Rx: Academic Style

Academic Style Lesson AS 1: Capitalization

Academic Style Lesson AS 2: Get/Got

Academic Style Lesson AS 3: A Lot

Academic Style Lesson AS 4: No TextingImage

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**Academic Style** **Lesson AS 1: Capitalization**

Capitalization can be a bit tricky, but the general rule is that we capitalize words that appear on a map, a calendar, or people’s names. Also, we *always* capitalize the word I.

Exceptions: We don’t capitalize the seasons: summer, winter, spring, and fall.

We DO capitalize historical events: *the Depression, the Vietnam War,*

We DO capitalize a person’s title when using that title as part of the person’s name: *Doctor Addams, Professor McGinley*

We DO capitalize geographic features when referring to a specific place: *Hudson River, Rocky Mountains*

We DO capitalize words in a title of literature, music, or a work of art.

(Note: We DON”T capitalize prepositions: *in, on, at, for, with*)

**Note:** Don’t forget to *italicize* titles.

**Now, you**: Correct your capitalization errors. For each word that should or should not be capitalized, write the reason.

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**Academic Style** **Lesson AS 2: Elevate Your Language Tone I: *Get/Got Gone!***

**In school and for business, we learn to write in a formal language tone. When we speak or write to friends and family, we speak and write in an informal tone.**

**One easy way to change from an informal tone to a more formal tone is to eliminate any form of the word *get (get, gets, getting, got, gotten).***

**You will find that just by exchanging any form of these words with another word, you have achieved a more formal writing style!**

**Now, you:**

**Look through your paper. Locate any form of get, such as *get, getting, got, gotten.* Replace those words. Now, you have elevated your language tone!**

**Hi-lite your replacement.**

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**Academic Style** **Lesson AS 3: Elevate Your Language Tone II: A Lot: Where You Park Your Car**

**In school and for business, we learn to write in a formal language tone. When we speak or write to friends and family, we speak and write in an informal tone.**

**One easy way to change from an informal tone to a more formal tone is to avoid the words *a lot*.**

**All you have to do is exchange the words *a lot* with the words *a great many* or *a great deal*, and you will have achieved a more formal writing tone!**

**Now, you:**

**Look through your paper. Locate where you write *a lot***

**or *alot*. Replace it with *a great many* or *a great deal*, depending on how which phrase sounds better to you.**

**Hi-lite your replacement.**

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**Academic Style Lesson AS 4: Elevate Your Language Tone III: This is a NO TEXTING Zone**

**In school and for business, we learn to write in a formal language tone. When we speak or write to friends and family, we speak and write in an informal tone.**

**One easy way to change from an informal tone to a more formal tone is to avoid the abbreviations and symbols (such as &, +, @). In formal writing, we use proper words instead of abbreviations and symbols. Very few abbreviations are acceptable in formal writing.**

**Now, you:**

**Look through your paper. Hi-lite and replace all abbreviations and symbols. (Exceptions: Mr., Mrs., and Dr. when used directly in front of the doctor’s name)**