

SOME GOLDEN RULES TO FOLLOW WHEN WRITING YOUR SCHOLARSHIP APPLICATION

Language quality¹

The quality of the language that you use is very important. Take the time to **proofread your text** in order to avoid spelling, grammatical and conjugation errors. Have your text **revised** (by a colleague, student, etc.) to ensure the quality of the language. The evaluators who read your application may not give it adequate consideration if it is riddled with errors. Ensure that your text is written at a university level.

Language level²

Avoid the use of terminology that is specific to a very narrow field of activity (jargon) at all costs, and ensure that the summary of your research project is easy to understand, because the evaluators who will be examining your application may not be experts (or specialists) in your field.

Sentence structure³

Short and concise sentences are easier to understand. Remember that a paragraph should refer to a single concept, and the order of your paragraphs should form a coherent chain that ensures an organized transition from concept to concept.

Remember that your scholarship application will stand apart for the following reasons:

- **Clarity:** Explain exactly what you plan to do;
- **Conciseness:** Describe your research project in the fewest possible words;
- **Coherence:** Arrange your concepts and demonstrations systematically.

Avoid verbosity, repetition and excessive use of figures of speech.

^{1 2 3} Taken from "*Guide de rédaction d'une demande de subvention*" (writing guide for grant applications), (2005). Dean of Research and Technology Transfer Office, *École de technologie supérieure*.

Writing tips

Abbreviations, acronyms and initialisms

The first mention of a term in the text must **indicate the full name or term**. The abbreviation, acronym or initialism can be used for subsequent mentions.

Verbs

Avoid the verbs “to have”, “to be” and “to do”. For example:

- **To have** can be replaced by **to obtain, to retain, to possess**
- **To be** can be replaced by **to consist, to target**
- **To do** can be replaced by **to accomplish, to carry out**

Give preference to action verbs

- **Carry out an analysis** can be replaced by **analyze**

Avoid the following multiple verbs:

- **I was able to accomplish** can be replaced by **I accomplished**
- **To allow for an analysis** can be replaced by **to analyze**

Example of a sentence to avoid: I was called upon to supervise a team (too many verbs in one sentence). Alternative suggestion: I supervised a team, or I oversaw the supervision of a team.

Using “I”

Avoid overusing the word “I”. Instead, alternate with a more impersonal (e.g.: *It will be shown that ...*) or passive format (e.g.: *The proposed hypotheses consists of ...*).

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