

Writing short answers

Preparation

- Read the question if possible before you read the related material
- Identify three parts –
process (instruction) words,
topic words,
criteria words
- Make a note of the verb/s the process words – instruction words.
- What is the topic?
 - What is not the topic?
- What are the criteria you're given –
 - Word length?
 - Must include.....
 - Do not.....
- Is it just qualitative (description) or quantitative too?
- How many marks is it worth?
- What is the marker looking for?
- How many sentences do I have?
 - Roughly 1 point per sentence
 - About 20-25 words per sentence.

Writing

- Make a quick list of everything you could put in
- Make sure no more points than sentences – if too many cut some, using the marking thoughts
- Write a rough draft
- Do a word count,
 - OK to be well over word count here

Editing

- Reread the question
- Tick (/highlight) and parts that definitely answer the question
- Delete unnecessary parts
- Have you missed anything?
- Reorganise the order to help it make sense
- Is there enough depth?
- What mark would you give it?

Checking

- Spell and grammar check
- Do a final check have you answered everything?

Checking

- Have you spell checked it?
- Are the sentences the right length (20-25 words)?
- Are they in the right order?
- Is it the right length?
 - Not too short (you're prob missing marks)
 - Not too long – you may get penalised
- Does it make sense?
- Does it tell the story?
- Are any numbers right (value, sig fig sci notation, units?)
- Does it answer ALL parts of the question?
- What mark would you give it?