

## Writing and the MLA

Keep this in your notebook!!! You will use it often. Treasure it for the wealth of information that it is!!

1. As part of your revision process, always **read** your essay/writing piece **out loud**. You will find strange and interesting errors this way. I promise.
2. Write all MLA essays in **present tense**.
3. **Vary your sentence structure**. It makes the piece more reader friendly, less boring, and more worthy of an A (in other words, don't begin all of your sentences in the same way).
4. Use **correct formatting**: Times New Roman, 12 pt. font, double spaced, one inch margins, and indent all paragraphs.
5. **Heading single spaced** on first page only: Name  
Period  
Date
6. Do not use contractions. Don't.
7. Omit slang (a lot, cause, okay), clichés (don't judge a book by its cover), and exclamation points (if writing in MLA).
8. Never end a sentence with a preposition (rabbit and the log – in, around, on, during, etc.)
9. Utilize the **four Ps** of quote integration (point, preview, proof, pull together). Refer to your notes!! Every quote should fit into a sentence of your own making.
10. Be **clear, concise**, to the point. Do not waste your page limit on wordiness, repetition, vagueness, or unclear argumentation.
11. DO NOT use first person (I, me, my, mine, we, us) or second person (you, your yours).
12. Do not use the following words (I hate them. I really do.):

thing	great	mainly	this quote (we can usually tell
good	in conclusion	seems to	if you use
bad	sort of	kinda	quote marks)
really	big	maybe	
very	small	stuff	
a lot	nice	this (if used alone without the word to which	
kind of	okay	it refers)	