

ORAL TEST GUIDE

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- Confirm the time and place of the test with your instructor, then show up on time or early.
 - Find out what topics you'll be tested on, what you should bring, and how you should dress.
 - Anticipate questions that may be on the exam. When you think about what you'll be asked, you prepare much more effectively than when you wing it. Study well!
 - Practice speaking in front of a mirror or in the Multimedia Presentation Room in the Multidisciplinary Success Center at LAC (L-212) where you can record yourself to evaluate your body language, answers, and composure.
 - Test your equipment ahead of time! Do you have a PowerPoint, need to use a Smart Board, Doc Cam, or other tech for your exam? Avoid technical difficulties that feel embarrassing and may stress you out during your speech by testing the tech in the room out before your presentation.
 - Turn off your cell phone before taking the exam. You might be rocking it then your phone goes off and suddenly you lose your train of thought in addition to detracting from your presentation. Don't risk it!
 - Maintain good eye contact, posture, body language. When you seem confident and open, you're more likely to keep the audience's attention and less likely to feel like you're talking to a brick wall.
 - 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.
 - Avoid interjections like "um," "like," "uh," or similar sounds when you can't think of what you wanted to say. This makes it more difficult to understand your whole thoughts and can make the instructor feel like you don't know the material. Just take a deep breath when you can't think of what you want to say- it looks more professional!
 - Thank the instructor for his/her time when you are finished with the exam.