

# TIMELY TIPS

## Writing

### AP Style Refresher

#### OBJECTIVE

Students will review and apply key AP Style guidelines to accurately and effectively write captions and copy for the yearbook.

#### MATERIALS NEEDED

- Whiteboard or projector
- Markers or pens
- Walsworth [AP Style Basics](#) flyer
- Yearbook sample pages (if available)

#### PART 1

### INTRODUCTION & REVIEW (5 MINUTES)

Begin by asking students why AP Style is important for yearbook writing. (Consistency, clarity, professionalism)

- **Review** the core principles of AP Style: accuracy, clarity, conciseness and consistency.
- **Explain** the focus is the most common AP Style issues encountered in captions and copy.

#### PART 2

### PRACTICE ACTIVITIES (10 MINUTES)

Have students individually or in small groups correct the AP Style errors below.

1. "12 students celebrated their birthday's."
2. "The game started at 7:30 PM on October 25th."
3. "On Monday, president John Doe gave a speech."
4. "Only twenty-five students participated in the Apr. eleventh competition."
5. "Many students went to the concert in CA."
6. "On tuesday, the Robotics Club had it's 10th meeting. The club President, doctor Jones, exclaimed, 'We had a great time!' The club members traveled to the convention in Illinois. The club traveled 150 miles. The club started in 2005."

#### PART 3

### REVIEW AND Q&A (10 MINUTES)

Review the corrected captions and copy as a class, discussing the reasoning for each.

- Address any student questions about AP Style.
- Reinforce the importance of proofreading and editing for AP Style accuracy.
- If time remains, show good examples of captions and copy from previous yearbooks.

#### Corrected captions

1. "Twelve students celebrated their birthdays."
2. "The game started at 7:30 p.m. on Oct. 25."
3. "On Monday, President John Doe gave a speech."
4. "Only 25 students participated in the April 11 competition."
5. "Many students went to the concert in California."
6. "On Tuesday, the Robotics Club had its 10th meeting. The club president, Dr. Jones, said, 'We had a great time.' The club members traveled to the convention in Illinois. The club traveled 150 miles. The club started in 2005."

#### Key AP Style Points

##### Numbers:

- **Rule:** Spell out numbers one through nine; use figures for 10 and above.
- **Examples:** "Three students," "12 members"
- **Exceptions:** Ages, years, percentages, measurements, scores and first word of a sentence

##### Dates and Times:

- **Rule:** Abbreviate months with six or more letters (Jan., Feb., Aug., Sept., Oct., Nov., Dec.) when followed by a date; spell out March, April, May, June, July.
- **Rule:** Use figures for dates.
- **Rule:** Use "a.m." and "p.m." with lowercase letters and periods. (e.g., 2:30 p.m.)

##### Titles:

- **Rule:** Capitalize formal titles before a name; lowercase titles after a name or standing alone.
- **Examples:** "Principal Smith," "Sarah Jones, principal"

##### Abbreviations and Acronyms:

- **Rule:** Use common abbreviations (e.g., U.S., Dr.) and define less common ones on first reference.
- **Rule:** Avoid abbreviations that are not widely understood.

##### Quotations:

- **Rule:** Place periods and commas inside quotation marks.
- **Rule:** Attribute quotes accurately.
- **Rule:** Use said, not exclaimed, yelled or other verbs.



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