

TIPS FOR WRITING

When writing in English there are several things you have to take into account:

- All your pieces of writing must have **margins**.
- Compositions must always have **3 paragraphs**: introduction, body and conclusion. They must be clear and visible.
- Compositions must have a **title**. The title must be something interesting so that the reader/corrector feels like reading your piece of writing.
- You **mustn't** write in Catalan or Spanish and then translate into English. Remember that your level of Catalan and Spanish is much better, so there will be many expressions and idioms you don't know how to translate. Thus, you simply try and think in English, even if it will be difficult at the beginning.
- You have to bear in mind that **dictionaries** include more than one translation for the word we look for. You have to learn to choose the correct one.
- When writing, you must make sure that you are **consistent in the use of verbal tenses**. If you start something in present, past or future, you must finish using the present, past or future respectively.
- Catalan and Spanish writings allow for long sentences. Don't do that in English. At the moment write short sentences and this way you won't get lost with coordination or subordination.
- **All** sentences in English (except for imperatives which don't have a subject) have **subject, verb** and **object** in this order. So make sure all your sentences include these.
- In English, subject and verb are never separated by a comma.
- In English adjectives **always** come before the noun they modify.
- In English adjectives **never** have plural form.
- The plural for **person** is usually **people**.
- You must **never** include suspension points in your compositions. Write etc. if necessary.
- Unlike Spanish and Catalan, **the** is only used to talk about something unique or something concrete. So you rarely find it before **people**.
- You must avoid using expressions with the same meaning, one next to the other. For example, **personally/I think/in my opinion** or **in the end/finally/in conclusion**.
- I include a helpful list of connectors that you can use in your compositions. But use them properly. Not at random. An overuse of connectors takes quality out of your compositions.

To add information: and, in addition, furthermore, what is more, moreover, apart from, besides, also, too, as well.

To describe a cause: because, since, due to, for this reason, that is why.

To describe a result: so, therefore, consequently, as a result, as a consequence.

To describe similarity: similarly, likewise, in the same way.

To express personal opinion: in my opinion, I think, I believe, from my point of view, as I see it, it seems to me, personally.

To describe reality: in fact, actually, the truth is.

To enumerate: to begin with, in the first place, first of all, secondly, in the second place, after that, then, next, finally, to finish with.

To give examples: for example, such as, like, in particular.

To introduce different points of view: on the one hand, on the other hand, in contrast.

To finish: in conclusion, to sum up, finally, as a conclusion.