

Writing Tips

- *Include an introduction: name, class, assignment, date, etc.
- *Follow instructions and use examples!!!
- *Make an argument (If you don't make an argument what is the purpose in writing at all?).
- *Pay close attention to word meaning: *Write what you mean and mean what you write.*
- *Metaphors and analogies are only useful if they help clarify the author's point.
- **Avoid* passive voice: a verb form or voice in which the grammatical subject receives the verb's action.
Ex: The drugs are sold by Terry.
- **Use* the active voice: the verb form or voice in which the subject of the sentence performs or causes the action expressed by the verb.
Ex: Terry sells drugs.
- *Do not use contractions (don't, can't, etc) in formal, academic writing.
- *America is a region (U.S. plus all of Latin America), the United States is a country.
- *Avoid referring to "you" in formal writing exercises.
- *Pay attention to the meaning of words. For example, Marx does not "talk" about proletariats and bourgeoisie, he "writes" about them or "discusses" them.
- *Avoid run on sentences, fragmented sentences and incomplete sentences.
- *A sentence must always have a subject and a verb. Remember, "without verbs you do not get any action!"
- *Weather vs. Whether; effect vs. affect; posse vs. possess; their vs. there;
- *"Correlation" is a statistic term reserved for statistical relationships. Relationship is a better word choice in most cases.
- *Regardless of how one cites his or her references, it is necessary to distinguish between books and articles.
- *Do your own work!
- *Cite your sources and never cite Wikipedia as a final authority! Use academic sources!