

ANSWERING FREE RESPONSE QUESTIONS - BEFORE YOU START WRITING

1. Read the question.

Use the following to help you understand what the question is asking for.

If you are asked to: Your essay should:

Compare	Show similarities between objects, ideas, phenomena, etc.
Contrast	Show dissimilarities between two objects, ideas, phenomena, etc.
Define	Provide the accepted definition for a word. The response should be given as a complete sentence.
Describe	Provide a list of features that characterize objects, ideas, phenomena, etc.
Discuss	Select a particular viewpoint and support your position with facts, examples, observations, reasoning, and descriptions.
Explain	Provide a series of well-developed and logical statements which give the reason for or cause of an event or events.
Identify	Name and explain reasons for an event or proof that backs up the statement of the questions
List	Provide a simple series of words, sentences, or phrases as requested. Enhance clarity by labeling each word, sentence, or phrase with sequential numbers or letters.
State	In a logical progression, record the facts related to the question. You are not required to provide proof or illustrations.
Trace	Describe the sequence of the process or the evolutionary development of the concept

2. Restate the question in simpler words

Create you own version of the question that states exactly what you need to get credit for the question.

3. Quickly jot down how you will answer the questions.

Use words, diagrams, or short statements to briefly summarize what you will include in you response(s).

4. Reread the question, and review your version of the question.

Check that you have answered the question. Review you answer making sure you have included for every part of the question. If you need go back to step 3 and add to your questions. Make sure you are answering the question completely before you start to write your answer.

ANSWERING FREE RESPONSE QUESTIONS - WRITING YOUR ANSWER

1. Build off the information you have on your pre-writing.

You have already decided what you needed to include in your answer, so make sure you use that information.

2. Pretend you are writing for someone with a basic understanding of science but no specific knowledge of Environmental Science.

You need to make sure that you don't over estimate your audience. Even though every reader is a teacher of environmental science they won't use their knowledge when reading your answer.

- Define any word which may not be easily recognized
- Do not assume that a reader can make a jump in logic. Write out every detail.
- If you have an ordered series make sure you explain causes and results of each step.

3. Make sure you have all the important points of a specific type.

DBQ – Did you use information from the document?

Math – Did you show all work?

Graphs – Did you label axis, lines and titles?

4. Reread the question to make sure you have answered all parts of the question.

Look for each point in the question and check that you have it in your response.

5. Make a check for spelling and grammar.

While the reader cannot deduct for spelling and grammar, poor spelling or grammar could allow the reader to miss information, and not give you points. Similarly try to use good penmanship and if necessary print rather than using cursive.

ANSWERING FREE RESPONSE QUESTIONS - EXTRA TIME

1. Review the questions and your responses.

If you have extra time, check your work. The time spent on another question may have jogged something loose in your head. A second read through may show something you have missed.

2. Add detail to your answers

If all else fails extra info (as long as it is true) will not be counted. The more detail you include the better your chances. **But** if you don't have applicable detail don't add BS!