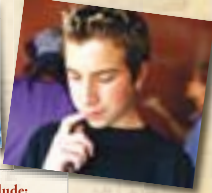


STEP 1

Understand

Sample Question: Using information from the evidence below as well as your knowledge of the period, evaluate the development of the United States Constitution as a document which ensured popular sovereignty.

- **Understand** the tasks of all parts of the question and analyze it.
- **Make notes** about what is being asked.
- **Underline** the key points of the question.
- **Determine** which elements and issues must be addressed.



Frequently used instructions include:

- describe and analyze
- analyze and explain
- evaluate or assess the validity of
- to what extent

STEP 2

Analyze

Analyze the Documents.

Analysis includes addressing the following questions:

- **Who** produced it?
- **Why** would this person/document say this?
- **When** was it produced?
- **Why** was it produced?
- **Who** was its intended audience?
- **Where** was it produced?
- **What** is it about?
- **Is it** reliable?
- **What** is the point of view?

How can the documents be arranged into groups that are found in the question?

STEP 3

Formulate

Formulate a thesis statement.

The thesis must:

- Explicitly address the issue
- Be based on the documents
- Deal with all parts of the question
- Be clear, analytical, and comprehensive

Question: To what extent and in what ways did contact with the West impact Japan in the late 19th and early 20th centuries?



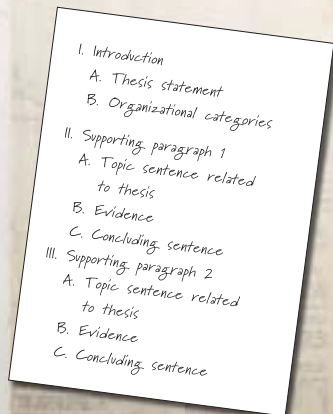
Thesis: Contact with the West in the late 19th and early 20th century profoundly changed Japan. It went from a feudal society to a modern state with a powerful centralized government that instituted significant economic and social change.

STEP 4

Plan

Plan your answer.

- **Make** outline notes on your major points.
- **Indicate** how the documents can be used as evidence to support your thesis.

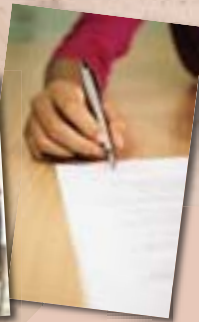
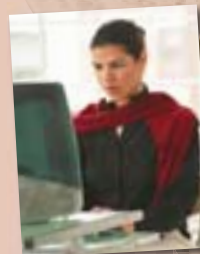


STEP 5

Write

Write your essay.

- **Check** the time remaining.
- **Check** to make sure your thesis and outline address all parts of the question.
- **Use strong verbs** to reinforce your argument.
- When citing a document, **use the author's name** to identify it.



STEP 6

Checklist

- Have you used all or all but one of the documents?
- Have you addressed all parts of the question?
- Have you identified the point of view of each document?
- Do you show the relevance of the documents to your thesis?