

Formal Writing Rules

- 1. No texting writing.**
- 2. Do not use abbreviations.**
- 3. Do not use symbols.**
- 4. Write “and.” Do not write & or +.**
- 5. Do not use contractions unless in a quote.**
- 6. Do not use first person: “I, me, my, us, we, our.”**
- 7. Do not write “you.”**
- 8. Use capital letters correctly.**
- 11. Write out numbers less than 100.**
- 12. Do not use the words “very” or “really.”**
- 13. Only use exclamation points when quoting someone!**
- 14. Never write a question in an essay, unless you are quoting someone.**
- 15. Write “a lot” or “many,” not “lots.”**
- 16. Do not refer to the essay in the essay.**