

**LOOK VERY CLOSELY AT THE  
DETAIL**

**SAY HOW THINGS ARE THE SAME  
& HOW THEY DIFFER**

**GIVE EXAMPLES TO MAKE YOUR  
POINTS CLEAR** *(INCLUDES USING  
DIAGRAMS, DRAWINGS OR FIGURES TO SUPPORT  
YOUR ANSWER)*

**DESCRIBE WITHOUT TOO MUCH  
DETAIL, GIVE THE MAIN  
FEATURES OF**

**PRESENT THE INFORMATION  
CLEARLY BUT BRIEFLY**

**USING YOUR OWN WORDS, BRING  
TOGETHER THE MAIN POINTS  
WITHOUT INCLUDING DETAIL OR  
EXAMPLES**

**GO OVER THE WHOLE THING  
PICKING OUT THE IMPORTANT  
PARTS TO GIVE YOUR OPINION ON**

**MAKE IT SIMPLE & CLEAR**

**GIVE YOUR OPINIONS OR POINT  
OF VIEW**

**TAKE INTO ACCOUNT & SAY WHAT  
ARE YOUR THOUGHTS**

**SHOW, USING LOTS OF EXAMPLES**

**GIVE A DETAILED ACCOUNT OF SOMETHING AS IT IS - YOU DON'T NEED TO GIVE YOUR OPINION ON IT**

**GIVE IMPORTANT REASONS FOR + AGAINST AND COME TO SOME CONCLUSION FROM THESE**

**SHOW HOW THINGS ARE DIFFERENT**

**MAKE THE INFORMATION CLEAR BY GIVING REASONS FOR IT**