

Learning to Write Right

Student Name/Period: _____

Keep this writing resource in your writing binder
all year.

Proper Form for Written Work

Paper: Use standard-sized 8 ½ x 11-inch paper for handwritten class work. Avoid using spiral notebook paper unless as part of a log or a journal. Use standard-sized 8 ½ x 11 inch, 20-pound, white, multi-purpose, photocopy or computer paper for printed work.

Margins: Set the margins to 1-inch on all sides (top, bottom, left, and right). Use the same format for handwritten work.

Font Size: Use a 12-point typeface.

Typeface Font: Use a legible font like Book, Times New Roman, or 20th Century. Avoid stylized typefaces, especially those with curly-cues.

Heading and Title: All papers must have a heading and title. The heading must be placed in the upper right-hand of all pages of an assignment. The heading must include your first and last name, date, and period number. The title must be centered on the first line of the assignment. Original titles do not require underlining or quotation marks.

Line Spacing: All work should be double-spaced unless directed otherwise.

Paragraphing: Each paragraph must have its first word indented five spaces.

Drafts: Save all drafts of your paper. You might be asked to hand them in with the final copy.

Printer/Computer Problems: If you have a problem with your printer or computer, you must solve it before the paper is due or submit a hand-written copy using blue or black ink. Make sure you back-up all work on a flash drive.

MLA Style: Modern Language Association style provides a standardized format for Works Cited. Refer to the Purdue Online Writing Lab for resources on MLA style, the writing process, grammar, mechanics, research and citations (<http://owl.english.purdue.edu>). BibMe (<http://bibme.org>), and Easy Bib (<http://easybib.com>) helps students create a Works Cited page with its automatic formatting.

	John Doe September 1, 2014 Period 3
	Title of Paper (Skip this line)
	Indent the first line of each paragraph 5 spaces. Remember to
	keep the margins one-inch wide on all sides. Keep the right margin
	as straight as possible.

Capitalization Rules

- Rule 1:** Capitalize a proper noun.
Example: The game will be played at Staples Center.
- Rule 2:** Capitalize the first word of a quoted sentence.
Example: "Look out!" she yelled. "You almost ran over my daughter."
- Rule 3:** Capitalize the titles of high-ranking government officials when used before their names. Do not capitalize the civil title if it is used instead of the name.
Examples: I spoke with President Obama last evening.
I spoke with the president last evening.
- Rule 4:** Capitalize points of the compass only when they refer to specific regions/areas.
Example: For vacation this summer, we are going up North.
To find the house, travel west two miles.
- Rule 5:** Capitalize the first word of a salutation and the first word of a closing in a letter.
Example: My dear friend James,
Very truly yours,
- Rule 6:** Capitalize the names of specific course titles.
Example: I must take Algebra 2 and language arts next year.
- Rule 7:** Capitalize the first word of a sentence.
Example: The party was a lot of fun.
- Rule 8:** Capitalize the main words in a title.
Example: *Where the Red Fern Grows*

Using Quotation Marks Correctly

- Rule 1:** Use quotation marks to enclose a person's exact words – a direct quotation.
Example: The coach predicted, "It will be a close game."
- Rule 2:** When a quoted sentence is divided into two parts by an interrupting expression, the second part **does not** begin with a capital letter.
Example: "Violent storms have always awed people," explained Mr. Jones, "and many of us are still frightened by them."
- Rule 3:** A period or comma following a quotation should be placed inside the closing quotation marks.
Example: "Dinner will be served shortly," said the butler.
- Rule 4:** A question mark or an exclamation point should be placed inside the quotation marks if the quotation is a question or exclamation. Otherwise, it should be placed outside the quotation marks.
Examples: "How far have we traveled?" asked the tired man.
Who said, "Give me liberty or give me death"?
- Rule 5:** When you write dialogue, begin a new paragraph every time the speaker changes.
Example " "What time is the movie?" Susan asked.
"I am not sure, " Jerome replied, "but maybe we can go early and catch a bite to eat."
"That sounds great."
- Rule 6:** When a quotation consists of several sentences, put quotation marks only at the beginning and end of the entire quotation, not around each sentence.
- Rule 7:** Use single quotation marks to enclose a quotation within a quotation.
Example: "Let's sing 'God Bless America', " suggested Chris.
- Rule 8:** Use quotation marks to enclose the titles of chapters, articles, short stories, poems, songs, and other parts of books and periodicals.
Example: "Imagine" is a song by John Lennon.

Dialogue Tips...

RULE #1: A direct quotation begins with a capital letter.

Jimmy shouted, "See you at the game!"

"Is it true?" asked Cindy.

RULE #2: When a quotation is interrupted into two parts with words like "he asked" or "the teacher demanded," the second part begins with a lower case letter.

"What are some of the things," Mrs. Baskin inquired, "that make school so much fun?"

"One thing I like," replied Sarah, "is recess!"

RULE #3: When writing dialogue, all punctuation marks at the end of the quotation go inside the quotation marks.

"Let's visit the museum," suggested Samantha.

Jon replied, "Didn't we go there last weekend?"

"But when we did," Beth added, "we didn't see the Ancient Egyptian exhibit."

RULE #4: Do not put a period at the end of a quotation followed by things like *she said, mom asked, he explained, etc.* Use commas, question marks, and exclamation marks but not periods. Periods end sentences.

"My Algebra class is driving me crazy!" Paul yelled.

"That's my favorite class," Becky replied.

RULE #5: Make a new paragraph (indent) when a different person begins to speak.

"Last night, I dreamt that I ate a giant marshmallow," Kevin said.

"Was that anything like the dream you had about eating your way through a mountain of fruit cocktail?" asked Suzy.

"Scariest," Kevin explained. "This time I woke up and my pillow was gone."

OTHER REMINDERS:

-Always make it clear who is speaking in the dialogue.


-Try to avoid using the word "said" repeatedly.

Writing Numbers

- Rule 1:** Spell out single-digit whole numbers. Use numerals for numbers greater than nine.
Examples: I want six copies of the poem.
I want 10 copies of the poem.
- Rule 2:** Be consistent within a category. If you choose numerals because one of the numbers is greater than nine, use numerals for all numbers in that category. If you choose to spell out numbers because one of the numbers is a single digit, spell out all numbers in that category.
Example: My 14 friends and I went to 2 parties that weekend.
My fourteen friends and I went to two parties that weekend.
- Rule 3:** Always spell out simple fractions and use hyphens with them.
Example: One-third of the cake has been eaten.
- Rule 4:** A mixed fraction can be written in figures unless it is the first word of a sentence.
Example: I expect my allowance to increase by 7 $\frac{1}{2}$ percent.
Seven and one-half percent was the increase in my allowance.
- Rule 5:** Write decimals in figures. Put a zero in front of a decimal unless the decimal itself begins with a zero.
Example: I grew 0.75 feet in one year!
I grew .07 feet in one year.
- Rule 6:** When writing decades, you may spell them out using lowercase form.
Example: During the eighties, disco was popular.
- Rule 7:** If you wish to write decades using incomplete numerals, put an apostrophe before the incomplete numeral but not between the year and the "s".
Example: During the late '90s, rap music became popular.
- Rule 8:** Spell out the time of day. With *o'clock*, the number is always spelled out.
Example: Her alarm wakes her at seven o'clock on weekday mornings.
- Rule 9:** Use numerals with the time of day when exact times are being emphasized or when using A.M. or P.M.
Examples: My flight to Florida leaves at 8:30 A.M.
Please arrive at 6:00 sharp.
- Rule 10:** When spelling out numbers greater than nine, hyphenate all compound numbers from twenty-one through ninety-nine.
- Rule 11:** Spell out a number if it begins a sentence.
Example: Thirty-three people were invited to the party.

Editing Marks

Proofreaders' Marks

Delete: <i>e</i>	take h out
Close up: 	print as  ne word
Insert: \wedge	insert h ^{re}
More space: $\#$	insert a space #
Let stand: Stet	let marked text stand as set Stet
Transpose: tr	change <u>order</u> (the)
New paragraph: ¶	begin a new paragraph
Spell out: (sp)	print (lbs) as pounds
Capitalize: cap	set in <u>capitals</u>
Lowercase: lc	set in Lowercase
Italics: ital	set in <u>italic</u>
Roman: rom	set in <u>roman</u>
Boldface: bf	set in <u>boldface</u>
Period: 	add a period 

Transitional Words and Phrases

Transitions are used to link one sentence to another within a paragraph. They make writing flow from one idea to the next. Transitions are also used to connect paragraphs in logical organization.

Below is a list of the most common transitional words and phrases.

Relationship	Transitional Words and Phrases
To show location	above, across, against, along, among, around, behind, below, beneath, beside, between, by, down, in back of, in front of, inside, into, near, next to, on top of, outside, over, throughout, to the right, to the left, under,
To show time	about, after, at, before, during, first, second, to begin, yesterday, meanwhile, today, tomorrow, until, next, soon, later, finally, then, as soon as, in the end
To compare things	likewise, like, as, also, in the same way, similarly, one way, both
To show differences	but, however, still, yet, although, otherwise, on the other hand, even though
To emphasize a point	again, to repeat, truly, in fact, especially, to emphasize, for this reason
To conclude or summarize	finally, lastly, as a result, therefore, to sum it up, all in all, in conclusion, because
To add information	again, also, as well, next, another, and, besides, finally, for instance, moreover, along with, in addition, for example, additionally, other
To clarify	In other words, for instance, that is, for example

Effective Writing Strategies

- Rule 1:** Use concrete rather than vague language.
Example: Los Angeles recorded the hottest temperature in the country yesterday.
Not (vague): Los Angeles had extreme weather yesterday.
- Rule 2:** Use active voice whenever possible. Active voice means the subject is performing the verb.
Example: John ate the entire cake. (active)
Not: The entire cake was eaten. (passive)
- Rule 3:** Avoid overusing *there is, there are, it is, it was, that,* and so on.
Example: A case of Swine Flu was reported last week.
Not: There was a case of Swine Flu that was reported last week.
- Rule 4:** Do not use two negatives to make a positive.
Example: My friend is willing to help clean the beach.
Not: My friend is not unwilling to help clean the beach.
- Rule 5:** Use parallel sentence structure when writing several ideas.
Example: You should check your spelling, grammar, and punctuation.
Not: You should check your spelling, grammar, and punctuating.
- Rule 6:** If you start a sentence with an action, place the actor immediately after.
Example: While walking across the street, she was hit by a bus.
Not: While walking across the street, the bus hit her.
- Rule 7:** Place adjectives and adverbs (modifiers) near the words they describe.
Example: In my lunchbox, I have a sandwich Mom made.
Not: I have a sandwich Mom made in my lunchbox.
- Rule 8:** Make sure all of your sentences are complete thoughts.

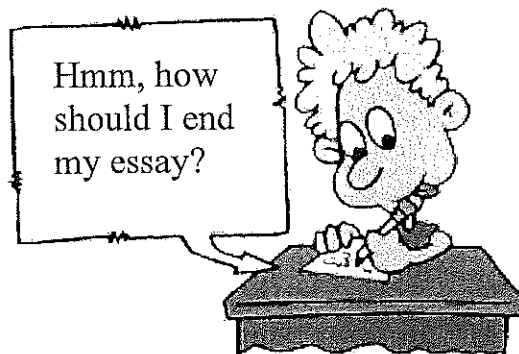
Concluding Devices

There are many ways you can conclude an essay, but keep in mind the following:

- restating/rephrasing the thesis (follow teacher directions)
- leave the reader with something to think about
- strive to be relevant, clear, and concise

The following are a few suggestions for conclusions you can use.

1. Conclude with a final opinion or judgment based on the information you presented. This is a good conclusion to use when writing about a controversial subject.
2. Conclude with an anecdote (very short story) that emphasizes your main point.
3. Conclude with a comparison/analogy
4. Conclude by asking the reader a parting question that relates to the thesis.
5. Conclude with a convincing statement about the importance of your thesis. This conclusion works well when persuading someone.



COMMONLY MISPELLED

A	Cemetery	Exaggerate	Length	Preference	Statistics
Abbreviate	Certain	Excellent	License	Privilege	Straight
sence	Character	Except	Lonely	Probably	Strait
Acceptable	Chief	Excite	Loose	Procedure	Strategy
Accessory	Choose	Exercise	Lose	Proceed	Strength
Accidentally	Circuit	Expense	M	Professor	Succeed
Accommodate	College	F	Magnificent	Pronunciation	Success
Accuracy	Colonel	Facsimile	Maintain	Proposal	Succinct
Acknowledge	Committee	Familiar	Maintenance	Psyche	Supersede
Acquaintance	Competent	Fascinate	Maneuver	Psychiatry	Surprise
Acquire	Competition	Fascist	Marriage	Psychology	Swimming
Actually	Complement	February	Meant	Pursue	Symmetry
Adequately	Conceit	Finally	Minuscule	Q	T
Adolescent	Condemned	Financially	Miscellaneous	Questionnaire	Technical
Affect	Conscience	Fluorescent	Mischievous	Queue	Technique
Against	Conscientious	Foreign	Missile	Quipped	Telemetry
Aggravate	Conscious	Forfeit	Mnemonic	R	Tendency
Align	Control	Forty	N	Receive	Themselves
Allege	Controlled	Friend	Necessary	Recommend	Therefore
Although	Convenient	Frontier	Negotiate	Reference	Thorough
Altogether	Correspond	G	Neither	Referring	Thought
Always	Couldn't	Government	Nickel	Rehearsal	Thousandth
Amateur	Counterfeit	Governor	Nineteen	Religious	Through
Analysis	Country	Guaranteed	Ninety	Remember	Tomorrow
Analyze	Courtesy	H	Noticeable	Remembrance	Tough
Annually	Cried	Harass	Nuclear	Representative	Tragedy
Answer	Criticize	Height	Nuisance	Responsibility	Transferred
Anticipate	Curiosity	Horizontal	O	Restaurant	Truly
appearance	D	Humerus	Occasion	Reversible	Twelfth
Appropriate	Decency	Humorous	Occupied	Rhythm	Tyranny
Argument	Decide	Hygiene	Occur	S	U
Article	Definitely	I	Occurrence	Sacrifice	Unanimous
Asinine	Descendant	Illogical	Omission	Sacrilegious	Undoubtedly
Assassinate	Develop	Immediately	Opportunity	Sandwich	Unfortunately
Attendance	Diagnosis	Independent	Opposite	Satellite	Unnecessary
Audience	Diarrhea	Influence	Oppressed	Scarce	Until
Author	Difference	Influential	P	Scarcity	Usually
Auxiliary	Different	Innocent	Paid	Schedule	V
Awkward	Disappoint	Inoculate	Parallel	Scheme	Vaccination
B	Disapprove	Interest	Parameter	Seize	Vacuum
Bachelor	Discussion	Interrupt	Particle	Separate	Vegetable
Bargain	Disease	Irrelevant	Particular	Sergeant	Vertical
Beautiful	Doesn't	Irresistible	Pastime	Sheriff	Villain
Beginning	E	J	Performance	Signature	Visibility
Belief	Eccentric	January	Perimeter	Significance	Visible
Believe	Effect	Jeopardy	Permanent	Similar	Vitamin
Beneficial	Efficient	Jewelry	Permissible	Simile	W
Benefit	Eight	K	Pneumonia	Sincerely	Wednesday
Breath	Eighth	Knowledge	Pollute	Skiing	Weird
Breathe	Either	L	Possession	Smooth	Woman
Brilliant	Eligible	Label	Possible	Society	Women
Business	Embarrassed	Laboratory	Potato	Solicit	Writing
	Entrepreneur	Lavatory	Potatoes	Souvenir	Written
Calendar	Envelope	Leisure	Practically	Specific	Y
Career	Environment		Precede	Specify	Yacht
Carriage	Escape		Precedent	Stationary	Yield
Category	Especially		Preceding	Stationery	

accept	to receive	idle	lazy
affect	to influence or produce an effect on	idol	object of worship
allowed	permitted	illicit	not legal
aloud	audible; loudly	immigrant	one who enters the country
already	by this time	imply	to hint
all ready	all persons (things) are ready	infer	to draw a conclusion
altogether	completely all together all in one place	insure	to take out an insurance policy
always	ever, constantly	it's	it is (or it has)
all ways	all directions or methods	its	belonging to it
amount	how much? (weight or money)	invent	to create or devise something new
astrology	fore telling the future by the stars	knew	past tense of to know
astronomy	science of the planets & stars	lead	metal, present tense of to lead
bare	naked, to uncover	led	past tense of to lead
bear	to carry, an animal	less	smaller in amount
beside	to the side of	lightening	making less heavy or less dark
besides	in addition to	lightning	a flash of
board	plank, table, to receive meals	loose	to unfasten; not tight
bored	weary with tediousness, made with a hole	lose	to fail to win, fail to keep
brake	to put the brakes on	modern	up to date
break	to shatter, interval	moral	right, virtuous, lesson from a story
breath	air draw into lungs	morale	mental state of confidence
breathe	to draw air into lungs	new	opposite of old
canon	a church man; church law	number	how many? (individual)
cannon	a Howitzer, large gun used in war	peace	opposite of war, quiet
capital	money; currency	personal	individual, private
Capitol	government building	personnel	employees or staff
choose	present tense of to choose	piece	a portion or part
chose	past tense of to choose	plain	flat country, clear; undecorated, unattractive
coarse	rough, harsh, crude	plane	level surface, to shave level, tool; tree; airplane
contrast	to point out differences	principal	chief, most important
compare	to point out similarities	principle	truth, law, ideal
complement	that which makes up or completes	right	opposite of left or wrong, just claim order
compliment	praise	rite	ceremony (religious)
contemporary	existing at the same time as	sew	i.e., with a needle
course	for racing, golf; the division of a meal; a series; "of course"	sheer	steep; absolute; transparent; to swerve
decease	death	shear	to cut with scissors
defective	faulty	sow	i.e., with seeds
deficient	lacking	stationary	not moving
desert	barren place, that which is deserted, to abandon	stationery	writing paper
dessert	sweet course in a meal	their	belonging to them
discover	to find something which was always there	there	in that place; there is
disease	illness	they're	they are
disinterested	neutral, unbiased	threw	past tense of throw
dual	double, composed of two	through	from one end or side to the other
duel	fight between two people	thorough	complete, in detail; very careful
economic	of a country's finances	to	used as a function word to indicate
economical	being careful, thrifty	too	also or in an excessive degree
effect	a result, to bring about or accomplish	two	number
elicit	to draw out	waist	part of body
emigrant	one who leaves the country	waste	rubbish, barren land
ensure	to make sure	ware	implements used for work
especially	notably, particularly	wear	to erode; to put on clothes
except	to omit, exclude, not including	weather	sunshine, wind, rain
fewer	smaller in number	whether	if
forgoing	preceding, gone before	were	past tense of to be
forgoing	giving up; abstaining from	we're	we are
formally	in a formal manner	where	in what place?
formerly	previously	who's	who is (or has)
hanged	executed, hung, other uses of the verb to hang	whose	belonging to whom
		your	belonging to you
		you're	you are

