

## TIPS FOR WRITING TO AVOID DEDUCTIONS

- #'s under 10 should be written in WORD form (one, two, three, etc.) but #'s 10 and over should be written in numeral form (10, 11, 12, etc.)
- A semi-colon ; is used to join two complete thoughts
- A colon is used to set off a list
- Create complex sentences that start w/ subordinating conjunctions like because, although, when, since, etc. and put a comma at the end of the dependent clause. Since I love traveling, I am looking forward to my vacation. Because I have a big family, we have huge birthday parties. Although I work hard, I enjoy treating myself to naps. (see the grammar links on my web page for more help w/ this)
- Use better transitions than just First, Second, Third -- try Futhermore, In addition, Also, Finally, etc
- **Do not start sent with SO (it tends to create a fragment) This is a VERY common mistake. Try therefore or as result or consequently instead.**
- Do NOT say "you" UNLESS you mean the reader. Do NOT say: "You need to be careful not to upset the upper classmen." Try "Incoming freshmen need to be careful not to upset the upper classmen."

- Big things like books, plays, movies, and magazines are **UNDERLINED**. Small things like songs, poems, magazine articles are in quotes.
- **DOUBLE SPACE ALL WORK ALL THE TIME** (unless you are writing a business letter)
- Use who when referring to people and that when referring to things. Example: People who study tend to do well. NOT – People that study tend to do well.
  - Do NOT skip extra lines between paragraphs
  - Do NOT start ANY paper with “I am going to tell you about..”
  - Try to CATCH attention but do so **w/out** asking a question
- In formal research papers AVOID personal references such as “I.” Do not say “I think” (I don’t take off for this UNLESS I specify it on the rubric but it’s good to start practicing it because you will be graded on this Jr and Sr year)
- In formal writing avoid contractions such as can’t; instead use can not. (I will not deduct for this this year but you will be deducted for it next year so you may want to get in the habit of writing out your words.)

**KEEP THIS SHEET – REFER TO IT PERIODICALLY ESPECIALLY BEFORE TURNING IN WRITTEN ASSIGNMENTS!**