

Basic Writing Requirements

Students must follow these writing rules. Writing that does not meet these requirements (or show improvement) will need to be reworked until it meets these expectations.

One of the easiest ways to think about proper format for any piece of writing is to think of a computer word processing program. For example, these programs automatically space letters and words, and prevent writers from using the margins. This is called format.

Correct Format Includes:

1. **Heading** - Correct location and information.
2. **Margin to Margin Only** - Top, sides, and bottom. Text starts at the left margin line.
3. **Capital Letters** – Use only at the beginning of sentences or for proper nouns.
4. **Paragraphs** – Writing must be divided into paragraphs. Do not skip lines.
5. **Indentation** - Use only about three to four letter spaces to indent paragraphs (about the width of your thumb turned on edge).
6. **Spacing** - No spaces between the letters of a word, one space between words, and two spaces between sentences.
7. **Spelling** - No mistakes on homework. Corrections are made by drawing one line through the error.
8. **Banned Words** - Do not use: *I, me, you, one, we, us, it, they, their, good, thing, stuff, like, so, okay, uhm, very, really, texting symbols, or well.*
9. **Sentence Variety** - At least one compound sentence per paragraph. Strive to include complex sentences which are written with dependent and independent clauses (look it up).
10. **Five to six sentences for each paragraph** – Generally, in traditional composition work, this number of sentences is required to introduce an idea or present an idea. This is a must.
11. **Handwriting** - For some a work in progress, but improvement must be shown for readability.
12. **Numbers** – Spell out numbers below 10. When numbering, use only periods after the numbers.
13. **Specific Title** - Each piece of writing must have a title that specifically represents the writing - many times, longer is better. Titles should be centered on the line above the first paragraph. Titles should not be confused with the subject of the work.

Notes: