

Name: _____

My College: _____



Tips:

Do

1. Start early!
2. Be concise – choose your words carefully.
3. Review, Revise, and Re-edit.
4. Give the admissions office insight into something new about you, something with substance that adds another dimension to your application
5. Be mindful of your word choice, tone, and voice
6. Share something that is personal to you.
7. Use proper grammar. All sentences should be complete sentences.

Don't

1. Don't use passive verbs
2. Don't use poor grammar, punctuation, or syntax.
3. Avoid re-stating skills, activities, or characteristics about yourself that are already in the college application.
4. Don't use redundant words or phrases, filler words that don't add any value, or confusing language that muddles the message.
5. Don't leave run-on sentences, incomplete thoughts, or stand-alone dependent clauses.

Pro Tip:

1. Replace it with a noun or specific word
2. Replace *thing* with the actual thing that you are referring to.
3. Replace contractions with the proper words i.e *didn't* should be replaced with *did not*
4. Replace an -ing verb that does not have a helping verb with an active form of the word.