**DBQ Dos & Don't's**

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| ***Do the following things with a DBQ*** | ***Don't do the following things with a DBQ*** |
| Read carefully and make sure you understand the question being asked. | Respond to a question that isn't asked. |
| Quickly jot down the major themes/events/people you associate with this topic or question. | Use "I" statements such as "I think that Document A portrays..." |
| Read over the documents, noting the year and author/source of each one. If the document seems to support or oppose a possible perspective or opinion on the question, note that in the margin. | Summarize the documents. The reader knows the content of the documents and is interested in how you view the document relating to the question. |
| Write out a preliminary thesis and outline of your major points. | Quote long passages from the documents. Use an ellipsis "..." if you need to quote. |
| As you begin to write, remember to weave the documents into your answer, always focusing on the thesis. | Try to impress the reader with big words that are used incorrectly. This has the opposite effect of what is intended. |
| Include your knowledge of the era along with your analysis of the documents. | Spend so much time reading and underlining the documents that you have to rush your writing. |
| Be sure to include your own analysis/perspective on the question. | Begin writing your answer until you have a good sense of your thesis and how you want to approach the question. |
| If you can knowledgeably quote or refer to an historian who has a perspective on this question, include his or her perspective. | Write "I ran out of time" on the bottom of your essay. You had as much time as every test-taker in America. |
| Keep an eye on the clock so that you can have time to re-read your essay for any obvious technical errors. |  |
| Be as specific as possible when you include historical information. |  |
| Be assertive and forceful in making your points. |  |

**ANALYZE:** BREAK DOWN INTO COMPONENT PARTS

**ASSESS:** JUDGE THE VALUE OR TRUTH OF

**COMPARE:** NOTE THE SIMILARITIES AND DIFFERENCES

**CONTRAST:** FOCUS ON DIFFERENCES ONLY

**DESCRIBE:** GIVE A FULL ACCOUNT OF

**DISCUSS:** WRITE ABOUT IN FULL DETAIL

**EVALUATE**: CONSIDER BOTH SIDES (PROS AND CONS)

**EXPLAIN:** MAKE CLEAR OR PLAIN IN DETAIL