

DUNCAN'S list of *Don'ts*

1

Forget to capitalize

This includes proper nouns, the start of a sentence, the pronoun "I," and acronyms.

2

Misuse apostrophes

Only two reasons exist for their use: to show possession and to form a contraction. You should already know this.

3

Use contractions

They serve a purpose and are great for informal writing. Avoiding their use will help prevent problems with #2.

4

Use 2nd person pronouns

Unless giving advice, directions, or commands, do not use "you." It is informal and weakens your writing. In most cases, 1st person should not be used either.

5

Use the words: "REALLY," "VERY," or "A LOT."

Would you *fakely* do something? These are empty words that just take up space.

6

Use slang or cliches

No, bra, they aren't totally chill, and while you might think it pushes the envelope, it only makes you sound unoriginal. Facts.

7

Leave careless errors

We all make them. It's easy to type "too" instead of "to." The point is you need to fix them.

8

Ignore directions

You'll be wasting your time and mine. I am assessing your skills, which I can't do if you don't complete the task as assigned.

9

Plagiarize or copy

Quizlet, Spark notes, Course Hero are some great resources. Don't copy and present answers as your own.

If you submit a minor or major assessment with any of these issues, I may hand it back to you and require that you redo it before I will read or grade it. In the case of # 9, you won't get a second chance.