

How to Prepare for a Test

Prepare your body. Get plenty of rest.

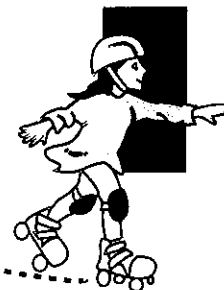


Go to bed early the night before a test.

Eat a healthy,
well-balanced breakfast
before school on the day of the test.



Get plenty of exercise every day
to stay in shape and full of energy.



Prepare your mind.

Be a good student.
Do your school work every day.
Finish all homework assignments on time.

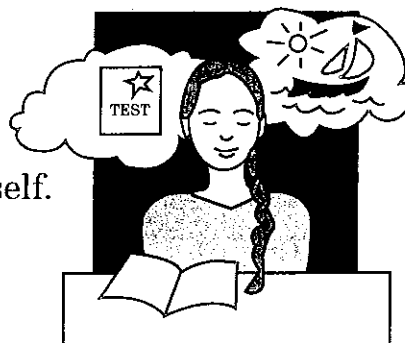


Practice how to take a test.

Become a good test taker.
Use test-taking tips in your everyday school work.
Think positively.
Plan to do your best.

Learn to relax.

Practice using breathing to calm yourself.
Do not worry about the test.
Remember: It's only a test!



Ten Top Tips

- Look over the test or the test section you are to complete before you answer any questions.
- Decide how long you will spend on each item or section.
- Do the easy items first.
- Read the directions carefully and be sure you understand what you are supposed to do.
- Stay calm and take deep breaths to relax.
- Read all the parts of an item and the answer choices carefully before you choose an answer.
- Use thinking strategies to figure out an answer, and cross out answers you know are wrong.
- Skip an item if you can't figure out the answer, mark the item you skipped, and come back to it later.
- Fill in the answer sheet carefully and be sure item numbers match answer numbers.
- Take time to review your answers.

Steps for Writing a Narrative Paragraph

Prewriting

1. Ask yourself, "What do I need or want to write about? What do I already know about the topic? What do I need to find out?"
2. Make a list of your ideas.
3. Write your main idea.
4. Collect details that tell more about the main idea.
5. List the details in the order that you will write about them.

Writing

6. Begin with a sentence that tells about your topic. The topic sentence should contain the main idea of the paragraph.
7. Write about your topic, using your list of details.
8. End with a strong closing sentence. You may want to restate your main idea in the closing sentence.

Revising

9. Check your work for the following:
 - a clear main idea
 - relevant details
 - writing that has a logical order and makes sense
 - specific, descriptive words
 - complete, clear sentences

Editing

10. Check your work for correct spelling, capitalization, and punctuation.

Publishing

11. Write the final copy of your work.

Steps for Writing an Expository Paragraph

Prewriting

1. Ask yourself, “What do I need or want to write about? What do I already know about the topic? What do I need to find out? Who will be reading what I write? How can I make the topic more interesting or explain it more clearly?”
2. Make a list of your ideas.
3. Write your main idea.
4. Collect facts and details that support the main idea.
5. List your facts and details in the order that you will write about them.

Writing

6. Begin with a sentence that tells about your topic. The topic sentence should contain the main idea of the paragraph.
7. Write about your topic, using your list of facts and details.
8. End with a strong closing sentence. You may want to restate your main idea in the closing sentence.

Revising

9. Check your work for the following:
 - a clear main idea
 - relevant facts and details
 - writing that has a logical order and makes sense
 - specific, descriptive words
 - complete, clear sentences

Editing

10. Check your work for correct spelling, capitalization, and punctuation.

Publishing

11. Write the final copy of your work.

Dear Parent:

On _____, your child will be taking a standardized test or a state proficiency test. Students across the state and across the country are required to take these tests periodically to check their academic progress and achievement. Educators use the students' test scores to assess how well a school's curriculum is meeting the needs of its students and make improvements when necessary.

Test taking can be a difficult and threatening experience for many students. Researchers have found, however, that regular test-taking practice can help students become good test takers, ease their anxiety, and improve scores.

To help prepare our students for testing, we have been using the *Test Ready* program in the classroom. The lessons and practice tests in this series review key concepts in a variety of subjects and are modeled on actual standardized tests and state proficiency tests. Since tests are not graded, these practice sessions provide an opportunity for students to develop good test-taking skills in a relaxed situation. Your child has been learning and applying helpful strategies and test-taking tips intended to make the actual test-taking experience positive and rewarding.

You can help prepare your child for testing by encouraging him or her to go to bed early the night before the test and to eat a healthy, well-balanced breakfast the day of the test. Try not to express worry or concern about test scores so that your child does not become upset or worried. Take time to praise your child's accomplishments and hard work. Finally, remind your child that this is just one test. No one will judge what he or she is capable of doing or becoming from the results of this one test.

Thank you for your continued support and cooperation. If you have any questions about the *Test Ready* program or the upcoming test, please contact me at _____.

Sincerely,
