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WGSS 382

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Title

First paragraph begins here with an indentation and a compelling first sentence which makes us want to read more.

### Essay Submissions

Label your document: LastName Term Paper

Essays submitted in Word document. No google docs and no pdf.

I offer extensive notes to help you with your revisions. Pdf makes this too difficult.

### Formatting

Document in Times New Roman, 12 point, double-spaced, 1-inch margins all around

In top space bar, right justification, student last name and the page number. Be sure to manually change the default font to Times New Roman.

In upper left, descending order: Student first and last name. Instructor name. Class number. Date.

(MLA) Modern Language Association citation practices includes a separate Works Cited Page (as opposed to a Bibliography) if appropriate.

OWL from Purdue is an excellent resource for grammar, punctuation, MLA citation of sources:  
<https://owl.english.purdue.edu/owl/section/1/>

### Diacritical Marks

If using Hawaiian (or any language) language diacriticals

Be consistent

Use both the ‘okina and the kahakō

Do not use the apostrophe by mistake for the ‘okina

### Structure

The structure of your paper will be determined by the assignment, and will consider factors like the genre, type of writing, audience. Each type of paper will take different forms as needed: personal essay, narrative, literary analysis, research paper, argument paper, Rogerian (balanced point of view), persuasive paper, rhetorical essay, blog post, Letter to the Editor, Political Testimony.

### Topic Sentences

Topic sentences form the spine of the essay.

Read each topic sentence one after another to see your structure in its basic outline form.

*Are all your main points covered in their own paragraph?*

Main theme of paragraph is conveyed in sign-post sentence that is broad enough to include all the supporting evidence found within it.

Does not include quotes, which are used as evidence, not a main point.

### Paragraph Form

Strong topic sentence hints at what is to come.

Every sentence in paragraph supports the topic sentence: evidence through summarized or quoted information, critical analysis of the main idea, and your own insights (aha! moments).

Conclusion sentence also serves as transition to next paragraph by linking the two together thematically (several paragraphs may flow, each with a relevant aspect or perspective on main idea), or leading with causation (because of this then that), or inquiry (if this, then what else is relevant?)

If you change ideas (if you move away from the topic sentence), begin a new paragraph.

Excessive paragraph length: If the paragraph seems long and the ideas all still support the topic sentence, try to find a logical break by subtheme and begin a new paragraph.

### Sentence form

Complete sentence structure with subject and verb and object.

Vary the length of sentences so they are not all too long or short.

Complex sentences show sophistication, so combine shorter sentences into one.

Avoid runs by using proper punctuation like the comma, semi-colon and colon.

Avoid fragments: make sure there is a verb and subject.

Read them out loud so feel for the rhythm: short and staccato or long and luxurious. Create flow.

Avoid repetition of same idea in multiple sentences by combining into a longer complex one.

### Verbs

use ACTIVE verbs

Avoid “to be” verbs, is, was, were, am, will be

Use consistent verb forms - present, past (multiple forms of past - did, have done)

Do not repeat the same verb unless for a poetic reason

Use a thesaurus

### Tips:

Read your essay out loud. You will hear the pacing/tempo, awkward phrasing, too many/too few pauses, repetition of words and phrases.

Read/circle all of your verbs. Eliminate the passive and “to be” forms. Replace with active and dynamic actions.

Read all of your topic sentences for structure and logical progression.

### **COMMON CORRECTIONS:**

The most common mistakes for papers include in order:

- 1) verb tense consistency
- 2) fragment or run-on sentences
- 3) paragraphs that are too long
- 4) basic punctuation like semi-colons and commas
- 5) write out numbers
- 6) overuse of contractions

contractions: I’ve = I have Use full phrase in academic papers, unless you are stylistically expressing your voice

it’s = it is its = possessive

numbers: 1-20 write out the number in words. For example, if the number cannot be written in one or two words, then use the numerical 132.

nouns - singular/plural

avoid general category terms that totalize and universalize:

always, never, everybody, nobody, all, none

Since there are many exceptions, it is better to use alternatives like: some, many, most, few, sometimes, often, rarely, regularly, periodically

punctuation

period belongs inside quotation marks

Oxford comma

we/us

me, myself, my own, personally

this \_\_\_\_ “this” cannot be written alone in formal essay. It is not and can not substitute for a noun. It serves as a descriptor and therefore requires a noun. this \_\_\_\_, this idea, this example, this evidence.