

English Writing Improvement

- 1) Keep it simple
- 2) Prepare key phrases
 - a) Compare
 - i) In the same way
 - ii) At the same time
 - b) Contrast
 - i) On the contrary
 - ii) However
 - c) Give examples
 - i) For instance
 - ii) To illustrate
 - d) Give your opinion
 - i) From my perspective
 - ii) From my point of view
 - e) Generalize
 - i) Overall
 - ii) All things considered
 - f) Express certainty
 - i) Undoubtedly
 - ii) Of course
 - g) Express partial agreement
 - i) In a way
 - ii) To some extent
 - h) Show cause
 - i) Owing to
 - ii) Due to
 - i) To show effect
 - i) For this reason
 - ii) Consequently
 - j) To mark time
 - i) To begin with
 - ii) Following this
 - k) Add information
 - i) Furthermore
 - ii) Moreover
 - l) Express condition
 - i) Unless
 - ii) Provided that
 - m) Conclude
 - i) In summary
 - ii) In short
- 3) Do not use contractions
 - a) Cannot to can't
 - b) Do not to don't

- c) Shall not to shan't
- d) I am to I'm
- 4) Reduce your word count
 - a) AVOID: very, so, a lot, really
 - i) Really happy to I am elated
 - ii) So scared to terrified
 - b) AVOID: There is / There are
 - i) AVOID: There are many problems that we may encounter.
 - ii) USE: We may encounter many problems.
- 5) Read the right document, Read (articles, reports, essays)
- 6) Check your own work
- 7) Get your work checked