

What is the Correct Format? Basic Format Requirements

For Types One and Two:

- Type one or type two written in upper left
- A heading in upper left or with name, date, class and period. A title, centered, on the fifth line.
- Write the assignment or question, then write your response. Skip every other line.

For Types 2-5:

- Capitalize where needed. Capitalize the beginnings of sentences, and use end punctuation.
- Write in complete sentences.

For Types Three and Four:

- In the upper left on lines 1-3, list the three FCA's for the assignment with the point values assigned to each.
- In the upper right write your name on line one, date on line two, class and period on line three.
- Skip a line. Write a title, centered, on line 5. Skip another line.
- Start writing on line 7. Skip every other line (double space).
- Write in paragraphs. Write at least 2 full pages/3 paragraphs.