

## **East Carteret High School Writing Guidelines**

East Carteret High School's faculty and staff know and value clear, correctly written communication. Writing is important in all classes; furthermore, the ability to write clearly and correctly will benefit graduates, no matter what careers they choose. With these principles in mind, students are expected to follow the East Carteret High School Writing Guidelines for all written assignments.

1. Use complete sentences in formal writing. (Most tests should contain some short answers requiring complete sentences.)
2. Begin each sentence with a capital letter.
3. Use an end mark at the end of each sentence.
4. Capitalize proper nouns such as names and places.
5. Do not use abbreviations or symbols such as **&** and **w/** in final papers.
6. Use standard paragraph form when it is called for. In all subjects, related sentences should be grouped into paragraphs. Most of the time, the first sentence of the paragraph is a topic sentence that tells the general subject of the paragraph to follow.
7. Use third person point of view with informational (expository) writing. Most of the time, the author should not use "you" in explaining a process or giving information.
8. Be consistent in using verb tense. The present tense is usually used throughout a composition.
9. Make sure all pronouns clearly refer to and agree with a previously stated noun.
10. Make sure all verbs agree with their subjects. Use a singular verb with a singular subject and a plural verb with a plural subject.
11. Spell all words correctly.
12. Use the following words correctly:
  - two, to, too
  - their, there, they're
  - your, you're
  - effect, affect
  - it's, its
  - don't, doesn't