

Suggestions to: (add an idea) <fix something in the paragraph> [delete or change]

### **Paragraphs:**

1. Paragraphs must be at least four sentences long. A topic sentence supported by at least three supporting sentences is required.
2. Do not start multiple sentences with the same word or phrase.
3. Evidence that supports your topic sentences must include events, examples, anecdotes, statistics and not just reasoning.
4. Use transitions when necessary. A well written sequence of interlocking sentences is a better solution than arbitrary transitional statements that do not add to the overall meaning of the writing.

### **Word choice:**

6. AVOID using any references to the writer or the reader - you, I, we. The paper must be written in the objective third person. The only places where you, I, we may be used are in the hook and personal conclusion.
7. Avoid a conversational tone in your paper.
  - Avoid the use of contractions. Write all words out in their full form.
  - Use a formal style. Avoid phrases, It is obvious, who would think, why would anyone..., Obviously (as a reason),
  - Avoid words such as “alot” or “lots” that are very informal. Use words such as “many” “often” or “frequently” instead.
  - Avoid using idiomatic language, slang, catch phrases, or obvious cliches,
8. When using a technical word, or a term that you want to use in a novel way, define the term as part of the sentence in which the word is first used.
9. If using an abbreviation or acronym throughout your paper, write it out the first time.

### **Sentences:**

10. Do not repeat the same sentence or information. You must add to any ideas that are repeated with new information.
11. Questions are not statements that act as evidence. Instead make a statement of the answer you want to discuss.

### **Helpful activities:**

12. Spell check your paper.
13. Read your paper out loud. You will find several mistakes.
14. Let your parents read your paper and make comments and corrections. Parents should not attempt to rewrite the paper.