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Period 2
8/23/14

How to Format Your Assignments

Common Core Writing Standard 6 asks you to practice an important skill: "Use technology . . . to produce and publish writing." You will need access to a computer to satisfy this crucial standard. You will demonstrate key computer skills by entering information accurately and formatting text so that it is easy to read and annotate. Any number of programs can generate the polished final drafts you must turn in with your handwritten (or typed) notes and first drafts. For this class, you'll use a specific format that happens to employ the default settings for Microsoft Word. This document that you are now reading was created using this popular software and its default settings. Use this sheet as a visual guide for your own work.

Type the heading and body copy of your assignment in Times Roman, 12-point font. Single space the heading in the top, right-hand corner of the first page. Double space the paragraphs of text. The top and bottom margins will be set at 1 inch and the left and right margins will be set at 1.25 inch. Also, each assignment must have an original title. Typeset this title in Times Roman Bold, 16-point. Finally, don't forget to take advantage of the "spell check" feature on your computer. This feature will not catch all mistakes, but it can point out a surprising number of errors that you missed in the drafting and editing stages of the writing process.

Spend some time learning how to use this format. It's the same format you'll be asked to use in high school and college. If necessary, read the instruction manual that comes with the word processing software. The results will be worth the effort! Your work will have a clean, consistent appearance that will make a great impression on readers.