

Outline to answering Questions – both Higher & Ordinary Level:

The following is an approach which has worked well for many students. A five step guideline to tackling questions:

- Step 1:** On your Marks
- Step 2:** Ready
- Step 3:** Study
- Step 4A:** *Get Set (ABQ only)
- Step 4B:** Go

Step 1 - On your marks

First examine the outcome verb, being clear in your mind as to what the verb means. Examine the amount of marks going for this question and plan the answer accordingly.

Step 2 - Ready

Think about the amount of time you have to tackle this question. The amount of marks will determine the maximum amount of time available to you to complete the question. Example: In Section 1 of Higher level. Each short answer question should take no longer than 4.5 minutes.

Read the question at least twice to get familiar with the specific area being examined. Be clear as to how the outcome verb fits in with the information been required.

Step 3 - Study

Study question and underlining the key information required. Each key element should be underlined. Once completed begin your preliminary planning of your answer by writing in your rough work notes on what you think might be required for each key element. Each word should be studied in isolation and then linked with others to ascertain exactly what the examiner is looking for.

Step 4A - Get Set (ABQ only)

Examine the ABQ and get information from the text given in the exam to illustrate your answer. Once you find the relevant piece of information you highlight the sentence and then write the appropriate sentence(s) in your answer book.

Apply each key element of your answer which you found in step three (study) with an appropriate sentence(s) from the ABQ. This will help to support the points you are making in your answer.

Step 4B – Go

You now should begin to collate all the information you have to answer the question and you should start answering each key element you have identified while also referring to the outcome verb.

Both the first and last thing you should do is to examine the outcome verb, checking

again the meaning of the verb and examining your answer to see if you have satisfied the verb and each key element you noted when studying the question.

Summary approach to tackling questions

Step 1. On your Marks - Outcome Verb Amount of marks

Step 2. Ready - Read twice Response time

Step 3. Study - Study / write notes Underline Key elements

Step 4A. Get Set - Get text form ABQ* Substantiate answer

Step 4B. Go - Answer each element Satisfy outcome verb