

## Academic Writing Do's + Don'ts – These apply to all academic writing

☞ Write in full sentences. **No Fragments Allowed!**

⊗ Summer is for fun. Like walks on the beach and down time with friends.

☞ You must use end marks of punctuation to divide your ideas into sentences. **THIS IS BASIC!**

⊗ Summer is for fun required summer reading takes away that fun schools assign it anyway.

☞ You must indent paragraphs. This is also a basic elementary school requirement!

☞ **Don't use first person (I, me, my, mine, we, us, our)** unless you are asked to write a personal narrative.

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⊗ My next reason is that required summer reading also benefits teachers.

⊙ In addition to helping students, required summer reading also benefits teachers.

☞ **Always** edit out unnecessary phrases such as *in my opinion*, *I am convinced that*, *I feel that*, *I believe that*, or *I think that*,

⊗ In my opinion, summer reading is beneficial to students.

☞ **Don't use second person pronouns (you, your, yours).** Never use *you* to mean “a person” or “everyone” or “a student.” *You* refers only to your audience (usually me). If you want to say “everyone,” say “everyone”; if you mean “students,” say “students.”

⊗ Required summer reading helps you maintain your reading skills.

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☞ Always edit out slang.

⊗ Tons of books and a lot of work really stress out students, making them freak out at home, when they should be chillin' with their friends.

☞ Never use **contractions** or **shorthand words**.

⊗ Students **won't** learn any new **vocab** if they **don't** read the book.

☞ Close your paragraphs smoothly with a sentence that ties it together and reminds your reader of your main idea in the paragraph. Don't repeat your topic sentence exactly and don't make a heavy-handed announcement that forces your reader to actually do the summing up.

⊗ Avoid : This is why excessive summer reading is bad.

⊙ **Model:** Overall, required summer reading is helpful, but excessive amounts can hurt students in school and in sports (Ciara Stanford-Turner).

☞ **Follow MLA format.** Review and follow model at *SHHS Handbook* 49.

