|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **TASK DECODER** |  | C:\Users\Suzanne\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JTGI47ZM\MC900390704[1].wmf   |  | | --- | |  | |  |  |
| C:\Users\Suzanne\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JTGI47ZM\MM900236233[1].gif   |  | | --- | |  | |  |  |  |  |  |  |  |
|  | **LOOK for the KEY words,** | | | | |  |  |
|  |  |  |  |  |  |  |  |
|  | **they are the CLUE to what YOU need to DO** | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Key Words** | Examples | | | | | | |
| **Task words =** | *Look for action words* : | | | | |  |  |
|  | **remember**, define, label, list, name, locate, retell | | | | |  |  |
| *verbs that* | **understand**, describe, explain, summarise, translate, interpret | | | | | | |
| *describe the* | **apply**, calculate, solve, compile, complete, construct | | | | | |  |
| *action you* | **analyse**, discuss, identify, argue, compare, contrast | | | | |  |  |
| *need to do* | **evaluate,** justify, recommend, assess, choose, decide, select | | | | | |  |
| *in this task* | **design**, plan, propose, design, elaborate, forecast, modify | | | | | |  |
| **Limit words =** | *Look for words that give specific information* : | | | | |  |  |
|  | **what?** - what is happening, what the object is, what is the situation | | | | | | |
| *show the* | **who?** - who are the characters, who is the audience | | | | | |  |
| *boundaries of* | **where?** - where does the story happen, where are the characters | | | | | | |
| *what you should* | **when?** - when did this happen, when is the deadline | | | | | |  |
| *and should not* | **why?** - why did it happen, what is the reason or cause | | | | | |  |
| *do for the task* | **which?** - you may need to choose between 2 or more options | | | | | |  |
|  | **how?** - is there a process involved, how does it happen | | | | | |  |
|  | **how much?** - is there a limit to time, money or another quantity | | | | | | |

**MAIN TASK**

**TASK   
WORDS**

**LIMIT   
WORDS**