

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