

Your Name

Mr. B

September 3, 2022

Assignment Title

Any time you submit a written assignment, whether that be a narrative, response, or project, this will be the format you'll use. Even if you're writing your assignment by hand, you will follow this format. Below is a brief description of what is included.

First, your last name along with the page number will be included on each page. To do this, double-click in the top margin to access the header. This will allow you access to the header and its menu, where you can include page numbers and write your name. Once you've done this, Word will automatically include your name and a new page number on each proceeding page. This will help keep your work organized when I've printed it.

Next, let's talk about paragraphing and font. You will notice that the text is double-spaced throughout. Whether you are writing by hand or typing out your work, please make sure to double-space. This makes it easier for me to read and evaluate your work. Font must be size 12 (the size of this writing), and one of the following styles: Times New Roman, Calibri, Calibri Light, or Cambria Math. Don't worry about being fancy or using interesting fonts. What matters here is legibility. However, if you want to intentionally emphasize specific parts of your text, you are welcome to **bold**, *italicize* or underline your writing when appropriate. Don't overdo it, though.

In the top left corner of the first page, you must include your name, my name (Mr. B), and the due date. Having everything in the top corner makes my life much easier when it comes to keeping everyone's work organized, not to mention helps identify it should any work get

misplaced. Finally, the title of your work must be centered on the following line. Don't use the spacebar to centre the text. Instead, use the alignment feature to do this accurately and automatically.

Once you're ready to begin writing your assignment, return the alignment to left, so that your writing appears from left to right, as it would when writing by hand. Each paragraph should be indented. You can achieve this by pressing the Tab button one time. This automatically moves your cursor in the document 10 spaces. If you're writing by hand, your writing should begin about a thumb's distance from the left margin line.

Finally, if you are writing using Word through Office 365 and sharing your work with me via e-mail, please ensure that you are naming your document. Receiving a document called "Document 37" isn't helpful to me. Instead, please use your assignment title, your first name and last initial. Not only is this good for me, but it also helps you out. This way, you know exactly what each document is in your files.

You might think this is extreme. But believe me, once you leave elementary school, more and more teachers will ask you to submit your work in a specific way. I have vivid memories of having to do this in high school, CEGEP, and university. Get used to it.

If you have any questions with regards to formatting, a copy of this document will be available in the classroom and on my website. You are also welcome to ask me for help as needed.