Breaking an essay question down into sub-questions is a very effective way of focussing and structuring your reading.

An effective starting point to do this is to break down the question into several sub-questions to guide your reading, typically WHAT, WHY, HOW and SO WHAT?

Question: "Crime is a social construct. Discuss" This title raises the following questions:

- How is crime defined?
- What does the term social construct mean?
- What arguments are put forward as evidence that crime is a social construct?
- Are there different/competing perspectives on this issue e.g. do feminist/Marxist/functionalist theorists view the issue in the same way?
- What are the implications of crime being a social construct?
- Why does it matter?

Question: "Critically evaluate the key factors which influence job satisfaction"

This title raises the following questions:

- What is job satisfaction?
- Why is it an important issue in the workplace?
- What are the characteristics of high or low job satisfaction?
- What impacts on job satisfaction different factors?
- How do they impact on job satisfaction?
- Which factors have the biggest influence and why?
- How can job satisfaction be increased?

These questions break the topic down into manageable chunks and makes sure that what you are reading is relevant to the question. Breaking the assignment question like this also helps you create a plan, as explained in this link https://edshare.gcu.ac.uk/6330/1/planning.pdf