

Keys Strategies

KEEP. You will be permitted to refer to these strategies for most assessments and assignments, the AP Exam being a strict exception.

- First, read all of the directions.
- Match the following verbs with those used in the assignment and/or test when figuring out how to answer a question and/or formulate a response.
- Carefully identify the directed desired result of the question/item. For example:

<u>Direction</u>	<u>Meaning</u> (but not limited to...)
Analyze analyze, separate, order, explain, connect, classify, arrange, divide, compare, select, infer, appraise, calculate, categorize, contrast, criticize, differentiate, discriminate, distinguish, examine, experiment, question, test	Identify parts of (<i>what is(are) to be analyzed</i>) <u>and</u> explore their nature and relationship and how it's important to the whole
Assess / Evaluate assess, decide, rank, grade, test, measure, recommend, convince, select, judge, explain, discriminate, support, conclude, compare, summarize, appraise, argue, attach, defend, choose, predict, rate, core, value, evaluate, defend estimate	Judge (<i>what is(are) to be assessed / evaluated</i>): the value or character of; the positive and negative of; value; discuss the advantages and disadvantages
Compare	Note the similarities <u>and</u> differences of (<i>what is(are) to be compared</i>)
Contrast	Note the differences of (<i>what is(are) to be contrasted</i>)
Describe	Give an account of; tell about; paint a picture (with words) (<i>what is(are) to be described</i>)
Discuss	Write about; examine from differing points of view; debate (<i>what is(are) to be discussed</i>)
Explain	Clarify; simplify; tell the meaning; detail (<i>what is(are) to be explained</i>)
Create / Compose combine, integrate, modify, rearrange, substitute, plan, create, design, invent, compose, formulate, prepare, generalize, rewrite, arrange, assemble, collect, construct, develop, manage, organize, propose, set up, write	Create a unique product (essay, project, speech, etc.) by combining multiple concepts, ideas, facts; encourages a wide and varied response
Apply apply, demonstrate, calculate, complete, illustrate, show, solve, examine, modify, relate, change, classify, experiment, discover, choose, dramatize, employ, interpret, operate, practice, schedule, sketch, solve, use, write	Implement knowledge with respect to a specific task and/or for a directed narrowly tailored response

•Your *first answer (your intuition)* is usually the correct answer; do not change answers unless you are certain the change is correct.

•Questions that include *absolutes* (e.g.: nothing; everything; never; always) usually are intended to “trick” you; read them carefully. Other than dates and hard facts, life and history is often relative in its point of view.

•*Assessments and assignments*: refer to and be sure to completely address *all* elements of the assessment's/assignment's accompanying rubric to ensure that all required elements are included in your response. Mr. Austin will use the very same rubric to grade your work, this provides for clear direction and an excellent review and analysis of each assessment and assignment in your pursuit for continued improvement.

•Is the assessment item or assignment *difficult or complex*? It is key to determine what is being directed of you to do and for you to remain focused on that task. Difficult tasks can be deceptively simple and, as such, the response is often “off the mark,” resulting in little to no credit. Similarly, complex tasks can often appear deceptively easy, resulting in incomplete responses. Again, before you organize your response, it is imperative to identify what you are being directed to provide, and as you respond, efficiency and brevity require that you remain focused and clear throughout your response.

Difficulty is the state of challenge, of hardship, of hindrance.

*Determine the main idea and address that issue—
STAY FOCUSED.

An example of increasing difficulty:

- Jack ran.
- Jack furiously charged.
- Jack furiously charged in a wild outburst of pent-up energy like a wounded bull

Complexity is the state of having multiple parts, of compound ideas, of multiple events, of intricacy.

*Determine all the significant elements involved and be sure to address all those elements—
BE THOROUGH.

An example of increasing complexity:

- Jack ran.
- Jack ran and skipped up the hill.
- Jack and Jill ran and skipped up and down the hill while chewing gum.