

Analysing the question

A four step approach

Before you begin researching or writing, make sure you fully understand the assignment question. This important first step helps you identify exactly what is being asked, sets the boundaries of your task, and keeps your research and writing focused.

Use the four-step approach below to break down the following example assignment question and get started with confidence:

‘Discuss the relationship between globalisation and the digital economy’

Step 1: Identify the topic

Highlight keywords or phrases

- What is the main subject or focus?

Example: “Globalisation”, “Digital economy”

Step 2: Identify the instructional words

Instructional words tell you how to approach the answer

- What are you being asked to do?

Example: “discuss, identify, justify, compare, evaluate”

Step 3: Identify the scope or limiting words



These words set boundaries for your research and discussion

- What is the focus or limit of the question?

Example: “relationship between Globalisation and digital economy.”

Step 4: Rewrite the questions in your own words

Check: Do you know exactly what to address and how?

- Rephrase to confirm understanding

Example: “Discuss the relationship between globalisation and the digital economy in today's world”.

* Result



- ✓ Clear understanding of what the question asks
- ✓ Direction for planning and structuring your essay



Quick access:

Scan the QR code,
explore **Miro**, and mind
map your way to analysing
the question.

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