

## **Do's and Don'ts When Preparing Worksheets**

Notes from EDC G460/660 class on 11/15/06

### Things to Do

- Make directions clear and simple
- Make sure all examples are clear
- Make sure all questions are clear, so students can tell what is being asked
- Typed is better than not typed
- Allow sufficient space for answers
- Have important reasons for using visuals or colors
- Be visually appealing without being confusing
- Clearly distinguish the question from the answers (for example, bold the question and don't bold the answer)
- Formatting should be familiar to how students are used to seeing things (routines are helpful to student learning)
- Use different fonts and styles judiciously
- Give more than one example
- Using boxes or lines to separate out question, or boxes to provide a place for student answers, helps visually orient students
- Make sure there are multiple levels of thinking (e.g., multiple choice answers and explain your reasoning)
- Be positive
- Have a title so students can refer back to it, and the title should have a clear meaning, and it helps students be better organized
- Make the first question an easy question, to encourage students to continue

### Things to Not Do

- Limit visuals because they can become confusing if there are too many
- Watch for color coordination so it's not distracting
- Do not make mistakes in English, especially in worksheets for English classes
- Use inappropriate vocabulary for age group
- Use too many fonts
- Crowd too much information onto the page
- Graphics unclear
- Avoid double negatives and phrasing things negatively (e.g., you will not receive full credit unless you provide explanations)
- Refer to text book if it is unnecessary
- Trick questions – the point is to get at student understanding, not stump students