**Tips for Writing Arguments:**

**1. Do not use words “should” or “need”**

**2. Use all declarative sentences.**

**3. Stick with words such as “benefits”, “beneficial”, “advantages/disadvantages” etc.**

**4. Quote sources in your paper; it establishes authority.**

**5. Use the active voice**

At the heart of every good sentence is a strong, precise verb; the converse is true as well--at the core of most confusing, awkward, or wordy sentences lies a weak verb.

Try to use the active voice whenever possible.

**Active vs. passive voice**

In a sentence written in the *active voice*, the subject of sentence performs the action. In a sentence written in the *passive voice* the subject receives the action.

**Active:** The candidate *believes* that Congress *must place* a ceiling on the budget.

**Passive:** *It is believed* by the candidate that a ceiling *must be placed* on the budget by Congress.

**Active:** Researchers earlier *showed* that high stress *can cause* heart attacks.

**Passive:** *It was* earlier *demonstrated* that heart attacks *can be caused* by high stress.

**Active:** The dog *bit* the man.

**Passive:** The man *was bitten* by the dog.

**Converting sentences to active voice**

Here are some tips and strategies for converting sentences from the passive to the active voice.

* Look for a "by" phrase (*e.g.*, "by the dog" in the last example above). If you find one, the sentence may be in the passive voice. Rewrite the sentence so that the subject buried in the "by" clause is closer to the beginning of the sentence.
* If the subject of the sentence is somewhat anonymous, see if you can use a general term, such as "researchers," or "the study," or "experts in this field."