

Put the Task in Three Boxes

Separate the prompt into what to do, what to use and what a successful answer needs.

5 min preparation | Science, Maths and Humanities

Before the lesson

Separate an authentic instruction into actions, conditions and sequence.

Teach it in four steps

1. Separate the prompt into what to do, what to use and what a successful answer needs.
2. Identify each action and preserve quantities or safety conditions.
3. Order the actions and demonstrate the first move.
4. Ask a learner to restate or perform the next action before proceeding.

Worked example: Put the Task in Three Boxes

Divide the task into three visible boxes: source information, thinking to perform, and response to produce. In a graph question, these are the graph, the trend comparison, and two evidence-based sentences.

Teacher prompt: "Show the relationship and explain the choice you made."

Check understanding

Ask learners to show the next required action and explain a condition or ordering decision before proceeding.

Fade the support

Remove step cards when learners can reconstruct the sequence accurately.

Adapt it across subjects

Maths: order plotting and calculation steps. Humanities: separate source reading, evidence selection and interpretation.

Adjust the language support

A1-A2 access: keep the subject goal; use visuals, a small word bank, pointing or drawing and partner rehearsal. Use a home language to establish meaning where helpful.

B1-B2 extension: ask for fuller explanations, precise subject vocabulary and qualifications. Reduce sentence openings when learners can organise the response independently.

These are starting points, not placement rules. Judge support from the learner's response to this task; proficiency can differ across skills.