**Title of Your Paragraph**

Topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Support for the topic sentence. Concluding sentence.

**Explanation:**

For the writing assignments, you should word-process all documents and use a standard format. It is recommended that you get this paper in electronic form and use it as a template for your writing.

The first page is an *example* of what is required. It is okay if you use a slightly different format. However, there are reasons for the format explained here! Check with your instructor to make sure your format is fine.

If you use the following, you will be safe!

* Margins:
  + - Top: 30mm
    - Bottom: 30mm
    - Left: 35mm
    - Right: 30mm
* Font:
  + - Arial
    - Century
    - Times
    - Times New Roman
* Font Size: 12
* Justification: left
* The HEADER should have the class name, topic number, draft number, student name, and student number. Font size: 8.
* The FOOTER should have the date the assignment is due, page information (page x of y), and word count. Font size: 8.
* The TITLE should be in bold, centered, with all important words capitalized. Put an extra line space (double hard return) between the title and the essay. Font size: 14 or 16.
* The paragraph should be double-spaced.
* If you have multiple pages, staple them. Put the staple in the top left corner.