

This header: only explains WHAT INFORMATION IS NEEDED. It is not the actual STYLE to be used.

Intermediate English - Writing

What is YOUR class?

Topic # and Draft # Memo

T1 D1 best pet

Student Name and Number

Taro Tanaka 123789

Delete "Memo"

Be sure the memo is just a memo.  
It is NOT the assignment question.  
Try to use between 2 and 5 words.

## Title of Your Paragraph

Either no  
indent or  
use TAB key

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.

-- Put spaces between words and numbers.

You will lose points if you don't do this.

o -- Choose a date writing style and use  
it consistently.

**FOLLOW  
INSTRUCTIONS!  
Not doing so =  
MINUS POINTS**

Different examples of  
how to write.

2051-01-01

January 1, 2051

Due date: January 1

Date due

Page 1

1

Page 1 of 2

Word Count: 123

123 words

123

Word Count:

## **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.