

# Tips offered for passing exams

Students looking forward to the summer face the anxieties of taking dreaded final exams, which can disrupt their junior high or high school progress.

Well-acquainted with the struggle facing these students, Dr. Ray Huntington, founder of The Huntington Learning Centers, has developed a series of proven test-taking tips to ensure the best student performance.

"Essay questions on final exams pinpoint the student's basic understanding of the material that was covered in the classroom," he said. "It is important for the student to demonstrate the knowledge acquired

in an organized, clear, concise manner."

He suggests that as you read each essay question, you jot down ideas beside the question as they occur. This initial review allows the chance for you to think over some of the questions, perhaps subconsciously, while answering others.

After jotting down your ideas, choose the essay question you wish to answer first by deciding which question you can answer most knowledgeably. Getting off to a good start will increase your own confidence and, in some cases, predispose the teacher in your favor.

Vivienne Manwaring, director of the Huntington Learning Center in Farmington Hills, suggests the following procedure when lengthy answers are expected: "If possible, add to the points you have already noted in the margin. Then place a check next to each major point. Order the major points by numbering them in sequence: 1, 2, 3, etc. Use subsidiary arguments to support each major idea when possible; number the points used to support the first major idea as 1a, 1b, 1c, etc."

AFTER DEVELOPING this preliminary outline, look for gaps in your logic, or for points that need ad-

ditional support. If you can add to the outline at this point, do so. If you can not, put an asterisk to indicate the need for additional material.

Once the outline is developed, sequenced, and examined for gaps, begin to write your answer. Continue the same process for each question.

Vivienne reminds students that, "No test-taking technique will substitute for subject knowledge. The most important general principle is to BE PREPARED."

To discuss test-taking skills or any learning difficulty call The Huntington Learning Center in Farmington Hills at 626-8825.



Pictured are (from left, standing) Nan Cooper, Carrie Oswald, Shirley Kinsey, Ardie Kraft and Lou Ann Totten and (from left, seated) Barbara Stevens, Jim Stevens and Lucy Depulis.

# Headlee chides Blanchard tax plan

Richard Headlee accused Gov. James Blanchard of provoking "class warfare" with his latest tax shift proposal.

Headlee, Blanchard's Republican rival in the 1982 election, said the Democratic governor's plan "pits banks and insurance companies against their fellow property tax payers."

Headlee is president and chief executive officer of Alexander Hamilton Life Insurance Co. of America, Farmington Hills, which is among the 100 largest life insurance companies in America.

Blanchard's plan would offer property owners \$100 per family of income tax relief and make up the \$200 cost by increasing a half-dozen taxes on businesses, including levy-

ing a 2 percent tax on premiums of Michigan insurance companies and on financial institutions.

"Adding a 2- or 3-percent premium tax on top of a \$500 life insurance policy, or a homeowners' policy, or a health insurance policy will simply make it a \$515 policy. Individuals pay insurance premiums, not insurance companies," Headlee said.

"Any scheme to additionally tax insurance policies issued by Michigan insurance companies would hit the Michigan families who could least afford it."

"The problem of increasingly high property taxes in Michigan stems from state government's refusal to abide by the Headlee Tax Limitation Amendment to the Michigan Constitution."

"Blanchard is now diverting more than \$400 million a year away from education and local government programs to finance state spending increases."

"This unconstitutional shift forces up local property taxes as school districts struggle to replace lost state aid."

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# He honors secretaries

After twenty-five years as a Realtor, Jim Stevens honored many of his secretaries March 25 at the Botsford Inn in Farmington Hills.

He hosted them for cocktails and dinner and many stories. Their activities now range from housewife and mother to working for the FBI,

Hudson's and an insurance agency.

Many are still doing professional secretarial work in the Farmington area. One secretary who started with Stevens in 1952 is now working with his present Farmington Hills company, Century 21 Today.

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