## Ten Steps to Answer Essay Questions

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
<th>Step 7</th>
<th>Step 8</th>
<th>Step 9</th>
<th>Step 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read All the Questions.</td>
<td>Plan Your Time.</td>
<td>Underline Keywords Telling You What To Do.</td>
<td>Reread the Question! Write Down What It Asks You To Do.</td>
<td>Write the Main Focus of Your Answer (The Thesis).</td>
<td>Organize. Outline or List Your Main Points.</td>
<td>Reread the Question Asking: Did I Answer the Question?</td>
<td></td>
<td>Write Your Essay Answer.</td>
<td>Proofread Your Answer.</td>
</tr>
</tbody>
</table>

**You Must Show That:**
1. You understand the textbook **AND**
2. You can think deeper than the textbook by applying the textbook knowledge!

**How Do I Do That? Try Using:**
1. Examples or details with explanations.
2. Comparisons with advantages/disadvantages and results.
3. Analyses with cause/effect or other explanations.
4. Opinions with explanations of reasoning.
**Tips for Answering Essay Questions**

For long answers, use a beginning, middle, and end.

**Beginning**
- Thesis (main focus or the big “So What?”) and main points you will write about

**Middle**
- Main Points: First sentence should explain what the paragraph is about (topic sentence).

**End**
- Summarize or sum up the main focus of your essay

**Review!**
- Did I really answer the question?
- Hey! Did I proofread?
- Did I add unrelated information?
- Would more details explain better?
- Are my sentences short and simple?

**Only Give Your Opinion If Asked!**

Don’t write: In my opinion, I think, I believe. Just state your opinion; the reader will know it’s what you think because you just said so!

Example: I think that The accrual method of accounting is more efficient for this company because . . .

Although we can’t help you with the essay, we can help you prepare at the Business Communication Center JSOM 12.106; 972-883-5385 bcc.utdallas.edu