

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.)
- 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."
- In formal research papers AVOID personal references such as "I."
Do not say "I think"
- 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.
- 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.)