

World View & Starting Points Writing Guidelines

| Grading Code | Explanation | (Points taken off) |
|---------------------|--------------------|---------------------------|
|---------------------|--------------------|---------------------------|

-1g = Minus one grammar point

-1c = Minus one content point

Clarity and Conciseness

- PER Write in third person only. Avoid these pronouns: I, me my, you, one, your, we us, our. **(-10g per paragraph for SP & Year 1, per occurrence for rest)**
- Q Do not ask questions in your papers. You need to make statements. **(-1g)**
- PV Revise passive voice for active voice. **Example: *The ball was thrown by the boy.*** Change the sentence to active voice: ***The boy threw the ball.*** **(-1g)**
- BE Omit "be" auxiliary or helping verbs (unless an ongoing action): is / are, was / were, be / being **Example: *"The author argues that..." (concise) versus "The author is arguing that..." (wordy)*** **(-1g)**
- HV Avoid helping verbs unless absolutely necessary **(-1g)**

Redundant

- U Unnecessarily repeated phrases or ideas **(-1g)**
- U Avoid these nonspecific verbs: use / utilize / employ, seem, show, display, exhibit, portray, **(-1g)**
- U Avoid self-referential phrases like: this paper will, this paragraph will, this essay will, this quote, here he says... **(-1g)**
- U Avoid these nouns as subjects in sentences: thing(s), the reader, the audience, today. Keep the focus on the author and the thesis. **(-1g)**

Organization and Content

- QU Two (one for SP) quotes required per inner paragraph. **(-20c)**
- PLAG Avoid plagiarism **(-100g & -100c)**
- PL Paragraph length should be at least 4 sentences and no longer than one page. **(-5c)** However, four sentences will usually be too short content-wise to cover the material in most paragraphs. Six will normally be necessary to get full credit.
- PS Do not write plot summaries (retelling the story). Keep focus on the author and/or the thesis and answer the prompt given in the assignment. **(-2c)**
- Thesis Define the thesis clearly. **(-2c)**
- Trans Include a transitional sentence at the end of every paragraph except the conclusion **(-2g)**
- Cont Contractions are not allowed. **(-1g)**
- EQ Excessive quote length. Rarely will you need long quotes. Essay should not be a string of quotes **(-2g)**

Basic Grammar

- FRAG Fragments, incomplete sentences **(-10g)**
- RO Run-on sentences **(-5g)**
- CS Comma splices **(-2g)**
- ? Sentence structure needs to be rearranged in order to make sense. **(-2g)**
- SP Typos and spelling errors **(-2g)**
- AGR Subject-verb agreement example: "The *nation is* free..." "The *people are* free..." Pronoun-antecedent example: "Each of the women had her reasons for opposing the plan." **(-2g)**
- VT Verb tense. Do not change verb tenses (past, present, future) within a paragraph, especially within a sentence. **(-1g)**

Punctuation Errors

Missing or extra commas, semicolons, periods, hyphens, apostrophes, quotation marks **(-1g)**.

- C Capitalize titles or major works such as books, movies and plays. Also capitalize God, Jesus and pronouns referring to God and Jesus. **(-1g)**
- LC Change to lower case. **(-1g)**
- EL Do not use ellipses (three dots in a row: ...) except in the middle of a quote. In other words, do not use them in your sentences, nor at beginning of quote, nor at end of quote. **(-1g)**

Style

- I Informal. For example, describing something as *really bad*. **(-1g)**
- W Wordiness. *In the Bible it says that...* Just say, *The Bible says...* **(-1g)**
- HL Do not include hyperlinks. **(-2g)**
- Phrasing Informal or vague phrasing **(-2g)**

Formatting

- All papers must be double-spaced. **(-5g)**
- Block quotes must be single-spaced **(-1g)**
- A header should be placed at the upper right-hand side of the first page of the paper (align right). **(-5g)**
- Header should consist of name, class day and year, date assignment is due. **(-1g each)**
- Title should be centered. **(-1g)**
- Paragraphs may be blocked or indented, not both. **(-1g)**
- Format to 1 inch margins. **(-1g)**
- Font size must be 12-point. **(-5g)**
- There should be no more or less than double spacing between the title and header and title and first paragraph. **(-1g)**. Example:

Stanley Student
Year 1, Haltom City
September 23, 2011

World View Paper Title

Content of the first paragraph here...