

1. Highlight and find all “got” and “gotten” words. But keep it highlighted so I know you changed them.

2. Highlight and find all “was” verbs and change them to active verbs. For example, I was going to the store. I rushed to the store. Again, keep them highlighted so I know.

Active vs passive – active verbs only -

3. Search and highlight all numbers and spell them out except time, date, time, weight, scores, percentages. If it is really long like 2,350- keep it a number. PlayStation 4 Xbox One
I rushed to the store 2 two times.

4. Highlight the transition for the beginning of your paragraph or first sentence. Every paragraph except intro. Change it only if it is First, Second, Third, Next. You know, the boring ones.

Furthermore, my electronics are jamming. -ok

My electronics are also jamming. -ok

Please highlight and change if you used IN

CONCLUSION. This is a BIG NO.

5. Search and highlight the word room and dream. Use a different word if you have repeated these words more than four times.

6. Search and cross out any “you” words and put I instead or whatever is relevant. Who is this “you” person?

Reminder: contractions must have an apostrophe. “You’re = you are.” “It’s = it is.” Anything possessive, someone owns it. “The dog’s bed.”

ONLY proper nouns are capitalized. For example, room is not in caps.

Silly mistakes like not capitalizing “i” will get major points off as will slang or text talk.

Do NOT restate your thesis in the conclusion. End just as strong as you started.