



Achieve your 'A' Grade



Progressive Assessment Support System

[16th Edition]



'Key Verb' based Answer Writing Techniques

The Three levels of Questioning:

- ☐ Knowledge level
- ☐ Comprehension level
- ☐ Analysis level

[01] Knowledge Level:

The most basic Level of questioning. You are generally required at this level to remember/memorize and recall.

Describe:

Systematically explain (paragraph based). It is important to present all the information in the correct order.

List:

Name by giving the points, one by one, in brief form

Outline [Generally also used as 'State']:

Give the main point and provide a very brief description. Don't include any minor or additional details.

[02] Comprehension Level:

Comprehension questions expect you to understanding the information. You need to write the ideas using the correct technically correct words/ terminology.

Compare:

The term compare is usually stated as "**compare with**" and it means that you should focus on the similarities although differences may also be mentioned.

Contrast or Differentiate:

Differences, unlikeness the two connected concepts are key, a side-by-side approach is possible.

Define [Also what is meant by]:

Definitions should be clear, brief and direct to the point, indicating what is important or not, and representing technical meaning of the concept.

Explain:

Clarify, interpret the material you present. The aim is to make clear the conditions that give rise to whatever you are examining.

State:

Give the main or key points in brief. Details, and usually illustrations or examples, are not required.

[03] Analysis Level:

Analysis questions expect a breakdown of the overall concepts into components and explaining them.

Discuss [Evaluate]:

Examine, analyze carefully present pros and cons regarding the problems or concepts. Answer in a complete and detailed manner (paragraph format).

Distinguish:

Define or **technically describe** each concept (in **separate paragraphs**), include examples, key features if applicable.

Use a third para if there is **specific link** or **distinction** between the concepts (mainly focus on the key difference/distinction).

Essential ‘Food for Thought’

Answering Structured Essay Type Questions [SETQs]

- ✓ **Read** the question with deep focus.
- ✓ Identify the ‘**Verb(s)**’ used in the question [e.g. Define, Distinguish, State..] and **Think** of your **answer format**
- ✓ Think about your arguments and main points and how to **structure** or **arrange** them with a **logical flow**.
- ✓ Begin with a standard & technically good **definition** of the concept in question.
- ✓ **Use small** and **multiple paragraphs**.
- ✓ Keep to your time allocation [Marks x 1.5 Minuets]
- ✓ Be direct and to the point as much as possible.
- ✓ Include key words from the question in your introduction and answer body.

[All the Steps ‘**may not**’ be relevant to all questions]

Answering Multiple Choice Questions

Main guidance and tools will be delivered via the ‘**Econ-Hub Fast-track Workshop Series: MCQ ToolBox**’.

Read the question at least two times. The most recommended method of answering MCQs is the method of logically eliminating the incorrect choices and finding the correct choice.

The key is to be very clear on why each of the eliminated choices are incorrect, and the selected choice is correct, in each MCQ you attempt. Don’t rush in to making your choice, also be timely.