

## **Minimal Standards for Formal Writing Assignments**

1. Standard-sized (8 ½ X 11) white paper.
2. Word processed.
3. Double spaced
4. Observe 1" margins at top, bottom, and both sides.
5. Print on one side of paper only.
6. Place name, class period, and date in upper right-hand corner on first page. Last name and page number on subsequent pages. This information should be presented in a header outside normal margins and single spaced
7. Professional style fonts only. (Courier, Times Roman, Arial, Etc.)
8. Place title on first line. Title should be same size and style font as the rest of the paper
9. Keep your paper neat and clean. Your final copy should reflect your best thinking and your best efforts in every way.
10. In formal writing the use of contractions and personal pronouns is prohibited. (Except in special cases)
11. As a general rule, your finished composition will include a prewrite element of some kind, a rough draft, and a final copy---all stapled together in order, with the final copy on top.