

## MENTAL MODEL FOR RESPONDING TO OPEN-RESPONSE QUESTIONS: U R TOPS

<b>U</b>	<b>UNDERLINE</b>	UNDERLINE or highlight key words, ideas, power verbs, and important information.
<b>R</b>	<b>READ</b>	READ everything twice before you start to answer. Read charts, diagrams, and maps, then reread the question.
<b>T</b>	<b>TOPIC</b>	Create a TOPIC SENTENCE that clearly states your position, decision, or starts your answer.
<b>O</b>	<b>ORGANIZE</b>	ORGANIZE your thoughts to answer the question. Be clear, concise, and to the point.
<b>P</b>	<b>PART</b>	Look for specific PARTS to be answered. Label each part with a number.
<b>S</b>	<b>SUPPORT</b>	SUPPORT your answer with facts, figures, or statements from what is given.

Source: Kim D. Ellis, *Putting the Pieces Together*

### EXPLANATION

Step sheet:

Study the mental model to determine the meaning of each step of the U R TOPS process.

Follow each step of the mental model to answer Open-Response Questions.

Put a check over the letters of the U R TOPS steps as you complete them.

Write your response.