Student Name

Nicolia

Sophomore English, \_\_\_\_

9 October 2015 (current date)

Title (be unique with your title)

1. Open Google Docs
2. Font: Times New Roman 12 pt
3. Margins: 1 inch on all sides – should already be set that way. You can check in “format”
4. Left Justification
5. Spacing: double space (format – paragraph – spacing - double spacing)
6. Page numbers: (Insert – Page numbers – top right – ok) A “1” should appear in gray in the upper right hand corner.
	1. Click in front of the number so the curser is flashing…hit “return” once.
	2. Then type your last name and a space after it. It should look like mine above.
7. Now click into your document (not the header) and type the MLA heading: left justified
	1. Your Name
	2. Nicolia
	3. Sophomore English, class hour (ex: 6B)
	4. 15 December 2015 (current date)
8. Title: centered (make it original, capitalize important words) - do NOT tab it!
9. Indentation of paragraphs – hit the tab key one time to indent paragraphs
10. Begin introduction with a hook to gain the reader’s attention. Follow with background on the topic. How did this affect you? How has it changed you? What have you learned from this experience?
11. End first paragraph with the thesis addressing those above.
12. Body paragraphs should each BEGIN with a topic sentence. From there, make sure to SHOW not TELL what is happening.
13. Dialogue, **if used**, should change paragraphs with each speaker if you include it. Italicize inner thoughts.
14. Be super-duper descriptive!! – show not tell. Use the skills we built during prewriting.
15. Wrap up the essay with a conclusion paragraph of 4+ sentences. This should restate the thesis and end powerfully. ☺ MAKE SURE TO REFLECT!!! What’s the LESSON LEARNED.
16. NO where in the paper do you use “YOU” unless in a direct quote!!! Also, take care NOT to overuse “I” in the essay as well.