# Good Example

Credit lines (single space)

| Your name | —— Jim Suzuki |
| Class, ID # | —— Class 2 No. 2010xxxx |
| Course Title | —— Study Skills |
| Date | —— April 8, 2007 |

Paragraph title (centered)

Double spacing between lines    Vacations of Japanese Workers

Indentation (5 spaces or 1 tab)          One or two space(s) at the end of a sentence

One space after a comma

Japanese workers should be allowed to take their vacations at different times of the year instead of all at the same time. There are three reasons for this. First, when a large number of people travel by car at the same time, there are always heavy traffic jams on most major highways. Lines of cars sometimes get as long as fifty kilometers during the popular vacation times, such as the Obon period and the New Year season. It is very painful to be in a car which is stuck in a traffic jam for many hours. Second, it is expensive to reserve a seat on a train during the vacation seasons. Japan Railways (JR) places a surcharge on train tickets for these times. Moreover, they do not allow passengers to use any discount coupons, either. Therefore, it is a tough time for students with limited funds to travel by train. Finally, most sightseeing spots get hopelessly crowded during the vacation seasons. No one enjoys being at major tourist attractions when they are overwhelmingly packed with people on vacation. If people were able to take their vacations at different times of the year, everyone could have a good time. For these three reasons, it is clear that the Japanese workers should not all go on their vacation at the same time, as they do now.