

ENGLISH I Pre-AP NON-NEGOTIABLE WRITING GUIDELINES:

Whether you refer to them as conventions, mechanics, grammar, or proper diction and syntax, you must proofread or check your assignments to make sure you follow the rules of the English language.

Below, I have listed the elementary items that will **incur a one-time point deduction** every time you fail to properly follow the rules, no matter the assignment. If you are in doubt, use a reference book, the Internet, or various classroom informational posters. Keep this paper all school year.

In no particular order:

- Proper capitalization:
 - For proper names and places
 - Refer to authors by their last name
 - For the first word of a sentence
- A proper punctuation mark at the end of a sentence
- Properly spelled homophones (they're, their, there)
- Proper apostrophe mark usage for possessives and contractions
- Proper quotation marks for dialogue and the citation of evidence
- Proper indentation for each new paragraph
- Underline or italicize book, television show, play, album, and movie titles
- Write out the complete word—you are not sending me text messages
 - *and* instead of +, &, etc.
 - *because* instead of b/c
 - *with* instead of w/
- Proper semi-colon usage
- Proper comma usage
- All assignments must have a title, your name, period number, and a date