

## TOP TEN WRITING TIPS

From emails to blog posts to theses.

1. **Always, always, always proof before you send or publish.**  
MUST SEE VIDEO:  
Taylor Mali, The Impotence of Proofreading:  
<http://www.youtube.com/watch?v=OonDPGwAyfQ>
2. **When you proof, if possible, read out loud.**
3. **If you're experiencing writer's block, go for a walk or drive.**
4. **Double-check the spelling of names.**
5. **Punctuation and correct capitalization is key.**
6. **Read this book: *If You Catch An Adjective, Kill It!***
7. **Punctuation marks *always* go inside of quotation marks. No exceptions.**
8. **Choose a P.O.V. (*first person versus third person*)**
9. **Know the difference between their/they're/there.**
10. **Know the different between "lose" and "loose."**

### BONUS TIP:

Use an editor! (Hint.)

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