

1. Analyse and decide

Spend a few minutes making the response relevant before writing.

QUESTION

Copy or summarise the task here:

TASK ANALYSIS

Topic, instruction words and every part I must answer:

Topic	Instruction	Required parts

POSITION

My direct answer in one clear sentence:

2. Develop and check

Each paragraph should advance the same answer.

BODY PARAGRAPHS

Develop one controlling idea in each row.

Main idea	Explanation	Relevant example

FINAL CHECK

Before submitting, confirm:

- ☐ Every part of the task is answered
- ☐ My position is consistent
- ☐ Examples directly support the ideas
- ☐ Paragraphs progress logically
- ☐ Vocabulary is precise rather than memorised
- ☐ Sentence boundaries, agreement and punctuation are checked