

## WRITING GUIDELINES FOR ALL WRITING ASSIGNMENTS

1. **Never** use the pronouns you, your, or yourself.
2. Stay in the present tense when writing, unless the assignment is a history report. Literary characters are always referred to in the present tense since they never really existed. (present tense: is, are NOT was, were)
3. **Avoid** the use of these words: things, stuff, a lot
4. Write from the third person point of view which uses the pronouns: he, she, they, them, etc. NO: I, me, we, us, etc.
5. ALWAYS write out the words: *and*, *because* (*'cause' is an entirely different word to 'because'*), *with*, *without*, and write out all contractions: are not, would not, does not, is not, will not, did not, it is, etc. Write: should have, or would have; 'should of' and 'would of' are not grammatical constructions.
6. Slang terms, abbreviations, dialect are never acceptable to use in written assignments. Use Standard English Only!!
7. Punctuate titles correctly: Things Fall Apart, novel  
"The Road Not Taken," poem
8. Write out the numbers 21-99 as words; place a hyphen between the tens and the ones numbers i.e. twenty-two.