

***The following are writing tips that will assist you
in your writing experiences.***

- ❑ State thesis as specifically as possible at the end of your introduction.
- ❑ Formulate thesis statement from question asked.
- ❑ Use examples that support your thesis.
- ❑ At the end of each example used to support your thesis, make a point that connects your example with your thesis.
- ❑ Begin each new example with a transition from the previous one in order to connect it. Do not connect transition to end of previous example.
- ❑ When using an excerpt from the text, make sure to set it up first so the reader knows what is transpiring as the character is speaking those particular words you have chosen to quote.
- ❑ Avoid passive voice.
- ❑ “Who” and “Whom” refer to people – “that” refers to things.
- ❑ Avoid “is that” “is when” “was that” “was when,” etc.
- ❑ Be aware of faulty parallelism.
- ❑ Watch out for tense shifts.
- ❑ Be sure to use connectives, transitions.
- ❑ Do not split infinitives.
- ❑ Follow the use of “this” or “that” with a noun.

Checklist for Writing Essays
(based on TIPS FOR WRITING ESSAYS)

2

- ❑ Integrate quoted material into your own sentences in an effort to streamline your writing. (MAXIMIZE CONTENT – MINIMIZE WORDS!!)
- ❑ Be specific in citing examples from a text. Use names, places, specific events, etc.
- ❑ Do not use contractions – remember they are only for pregnant women!!!
- ❑ Do not end sentences or phrases with prepositions.
- ❑ Avoid repetition / redundancy (get it?)
- ❑ Develop conclusion in light of example used.
- ❑ Re focus on thesis in a specific way, without just restating it, at the end of your conclusion.
- ❑ Remember the use of the comma.
- ❑ Avoid run on's.
- ❑ Do not begin sentences (or phrases within sentences) with :
“There is” “There are” “There were” “There was.”
- ❑ Transitions/ bridge to thesis is always needed.
- ❑ Connective / transition to next statement.
- ❑ Avoid first person personal pronouns: “I” “you” “we” etc in formal writing.
- ❑ Remember fragments are a not complete sentences or complete thoughts.
- ❑ Quotes must be rewritten exactly as they appear in the original text. Anything in quotation marks cannot be paraphrased.

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3

- ❑ Avoid conjunctions at the beginning of sentences in formal writing.
- ❑ Always watch subject / verb agreement.
- ❑ Always watch pronoun – antecedent agreement.
- ❑ CHECK SPELLING!
- ❑ Double check the use of the semi colon and colon
- ❑ Avoid “more importantly” – grammatically incorrect. Use “more important” or “most important” – grammatically correct.
- ❑ Diction – use of appropriate word.
- ❑ Use “who” in subjective case/ use “whom” in objective case.
- ❑ Quote original source and give credit to it!!
- ❑ Watch the use of plural and possessives.
- ❑ PROOFREAD!!!!!!
- ❑ Avoid symbols such as “+” and “&” to illustrate the word “and.”
- ❑ Anything else?
- ❑ When citing sources go to http://www.landmark-project.com/citation_machine/index.php. Remember to cut and paste in alphabetical order for your works cited page.