II. Writing Answers to Essay Questions

A.What is the Question Asking?

- Ⓘ I ask seven different types of essays which require different thinking skills
- Ⓘ **Recall Level**: List
- Ⓘ **Comprehension Level Thinking Skills**: Describe (usually a thing) or Explain (usually a process), Compare, Contrast
- Ⓘ **Upper level thinking skills**: Analyze, Synthesize or Create, Evaluate

1. **List**

Action: write down the terms that are required in a sentence form

Example:

List the places in your book where you can locate information about a topic.

2. **Describe** or **explain**

Action: in your own words, write a sentence or two about the concept that was asked about

Example:

Describe the glossary.

3. **Compare**

Action: show how the concepts are alike

Example:

Compare the index and the glossary.

4. **<u>Contrast</u>**

Action: Show how the concepts are different

Example:

Contrast the index and the glossary.

5. **Analyze**

Action: break a concept down into its parts

Example:

Analyze the PQRST method of retaining information

6. **Synthesize** or **Create-**

Action: take information you know and put it together in a new way.

Example:

Using the PQRST method of retaining information as your guide, create your own method for studying.

7. Evaluate-

Action: based on set criteria, determine the value of a concept or thing

Example:

Evaluate brand X tennis shoes.

B. Organization of an Essay Question

◆   Repeat the question at the beginning of the answer

◆   **Break down** the parts of multipart questions

A) Answer each part separately

B) Label each part

C) Leave blank spaces between questions

B. Organization of an Essay Question

3. **Write legibly-** Make it easy for the teacher to grade

4. **Be concise-** Don't use 10 words when two will do the job. Get to the point!

5. **Always be specific-** Avoid the use of ambiguous terms like pronouns, stuff, things, and it.

B. Organization of an Essay Question

6. **Use complete sentences-** If you can't write more than a noun, verb, noun sentence, don't.

7. **Use Punctuation Marks-** Sentences start with capital letters and end with punctuation marks

PROOFREAD YOUR WORK!