**Updated Guidelines for Answering an FRQ**

1. **Underline key words/phrases in the question itself. Circle specific requirements of the question.**
2. **Jot down key terms/people/examples/etc. that will be a part of your response.  BE QUICK.  Make a thumbnail outline.**
3. **Answer the question in the order it is asked.  If the question is organized, A., B., C., you must answer it A., B., C.**
4. **If you forget to answer a section/part of the question add it later (show the reader where you will be answering it).**
5. **Answer each section of the question COMPLETELY.  When you have answered a part of the question (now underlined or circled), cross it off.**
6. **Answer every question in a COMPLETE SENTENCE, NO FRAGMENTS!**
7. **Be specific, clear and concise.  Avoid vague statements.**
8. **When you answer the question assume that the reader is a complete idiot with little to no knowledge of the topic.**
9. **Do not give your opinion, unless it is asked for.  State the obvious.  Be concise.**
10. **Don’t BS the reader.**
11. **A formal conclusion is not needed.**
12. **NEVER leave the question blank. Remember that you don’t lose points for extra details or incorrect information. Either you get the credit or you don’t.**
13. **Assume the reader is tired, keep your question as organized as possible, to the point and answered completely.**
14. **Avoid a “brain dump” of everything that you know on the topic into your response.**

