



General Facts for Academic Writing

- Avoid using first person (I, we) and second person (you, yours).
Instead, use third person (he, she, it, one, they). (Please note, when replacing first or second person with third person the corresponding verb may also need to change).

Wrong: After you check the account, you save the file.

Correct: After one checks the account, one saves the file.

- Write in the present tense (the tenses describe what is happening and what is true at the moment).

Ex: the author states

- Avoid cliches (overused, commonly understood expressions).

Ex: dead as a doornail, straight as an arrow, white as snow, rat race

- Avoid words, phrases, and clauses (profanity, rude statements, sexist language).
- Avoid slang (coined words and new or extended meanings for established words which pass quickly in and out of use).

Ex: hippie, yuppie, awesome, chill out, hang out