

U.S. History Extended-Response Checklist

As you write your response, remember these important points:

- Construct a multiparagraph argument that fully addresses the prompt.
- Support your claims with evidence from each of the documents.
- Develop your claims further with information from your own knowledge of the topic.
- Provide a concluding statement or section.

Follow the steps below to help you write a successful argument.

Step 1: Planning

- Read the prompt carefully.
- Review the documents and take notes that will help you create your argument. Use the paper provided by your test administrator for planning your response and/or writing your rough draft.
- Look beyond what is directly stated in the documents. Analyze and evaluate each document, taking the following into consideration:
 - Historical setting
 - Author/point of view
 - Intended audience
 - Credibility of the source

Step 2: Drafting

- Type your essay in the space provided.
- Use the **Enter** key to begin a paragraph, and then use the **Tab** key or the space bar to indent the paragraph.
- Organize your claims and evidence in a logical sequence.
- Use a formal writing style.
- Avoid plagiarism and overreliance on any one document.

Step 3: Revising and Proofreading

- Read your argument.
- Review the requirements listed above to make sure you have followed them.
- Develop your claims in more detail if needed.
- Rearrange sentences or change words to make your meaning clearer.
- Reread your final draft and correct any errors you find.