

The ANSWER Routine

A

Analyze

- Determine the task
- Identify the type of writing to be used
- Determine the source requirements

N

Notes

- Set up two-column notes
 - Restate the question at the top
 - Set up the left and right columns

S

Select

- Read actively
 - Identify relevant source information evidence
 - Select relevant, specific information and record in notes
- Check notes for organization and sufficient source evidence

W

Write

- Write an introductory statement that restates the task
- Combine the left and right columns of notes into sentences/paragraphs
- Use transition words to connect ideas and explain source references

ER

Edit and Revise

- Reread the prompt
 - Check the response for organization and clarity
 - Revise to improve the response