**Writing TIPS**:

• Do not use second person (You, Your.) This includes imperative sentences (commands) with **implied you** as the subject. For example, “Don’t be judgmental!” Instead, you could write “People shouldn’t be judgmental.”

• **Absolutely do not use the first person (I, me, my). Do not use “I think,” “In my opinion,” and so on.**

• Proofread for tense, spelling, commas, comma splices, run-ons, and so on. Even in an in-class impromptu, you should be striving to write as best as you can.  **This is especially true of errors we have worked on in our DLPs (wrong word errors, agreement, tense, apostrophes vs. plural, etc.)!**

• Make sure that all sentences flow into each other (transitions). Remember, the beginning of a sentence should have something old from the previous sentence or CONTEXT from the source to provide a smooth lead in, and the second part of a sentence should have something new to progress the idea.

• Make sure you use MLA style for margins and subsequent pages. (ex: Smith, 2). **Use the MLA resource to do film, article, video sources correctly!**

• DO NOT begin body paragraphs with such words and phrases as “first,” “second,” “third,” “to begin,” “next.” These are lame ways to transition unless you are writing a “how to. . .” paper. You may want to use, but not **overuse**, “Another example of . . . is . . .”

**\*Transitions to indicate you are providing a COUNTER-ARGUMENT—Some people believe, others may argue, in contrast, on the other hand. .**

**\*Transitions to show you are adding your REBUTTAL: however, regardless, even though,**

 **while, etc.**

\*Remember not to **overuse** “This shows” for your INSIGHT/REASONING. In fact, you need to state

 what the “this” is! Ex: “Smith’s comment demonstrates. . .

• Along with the above, DO NOT start your conclusion paragraph with “In conclusion” or “To summarize” or any other phrase that has been **overused**. Just write the conclusion. I will know you are concluding if you have transitioned well, and I see the THESIS/CLAIM RESTATEMENT.

**FOR TYPED ESSAYS:**

• 12 pt. Font, Times New Roman or Arial should be used.

• DOUBLE SPACE; 1-inch margins.

• Heading should be on top left of the first page only.

• Last name, page # should be in the upper right of any additional pages.

**FOR HAND-WRITTEN ESSAYS:**

• Neat, clear handwriting or print (not in all caps!)

• Wide-ruled loose-leaf

• Stay in the pink margins; write on only one side of the paper

• Heading should be on top left of the first page only.

• Last name, page # should be in the upper right of any additional pages.