Analyze the situation
- **Read the question carefully**
- **Underline the key words**
- **Gauge the time you need**

Notice requirements
- **Scan for and mark the parts of the question**
- **Ask and say what is required**
- **Tell yourself you will write a quality answer**

Set up an outline
- **Set up main ideas**
- **Assess whether they match the question**
- **Make changes if necessary**

Work in details
- **Remember what you learned**
- **Add details to the main ideas using abbreviations**
- **Indicate Order**
- **Decide if you are ready to write**

Engineer your answer
- **Write an introductory paragraph**
- **Refer to your outline**
- **Include topic sentences**
- **Tell about details for each topic sentence**
- **Employ examples**

Review your answer
- **Look to see if you answered all parts of the question**
- **Inspect to see if you included all main ideas and details**
- **Touch up your answer**