**The Dos and Don’ts in Answering Document Based Questions**

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|  | Do | Don’t |
| #1  Can you read & understand the Doc? | Answer the Question asked… just answer the question, the whole question, and nothing but the question! | 1. Refer to Outside knowledge  2. Summarize the article or describe the image  3. Insert a quote without explaining what the quote means |
| #2  OPCVL | **Think**…(but don’t write it):  a. to understand what the document is saying  b. identify all parts of the origin  c. identify all aspects of the purpose  **Write…**  a. 2 Values that are directly linked to specific aspects of the origin/purpose/content that you articulate in your writing  b. 2 Limits that are directly linked to specific aspects of the origin/purpose/content that you articulate in your writing | 1. **summarize** the document  2. write the origin or purpose **in isolation**  3.  **speculate**: “could be, may be. Etc.”  4. state a specific value, but it’s not successful because it is **not explained / linked** to value/purpose/content  5. **incorrectly link** a value/limit (i.e. you say a value is caused by the purpose when it comes from the origin)  6. just say a value/limit is because of the origin/purpose/content **without specifically stating** what the purpose, aspect of the origin, or specific content is (ex: because of the purpose…)  7. just say there is a value/limit **without specifically identifying** what the value/limit is (ex: Because of the origin, we can learn the views of Marshal Badoglio….. What views?) |
| #3  Can you compare & contrast? | 1. Address similarities and differences through an analytical structure.  2. Use “obvious” language that identifies your analysis..  In the same way, is different because, etc. | 1. List/summarize/describe what is said in each document and then expect the reader to recognize what is the same/different  2. put together 2 elements of a document that cannot create a connection through a similarity/difference |
| #4 | 1. Outline prior to writing  2. Create a specific thesis with multiple reasons/claims that addressed the command term  3. Use as many documents as possible  4. Apply specific outside info to support a claim | 1. summarize the documents only  2. re-count the entire timeline of an event (Invasion of Abyssinia) without selecting just the relevant parts to the question asked  3. fail to use any documents even though you have a sound thesis and claims  4. fail to use any outside info even though you have a sound thesis and claims  5. fail to answer the question that was asked rather than answering the question you wished was asked  6. fail to answer the whole question (ex: only address political reasons for the invasion) |