**Keywords:**

What are key words:

1. Key words are the most important (key) words in a question or sentence.
2. These important words are vital to the meaning of the sentence.
3. They are the focus of a question – you must most of these words in your answer.

How to find keywords in a question

1. Get a highlighter
2. Quickly skim read the question
3. First key word – what it asks you to do:
   1. How
   2. Describe
   3. Explore
   4. Analyse
   5. Compare
   6. Evaluate
   7. Summarise
   8. Explain
   9. Define
   10. Discuss
4. Find the most important nouns in the question
5. Find the most important verbs in the question
6. Find the most important adjectives or adverbs in the question
7. Only highlight a maximum of 5 words in any question (less is better!)
8. In your answer, begin by using the key words

First example:

1) How does the writer use language here to describe the narrator’s relationship with his mother?

Key words:

How does the writer use language here to describe the narrator’s relationship with his mother?

Second example:

2) Write a summary of the differences between the city and the village.

Key words:

Write a summary of the differences between the city and the village.

Third example:

3) Compare how the two writers convey their different attitudes to the places they have visited.

Key words:

Compare how the two writers convey their different attitudes to the places they have visited.