



Student # First Name Last Initial
MM-DD-YY
Subject

Title
by First & Last Names

When a composition is written, start by indenting the text. Indent each time a new paragraph begins. Use Times New Roman, Helvetica, or Arial size 12 fonts only. The title may be formatted in size 14 font if you desire. Times New Roman, Helvetica and Arial fonts are easiest for Ms. Lewis to read. One small graphic is allowed in the upper left section of your 'title' page although it is not required.

Initially, type the text without double-spacing (skipping lines). You will want to go back and format paragraph line spacing setting to 'double' after typing is completed. After typing (or writing) your composition, reread for editing and revision purposes. At this point you may want to change your title to catch the reader's attention while still emphasizing the main idea or topic.

After editing and revising are complete, reread your document. Add any images or citations that your teacher requires. Preview your document prior to printing. If you follow this form, you will be well on your way toward writing an excellent composition.