

When writing an academic essay, you should focus on the following:

•Use essay structure:

. . . Introduction

. . . Body

. . . Conclusion

•Organize your ideas into paragraphs, and write in complete sentences

•State your thesis in the introduction of the essay

•Use 3rd person perspective (e.g., specify the subject of every sentence)

•Use a semi-formal, academic tone

•Make clear, direct statements

•Use active voice (e.g., "The HR manager distributed the forms to the hospital employees.")

•Spell out each word (When using acronyms, spell them out the first time)

•Include a title page and a References page

•Follow APA style for citations , references, and format

•Use transitions to relate one idea to the next

•Plan on spending time in the writing process: pre-writing, drafting , revising, editing, and proofreading

•Analyze the concepts and theories, and support your analysis with logical arguments, specific examples, and citations from other sources

In academic essays, avoid the following:

•Second person ("you" and "your") and first person ("I") (unless the instructor requests narrative form)

•Directives (e.g., "Do this, do that.")

•Fragments (e.g., incomplete sentences)

•Run-on sentences (two or more sentences that are joined without correct punctuation or connecting words)

•Informal, conversational tone (avoid using slang and idioms)

•Wordiness

•Vague expressions (e.g., "they," "we," "people," "the company")

•Passive voice (e.g., "The forms were distributed to the hospital employees by HR.")

•Lists and bullets (not academic style)

•Plagiarism (Check your sources of information and cite correctly.)

•Descriptive or personal style of writing (unless requested by the instructor or assignment)