**Decoding the question**

Decoding means working out exactly what a question is about and how it should be answered. This is the essential first step in producing a successful answer. Command words are the instruction words that tell you what to do e.g. outline, describe, discuss, identify, assess. In this question the command words are:

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This means I should:

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Key words are the words in the question that tell you what your answer should include. They are often technical words used in the subject. In this question the key words are:

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I will use the following definitions of key words:

These definitions could be used in your answer, especially in the introduction

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Look at your answers above and use them to rewrite the question in your own words.