

EXTENDED ESSAY

**HOW TO AVOID
COLLOQUIALISMS
AND INFORMAL
WRITING**

FORMAL ENGLISH

- The way we talk is not the way a formal paper should be written.
- Informal writing includes grammatical errors, slang, colloquialisms and “Americanisms”.
- Be sure you use proper and appropriate punctuation.
- Turn short, choppy sentences into longer, more graceful sentences.
- Vary sentence length and patterns.



DON'T USE...



- **Parenthesis (only exception – citations)**
- **Exclamation points**
- **Dash**
- **Needless words and vague language (a lot, very)**
- **First and second person (NO I/me/my – you/your)**
- **End a sentence with a preposition**
- **A conjunction at the beginning of a sentence**
- **Clichés**
- **Stage directions -- “This paper is going to be about...”**

...AND DON'T



- Use contractions
- Define terms
- Use the word **thing**
- Begin a sentence with but, however, yet, and
- Use italics, bold or underline for emphasis
- Use the word **that** to describe people (John is the boy who...; NOT John is the boy that...)
- Use for example, for instance, this is an example of
- Begin a sentence with so or therefore
- Begin a sentence with “This is because...”

MUST DO...



- Spell out numbers written in one or two words
- Use numbers for papers that involve math or science or a lot of technical data.
- Begin sentences with a number word not the number (Thirty people have...)
- Always write in the literary present
- Always use active voice
- Make sure your subjects are //. “Every person has his book” NOT “Every person has their book.”
- Use your grammar and spell check.
- Proofread aloud.
- If you want to produce excellent work have at least two other people proofread your work.

GOOD WRITING

- Focuses on the content and message

- Includes:

Organization

Clarity

Attention to Audience

Knowing rules of mechanics and grammar

- Uses proofreading and editing as part of the writing process



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