IDENTIFICATION

For all words, give the dictionary entry form of the word (ποιέω, ἄγαθός, etc.).

For all words, completely identify the form of the word:

Nouns, adjectives, pron., art.: case, number, gender

Verbs (pref. in this order): person and number (if applicable—not for infin.)

tense (present, imperfect, future, aorist, etc.)

voice (active, middle, or passive)

mood (indic., imperative, subjunctive, opt.) or “infinitive”

Participles: tense, case, number, gender

Adverbs and prepositions come in only one form, so they do not require identification.

EXPLANATION

Finally, explain the form used. This means

for nouns, pronouns: Explain the case used (subject, genitive of time within which, indirect object, indirect discourse, χαίρω + dative, object of ἐν, etc.).

Note if a noun is being used in predicate position.

for adverbs: These are usually used to modify verbs (ἔχω ὁρῶ), adjectives (μάλα πλούσιός ἐστίν), or other adverbs (λέγεις μᾶλλον σοφῶς ἢ ὁ ἀδελφός μου); adverbs may also occasionally be used attributively (οἱ νῦν ἀνδρεῖς). In either case, say what word the adverb modifies.

for adjectives, article: Say what the adjective modifies & is in agreement with (this may mean naming a Greek word, but sometimes it means saying something like “fem. pl. nom., agrees with the fem. pl. nom. subject of ποιοῦσιν”).

Note if an adjective is being used in predicate position.

for participles: Say what the participle is in agreement with (as any other adjective), and also identify it as circumstantial or attributive.

When there is something specific in the Greek that determines what kind of circumstantial ppl. we have, point it out. Specifically note (A) purpose use of future ppl., (B) that ppl. negated by μή must be conditional.
for verbs: If infinitive, explain why the infinitive is called for (βούλομαι takes infinitive, indirect discourse after νομίζω, etc.).

Indicative & imperative verbs generally require no explanation. However, do explain contrafactual uses of imperfect/aorist indicative + ἄν. Also, point out that ὡστε + indicative (as opposed to infin.) denotes actual result.

Any use of the subjunctive or optative requires explanation (you should know the name of each use: hortatory, potential, etc.). If the presence of ἄν with a form is significant, this should also be noted (e.g., “subj. + ἄν in protasis of fut. more vivid”). For conditions, be sure to mention both the type of condition and protasis/apodosis, e.g. “apodosis of past general.”