

## **Steps of the Do What Strategy**

- ☐ Read the prompt carefully to ensure full understanding of its content
- ☐ Identify and underline the action verbs that specify what needs to be done
  - ☐ Locate the words that specify actions within the task
  - ☐ Underline or highlight those action verbs
- ☐ Determine the main topic or subject that the prompt is focused on
  - ☐ Identify words that specify the main subject or area of focus
  - ☐ Look for keywords or phrases that point to a particular topic or theme
- ☐ Look for additional details such as the target audience, specific instructions, or formatting guidelines
- ☐ If anything in the prompt is unclear, ask your instructor or the relevant person for clarification