1. Read your assignment at least twice before you turn it in. Check for spelling, agreement, punctuation, as well as overall structure and coherence.

2. When you consult the dictionary, make sure you select the correct function and appropriate meaning of words.

3. Do not translate sentences word by word from English into Spanish, because this makes for awkward sentences and incorrect syntaxes.

4. Make sure the verb tenses you are using are appropriate for the assignment and are consistent throughout.

5. Use enough and appropriate examples to illustrate your main points. When using quotes, use the appropriate punctuation to mark the quote as well as to integrate it smoothly into the text, and identify its source.

6. When unsure, check verb conjugations.

7. Have a list of transitions available to use for connection between sentences and paragraphs. See Manual 152-157, D.

8. Keep in mind that Spanish uses less capitalization than English. Names of people and places are capitalized, but not days and months of the week, unless they appear in the beginning of a sentence. Spanish tends not to capitalize most words in titles, as English does.

9. Use formal over informal vocabulary and idiomatic expressions, and be consistent.

11. Avoid choppy sentences. Try to combine two shorter sentences into a longer one by using relative pronouns.

12. When writing an academic essay or paper, be sure to use the impersonal pronoun se instead of the personal tú.