**Important points in essay Writing**

* Never use first (i.e. I, me, us, we, mine, myself, personally) or second person (i.e. you, yours, yourself) in a formal essay.
* Always write in the third person (i.e. he, she, it, one, them, their, themselves) to maintain an appropriate tone of objectivity.
* Write in one tense – best to use present tense.
* Never use abbreviations, contractions, or symbols (unless they are part of a quotation).
* Never use numbers unless in addresses or dates – always write the numbers in word form.
* Never refer to an author using only the first name – always use the author’s surname.
* Never use phrases such as “this essay will prove” or “This quotation demonstrates” or “I.”
* Avoid merely sticking quotes in the essay. Always prepare the reader for the quote by building up to it, leading into it, and by discussing it afterwards.
* Write an essay that is coherent, flows properly, utilizes transitions, and continually relates to the thesis.
* Never end a paragraph with a quotation.
* Never begin an essay with a quotation or definition.
* Exhaust discussion of a point before moving on and then never return to the point unless comparing it to a new point to strengthen it. However, do not repeat yourself.
* Tone is important – write in a persuasive tone without losing objectivity.
* Select quotations carefully. Avoid merely sticking in long passages. Show the reader you can focus on what best proves your point.
* Avoid using secondary sources to prove your point which you could explain yourself. If you do take ideas from a source, be sure to document this idea. Failure to do so is considered plagiarism and will result in a “zero” mark.