

PROFESSIONAL WRITING 101

Writing Form

USE ACTIVE VOICE

The subject of the sentence performs the verb. Has a strong, direct, and clear tone.

BE CONCISE

Use the least amount of words possible to convey your message. Easier to read and understand.

AVOID BIAS

Use titles (e.g., doctor, researcher) instead of pronouns (e.g., he, him, her).

Use Formal Language



AVOID SLANG

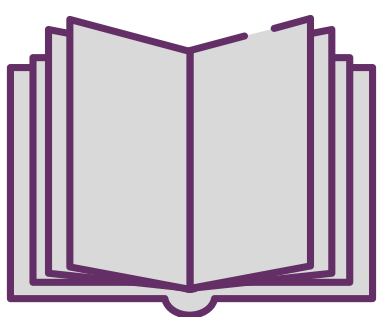
Choose your words carefully. Needs to be understood by all audiences.



THINK PROFESSIONAL

Use a less personal tone. Establish importance of the topic.

Use Credible Sources



EVIDENCE-BASED

Look at the type and quality of research conducted before citing.



MULTIPLE SOURCES

Compare and evaluate the literature. Make sound statements.

Use Proper Citations

- Properly credit authors.
- Maintain your research integrity.
- Avoid plagiarism and academic misconduct.

