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
BIBLIOGRAPHY


