

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

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

use

initially
 eventually
 ultimately
 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

