7-3 Paper Model

Name
Date
Subject/Block
Title of Assignment

   When you are given an assignment that needs to be typed please follow the format of this paper unless you are given other instructions. The heading must include all of the information shown above. Use black ink and Times (or Times New Roman) font in size 14 point; your paper will look professional, and it is easy to read. Please ***double-space*** <u>your writing on</u> **all** <u>drafts (yes, even the final)</u>.

   When you begin a new paragraph, hit return only once and then hit the tab button once or the space bar five times (you should not skip an extra line). Please <u>plan ahead</u> when you know an assignment needs to be typed. If you don't have access to a computer, or your computer is not working, please speak with your teacher *before* the assignment is due. We can make arrangements for you to use the school computers and give you extra time if it is necessary.

   If you are unable to print your paper please bring it in on your Flash drive and print it at school before class or email it as an attachment to susan_phelan@needham.k12.ma.us (or to the teacher who assigned it). Technical problems happen, so always <u>save</u> drafts and bring them to class with you.