

Boston University School of Law
First Year Writing Program
Exam Taking Guide

Writing an Outline

- Use your class notes
- Organize by topics
- Identify rules of law
- Illustrate with cases
- Prepare a checklist
- Tailor to the exam

Review Old Exams

- From your professor
- From other professors
- Discuss in study groups
- Practice under exam conditions

Exam Taking Goals

- Identify the ISSUES
- Report the RULE OF LAW
- APPLY to the facts
- CONCLUDE

Issue Spotting

- Identify the parties
- Identify the subject area
- Identify the events that led to the dispute
- Do not ignore the obvious!

Analysis

- Apply the rule to the facts
- Discuss each element
- Don't ignore the obvious
- Stick to the issues presented

Writing the Exam

- Read the question at least twice
- Outline the answer
- Do not restate the facts
- Answer the question

Exam Taking Tips

- Be objective
- Write clearly and simply
- Schedule your time
- Do not discuss the exam afterwards