

ENGL 1301 REVISION INSTRUCTIONS

Content and Development

Check for the following elements in the introduction:

- Interesting lead-in
- Thesis Statement (one sentence)
- Essay Map – if used (can be part of thesis statement or a separate sentence; summarizes the main point of each body paragraph)

Check for the following elements in body paragraphs:

- Topic Sentence
- Major Detail
- Supporting detail/examples
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- Supporting detail/examples
- Concluding/Transitional sentence
- Transition Words

Check for the following elements in the conclusion:

- Signal Word (transition into conclusion)
- Summary (restate thesis in different words – “echo” the thesis statement)
- Significance (restate the main topics/points – not a list)
- Speed Change (final sentence – connect to the lead)

Make sure:

- No details are repetitive
- Supporting details or examples are SPECIFIC (SHOW – don’t just TELL – the reader)

Grammar/Mechanics

Highlight or underline the first word of each sentence.

To improve sentence structure:

- If you have a sentence that begins with one of the following words:
It, This, That, There, Here – REWRITE THE SENTENCE.
(Exception: When *This* or *That* is directly followed by a noun, it is acceptable)
- Make sure that within a paragraph sentence structure is varied.
(simple, compound, complex, etc.)
- Vary sentence beginnings.
- Do not begin sentences within the same paragraph with the same word.
- Rewrite any sentence that is a **fragment** or a **run-on**.
- Check for **subject-verb agreement**.
- Check for **pronoun-antecedent agreement**.

Use Third Person

- **NEVER** use the following pronouns:
Second Person – *You, Your, Yourself*
First Person – *I, Me, We, Us* (***Unless you are including a relevant personal example***)
- **DO USE** Third Person – *They, One, A person, He, She*

Do Not Use Contractions

- Write out all contractions
Can't = cannot, won't = will not, shouldn't = should not

Punctuation Reminders

- Highlight or underline the coordinating conjunctions:
For And Nor But Or Yet So
-- If you have a complete sentence on each side of the coordinating conjunction, then add a comma before it.
- DO NOT begin sentences with coordinating conjunctions.
- After an introductory phrase of four or more words, add a comma.
- Circle all the semicolons in your paper.
Check to make sure the semicolon is used in one of the following ways:
 - To join two complete sentences.
 - To join two complete sentences using a conjunctive adverb (however, furthermore, etc.)
 - To separate a series that already uses commas

To hand in:

- ✓ All papers **must** be typed and double-spaced using 12-point Times or Times New Roman in black ink. **Papers that are not double-spaced will not be accepted for grading**
- ✓ Plan ahead! Computer emergencies can and do happen, but they will not be an excuse for a late paper.
- ✓ Rough drafts and final papers must be turned in together the day they are due. **No folders, please.** Remember to always retain copies of the essays.
- ✓ Each essay must have a cover page with the following information centered:

Title of Paper
Student's Name
ENGL 1301
Fall 2015
Date
- ✓ Each paper must have a TYPED formal outline (**see class handout and/or p. 44 - Sample Topic Outline - in COMP**).
- ✓ Students should staple paper in top left corner and hand in as follows:
 - Cover Page (on top)
 - Typed Formal Outline
 - Final Draft with **THESIS STATEMENT HIGHLIGHTED**
 - **MAKE SURE YOUR NAME IS IN THE UPPER RIGHT-HAND CORNER OF EACH PAGE**
 - **EDITED** Rough Draft
 - Planning/Prewriting Pages as instructed in class
- ✓ **Please do not hand in papers during class time.** If your paper is ready, you may place it on my desk BEFORE class begins or hand it to me after class on the designated due date. Otherwise, use the mailbox outside my office door to hand in your papers. Remember, it is not due until the end of the day on the date the assignment is due. The end of the day means that when I arrive at my office the following day, the paper must be in my mailbox or it is considered late. 20 points will be deducted for each day the paper is late. **1013**