

## REASONABLE BEST EFFORT

All assignments submitted for evaluation must address the following fundamental expectations in addition to the FCAs.

1. Formal language must be used at all times. Words used in common/informal speech (ex.: sucks, stupid, dumb, etc.) have no place in formal writing.
2. The following words are **not** transitional words and may never start off your sentence:  
Like, So, That, And, Yes, No, Well, Because
3. Do not use contractions in formal writing (isn't, don't, wasn't, etc.). Use the full form of the words: is not, do not, was not, have not, etc.
4. Do not use subjunctive mood: should have, could have, would have, if....

- A verb is in **subjunctive mood** when it expresses a condition which is doubtful or **not factual**.

5. Do not refer to a work of literature as "the book." Refer to the works by genre - novel, play, poem, etc.
6. Pay attention to pronoun/antecedent agreement. Remember that indefinite pronouns (each, someone, nobody, etc.) are singular, and must take a singular personal pronoun when used as antecedents.
- 6.5. Eliminate faulty pronoun reference: In the article **it** states... (what is "it" that states?). Each pronoun must have a clear antecedent.
7. Do not use second person (YOU) in formal writing. Never. Ever.
8. First person (I) is only appropriate in persuasive writing, and even then only when absolutely necessary.
9. Write about literature in present tense only. Example: the author describes/reveals/ states, etc.; the character does/ thinks/ lives/betrays, etc. **NOT**: the author described/revealed/stated; the character did/thought/lived/betrayed.
10. All written responses and body paragraphs within essays must be completed in ACES format. Remember that "E" stands for Explain, Elaborate, and give Example, and should be the bulk of your paper.
11. All statements should be in absolute terms not in conditional terms: instead of saying "I believe the central conflict of this play is..." you should say "The central conflict of this play is..." The first phrase expresses doubt; the second one expresses confidence.

12. The following words and phrases should never appear in your writing:

things	have/ has got to	kind of, sort of
stuff	it goes to show	lots, a lot
bad	being that	so as to
good	basically, totally	the reason why is because
OK	as to	