

STUDENT HOW TO'S

HOW TO ANSWER AN ESSAY QUESTION

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1. Read the question twice.
2. Underline key words. Note how many parts there are to the question.
3. In the margin or on a scratch piece of paper, jot down and categorize information that answers the question in an informal outline.
4. Restate the question in an introductory sentence; state how you intend to answer the question.
5. Write out the answer following your outline. Use a new paragraph for each main idea and be concise. Give examples and supporting evidence when possible. Include transition words to connect your sentences and paragraphs.
6. Proofread for punctuation, capitalization and sentence structure. Be sure you have answered the question completely.

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