WRITING TIPS
FORMAL WRITING

01
STRONG THESIS STATEMENT.
Always include the writer/speaker's name and the title of the piece as well as a clear, confident, and concise overview.

02
STRONG TOPIC SENTENCES.
Each of the topic sentences should build from the thesis. They should also be clear, confident, and concise indicators.

03
WELL-SELECTED QUOTATIONS.
This can make or break the essay. Choose wisely. ALWAYS INTRODUCE a quotation. Always. Use in-text citations.

04
DEEP EXPLANATIONS.
This should bridge together the topic sentence and the quotation. Spend TIME here. Dig DEEP. Analyze profusely.

05
STRONG CONCLUSION.
Always include a strong conclusion that is insightful without being overly redundant. Practice that balance.
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06
Advanced Expository Structure?
Topic sentence, elaboration, textual support, explanation, textual support, explanation, tie back to thesis.

07
MLA format?
Is the intro. correct? Do I have a header? Is the title correct? Did I use in-text citations properly? Is there a Works Cited page? Are the citations correct?

08
Introduce quotations?
Does the quotation include an introduction to the quotation? Is it present tense? Am I switching up lead-in phrasing?

09
Commas?
Are there multiple clauses? Is there a subordinate and independent clause? Is there a conjunction adjoining two independent clauses?

10
Active voice?
Could I find a direct object in every sentence if I had to do so? Are there too many prepositional phrases?
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11 Numbers?
Are numbers one through nine consistently written out in the essay?

12 Quoted punctuation?
Did I place the punctuation inside the quotation marks?

13 Block indent?
If the selected quotation is more than four lines, did I use block indent?

14 Titles?
If it is a shorter work, did I use quotation marks? If it is a longer work, did I utilize italics or underline?

15 Word Choice?
Did I select the best word for that sentence? Could I amplify the vocabulary? Does the word accurately apply to the discussion at hand?
Consistent verb tense?
Is the verb tense consistent throughout the writing? Use present tense.

POV?
Did I avoid all instances of first or second point-of-view in my formal essay?

Contractions?
Did I eliminate contractions and completely write out words and phrases?

Variation?
Do my sentence structures vary? Do I change up the starts of sentences? Do I avoid ending with prepositions?

Specified antecedent?
Is the antecedent employed clearly representing what I want it to represent? Do I foresee any potential confusion?

Edits?
Did I re-read the work to scan for typos?