Do’s & Don’ts Activity

Write if each item is a Do or a Don’t in the blank space next to each item.

1. Copy and paste from other sources in your article. ______
2. Neutral title. ______
3. Use plain language. ______
4. Include personal speculation. ______
5. Use your own words. ______
6. Use casual language or slang. ______
7. Title like an essay or research paper. ______
8. Cite sources for factual claims. ______
9. Make an argument or prove a point (thesis). ______
10. Provide factual information. ______
11. Be short and to the point. ______
12. Neutral point of view. ______
13. Hedge your statements with “Most experts agree” or “Some people say”. ______
14. State a conclusion, but attribute it to a source. ______
15. Use “fluff” terms like “great”, “extraordinary”, or “intrepid”. ______
16. Use overly complex language or sentence structure. ______
17. Attribute viewpoints to the people who hold them. ______
18. Give your own opinion about a topic. ______
Answer Key

1. Don’t
2. Do
3. Do
4. Don’t
5. Do
6. Don’t
7. Don’t
8. Do
9. Don’t
10. Do
11. Do
12. Do
13. Don’t
14. Do
15. Don’t
16. Don’t
17. Do
18. Don’t