

The ANSWER Key Routine for Extended Response

A

Analyze the question

- Determine the essential question and task
- Determine the kind of evidence required
- Mark key words in the question

N

Note plan

- Set up two-column notes
 - Restate the question at the top
 - Set up logical main ideas in the left column

S

Skim, read and Select

- Skim to get the big picture
- Read actively
 - Identify and mark relevant information
- Select specific and accurate information that is related to the question and record in notes
 - Main ideas in left column, supporting details in right column
- Check the notes for organization and sufficient text evidence

W

Write the response

- Write an introductory statement.
- Combine the left and right columns of notes into sentences that explain how the evidence supports the main ideas
- Write a concluding statement
- Use transition words

ER

End by Revising

- Reread the question
- Check the answer for organization and clarity
- Revise to improve the answer
- Edit for conventions