

## Web CT Posts

### A good WebCT post:

- Has a clear, descriptive subject line
- Answers the question and stays on topic
- Does **not** simply state 'I agree' or 'I disagree'; it adds to the discussion
- Uses your own words; has not been copied and pasted from other sources
- Uses examples related to the text and other sources to support your answer
- Is more than a sentence in length but no longer than a paragraph or two
- Uses paragraph form as follows:
  - Has a topic sentence which rephrases the question in the answer
  - Has a body which contains support from the text, lectures, or other sources
  - Has a conclusion which restates your position and invites further discussion
- Has been carefully checked for grammar, spelling, and punctuation errors

### Tips:

- Quote or refer to the previous post when you respond; add comments or discussion points
- Add an appropriate subject line when you are the first person to post in a thread
- Compose your post offline (in Word) in order to read it before you post it
- Compose your post like a professional e-mail with your name signed at the bottom; do **not** use texting/MSN spelling, slang terms, or abbreviations
- Use the plus sign to see all the posts in a thread
- Avoid the use of CAPS LOCK and **bold** as it may appear that you are yelling
- Include references if you must support your answer with research