**ACADEMIC TONe**

How to Define “Academic Tone”

Phrase used to describe the voice and academic personality used by college-level writers.

Rules for using Academic Tone

**Contractions**:

-Stay away from can’t, don’t, wouldn’t, won’t, shouldn’t, isn’t, they’ll, I’ll, it’s...

-Not To Do: Julie doesn’t like the fact that she can’t grade a paper because a student wouldn’t turn it in on time.

-To Do: Julie does not like the fact that she cannot grade a paper because a student would not turn it in on time.

**Text Tone:**

**-**Stay away from g2g, ttyl, thru, good4U, ur, 2nite, hmu, kwick …

-Not To Do: The point of this paper is 2 get U 2 understand the deb8 and issU.

-To Do: The point of this paper is to get you to understand the debate and issue.

**Abbreviations**:

-Incorrect: Etc. A.S.A.P. Sept. W/O Yr. **-**Correct:U.S.A. C.I.A. U.F.O. m.p.h.

-Not To Do: Mozart was born yrs. ago on Jan. 27, 1756.

-To Do: Mozart was born years ago on January 27, 1756.

**Symbols**:

-Incorrect: @ # \* + = & ^ -Correct: $ °F  °C £ ¢

-Not To Do: Jamie & I both got Mark’s # @ CDBS last night.

-To Do: Jamie and I both got Mark’s number at CDBS last night.

**Pronouns:**

**-**Stay away from you, your, you’ve, you’ll AND slashes they/their he/she …

-Not To Do: You should never write your group project the night before it is due.

-To Do: A student should never wait until the last minute to do a group project.

**Cultural Awareness:**

-Stay away from singling out any one group (race, sex, age, religion, party…)

Extra Tips and Tricks

-Consider your audience: Who is reading your paper and how will they perceive it?

-Read the sentence out loud or imagine a professor reading that same sentence.

References: http://www.grossmont.net/karl.sherlock/English064/AcademicToneGuidelines.htm

http://www.grossmont.edu/karl.sherlock/English098/Resources/Academic\_Tone.pdf