

FORMAL WRITING RULES

1. Do not use “I.”
2. Do not use “I think,” “I feel,” “I believe,” “In my opinion,” “I agree with/that,” or “I disagree with/that.”
Remember: Do NOT use “I”!
3. Do not use “you.”
4. Do not write fragments (incomplete thoughts).
5. Do not write run-on sentences (fused sentences, comma splices, etc.).
6. Make sure tense of words agrees from sentence to sentence and paragraph to paragraph (especially verbs!).
Tense = singular/plural and past/present
7. Make sure each pronoun (he, she, they, them, his, us, etc.) is first introduced/identified by an antecedent and that it AGREES, in tense, with its antecedent!
8. Be careful with commas -- “Rule of Thumb”: Often, a comma belongs where a natural pause would be if you were reading the sentence aloud.
9. Spell all words correctly (use dictionary!).
10. Remember that **capitalization counts** in spelling!
11. Write complete paragraphs -- minimum of five sentences! Make sure each paragraph has:
 - * an effective Topic Sentence
 - * strong supporting sentences
 - * an effective Concluding Sentence!