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## Question answer format

1 Read the question carefully. Before you get started, make sure that you have read the essay question twice and that you understand what it's asking. Underline or highlight the most important words or phrases in the question to help you stay focused on answering the question. 2 Identify the keywords. Teachers and professors use certain keywords in essay questions to communicate what they want you to do. For example, an essay question that asks you to "describe" an issue will be different from an essay question that asks you to "argue" a position. Make sure that you identify the keyword in each essay question you read. Some of the most common keywords include: Analyze: Explain the what, where, who, when, why, and how. Include pros and cons, strengths and weaknesses, etc. Compare: Discuss the similarities and differences between two or more things. Don't forget to explain why the comparison is useful. Contrast: Discuss how two or more things are different or distinguish between them. Don't forget to explain why the contrast is useful. Define: State what something means, does, achieves, etc. Describe: List characteristics or traits of something. You may also need to summarize something, such as an essay prompt that asks "Describe the major events that led to the American Revolution." Discuss: This is more analytical. You usually begin by describing something and then present arguments for or against it. You may need to analyze the advantages or disadvantages of your subject. Evaluate: Offer the pros and cons, positives and negatives for a subject. You may be asked to evaluate a statement for logical support, or evaluate an argument for weaknesses. Explain: Explain why or how something happened, or justify your position on something. Prove: Usually reserved for more scientific or objective essays. You may be asked to include evidence and research to build a case for a specific position or set of hypotheses. Summarize: Usually, this means to list the major ideas or themes of a subject. It could also ask you to present the main ideas in order to then fully discuss them. Most essay questions will not ask for pure summary without anything else. Advertisement 3 Ask questions if anything is unclear. If you do not understand what the question is asking or if you are unsure about the meaning of the key word, ask your teacher or professor. Do not attempt to answer the question until you fully understand what you are supposed to do. Otherwise, you may end up providing an incorrect answer. Raise your hand and wait for your teacher to come over to you or approach your teacher's desk to ask your question. This way you will be less likely to disrupt other test takers. Advertisement 1 Follow the instructions. Use the instructions to determine what to include in your answer. Follow them to the letter and do not improvise or include non-essential information. Professors cite not following the instructions as a main reason why some students do not do well on essay questions. 2 Think about how you should structure your answer. The organization of your answer is important. If the question suggests a specific order for your answer, then your answer should follow that structure. Take a moment to consider your organization before you start writing your answer. What information should come first, second, third, etc.? In many cases, the traditional 5-paragraph essay structure works well. Start with an introductory paragraph, use 3 paragraphs in the body of the article to explain different points, and finish with a concluding paragraph. It can also be really helpful to draft a quick outline of your essay before you start writing. 3 Choose relevant facts and figures to include. A strong essay question answer should provide a relevant answer while also displaying your knowledge of a subject. Take some time to consider the best way to accomplish this goal with the relevant facts and figures you have learned about in your studies. You may want to make a list of facts and figures that you want to include in your essay answer. That way you can refer to this list as you write your answer. It's best to write down all the important key topics or ideas before you get started composing your answer. That way, you can check back to make sure you haven't missed anything. 4 Begin your answer by rephrasing the essay question as a statement. The best way to start an essay answer is to rephrase the question in the form of a statement. Opening your essay in this way signals to the professor that you have read and understood the question. Rephrasing the question also helps you to stay focused on providing an answer to that question right from the start. For example, imagine that your essay question asks: "Should the FIFA World Cup be awarded to countries with human rights violations? Explain and support your answer." You might restate this as "Countries with human rights violations should not be awarded the FIFA World Cup because this rewards a nation's poor treatment of its citizens." This will be the thesis that you support with examples and explanation. 5 Make sure that your answer has a clear point. Even in a compare/contrast situation, you will need to be very clear what your essay is arguing. For example, whether you argue that the FIFA World Cup should or should not be awarded to countries with human rights violations, you will want to address the opposing side's argument. However, it needs to be clear where your essay stands about the matter. Often, essay questions end up saying things along the lines of "There are many similarities and differences between X and Y." This does not offer a clear position and can result in a bad grade. 6 Pay attention to your grammar and punctuation. Poor grammar and punctuation can affect your grade on an essay question. Try to use correct grammar and punctuation as you write because you may not have time to go back and proofread your work. If you end up with a few minutes to spare, go back and proofread what you have written. If you are required to write your answer by hand, then take care to make your writing legible and neat. Some professors may deduct points if they cannot read what you have written. Advertisement 1 Stop and take a deep breath if you get too anxious. It is crucial to stay calm when you are taking an essay exam. If you get flustered, you may have trouble recalling important information or you may make simple mistakes. If you get to a point during the exam where you feel too anxious to focus, put down your pencil (or take your hands off of the keyboard), close your eyes, and take a deep breath. Stretch your arms and imagine that you are somewhere pleasant for a few moments. When you have completed this brief exercise, open up your eyes and resume the exam. 2 Use your time wisely. Some exams may suggest how much time you should spend on each question or even give you a time limit for each question. Having suggestions and limits like these may help you to budget your time. If your exam does not provide a guide for how much time to spend on each question, develop your own time budget at the beginning of the exam. For example, if the exam period is one hour long and you have to answer three questions in that time frame, then you should plan to spend no more than 20 minutes on each question. Look at the weight of the questions, if applicable. For example, if there are five 10-point short-answers and a 50-point essay, plan to spend more time on the essay because it is worth significantly more. Don't get stuck spending so much time on the short-answers that you don't have time to develop a complex essay. 3 Write as quickly as you can. While you do not want to write so fast that you are not thinking about your answers, remember that you are on the clock. Consider the question and plan your answers well, but then try to write your answers as quickly as you can.[1] This strategy is even more important if the exam has multiple essay questions. If you take too much time on the first question, then you may not have enough time to answer the other questions on the exam. 4 Stay on topic. Make sure all of your points relate back to your thesis statement, which is your answer to the question that was asked. While it is okay to let your mind wander a bit when you are writing a formal essay, you need to stay focused on the question when you write an essay exam response. Otherwise, you may end up providing unnecessary information and losing points for not including the information that was required. If you feel like you are straying away from the question, reread the question and review any notes that you made to help guide you. After you get refocused, then continue writing your answer. Try to allow yourself enough time to go back and tighten up connections between your points. A few well-placed transitions can really bump up your grade. Advertisement Add New Question Question How can I remove tension during an exam? Be confident – that's the first thing. Everyone is like you -- all of them are afraid during exams. This is common. Just be calm and focus and believe in yourself. Question Do you have any tips for writing a better essay? Write your answer in a sequence. Divide your answer in parts. Generally this includes an introduction, main body and a conclusion. Question Can I use a black pen for an exam? Most exams may be taken with a black pen, but you should always check with your instructor first. See more answers Ask a Question Advertisement Thanks Thanks The advice in this section is based on the lived experiences of wikiHow readers like you. If you have a helpful tip you'd like to share on wikiHow, please submit it in the field below. Look up relevant quotes if your exam is open notes. Use references from books or class to back up your answers. Make sure your sentences flow together and that you don't repeat the same thing twice! Advertisement This article was co-authored by Tristen Bonacci. Tristen Bonacci is an English Teacher with more than 20 years of experience. Tristen has resourses in both the United States and overseas. She specializes in teaching in a secondary education environment and sharing wisdom with others, no matter the environment. Tristen holds a BA in English Literature from The University of Colorado and an MEd from The University of Phoenix. This article has been viewed 656,228 times. Co-authors: 35 Updated: April 17, 2025 Views: 656,228 Categories: Essays Print Send fan mail to authors Thanks to all authors for creating a page that has been read 656,228 times. "I was actually surfing the website to see some useful tips for examination and visited the article. I found it helpful, as it will help me in my exams and help me attain high marks. It had simple language and was really well illustrated with examples. I found it easy to understand, and I am looking forward for more of these effective articles and tips relating to achieving high scores in the O-Level examinations."... more Share your story Imagine that you've been asked to respond to the following question: The fifteenth and sixteenth century voyages of exploration produced lasting changes in the political and social structure of Western Europe. Would you say that these voyages tended to hasten or to delay the growth of national states? Explain. A solid writing strategy for responding to essay questions is the following: Answer the Question + At Least One Reason + Closing Statement Keep your responses focused, structured, and prove your points with evidence. Here's how to do it. 1) Begin with a direct answer to the question. The easiest way to do this is to restate the question in a way that incorporates your answer. If you will give more than one reason or address more than one topic in your response, pre-outline the topics/reasons you will discuss in order. The exploration of the 15th and 16th centuries hastened the growth of national states. The reasons have to do with war, wealth, trade, and nationalism. 2) Address your reason(s) in order. One of the prime ingredients for the beginning of national states was a common danger from outside. Because countries went to war over the right to control certain colonies and trade routes, each country had to unite within in order to fight off any aggressor. A. Use transitions to move smoothly between reasons. Other forms of competition between countries contributed to the growth of national states. Competition for land and wealth was fierce. The resources of the new lands, such as coffee, spices, minerals, were considered valuable. Each country was eager to gain land because the products of the land could be turned into more wealth, as when Cortez conquered the Aztecs and exploited their gold and silver. A united country could best succeed in this form of competition. B. Incorporate examples to amplify your reasoning. These resources, brought about by new discoveries, increased the power of mercantilism. Mercantilism is a system in which the mother country takes from its colonies raw materials and sells them back in the form of finished products. This allows the mother country to keep economic control over the colonies. With the opening of new trade routes, the Northern and Western European states were able to break the Venetian-Arab trade monopoly with the Indies. The colonization led to a system involving a state-controlled market between the colony and the mother country. This permitted the nations of Europe to become economically separate units with no common market existing between them—a condition which fostered nationalism. It is interesting to note that Italy, which did little exploration, took longer to become a united nation than did the other countries of Europe. C. Use signal phrases and in-text citations to identify your sources. Another feature in producing national states was the national pride these voyages tended to produce. According to Taylor, the voyages were financed by a national government (2020). Any new discovery was seen as reflecting the prestige of the sponsoring government and its people, and this added pride contributed to the spirit of nationalism (Martin, 2012). 3. End with a closing statement that wraps up your response and reminds the reader of your position on the question. The changes produced by exploration were key contributors to national growth. Thanks to Texas State University for the example here. In order to format questions and answers in the APA style, start a new line for the question and type the number 1 followed by a period. type the discussion question in an approved font and size. If the prompt is a question, end it with a question mark; if it is a statement, end it with a period. use double spacing and one inch margins. In order to format questions and answers in the APA style, start a new line for the question and type the number 1 followed by a period. type the discussion question in an approved font and size. If the prompt is a question, end it with a question mark; if it is a statement, end it with a period. use double spacing and one inch margins. Answer. Type the number 1 followed by a period at the start of the question on a new line. use double spacing and one inch margins. Start the response on a new line to distinguish it from the question. keep the fonts and spacing consistent throughout the entire document. Continue the questions on a new line, aligning the second question. Apa sample paper. Note: This page uses the outdated (APA 6) version of the standard. Although it won't be updated, it will be accessible until 2021. the equivalent apa 7 page can be found here. media file: apa sample paper. this resource is enhanced by an acrobat pdf file. download the free acrobat reader. click this link to download the pdf handout of the. In order to format questions and answers in the APA style, start a new line for the question and type the number 1 followed by a period. Times New Roman font in 12 point size should be used for the discussion question. use double spacing and one inch margins. Your psychology teacher may insist that you use APA format for discussion questions even when completing homework assignments. follow directions, citing sources when needed. make sure you use the font times new roman. Format. Be sure to format your page according to the general APA guidelines when typing out an essay response. use 12 point Times New Roman font with 1 inch margins on all sides. If a title page is not specifically requested, double-space your document and omit it. instead, place your title at the top of. The process of conducting research involves gathering the data necessary to address a specific research question, as well as developing the conclusion from the data you have gathered. Consequently, a research paper should achieve one of the following three objectives: Some fundamentals on the apa requirements for my class are on page 1 of the smart student free resources smart writers masterclass mysmartstudent registration system. The paper is from the Purdue Owl website. Get the free APA referencing manual here: mysmartstudent, covering everything from the title page and header to the abstract and body. ck. Page 725ac72f93 Smart Student Free Resources This video will demonstrate how to format a paper in accordance with the 7th edition of the A.P.A. by setting margins and font, as well as other formatting requirements. This video demonstrates how to cite different types of sources for your references page in an apa format paper or essay, including smart student free resources smart writers masterclass mysmartstudent registration page 1, so watch it for more information and an example paper. To format questions and answers in APA format: Use the correct punctuation at the end — a question mark if the prompt is a question; a period if it is a statement. Use double spacing and one inch margins. Separate the answer from the question by beginning the answer on a new line. Always answer in complete sentences. How to structure the questions and answer format When constructing a Q&A essay, be sure to first comprehend the subject before deciding what details to include. Following these steps will enable you to clearly distinguish between the questions and answers: 1. Establish your understand the topic Create a heading for the essay that includes your name, the names of your instructors or courses, your institution, and the date. Continue by writing the title in the page's center, below your heading. Use your surname and a number to number each page in the upper right-hand corner. Type the number one, add a period, and then write the first question on the same line in the appropriate font and size. Put a question mark at the end of the sentence to properly punctuate it. In order for the other questions to be specific and in-depth, the first one is an overview of the essay. Give the responses before moving on to the next question, and so on. 2. Use an academic tone Simple prose with concise, captivating paragraphs that directly address the audience characterizes a professional tone. When responding to open-ended questions, you can adopt a conversational tone as long as you promote debate. Give clear and concise answers through short and complete sentences. Long answers may begin a new paragraph; however, each new paragraph must be indented. If the order is crucial, use lists, bullets, or numbers. Ensure you use the correct grammatical punctuation. 3. Use proper capitalizations The capitalization of the first word of the question and proper nouns within a sentence are only the most basic examples of English rules. You can also capitalize the following: Keep in mind that when writing the essay, your instructor may have additional specific capitalization guidelines to follow. 4. Space the essay properly Double-space the sentences and use 1-inch margins. Click on Design, Paragraph Spacing, and then select Double to double space a document. Separate each response from the question by beginning a new line. After you type a question, press the enter key to put a space between it and the first word of the response. All of your essay's pages should have 1-inch margins on the left, right, top, and bottom, according to APA and MLA guidelines. Additionally, by pressing the space bar once, indent the first line of every paragraph by 1/2 inch. In your word processor, select Align Left to evenly space the text at the left margin. 5. Cite your sources Provide a reference page at the end and use in-text citations to support your arguments. To bolster your claim, you can also use direct quotes where you use the author's exact words and indirect quotes where you paraphrase them. Some helpful tips for proper citing include: Citations support your claims, so make sure the sources you select support rather than contradict your arguments. 6. Maintain consistency Use the same format, spacing and fonts throughout the document. Depending on the instructions you are given, the question and answer essay's structure may change. You can start your question with the letter Q and end it with the letter A. Except where noted, there is no need to bold or otherwise distinguish the questions and answers. Put each new query in numerical order and place it on a new line beneath the one before it. Keep the transition natural because the questions frequently lead to more inquiries that cover more ground. A new term at the end of an answer can be followed by the following query to discuss its meaning. What is the question and answer format for essays? In the question and answer essay format, a professor poses a question, and the students respond with a written response. By involving the readers in the question and the proof of your answer, you can quickly provide useful information in this format. Some of the most common types of essay questions include: The solutions are clear and instructive, using straightforward language to clarify difficult terminologies. For technical and literary essays, Q&A essays use APA and MLA respectively. Writing tips for Q&A formats Answering questions in Q&As requires you to use unique ideas, which you can demonstrate by reading precedent publications. As a result, always do extensive research on the subject and attempt to present a unique viewpoint. The following advice for your Q&A essay can help you write with substance: Create an attention-grabbing title Use a concise and clear heading to state the essay's theme. When composing titles, use the question and answer format to acquaint the reader with the subject. The required primary keyword is usually incorporated into six to nine words in a great header. Select the right question words, such as "how," "explain," "clarify," "outline," etc. , depending on the evaluation depth of the questions. Add useful subheadings A well-written essay uses pertinent subheadings to inform the reader of what is happening. Divide the content into manageable sections with subheadings rather than cramming a lot of information into one lengthy paragraph. Multiple H2, H3, and H4 subheadings enable readers to scan a document more quickly and locate the information they need. Remain relevant If you want to improve the quality of your essay, stick to one theme rather than tackling several. As long as all information is pertinent, you may use multiple choices, discussions, or fundamental questions in your paper. Think about the questions to make sure you order them logically and begin with the most important information at the top. Only if the reader recognizes the value are Q&A essays relevant. Reduce the number of questions to make sure the audience can find, understand, and use the information with ease. Focus only on the most important details because asking too many questions could make the reader feel overwhelmed Consider the type of question There are various essay question types, so you might want to adjust your approach to fit the demands. For instance, it would be best to address the primary query directly before providing a thorough narrative to address the sub-questions for a query within a query. Each response can be provided in a separate paragraph, followed by your final conclusion. Pay attention to the details Pay close attention throughout the entire writing process to make sure the final product is timely, accurate, and educational. Try using the following steps for your next Q&A essay: Use straightforward language and stay away from complex jargon in general because you want your essay to be simple for readers to understand. Always proofread your writing after you've finished it, fix any grammatical errors, and make any necessary edits. 5 Rules for Answering ESSAY Questions on Exams FAQ How do you write a Q&A format? 5 ways to write a fascinating Q&A Make it short. Even shorter. ... Focus, focus, focus. Concentrating on a single facet of the topic at hand is the quickest way to keep things brief. Ask unexpected questions. ... Vary the pace. ... Edit the heck out of it. How do you structure a Q&A article? Always use the same consistent format for the headline: the subject's name, a colon, followed by a brief, first-person excerpt that captures the essence of the story. What is a Q&A paper? One of the simplest ways to present an interview to an audience is through a Q&A. In essence, it is a written response to the interviewee's written responses as well as the interviewer's direct questions. How do you list questions in APA? Put a period after the Arabic number 1 and a new line after it to signal the start of a new paragraph to begin your list of questions. If you're writing your list by hand, indent the number 1 so that it starts a new paragraph.