# Form: Answering the exam task - interpret the task correctly

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|  | **STEPS** | **NOTES** |
| **Step 1** | **Vocabulary**: Are there any words you do not understand? |  |
| **Step 2** | What are the **instructional words?** |  |
| **Step 3** | Clarify **requirements** | **Topic:**  **Audience:**  **Purpose:**  **Genre:**  **Refer to/use:** |
| **Step 4** | What are the relevant **aids** for this task? |  |
| **Step 5** | Create an **outline** |  |