

## Seven Steps to Writing a Good Short Answer

1. Use part of the question to begin your answer. This helps to avoid sentence fragments.
2. Don't use *but*, *because*, *so* or *and* to start your answer. These are conjunctions and are better used to join phrases in the middle of a sentence.
3. Don't start with *yes* or *no*. These will be implied in your answer and don't need to be stated at the beginning where they are redundant to the sentence.
4. After reading the question carefully, make sure you answer all parts by answering them in order. This will help you to logically order your writing.
5. Always be specific at the beginning of your answer. Don't refer to *he*, *she*, *they* or *it* until after you have identified who or what you are talking about.  
  
Example: *The conflict is...* (instead of *it*) or *The narrator says...* (instead of *he*)
6. Whenever possible, use specific details from your source (story, article, novel, poem, movie, etc.) to support what you are saying. This indicates that you comprehend the material.
7. Check your spelling, punctuation and sentence structure.