Writing Applications: Identifying the Writing Task

1. Go to the WRC reception desk and ask to check out *The St. Martin’s Guide to Writing*, sixth edition by Axelrod and Cooper. You will need a driver’s license or a set of car keys to check this book out for use in the WRC.

2. Read chapter 23 entitled “Essay Examinations.”

3. Answer the following questions about the reading on a separate sheet of paper:
   - Why are essay exams used?
   - According to Axelrod and Cooper, what are the steps for preparing for an essay exam?
   - Why is it important to read the entire exam before beginning to write?
   - Name the nine categories of exam questions discussed in Axelrod and Cooper.
   - How much time is appropriate to spend thinking about short answer or definition questions?
   - About how much time should be spent planning and developing an outline for essay-length questions?
   - Why should you use key terms from the question in your thesis?

4. If you have any questions, now is a good time to STOP and visit an instructor or a tutor to get some help. Write any questions you may have below before you go.

Once you are ready, go on to #5.

5. Analyze the following exam questions. Decide (1) which of Axelrod and Cooper’s nine categories does the question fall into and (2) does this question require a short answer or an essay-length answer?
   - Define global warming?
   - Select two works discussed in the class this semester and discuss how the authors present the emergence of the Civil Rights Movement, especially as it relates to Mexican-Americans.
   - What makes a person special enough to study in school? Discuss a person you have studied in school. Explain what makes this person special using details and specific examples to support your ideas.

6. Before reviewing your answers with an instructor or tutor, use the space below to write any questions you still have:

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7. Once you have reviewed your answers to all the above questions, take time to write a one-page reflection about what you have learned. What does it take to be successful on an in-class essay exam? What kinds of things do you have to think about both before and during the exam to ensure your success on the exam?

8. Review your reflection with an instructor or tutor in the WRC, and see if the instructor or tutor has anything to add to help you understand what it takes to be successful on an in-class essay exam. Then, have that person sign and date this sheet.

_________
Instructor/Tutor signature

_________  
Date

9. Return this completed, signed sheet to your instructor.