

1. Include all the ideas, not just the ones you understand. The general rule is **ONE sentence** per paragraph in the essay.
2. Write in the present tense. "The author describes," or "Mr. Khalaf believes...."
3. Use the point of view of the author/s. If the author is male, use the pronoun "he"; if the author is female, use the pronoun "she." If there is more than one author, use the pronoun "they." If you don't know the gender, ask someone who does know.
4. Use your own words to paraphrase the author's ideas.
5. Use academic words for the writing task such as *narrates, describes, compares, contrasts, or analyzes* to explain the author's task.

DON'T:

1. Leave out important ideas.
2. Include specific details or specific examples.
3. Copy sentences, parts of sentences or phrases from the essay.
4. Use quotations from the essay.
5. Refer to the author by his or her first name. The author is Mr. or Ms. or just the last name.
6. Use the following pronouns: *I, me, my, you, our, we, us, our*
Remember this is from the author's perspective.
7. Use the words "is talking about" as in the sentence, "*This essay is talking*