

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

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

