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| Questions | Example | Explanation |
| Substitute:  What else instead?  Who else instead?  Other ingredients?  Other material?  Other time?  Other place? | What else instead – driver’s license instead of ID.  Who else instead – Oracle instead of SAP.  Other ingredients – veggies instead of mince.  Other material – keyboard notes made from plastic not ivory.  Other time – time zones in different countries.  Other place – Makro instead of Checkers. | I can use my driver’s license to identify myself if I do not have my ID on me. This as an example for what else instead.  If a company is not happy with SAP’s database services, they can always move over to Oracle for the same services. This as an example for who else instead.  If I switch to a vegan diet, I can still enjoy lasagna by simply replacing the mince with a veggie mix. This as an example for other ingredients.  Classic piano keys are made from ivory, but keyboards have replaced the piano keys with plastic as ivory is now illegal. This as an example for other material.  Different countries have different time zones. When it is night time here, it is daytime in America. This as an example for other time.  Instead of buying my food at Checkers, I can go to Makro and buy in bulk. This as an example for other place. |
| Combine:  How about a blend?  Combine purposes?  Combine materials? | How about a blend – mocha.  Combine purposes – marketing and community outreach.  Combine materials – salt. | Coffee is good, hot chocolate is nice, but blending them into a mocha is the best. This as an example for a blend.  Many companies are active in community outreach program for combined reasons; it provides a chance for marketing and it gives back to the community by making a difference. Often it counts as a tax exemption as well, so instead of paying taxes, make a difference with the money and get some free marketing while you’re at it. This as an example for combined purposes.  Sodium is a mineral needed by your body, but that can be detrimental in large doses. Chloride is poisonous to ingest. But combined these to form our favourite food spice; salt. This as an example for combined materials. |
| Adapt:  What else is like this?  What other idea does this suggest?  How can I adjust to these circumstances? | What else is like this – smartphone and PC.  What other idea does this suggest – shower.  How can I adjust to these circumstances – studying from home. | A smartphone is like a PC, they both provide internet access and I can access my studies on both devices, one through the browser and the other through the app. This as an example for what else is like this.  Normally on a hot day I have a swim in the complex pool, but due to covid the pool is now closed. So I considered another idea, replacing the cold pool with a cold shower and in doing so adapting to the solo covid life. This as an example for what other idea does this suggest.  I initially wanted to study at a local university, running classes on campus. But with the outbreak of the pandemic and everyone working from home and isolating, I adapted and decided to opt for online studies through UoPeople. This as an example for how can I adjust to these circumstances. |
| Modify:  Different order, form, shape?  Minify: What to make smaller?  Slower?  Lighter?  What to do with less frequency?  Magnify: What to make higher?  Longer?  Thicker?  What to do with greater frequency? | Different order – Chinese reading.  Different form – Future life.  Different shape – round beds.  What to make smaller and lighter – laptop.  What to make slower – YouTube.  What to do with less frequency – micromanagement.  What to make higher – doorframes.  What to make longer – vacations.  What to make thicker – your skin.  What to do with greater frequency – teambuilding. | In China, people read and write from right to left on a parchment. Locally we read and write from the left to the right. This as an example for different order.  Future life is a great cereal I find in local shops, specifically made so that you can eat it as porridge or drink it as a shake. This as an example for different form.  Did you know you can buy a round bed with a round mattress and round bed sheets? Everyone is so used to squares; the rounds are aesthetically quite pleasing and something different. This as an example for different shape.  Laptops are big and bulky and heavy but necessary for those who travel for work, so companies decided to make them smaller and more compact, and lightweight. This as an example for what to make smaller and lighter.  I find dance choreography on YouTube, and I love the setting where you can play the video at a slower speed so I can break the choreography down into the individual steps. This as an example for what to make slower.  If micromanagement is done less frequency, employees will be less disgruntled. This as an example for what to do with less frequency.  The amount of times I have worn heels and hit my head on a doorframe as a result…the standard size was not made for tall people dressing up. This as an example for what to make higher.  Everyone could use an extra day off on vacation. This as an example for what to make longer.  Criticism is an inevitability in life. Having a thick skin will go a long way. This as an example for what to make thicker.  Once a year is not enough. The more teambuilding you do, the stronger your team will be in a company. Make it a regular thing. This as an example for what to do with greater frequency. |
| Put to other uses:  New ways to use as is?  Other uses I modified?  Other places to use an item or movement? | New ways to use as is – socks.  Other uses I modified – clothing.  Other places to use an item or movement – kickboxing. | Girls with long hair can use a sock to create a rolled up high bun if they don’t have a hair sponge. This as an example for new ways to use as is.  I bought a dress, but it was too tight around my chest, so I modified it by cutting the top off and turned it into a skirt. This as an example for other uses I modified.  Kickboxing movements can be used at a gym or fitness center to get into shape, but can also be used in an alleyway to defend yourself against a mugger. This as an example for other places to use an item or movement. |
| Eliminate:  What to remove?  Omit?  Understate? | What to remove – tonsils.  What to omit – personal opinions.  What to understate – promises. | Removing tonsils in young children is relatively harmless but can prevent years of constant illnesses. This as an example for what to remove.  When providing feedback in a company, keep your personal opinions about others to yourself. Be professional. This as an example for what to omit.  When negotiating or selling, always promise less and deliver more. Understate what you will do and then blow them away by doing “extra”. This as an example for what to understate. |
| Rearrange:  Other layout?  Other sequence?  Transpose cause and effect?  Transpose positive and negative?  How about opposites? | Layout – Typewriter.  Sequence – Math.  Transpose cause and effect – Work as cause, missed assignments as effect.  Transpose positive and negative – attitude towards covid vaccines.  How about opposites – life and death. | Typewriters have been known for different layouts when they were initially invented. Crucially, a typewriter was invented specifically to write music sheets (Laurinavičius, 2019). This as an example of other layout.  In mathematics you get different kinds of sequences; Arithmetic, Geometric, Harmonic and Fibonacci (GeeksforGeeks, 2021). This as an example for sequence.  I had to work really hard during unit 2 and as a result of the extra hours that my work ate up, I didn’t have enough time to complete all 4 assignments, and missed 2 of them. This as an example for cause and effect.  One person views the opportunity to get the covid vaccine as an opportunity to save the lives of those around them and do their part in helping the pandemic die down sooner. This person has a positive attitude towards the vaccine. Another person views the covid vaccine as a threat to their health and safety and a hoax perpetrated by the pharmaceutical industry for profit and has a great mistrust of the government and no hope that any action they take will end the pandemic at all. This person has a negative attitude towards the vaccine. This as an example for positive and negative.  If you are dead you cannot be alive, and if you are alive you cannot be dead, hence they are opposites. It is one or the other. This as an example for opposites. |
| Reverse:  Interchange components?  Other pattern?  Backward?  Upside down? | Interchange components – PC.  Other pattern – clothing.  Backward – reversing a car.  Upside down – doing a handstand. | A PC is made up of different components that you can individually replace and upgrade. This as an example for interchanging components.  Clothing can be made from various materials with the printed patterns and colours and stitching styles of your choice. This as an example for other patterns.  When a car reverses it moves backwards instead of forwards. This as an example for backwards.  When you do a handstand you are upside down, you’re your head by the floor and your feet in the clouds. This as an example for upside down. |

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