Advice for Good Writing

1. Begin your writing assignment early, allowing yourself time to think, to write, and to revise your paper before its due date.

2. Use a good dictionary and thesaurus to check spellings and meanings of words.

3. Use familiar, common words that are easily understood.

4. Write clear, concise sentences that communicate your ideas to your reader.

5. Use the active voice when possible.

6. Write your ideas in a positive form.

7. Omit needless words, phrases, and paragraphs.

8. Avoid jargon and clichés.

9. Write to be understood, not to impress.

10. Proofread your writing. Ask yourself, “What did I want to say?” and “Have I said it?”

11. Revise your paper more than once. The secret to good writing is rewriting.

12. Write or type your final draft neatly, following your instructor’s guidelines for writing. Make certain your format is appropriate.