**Tips for acing your next discussion post**

1. Read and reflect thoroughly on the issues presented in the weekly discussion question.
2. Refer to the course syllabus and any rubric that might offer insight into what your instructor expects and what you will be graded on.
3. If you don’t understand something, email your instructor right away and ask for clarification.
4. Posts are intended to be scholarly discussions, so providing fact-based sources in support of your opinion is important.
5. Defend your opinions with verifiable supporting information from vetted websites, reliable academic e-books, and reports of research from the scholarly journal literature.
6. Don’t procrastinate. Respond promptly.
7. Write a logical, well-organized, thought-through post.
8. Use the required in-text citation format and provide properly formatted citations to scholarly sources.
9. Avoid language that is not appropriate for an academic setting.
10. Avoid overly informal language. Discussion posts are not Twitter, SnapChat or Instagram posts. Use appropriate academic writing style, not text-speak.
11. Integrate prior readings in postings.
12. Offer personal observations and knowledge in an accurate and insightful way.
13. Present new observations whenever you can. Don’t simply repeat what everyone else is saying.
14. Incorporate your own experience if it relates to the topic.
15. Give thorough consideration to classmates’ postings and respond constructively with something substantive.
16. Always be polite. Review your post for tone and clarity.
17. Be respectful of others’ opinions.
18. Don’t use emojis, exclamation points or contractions.
19. Review your spelling and punctuation.
20. Participate in all module discussions.

Source: Saint Leo University Online – 11/17/16