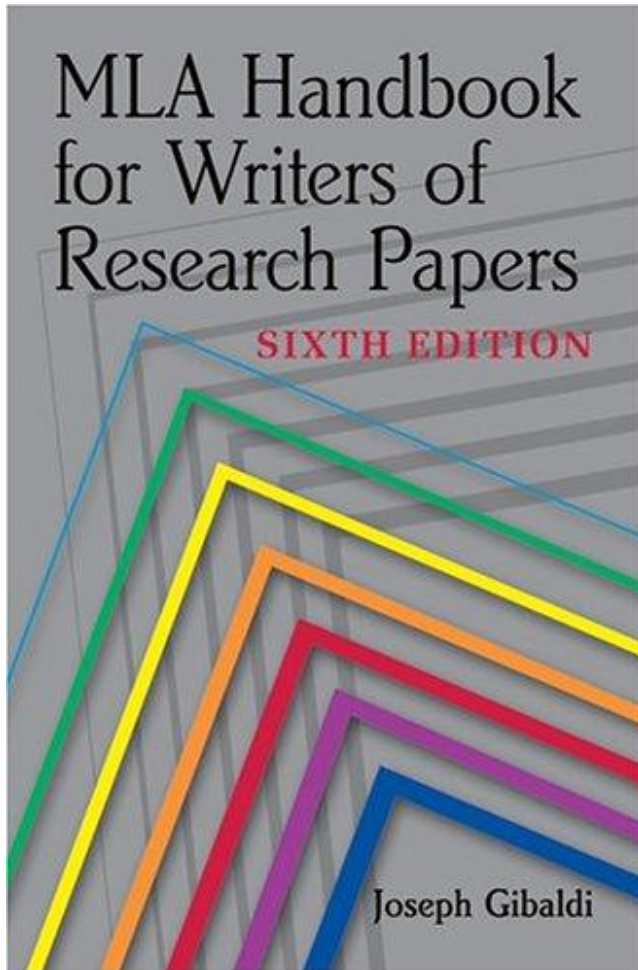


Writing Tips and Reminders

Before you begin composing...



- Times New Roman, 12 pt. font
- 1 inch margins
- Double space throughout the document, (NOT single or multiple!)
 - Check "Do not add space between paragraphs of the same style"
- Correct MLA Heading
 - Don't forget to double space!

Title

- Center the title.
- Give your essay a title that generally expresses the main idea of the paper.
- Good: The Effect of Power on the Individual
- Bad: How does Power Affect the Individual?
- Really Bad: Julius Caesar Essay
- Terrible: Essay

Introduction...general

- 5-6 sentences
- Provide the title, author, genre, (very, very short and simple) summary
- Express the topic of the essay WITHOUT referring to the essay itself
- Thesis statement: last sentence; states the points of the essay; connects with the rest of the paper
- No quotes!

Body...specific, specific, specific

- 8-10 sentences
- Topic sentence should reflect the thesis
- Provide specific examples for each point of your thesis.
- Also provide details regarding the character/scene/etc that help validate your point.
- Write 2-3 sentences for each point.
- Conclusive sentence



Conclusion...general

- 5-6 sentences
- Restate your thesis statement. Do not use the exact same words!
- Wrap up the essay by restating your major points.
 - Tip: Write 1 summary sentence for every point you made in the body paragraph.
- The last sentence of your essay should be a general statement about the overall significance of the topic.

Grammar and Mechanics

- Proofread! You will lose one point for every grammatical and spelling error.
- IF you decide to use quotes in your essay, you must cite them correctly. For example:
- Caesar's ghost foreshadows Brutus's death with the simple phrase, "thou shalt see me again at Philippi" (Shakespeare 173).
- IF you quote, you **MUST** have a Works Cited page. See the MLA handbook for guidance.

Voice

- Do not use words such as a lot, big, really, thing, very, etc.
- Remember that this is a formal essay—no 1st or 2nd person, no contractions, no questions.
- Do not refer to the essay. Example: “This essay will prove...” “My first point is...”
- Use transitional words such as: therefore, furthermore, another, in conclusion, etc. Don’t just use first, second, and last.

Turning your essay in...

- Essays are due at the very beginning of the period.
 - If you turn your essay in after your class period, I will deduct 5%.
 - If you do not turn your essay in on the day it is due, I will deduct 10% per calendar day that it is late.
- Make a good impression!
 - Paper should be neat and clean.
 - Multiple pages should be stapled before you get to my room!