





## ASSIGNMENT FORMAT

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### All Assignments:

-  Should be carefully revised for content, mechanics, and spelling and meet teacher expectations;
-  Be typed or **neatly** hand written (*follow the guidelines below*);
-  Must include page numbers if more than one page;
-  Follow MLA formatting guidelines, including the first and last names of the student(s), assignment title, teacher name, course title & period, and date in the top left corner. (*See Below*)

### Handwritten Assignments

*Amelia Staiano*  
*Assignment Title*  
*Mr. Staiano*  
*English P 2*  
*10 September 2007*

### Typed Assignments

Amelia Staiano  
Assignment Title  
Mr. Staiano  
English P 2  
10 September 2007

#### All Typed Assignments Must:

- **Be in 12 point font,**
- **Use normal** (non-bold) **type,**
- Have **1 inch margins** all around,
- Be in **Times** or a similar font,
- Be **double spaced,** and
- Include the student's **last name and page number** at the top right of every page if the document is more than one page.

**If you do not know how to do these things, ASK and LEARN!**