

MCTP Comprehensive Exam Tips

Materials Allowed:

- ☞ Blue or black pen
- ☞ Three blue books or 8 ½ x 11" paper (blue books will be available for .25 cents each)
- ☞ Dictionary / Thesaurus

Grading:

- Clarity and Organization (3 points)
- Key Points Addressed (7 points)
- Explanation/Justification/References (7 points)
- Spelling/Grammar (3 points)

Types of Questions:

Applying what you have learned from your course work to a situation

Impact of your learning on an issue or topic

Analyzing strengths and/or weaknesses of an issue or topic

Length of Essay:

No required length. Answer the questions in a complete and concise manner. Length is not an indicator of knowledge.

Elements to look for in an essay:

- ☞ clear and specific thesis
- ☞ clear organization and good transitions (both within paragraphs as part of the development of a given point and between ideas/paragraphs)
- ☞ good and convincing use of evidence supporting your knowledge
- ☞ fulfillment of instructions for the paper (kind of topic, length, formatting, etc.)
- ☞ accurate and precise use of vocabulary and idiom
- ☞ fluent syntax and flow of sentences
- ☞ correct punctuation, spelling, grammar, citation, and form
- ☞ introduction, body, and a summary paragraphs

Before, during and after writing your essay consider:

1. Reading all parts of the question for understanding
2. Brainstorming for ideas
3. Putting your ideas in a quick outline (this will keep you on track)
4. Writing the essay
5. Proofreading your essay

What to look for when proofreading your essay (common mistakes):

- ☞ Omissions (did you leave any words out?)
- ☞ Legible handwriting
- ☞ Punctuation
- ☞ Sentence fragments
- ☞ **Did you answer the question completely?
- ☞ Subject/ verb agreement
- ☞ Run-on sentences
- ☞ Tense