

EXTENDED RESPONSE PLANNING FRAME


Name: _____

Subject: _____

Date: _____

Task / Question: _____

1 UNDERSTAND THE TASK


 What is the task asking me to do?

- Key command word(s):

- Topic / Focus:

- Key requirements:

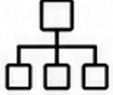
2 BRAINSTORM & PLAN

 What do I know and what will I include?

- Ideas / Key points:

- Examples / Evidence:

3 ORGANISE MY RESPONSE

 How will I structure my response?

INTRODUCTION

- Main idea / Position:

BODY PARAGRAPH 1

- Point: _____
- Evidence / Example: _____





BODY PARAGRAPH 2

- Point: _____
- Evidence / Example: _____


CONCLUSION

- Summary / Final point:

4 DEVELOP MY CONTENT What will I say in each part?


SECTION	KEY POINTS	EVIDENCE / EXAMPLES	EXPLANATION / ANALYSIS
INTRODUCTION 			
BODY PARAGRAPH 1 			
BODY PARAGRAPH 2 			
CONCLUSION 			

5 CHECK & REFINE



- Have I answered the task?
- Is my structure clear and logical?
- Have I used strong evidence / examples?
- Have I explained my ideas?
- Are my sentences clear and precise?
- Have I checked spelling and punctuation?

6 VOCABULARY & CONNECTIVES







Useful connectives:

- Furthermore
- In addition
- For example
- Additionally
- However
- On the other hand
- In contrast
- Conversely
- Therefore
- Consequently
- As a result
- In conclusion

Key vocabulary: _____

FINAL CHECK

 Stay on topic |  Support your ideas |  Explain clearly |  Conclude strongly