

Name: _____

Formal Writing Checklist

- Writing uses a formal voice (No colloquial language, slang or “text-speech”).
- Uses a varied and descriptive vocabulary.
- Writing is concise, not wordy.
- Uses transition words and phrases to help your writing flow smoothly.
Examples: Thus, therefore, consequently, in addition, furthermore.
- There are no errors in the following tricky words:

a) there/their/ they're	d) new/knew	g) hole/whole
b) hear/here	e) know/now	h) thought/taught
c) choose/chose/choice	f) to/too/two	i) threw/through/thorough
- Numbers are written out in full except numbers with three digits. **Ex:** fifty-two, one hundred, two thousand, 203, 2002. **Exceptions:** dates and time.
- Does not use vague words such as “thing” and “stuff.”
- Does not use contractions.
- Does not use symbols (& or + = *and*).
- Does not use abbreviations.
- Does not use the words such as, “get,” “got,” or “gotten.”
- Does not use the word “you.”
- Uses a varied sentence length and structure makes the paper easier to read and more enjoyable
- Does not ask questions
- Does not state the obvious. **Example:** This paragraph..., this quote....
- Has an interesting title.
- Concluding sentence does not repeat your topic sentence and does NOT use the words “~~in conclusion~~”
- Writing has unity and coherence.
- Spelling and grammar is correct! Please note the following corrections:
A lot = two words. Each other = two words.
- The topic / question has been fully discussed.