Selections from “101” Tips for Effective Writing
Source: “Writing 101: The Quick, Easy Way to Write Clearly and with Confidence,”

1. Be clear
2. Be concise
3. Be interesting
4. Follow instructions: Ten pages means ten pages

10. Back up as you go
11. Cite your source material as you go
15. Define key terms and concepts up front
19. Make an outline
20. Keep your notes and outline for later reference
21. State your purpose clearly from the beginning
22. Make sure your main points are strong
26. Check your facts
27. Make sure your argument as a whole is coherent and clear
30. Choose your words carefully
44. Avoid choppiness
45. Avoid fragments
46. Avoid run-on sentences
47. Break up excessively long or rambling sentences
48. Avoid complicated or confusing constructions
50. Vary your sentence structure
52. Avoid redundancy

53. Use synonyms to avoid excessive repetition
55. Keep your verb tenses consistent
58. Don’t overuse parentheses
60. Avoid hyperbole
70. Paragraph properly
71. Don’t be afraid to use sections
73. Don’t let the seams show: use transitions
76. Use contrast and comparison
78. Draw your conclusions
79. Don’t overstate your case
80. NEVER PLAGIARIZE!
82. Always cite your sources
83. Be consistent about how you cite your sources
84. Revise!
85. Read aloud
87. Allow time to go back, reread, and revise more
88. Don’t be afraid to make major changes or revisions
89. Ask someone else to read over your work
90. Final read: make sure your piece does what you want it to do
92. Proofread!
96. Beware of homophones
97. Don’t rely on your spell-checker
98. Choose an interesting and relevant title