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

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|  | Do | Don’t |
| #1Can 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 knowledge2. Summarize the article or describe the image3. Insert a quote without explaining what the quote means  |
| #2OPCVL | **Think**…(but don’t write it):a. to understand what the document is sayingb. identify all parts of the originc. 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 writingb. 2 Limits that are directly linked to specific aspects of the origin/purpose/content that you articulate in your writing | 1. **summarize** the document2. 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 linked** to value/purpose/content (ex: The view of unification from the lower classes is missing.)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 Cavour….. What views?) |
| #3Can 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/different2. put together 2 elements of a document that cannot create a connection through a similarity/difference |
| #4 | 1. Outline prior to writing2. Create a specific thesis with multiple reasons/claims that addressed the command term3. Use as many documents as possible4. Apply specific outside info to support a claim | 1. summarize the documents only2. re-count the entire timeline of an event (Italian Unification) without selecting just the relevant parts to the question asked3. fail to use any documents even though you have a sound thesis and claims4. fail to use any outside info even though you have a sound thesis and claims5. fail to answer the question that was asked rather than answering the question you wished was asked6. fail to answer the whole question (ex: only address Cavour and ignore Garibaldi)  |