**PORPE: Five-Step Strategy**
*For Test Preparation*

**Step One: PLAN**
Read, underline, and annotate the assigned material. Predict possible issues on which questions might be asked. Identify sources such as:
- The instructor’s syllabus. Ask the professor what to anticipate on the test if s/he does not volunteer the information.
- Chapter questions or study guides— boldface headings or italicized words.
- Ideas that the instructor stresses in his/her lectures.

**Step Two: ORGANIZE**
Organize information to generate questions and answers. Create study checklists. Identify all of the material on which you will be tested - - list notes, formulas, diagrams, text assignments, semantic maps, review sheets, and charts. When you organize, make sure you do the following:
- Know the format of the test and study, accordingly; multiple-choice, essay, or a combination.
- Focus on large issues, while relating detailed information to general concepts.
- Map or chart key issues first, and then write an outline to organize their answer or...
- Write outline first and chart or map ideas to help flesh out the outline.

**Step Three: REHEARSE**
- Begin by testing over key ideas.
- Say out loud or write down the major parts of your outline.
- Go back to the first point and learn the details that belong to it.
- Repeat the key points and ideas plus the details *out loud*.
- Test yourself!
- Move on to the second key idea and its details.
- Repeat this process until you have memorized key ideas and details of your outline.

**Step Four: PRACTICE**
- Generate a list of possible questions. Take the “mock test” in the classroom or a quiet room.
- FROM MEMORY, write answers to each question you expect to be difficult.
- Time yourself.
- “Grade” and compare with classmates.

**Step Five: EVALUATE**
- Evaluate the quality of your answer; are you ready for the exam or is there a need for further review.
- Examine organization again—did you leave out key ideas or details?
- Repair and go through PORPE steps—PLAN, ORGANIZE, REHEARSE, PRACTICE, AND EVALUATE.

Adapted from: The Study Guides and Strategies web site, created and maintained by Joe Landsberger, academic web site developer at the University of St. Thomas (UST), St. Paul, Minnesota. [http://www.studygs.net/lrnstudy.htm](http://www.studygs.net/lrnstudy.htm) 
**Academic Resources Center, Stetson University**
101 CUB, 386.822.7127, academicresources@stetson.edu