Steps to Unpacking a Prompt/Task

☐ 1. Read prompt/task.

☐ 2. Circle key directive words.

☐ 3. Underline important information.

☐ 4. Restate prompt/task in own words.

☐ 5. Read and annotate passage.
   Underline evidence.

☐ 6. Invert question as topic sentence.

☐ 7. Write response & support with evidence.

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