

DO'S AND DON'T FOR FORMAL COMPOSITION

1. Do always write with blue or black ink on all work to be submitted for a grade. You may use pencil for rough copy only.

2. Do not write on the back of any paper that is to be turned in.

3. Do use third person only (he, she, it, they). NEVER USE "YOU."

4. Do not use contractions in theme writing.

5. Do not use the expletive "there."

6. Do not use the abstract word "thing(s)." Be specific.

7. Do not use slang or jargon for formal writing.

8. Do feel free to use the dictionary for spelling or synonyms.

9. Do vary the beginnings of sentences. Do not start each the same way or with the same words.

10. Do turn in all work on white paper only.

11. Do reread papers before turning them in.

12. Always reread topic sentence to see that it covers the entire paragraph.

13. Do come and ask me about any marks on your paper you do not understand so that you do not make the same mistake again.

14. Do read all corrections and comments on your papers that are returned to you. If you make the same mistake repeatedly, you will be graded off more each time.

15. Do correct all papers returned to you.

16. Do use transitional words and phrases in order to make your paragraphs flow more smoothly. Examples:

accordingly	finally	of course
after all	first (second, third)	nevertheless
afterward	for example	next
also	for instance	one
another	for this reason	once...now
as a result	furthermore	on the contrary
as soon as	hence	other
at first	however	otherwise
at last	in addition	similarly
at the same time	in spite of	soon
before long	in the first (second place)	then
consequently	in the meantime	therefore
besides	later	to begin with
even if	instead	thus
even so	likewise	that is
after that	meanwhile	yet

In following the above you will be using formal English, which is the language used by a reputable writer when he is addressing an educated audience. You will also be writing in a straight-forward and serious tone. This is our goal.