

HOW TO MAKE YOUR WRITTEN WORK FANTASTICALLY CLEAR

The Basics:

- Always include your **name**, the **date**, and the **block**.
- Include a **title** at the top of the page.

Answering questions:

ALWAYS, ALWAYS, ALWAYS answer in **full sentences!!!!**

- **Restate the Question** in your response.
- **Avoid starting with because** – too unclear. (You're missing the first half of the sentence).
- **Do not start with "Yes" or "No."**
- **No Pronouns.**
(Avoid pronouns in the first sentence as they are too unclear)

~~They, them, it,
she, he, hers, his~~

Examples:

1. How many gods did the Ancient Egyptians have?

Who? — They had many. — Of what? NO – too unclear!

Better: The Ancient Egyptians had over 2,000 gods.

2. Would you travel to Mars if you had a chance knowing that you may not be able to return?
Explain.

To what? — Yes because I'm interested. — First half of the sentence is missing! — Akkk – unclear!
In what? Why?

Better: If I had the chance, I would travel to Mars. Although I may not be able to return, it would be exciting to experience a different planet.