READING RULES

Do not use ellipses, which are three spaced points ... to indicate the omission of words or sentences which in fact are part of your answer. Students are expected to provide complete answers from the text of the article.

Do not copy an entire paragraph for an answer or include sentences from the text that do not answer the question. To do so indicates that you in fact do not understand the question. Also, the grader will not try to discern which part of the paragraph is your response.

Sentences need to be formed in a grammatically correct way. Answers without a subject or comprised of run-on sentences (2 independent clauses missing an appropriate punctuation mark) are unclear and therefore marked incorrect.

The inclusion of the question in your answer does not clarify an answer and is unnecessarily time consuming. Do not do it!

Read questions carefully. Many answers are marked incorrect because a qualifying word is left out or the answer itself is incomplete in content.

If handwriting is illegible the question is marked incorrect; this includes answers that are faintly written and usually in pencil.

Misspellings, words that are half written for example, the word 'technology’ is written as technol, make for unclear answers which in turn may cause that question to be marked incorrect.

Answers that contain a personal comment or joke are unacceptable. They will be immediately considered wrong and brought to the attention of the instructor for further consideration and action.

Review your basic mathematical skills that is, how to convert fractional expressions to their equivalent percentage in integer values. Many students miss a particular question in a certain article because of the inability to do so.

All answers are in the text of the articles unless indicated otherwise in the question itself. The majority of paraphrased answers are marked incorrect as they leave out important points from the article.

A question that is followed by three to four spaces of blank space doesn't necessarily indicate that the answer itself is a lengthy one. A succinct and complete response is the only requirement for a correct answer.