General Information & Content

☐ I have touched on the fundamentals of a personal statement (past-present-future).

☐ My statement is not merely a repetition of the curriculum vitae but rather; the statement connects my selected experiences and particular skills to the purpose of the application.

☐ My statement provides the reader with insight into what drives me (why am I telling you this story? What lessons did I learn? What impact did this experience have on me or the other?

☐ In addition to summarizing some information, I also state facts or provide concrete examples.

☐ The statement refers to my future goals and my claims are grounded in past experiences.

☐ I have included the name of the scholarship and the degree for which I wish to study.

☐ I have read the statement aloud and I have had the statement read to me - https://speechnotes.co/

Writing Style

☐ The writing style is characterized by sensitivity to the audience (e.g. by including definitions, avoiding jargon for general readers and by using gender-neutral terms and pronouns).

☐ The sentences are straightforward, concise, and naturally worded (e.g., write "use" rather than "utilize", "now" rather than "at this point in time," or "we" rather than "the writers").

☐ There are relatively few sentences over 30 words or two typed lines. There relatively few paragraphs over a half-page long.

☐ I have used the appropriate verb tense (e.g., the past tense to describe work completed and the present tense for conclusions and general statements).
I have checked the following common grammatical issues:

- **Correct use of “as”, “since” and “because”**
  Generally speaking, “as” means “coincident in time”; “since” connotes “after an event”; and “because” connotes causation.
  Correct: “As I was walking down the street, I heard a noise.”
  Correct: “Since you ate the cake last night, we don’t have any dessert tonight.”
  Correct: “Because he slept in, he was late to class.”

- **Floating “it” and “this”**
  Ex: “Lucy is in a hurry to finish her assignment. Thus it is causing her to take shortcuts in her reading.” To what does “it” refer?

- **“If” and “then”**
  “If she has an issue with the homework, she should ask for help.”
  Correct: If she has an issue with the homework, then she should ask for help.

- **Agreement of pronouns**
  Ex: “An individual should question their principles”. “An individual” is singular. “Their” is plural.
  Correct: “Individuals should question their principles.”

- **Infinitives should not be split**
  “To boldly go where no one has gone before”
  Correct: “To go boldly where no one has gone before”

- **Avoid the passive voice**
  “The tail was wagged by the dog” (passive voice)
  “The dog wagged his tail” (active voice)

- **“Only” should appear before the word it modifies**
  Research should only begin after subjects consented.
  Correct: Research should begin only after subjects have consented.