

## Words and Phrases NOT to Use in Formal Writing

- **contractions**

I'll, doesn't, he'd, it's

- **abbreviations**

Ave., NKHS

- **acronyms**

You can use them if you give the full name first in the accepted pattern:

He works at the National Aeronautics and Space Administration (NASA). He has been at NASA for six years.

- **etc.**

(It's an abbreviation of *et cetera*, but don't use that either!)

- **slang**

kinda, a couple of

The *kids* thought he was *all that* but he was really a *dork*.

- **interesting**

Boring! Find a more *interesting* word!

- **this quote OR this example**

NOT: This quote shows how the author set the mood: "The creepy tendrils of Spanish moss swayed in the fitful wind that was moaning through the branches."

INSTEAD:

The author set a scary mood as the characters crossed the swamp at midnight. "The creepy tendrils of Spanish moss swayed in the fitful wind that was moaning through the branches."

- **first or second person pronouns**

NONE OF THESE:

I	we	you	
me	us		
my	our	your	
mine	ours	yours	
myself	ourselves	yourself	yourselves

- **introduce OR introduction OR topic**

NOT: To introduce my topic, let me say that redwoods are fascinating trees.

INSTEAD:

Redwoods are unique trees.

- **conclude OR conclusion**

NOT: In conclusion, the authors both used a spooky tone to convey the eerie sense of the scenes they described.

INSTEAD:

Both authors used a spooky tone to convey the eerie sense of the scenes they described.

- **tone down on *adjectives* and *adverbs***

NOT:

This *really amazing* book had an *incredibly intricate* plot that grabbed the reader.

INSTEAD:

The intricate plot of *Holes* grabbed the reader.