

Your Name

Teacher Name (Mrs. Jones/Mrs. Johnson)

Date

Class name/Week # (include your name and week # as the title of your document)

Title Centered and Underlined

[5] When you submit writing compositions for your **writing** classes, there are some things your **teachers** would like you to remember. [6] Always indent your paragraphs. [3] Carefully analyze your sentence openers and indicate their number in brackets preceding the sentence. [5] If you find yourself skillfully (ly) applying all the dress-ups, which (w-w) by now flow freely from your fingers like syrup from a Mrs. Butterworth's bottle, guarantee (sv) they come to the attention of your editor by underlining them with your marvelous (qa) pen. [2] To avoid confusion, understand that a draft is a composition in progress. [1] All compositions are in progress except for the published work. [6] This includes the final draft. [1] Do not confuse a final draft with a published work, as the first merely precedes the latter. [3] Obviously, the final draft is still a work in progress and will contain all the indicators; it is simply the last phase of rewriting before the work is published. [5] As a courtesy to your teachers, please correct the work from your teacher's comments. [1] *Please consider your reader when selecting a font.* [3] Clearly, Times New Roman 12- point is easy to discern. [6] Arial is straightforward. [2] After reading this essay, you should understand how to properly format and mark your compositions for your **writing teachers**.

*Borrowed from the Semper Fi co-op