|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **TASK DECODER** |  | C:\Users\Suzanne\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JTGI47ZM\MC900390704[1].wmf

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| C:\Users\Suzanne\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JTGI47ZM\MM900236233[1].gif

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 |  |  |  |  |  |  |  |
|  |  **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**