



EASTERN MICHIGAN UNIVERSITY

## Academic Success Partnerships

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### Academic and Professional Writing Guide

Writing well is a truly helpful life skill. It is important in everyday tasks, in higher education, and in your career, no matter what you do. Your writing proficiency is a direct reflection of yourself! If you want instructors and future employers to take you seriously and recognize your talents, you must hone and polish your written communication skills.

- Before writing anything, the most important step is to **read the instructions carefully.**
- When writing a research piece, use one of the databases available from the [EMU Library](#) to ensure that your scholarly sources are properly vetted.
- After researching and compiling your Works Cited, use [Purdue Owl](#) to verify that citations are properly formatted. Don't forget to include in-text citations to avoid being penalized for plagiarism.
- Proofread. Read rough drafts thoroughly to make sure your writing is free of both grammatical and spelling errors. Read drafts aloud to hear how they flow. Change words or sentences that seem awkward and you find yourself stumbling over.
- Consistency is key. Be sure that your verb tenses are consistent throughout the piece. If your writing includes words that could be grammatically correct either way (capitalized or not, etc.) be consistent in your formatting of them.
- Remember not to use casual language or clichés in your academic and professional writing.
- Take advantage of the writing resources that are available to you. The [University Writing Center](#) is a convenient resource available to all EMU students. Even if you feel good about your piece, it's helpful to have another set of eyes look over it and make sure you didn't miss any typos during editing.