**Word Choice Diagnosis**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sentence  # | First Word | Second Word |  | Sentence  # | First Word | Second Word |
| 1 |  |  |  | 11 |  |  |
| 2 |  |  |  | 12 |  |  |
| 3 |  |  |  | 13 |  |  |
| 4 |  |  |  | 14 |  |  |
| 5 |  |  |  | 15 |  |  |
| 6 |  |  |  | 16 |  |  |
| 7 |  |  |  | 17 |  |  |
| 8 |  |  |  | 18 |  |  |
| 9 |  |  |  | 19 |  |  |
| 10 |  |  |  | 20 |  |  |

\*\*If you find any repetition in the beginning of your sentences, you must revise the sentence on your draft so each has a unique beginning.

**Next,** read through the paragraph, and edit for the following easily avoidable mistakes:

**Objective: Write in a formal academic voice.**

* + \_\_\_\_\_Are all numbers under ten written out in letters?
  + \_\_\_\_\_Have you removed as many “to be” verbs as you can to avoid passive voice: **am, is, are, was, were, be, being, been**?
  + \_\_\_\_\_ Is the whole essay written in the present tense? Always write about fiction in the present tense.
  + \_\_\_\_\_Has the author referred to people in a correct manner? (full name first time, last name on 2nd reference)
  + \_\_\_\_\_Have you started any sentences with “**This shows** …” or “**This proves** …”? Revise to remove those superfluous sentence starters.
  + \_\_\_\_\_ Assure that there are no sentences that contain the words “I”, “me”, “my”, “our”, or “we” as the use of the first person is not formal enough for academic writing.
  + \_\_\_\_\_\_ Does every “this” in the paper have a specific noun after it to avoid ambiguity?

**Objective: Analyze the effect of the author’s literary choices**

* \_\_\_\_\_Does the writer routinely—for each and every relevant quote—**analyze the way that Shakespeare uses literary conventions** to prove what they’re saying about the text is true?
* \_\_\_\_\_ Does the writer routinely mention the author’s name and focus their analysis on the literary choices the author made in their analysis?

**Objective: Avoid speculation.**

* + \_\_\_\_\_Have you checked that you have not used the following words, which lead to speculative analysis: **would, could, should, may, might, probably** … ?

**Objective: Avoid generalization.**

* + \_\_\_\_\_Have you checked for words that lead to generalizations like **many, everybody, all, people, history, society**, …?

**Objective: Avoid absolutes.**

* + \_\_\_\_\_Has the author ever used the following words, which lead to overstating truth: **everyone, everybody, all people, etc** … ? If so, mark them to be revised. Narrow the scope of the group.

**Objective: Use BREVITY AND CLARITY as guiding editorial principles.**

* + In the editor’s opinion, how clear (10) or confusing (1) are the
    - \_\_\_\_\_\_\_\_\_ Ideas the student-author discusses?
    - \_\_\_\_\_\_\_\_\_ Words the student-author uses?
    - \_\_\_\_\_\_\_\_\_ Organization of the ideas in the paper?
    - \_\_\_\_\_\_\_\_\_ The paper as a whole?