before taking the exam.

✓ Dress accordingly.

✓ Maintain good eye contact and posture. Don't slouch if you're sitting or lean if you're standing.

✓ Pay close attention to the questions asked. If you don't understand the question ask for clarification or ask your instructor to repeat the question.

✓ Speak in complete sentences. Try not to give one or two word answers, whenever possible.

✓ Be sure to thank the instructor for his/her time when you are finished with the test.