

Reminders for Assignments

Presentation counts! The form and layout of your paper should be pleasing to the eye.

- Use legible and consistent handwriting or your best word-processing skills.
- Make sure the piece is neat and easy to read with uniform spacing- including margins!
- Use 12-point font and an easy-to-read font like Times or Helvetica.
- Be SURE to use spell-check and grammar check- plus a human editor before you print a final draft.
- After you print, fix any errors that squeaked by using white-out and black ink.
- As appropriate, use effective integration of text and illustrations, charts, graphs, maps, tables, and so forth.

Remember to include a proper heading:

Subject	Your name (first and last)
Teacher	Date
Assignment	
Title of Work (if appropriate)	