John Smith

Mrs. Greenlaw

Pre AP Hum – Per 1A

4 September 2016

Title

Use black or blue ink when writing in class unless I specify that you should be

typing an assignment. Whenever typing, you should always double space and use

size 12 font. Make sure when you are writing by hand that you take the time to

write neatly.

Do not skip lines between paragraphs. Indenting the beginning of a para-

graph is the proper way to signal a new paragraph. Make sure you have a proper

heading at the top of your paper. See the example above.

Other basic writing rules to follow: 1. Do not use YOU or any of its forms.

(your, you’re, yours) 2. Do you use “get” or any of its forms. (got, gets, getting,

gotten) 3. Do not use contractions (don’t – write out do not) 4. Do not use

abbreviations. That includes the & sign. 5. Do not use slang, informal language,

or texting. 6. Do not use words that are unclear such as “things, stuff, a lot, very,

and really 7. Be sure you have complete sentences and a variety in your sentence

structure 8. Be sure to keep verbs in one tense as much as possible. Literature

essays are always written in present tense. 9. Be sure you capitalize where

appropriate and correct. 10. Be sure that you use SAT level vocabulary where

appropriate 11. Be sure that you check pronoun and subject/verb agreement

12. Be sure that you address a specific audience 13. Be sure to have a topic

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sentence for each body paragraph. Do not start with a quotation. 14. Do

not end a paragraph with a quotation. Always analyze each quotation. 15. Make

sure that you follow MLA format and punctuation for all quotations. Use parenthe-

tical citations. Check the rules for these. 16. Do you have a title for your essay?

17. LIMIT passive verbs: “to be verbs” – is, are, was, were, am, be, being, become,

has been, have been, had been, been, and appear, feel, look, and seem(s) as passive

verbs.