**Be Concise in Academic Writing:**

* “because”, “since,”, “why”=
  + the reason for
  + for the reason that
  + owing/due to the fact that
  + in light of the fact that
  + considering the fact that
  + on the grounds that
  + this is why
* "when" =
  + on the occasion of
  + in a situation in which
  + under circumstances in which
* "about" =
  + as regards
  + in reference to
  + with regard to
  + concerning the matter of
  + where \_\_\_\_\_\_\_\_ is concerned
* "must," "should" =
  + it is crucial that
  + it is necessary that
  + there is a need/necessity for
  + it is important that
  + cannot be avoided
* "can" =
  + is able to
  + has the opportunity to
  + has the capacity for
  + has the ability to
* "may," "might," "could" =
  + it is possible that
  + there is a chance that
  + it could happen that
  + the possibility exists for

from: http://owl.english.purdue.edu/owl/resource/572/04/

**Commonly Confused Words:**  
**"To" and "too"**"Too" means "also" or "to a great extent." "To" means "in the direction of" or indicates an infinitive. You go **to** the store; if someone else goes along with you, then she goes **too**. If fifteen people go with you, that's far **too** many **to** take one car.  
**"Affect" and "effect"**  
These two words are entirely different parts of speech. "Affect" is a verb: "Your insults do not affect me." "Effect" is generally a noun; that is, it is an actual thing. Slings and arrows have an effect on me; they injure me, and the injuries are things. "You cannot affect me; your idle chatter has no effect on me."  
**"Discreet" and "discrete"**These words sound the same, but are completely unrelated. "Discreet" means "unobtrusive" or "with good judgement," as in "If you are going to follow someone, it's best to be discreet." A person who is discreet shows discretion, as in "Discretion is the better part of valor." "Discrete," on the other hand, means "made up of distinct parts," as in "A telephone has three discrete parts: a handset, a base, and a cord."  
**"Lose" and "loose"**"Lose" is pronounced "looze." It means "to misplace," as in "I always lose my car keys," or "to be defeated," as in "We will lose the game without Bob." "Loose" means "not tight" ("This shirt is too loose on me"), or "not confined" ("the dog got loose when the door on his kennel broke").  
From: http://www.xeromag.com/cheat.html

**Errors in Construction:  
It's "regardless," not "irregardless."**

This one is a bit confusing, because "irrespective" is the correct form of "not respective" (as in "all employees receive the same vacation benefits irrespective of their seniority"), but the correct form of "without regard to" is "regardless," not "irregardless."  
**It's "supposedly," not "supposably."**  
The word "supposedly" means "purportedly," as in something which is believed to be true. "The defendant supposedly hit little old ladies on the head and took their Bingo money," fo example. The word "supposably" is rarely used, and means "able to be supposed," which is something else entirely.  
**It's "non-stop" or "nonstop," not "none-stop" or "nonestop."**  
"Non-stop" means "without stopping." The prefix "non" means "without" or "not," as in "nonsense" (without sense), "non-toxic" (not poisonous), and "nonexplosive" (not explosive). Under no circumstances would you say "none-stop," "nonesense," "none-toxic," or "noneexplosive."  
**"I feel badly" and "I feel bad"**  
When you feel a negative emotion, you do not feel badly; you feel bad. "Badly" is an adverb, which means it modifies a verb; if you "feel badly," that means your sense of touch has been impaired and you are bad at feeling things.  
**It’s “converse”, not “conversate”**Converse is the verb form of conversation.  
From: http://www.xeromag.com/cheat.html

**Words to Use Instead of   
“Said” within Academic   
Writing:**Accused  
Acknowledged  
Added  
Addressed  
Admitted  
Advised  
Affirmed   
Agreed  
Answered  
Argued  
Asserted  
Assured  
Commanded  
Commented  
Complained  
Conceded  
Confessed  
Continued  
Hinted  
Hypothesized  
Implied  
Pointed Out  
Proposed  
Insisted  
Quoted  
Described  
Denied  
Reasoned  
Stated  
Suggested  
Disagreed  
Surmised  
Disclosed  
Maintained  
Remarked  
Mentioned   
Repeated  
Theorized  
Responded  
Explained  
Noted

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| chatted |  | noted | sassed | went on |
| chattered | gasped | objected | screamed | wept |
| cheered | gibed | observed | scoffed | whimpered |
| chided | giggled | offered | scolded | whined |
| chimed in | greeted | ordered | shot | whispered |
| choked | groaned |  | shouted | wondered |
| chortled | growled | panted | shrieked | worried |
| chorused | grunted | piped | shrilled |  |
| chuckled | grumbled | pleaded | sighed | yawned |
| claimed | guessed | pled | smiled | yakked |

Space reserved for class or school specific information or calendar dates

Space reserved for class or school specific information or calendar dates

**Apostrophes vs. Pronouns**

**"You're" vs "your," "they're" vs "there" and "their"**

If a pronoun has an apostrophe in it, it's a contraction. "You're" means "you are," always. "Your" means "belonging to you."  
The same is true of "they're" and "their." "They're" has an apostrophe; it is a contraction. It means "they are." "Their" means "belonging to them." "There" means "somewhere that is not here."  
**"Its" and "it's"**  
This is probably the single most common grammar mistake on earth. People get confused about this one because they remember a rule from their childhood days: possessive nouns get an apostrophe. "That is Bob's car." "That is the horse's barn."  
Problem is, **the word "it" is not a noun. It's a *pronoun!*** Pronouns never, ever, ever get an apostrophe to indicate possession. Think about it: You don't say "mi'ne" or "hi's" or "her's"--and you don't say "your's" or "it's" to indicate possession.  
**"It's" means "it is" or "it has."** If you get confused, take out "it's" and put in "it is." If the sentence makes no sense, *don't use the apostrophe.*From: http://www.xeromag.com/cheat.html

**Plot Structure:  
Exposition**: Includes background information and setting  
**Rising Action**: Conflict develops  
**Climax**: Conflict becomes intense and includes the moment in which the conflict is resolved  
**Falling Action**: Loose ends of story are tied up  
**Denouement**: End of story, point to the future

**Genres/Types of Literature:  
Allegory**: Narrative or description having a second meaning beyond the surface events. Characters and events are symbolic and are meant to reveal a truth about life.   
**Autobiography**: Narrative written by the subject about his or her life.  
**Biography**: Narrative that should be non-fiction about a certain person’s life  
**Drama**: Stories written for performance on a stage. May be written in poetry or prose.   
**Elegy**: A formal sustained poem lamenting the death of a particular person.  
**Essay**: Short piece of writing in which an author explores a theme or subject and reflects and expounds upon it.   
**Fable**: Story in which a lesson is taught. Animals not only speak, but are usually the main characters.   
**Folklore:** Any piece of fiction (including songs and rhymes) that have been handed down through word of mouth by a particular group of people.   
**Legend:** Story usually involving national heroes. Although these stories are usually first based on fact, they have been stretched and grown over time so that now the story is mostly fiction.  
**Memoir:**  An account of events written by a person who has experienced them.   
**Ode:** A poem written in formal style that praises a person, object, or idea  
**Parable**: Short story from which a lesson may be drawn.  
**Parody**: Exaggerated imitation of a usually more serious work for humorous purposes. Writer of a parody uses the quirks of style of the imitated piece in extreme or ridiculous ways.  
**Satire**: Work that reveals a critical attitude toward some element of human behavior by portraying it in an extreme way. Usually targets groups or large concepts rather than individuals; its purpose is customarily to inspire change.  
**Sonnet:** Lyric Poem with 14 lines. There are 2 types of sonnets: Shakespearean and Petrarchan. Shakespearean sonnets have rhyme scheme of abab cdcd efef gg, while Petrarchan sonnets follow rhyme scheme of abba abba cde cde.

**Common Points Of View:  
First Person**: Told from the “I” perspective  
**Second Person**: Told from the “you” perspective (think of the “choose your own adventure” books  
**Third Person Limited**: Narrator only tells events from one character’s perspective  
**Third Person Omniscient**: Narrator is all knowing, and can tell events from many different perspectives

**3 Types of Irony:  
Verbal**: Speaker says the opposite of what they actually mean. Sarcasm is usually a form of verbal irony  
**Situational**: Involves a situation is which the exact opposite of what is expected actually happens  
**Dramatic**: (fiction) Occurs when the audience is aware of something important that a character is unaware of.

I’m your best friend! My name is:

**Common Logical Fallacies:**

**Bandwagon**: Attempt to persuade based on what the majority is (supposedly) doing  
**Red Herring**: Attempt to change the subject   
**Slippery Slope:** One decision will ultimately lead to negative consequences. Speaker does not recognize the many other decisions that must occur before the final consequence will occur.   
**Straw Man**: Speaker creates a false argument and then argues against it.   
**Ad Hominem:** Speaker attacks the opponent personally

**Common Literary Terms:**

**Alliteration**: Repetition at close intervals of initial identical consonant sounds. Or, vowel sounds in successive words or syllables that repeat.  
**Allusion**: Indirect reference to something with which the reader is expected to be familiar. Usually literary, historical, Biblical, mythological or may come from pop culture.  
**Ambiguity**: Event or situation that may be interpreted in more than one way. Also, the manner of expression of such an event or situation may be ambiguous  
**Anachronism**: Occurs when an object appears in a time period is which it does not belong (e.g. a laptop in a novel set during the 16th century)  
**Analogy**: Comparison to a directly parallel case.   
**Anecdote**: Brief recounting of a relevant episode. Often inserted into fictional or nonfiction texts as a way of developing a point or injecting humor.  
**Antithesis**: Balancing of two opposite or contrasting words, phrases, or clauses.  
**Apostrophe**: Address to the dead as if living; to the inanimate as if animate; to the absent as if present; to the unborn as if alive.   
**Archetype**: The original pattern or model from which all things of the same kind are copied or are based.   
**Aside**: Character directly addresses the audience but it is not supposed to be heard by the other characters on the stage.  
**Characterization**: The method an author uses to develop characters in a work. Direct: the author straightforwardly states the character’s traits. Indirect: traits are implied through what the character says, does, how the character dresses, interacts with other characters, etc.  
**Connotation**: Rather than the dictionary definition, the associations caused by a word. Implied meaning rather than literal meaning or denotation.  
**Diction**: Word choice, particularly as an element of style. An essay written in academic diction, for example, would be much less colorful, but perhaps more precise, than street slang.  
**Dramatic Irony**: Audience knows something important that a character in the text is unaware of.   
**Epigraph**: Quotation or aphorism at the beginning of a literary work suggestive of a theme.   
**Exposition**: Background information provided by a writer to enhance a reader's understanding of the context of a fictional or nonfictional story.  
**Figurative Language**: Word or words that are inaccurate literally, but describe by calling to mind sensations or responses that the thing described evokes.   
**Figure of Speech**: Form of expression in which words are used out of the usual sense in order to make the meaning more specific  
**Flat Character**: Character constructed around a single idea or quality; immediately recognizable.  
**Foil**: Character whose traits are the opposite of another and who thus points up the strengths and weaknesses of the other character.  
**Hyperbole**: Conscious exaggeration used to heighten effect. Not intended literally, hyperbole is often humorous.   
**Metaphor**: Comparison of two things, often unrelated.   
**Mood**: Feeling reader experiences due to author’s word choice (diction), setting, and syntax.   
**Moral**: Lesson drawn from a fictional or nonfictional story.  
**Motif**: Frequently recurrent character, incident, or concept in literature.  
**Non-sequiter**: Latin for "it does not follow." When one comment isn't logically related to another.  
**Oxymoron**: Rhetorical antithesis. Juxtaposing two contradictory terms, like "wise fool" or "deafening silence."  
**Paradox**: Seemingly contradictory statement or situation which is actually true. This rhetorical device is often used for emphasis or simply to attract attention.  
**Parallelism**: Sentence construction which places in close proximity two or more equal grammatical constructions.

**Personification**: Figurative Language in which inanimate objects, animals, ideas, or abstractions are endowed with human traits or human form

**Point of View**: Perspective from which a fictional or nonfictional story is told. First-person, third-person, or third-person omniscient points of view are commonly used.  
**Pun**: Play on words that are identical or similar in sound but have sharply diverse meanings.  
**Simile**: Figurative comparison of two things, often dissimilar, using the connecting words: "like," "as," or "then."   
**Situational Irony**: Event occurs that is the exact opposite of what is universally expected to happen.   
**Soliloquy**: Character in a play speaks their true feelings aloud in a speech onstage; usually alone.  
**Style:** Choices in diction, tone, and syntax that a writer makes.   
**Symbol**: Thing, event, or person that represents or stands for some idea or event.   
**Synecdoche**: Part of something is used to stand for the whole   
**Syntax:** Arrangement of words as elements in a sentence to show their relationship.  
**Theme**: Central idea of a work, revealed and developed in the course of a story or explored through argument.  
**Tone**: Writer's attitude toward his or her subject matter revealed mainly through diction and figurative language  
**Verbal Irony**: Reader is aware of a discrepancy between the real meaning of a situation and the literal meaning of the writer's words. Most sarcasm is verbal irony.