

## Oral Test Tips-Help

- ✓ 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 the 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 five minutes early so that you can gather your thoughts and not feel rushed. Being late can have an adverse effect 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.