

# Writing Tools

## Composition Checklist

- Composition is headed properly using MLA style.
- Composition is titled with appropriate words capitalized.
- Composition is double-spaced.
- Syntactic variety is labeled appropriately

### Openers

RULE: do not use same one more than twice in a row

LABEL: highlight first word of sentence; number in margin

1. subject
2. preposition
3. “ly”
4. “ing”
5. clause (when, while, where, since, as, if, although, because)
6. V.S.S. (2-5 words)
7. “ed”

### Dress-ups

RULE: try to use each one in every paragraph

LABEL: use in middle of sentence; underline in red

1. Who/which
2. “ly” word
3. strong verb
4. quality adjective
5. when, while, where, since, as, if, although
6. because







### Warnings and Tips

1. keep the “ing” with the thing it describes; remember the “ing” opener should be a participle (a verb form acting as an adjective), not a gerund (verb acting as noun)
2. watch out for prepositions that can also be conjunctions (e.g. “because” and “because of”)
3. vss is most effective after a long, complex sentence, or string of parallel sentences

### Prepositions

about	because of	during	off	to
above	before	except	on	toward
according to	behind	for	onto	under
across	below	from	opposite	underneath
after	beneath	in	out	unlike
against	beside	inside	outside	until
along	between	instead	over	up
amid	beyond	into	past	upon
among	by	like	regarding	with
around	concerning	minus	since	within
aside from	despite	near	through	without
at	down	of	throughout	

### The Banned List

		
exclaim      remark assert      express cried out      articulate utter      indicate mention      explain state      suggest	enjoy      relish savor      crave taste      treasure luxuriate      prefer	rush      depart journey      flee tour      abscond trek      proceed advance
		
observe      notice inspect      view	( <i>adj</i> )      copious numerous      ( <i>noun</i> ) several      abundance manifold      profusion plentiful      plethora	capacious      gargantuan immense      enormous

## Adverbs

### Importance

entirely  
significantly  
fundamentally  
substantially  
essentially  
primarily  
absolutely  
relatively  
seriously  
distinctly  
utterly  
notably  
typically

### Assurance

completely  
presumably  
predictably  
probably  
undeniably  
normally  
tentatively  
willingly  
assuredly  
strictly  
possibly  
obviously  
evidently  
surely  
confidently

### Frequency

rapidly  
frequently  
continuously  
increasingly  
occasionally  
repeatedly  
regularly  
normally  
constantly  
slowly  
gradually  
usually  
steadily

### Sequence

#### **avoid**

firstly  
secondly  
thirdly

initially  
eventually  
ultimately

#### **use**

originally  
effectively  
finally

#### **sometimes use**

previously  
progressively  
consequently

### Others

easily  
dramatically  
virtually  
suddenly  
simply  
silently

### Emotion

un/happily  
sadly  
tragically  
stubbornly  
eagerly  
wistfully  
doggedly

un/fortunately  
in/conveniently  
proudly  
carefully  
hopefully  
mournfully  
apathetically

## Formatting for Formal Assignments

1" 0.5" LastName 1

Student Name

Mr. Barham

AH English I: # Pd.

10 August 2016

Title Centered

Be sure to double-space all text. The title text should not be underlined or boldfaced—just centered.

1" 1"