

Guidelines of Writing Assignments

1. **Writing Style:** The following general style as guided by APA(www.apa.org)
 - a. Font size 12, Time New Roman, normal (not bold), double spaced, the first line of each paragraph of the paper must be indented to the right by 1 inch on the ruler, and no bold or italic except some quotation or highlighting certain important points or referenced comments by someone else.
 - b. Not to copy any one's writing of article/book/news clip used, except quoting with appropriate reference with parenthesis(to be discussed in the class)
 - c. Will explain in the class how to write the list of references and will also be posted in on-line supplement web.
 - d. Avoid writing: I, we, you, me, us, ours, etc.
 - e. Header of each page on the right corner should highlight the core subject of your topic/assignment (to be discussed in the class) and your name
 - f. The Length of the assignment: the maximum size would be three pages

2. The Seven Cs of Effective Writing

The following guidelines can help students with the 7 Cs of Effective Writing on assignments. Providing the 7 Cs is a useful way of instilling sound writing habits.

Effective writing has the following seven characteristics:

1. **Complete** - Effective writing uses topic sentences, explanations, and supporting evidence. It has only one main idea in each sentence and one main idea in each paragraph.
2. **Concise** - Effective writing does not use unnecessary words, trite phrases, or redundancies.
3. **Courteous** - The tone of effective writing avoids demeaning or patronizing language, sexist or other offensive terminology, inappropriate humor, accusatory tone, terse wording, and **imperative voice** (expresses a request or demand).
4. **Concrete** - Active, **right-branching sentences** (sentences that start with a subject, followed by a verb and object) are characteristic of effective writing. Avoid abstract words whenever possible.
5. **Clear** - Effective writing is clear and unambiguous. Subjects and verbs agree, and pronoun antecedents are clear. In addition, the writing is free of jargon and slang.
6. **Coherent**- Organization is key to effective writing. Sentences should flow in a logical sequence and not "jar" the reader. Transitional elements should show the relationship of one idea to another.
7. **Correct**- Mechanically correct writing is a hallmark of effective writing. The writing must be mechanically correct with regard to spelling, grammar, usage, punctuation, and format.