



Palm Beach Atlantic University  
Center for Writing Excellence

## Responding to Writing Prompts

<i>Direction</i>	<i>Action</i>
<b>Describe, Identify, Define</b>	Identify the main equalities or distinguishing characteristics of your subject, using specific facts or sensory details
<b>Recount, Narrate, Relate, Tell about</b>	Present the sequence of events in a story or the steps in a process in chronological order. Use vivid verbs and sensory details.
<b>Discuss</b>	Identify the key points or relationships, backing these up with examples, quotation, comparisons, and other details.
<b>Explain</b>	Present the main points of or important steps in whatever you have been asked to explain, using facts, examples, and reasons to clarify what you mean.
<b>Compare, Contrast</b>	Show the ways in which two or more things are alike and the ways in which they differ, using examples and other details to support similarity and difference you point out.
<b>Analyze, Evaluate, Review</b>	Examine the main qualities of your subject to arrive at a conclusion about some aspect of it, such as how well the parts function together as a whole.
<b>Show Cause and Effects</b>	Present the reasons for and the results of a particular event or situation, using specific details to clarify precisely what happened.
<b>Persuade, Convince, Express Opinion</b>	State your point of view and support it with facts, statistics, examples, quotations, and other sound evidence.
<b>Interpret</b>	Explain in your own words the meaning of whatever you've been asked to interpret, supporting your ideas with facts and other details.
<b>Summarize</b>	Present a condensed version of a story or a process by relating only the main events or steps and showing how one leads to the next. Do <i>not</i> include supporting details or other types of elaboration.