how to answer a FRQ  **GUIDELINES**

1. Underline key words/phrases in the question itself. Circle specific requirements of the question.

2. Jot down key terms/vocabulary/examples/etc. that will be a part of your response in the blank space below the question. These preliminary notes will NOT be graded. Only your formal response will be graded.

3. Make a list of ideas – did the question ask for 3 examples? List MORE in your preliminary notes – and then choose your ***best*** ideas and work with ***them*** and ONLY THEM.

4. Answer the question in the order it is asked. If the question is organized “A., B., C.,” answer it “A., B., C.” Label the parts of your answer.

5. A formal introduction is NOT needed, launch right into your answer.

6. Answer each section of the question COMPLETELY. When you have answered a part of the question (which you have underlined or circled) cross it off.

6. Be specific and state things you think are obvious. Do NOT assume the reader is an expert in the topic. Explain any abbreviations or acronyms.

**TYPICAL COMMAND TERMS**

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| **IDENTIFY** | State a clear, concise, and specific answer. | 1 sentence |
| **DEFINE**  | Give the precise meaning or basic qualities of something. | 2 sentences |
| **DESCRIBE** | Provide a representation in words of the basic attributes or characteristics. | 3 sentences |
| **EXPLAIN** | Give a detailed account, by offering reasons or adding details, to make something plain. | 4 sentences1. The REASON why
2. List 3- either:

 “On the other hand…” “Also”“Furthermore…” |
| **DISCUSS** | Offer a considered review which may include explanations, examples, arguments, factors, and additional evidence. | A paragraph |