

Name

English 9 (10)

Ms. Bulquerin

September 1, 2008

### Standard Essay Format

(Center your **creative title** WITHOUT all caps, quotation marks, underlining, or bold type)

When typing your essay, begin its first sentence two lines below the title. **Indent** paragraphs five spaces, type on one side of the paper, and **always double space**. There is no need for more than a double space between paragraphs; that is why we indent. If you are not familiar with standard typing procedures, note the following carefully: **single-space after commas** and semi-colons, **double-space after any end punctuation** and colons. Indicate dashes with two unspaced hyphens – not one. Ellipsis marks are three, spaced periods . . . **Italicize or underline the titles of books, magazines, newspapers, ships, movies, and plays** (War and Peace, Time, Los Angeles Times, Queen Mary, Napoleon Dynamite, Romeo and Juliet) as well as foreign words (adios, adieu, ciao) and words that require special emphasis (“Mother, please. I’d rather do it myself.”)

Use **double quotation marks** to indicate the titles of songs, poems, and short stories (e.g. “Star Spangled Banner,” “The Raven”) and **direct quotations including dialogue** (e.g. “She said the story was about many little boats.”) Note that with the exception of the colon and semicolon, all punctuation goes inside the quotation marks.

In your writing, use the following sparingly: exclamation marks, underlining, and question marks. **Do not use abbreviations** (Calif., hr., lb.), **shortened spelling** (w/o, 24/7, omg, u), **ampersands (&)** or **etceteras (etc.)**. Spell out numbers that consist of one or two words (five,

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**Gregory J. Cizek**



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on the Judiciary. Subcommittee on Civil and Constitutional Rights,1989      *IELTS Writing - Band 9 Essays* Bruce Smart,2016-02-04 IELTS Writing Band 9 Essays is aimed at helping students write essays in English to assist them passing the IELTS test The book provides 40 sample essays for both the Academic and General IELTS test and aims to teach students to write authentic English essays Each of the essays comes with a set of notes that describe the choices of the author The text describes a range of elements within essays including Vocabulary Common grammatical problems Essay structure Ideas generation

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