

## Appendix 5: Tips

- Make sure you know what the question is asking. If necessary, write out the various parts of the question and check the parts off as you've answered them.
- You may use "I," or first person, to write your response.
- Make some kind of notes while you read. This will help you remember ideas you may want to use in your writing.
- Use some kind of organizer before you begin writing your response. You can concentrate more on the expression of your ideas once you've got your major points "mapped out."
- Don't write long sentences. Be short and to the point. It's easy to lose control of a long sentence. (Periods are always easier to use than commas.)
- Only use words you are certain you can spell. No one is impressed by big words that are spelled wrong.
- Make sure you have checked verb and plural endings. Sometimes word endings aren't heard and accidentally get dropped when writing. For example: *I **used** to be a math major. I was **supposed** to take this test last semester.*
- Beware of apostrophes. **Its** (It's) easy to make a mistake when **your** (you're) under pressure. If **your** (you're) afraid **you'll** (you'll) write things incorrectly, **don't** (don't) use contractions at all!
- More apostrophe advice: Remember to use apostrophes to show possession. For example: *The student's homework...* (singular and possessive) **or** *The students' homework...* (plural).
- Watch out for quotation marks! Remember to put your end marks. Many people often forget to "close quote." Also, put periods, question marks, exclamation points, and commas **inside** your quotation marks.
- If you are recopying or typing your paper for your final draft, make sure you don't copy incorrectly. Sometimes, in the rush, words get omitted. Copy carefully!
- When you have finished writing your paper, first read it from top to bottom and then read it from bottom to top (sentence by sentence). It's easier to catch mistakes when you break up the flow.