

Written Assignments

Format

1. Use 12-point Times Roman font.
2. Use 1.5 spacing or double spacing.
3. Number the pages.
4. Indent the first word of a paragraph five spaces.
5. Use one-inch margins.
6. Be consistent in format and graphics.
7. Do not leave a title, subtitle, or heading at the bottom of a page. Move it to the next page.

Process

1. Consider the type of assignment, the audience, and the purpose of the paper.
2. Write a purpose statement and a thesis statement for the paper.
3. Make an outline before beginning to write the paper.
4. Edit the paper after you have finished writing it.
5. Rewrite the paper at least once, incorporating revisions.
6. Use spell check and grammar check on the paper.
7. Proofread the paper before making the final copy.

- **Example of a purpose statement:** The purpose of this essay is to analyze the causes of the food shortage in many African countries.
- **Example of a thesis statement:** Although people in many African countries suffer from hunger and malnutrition, the situation would improve if protectionist policies were eliminated.