

Introduction

In this unit, you will learn ...

- formatting for handwritten and word-processed assignments.
- how to write headings.
- about process writing.

Formatting

I Look at these student papers. Check (✓) the ones that have the correct form for an academic assignment.

⇒ Handwritten

a.

I think students should wear uniforms to school. They cost less money than regular clothes. Everybody looks the same, so students can think about schoolwork instead of their looks. In addition,

b.

I think students should wear uniforms to school. They cost less money than regular clothes. Everybody looks the same, so students can think about schoolwork instead of their looks. In addition,

c.

I think students should wear uniforms to school. They cost less money than regular clothes. Everybody looks the same, so students can think about schoolwork instead of their looks. In addition,

⇒ Word-processed

a.

School uniforms are not good for students. They are not attractive, so students feel bad when they are wearing them. Students like to express their personalities by choosing their own clothes.

b.

School uniforms are not good for students. They are not attractive, so students feel bad when they are wearing them. Students like to express their personalities by choosing their own clothes.

c.

School uniforms are not good for students. They are not attractive, so students feel bad when they are wearing them. Students like to express their personalities by choosing their own clothes.

d.

School uniforms are not good for students. They are not attractive, so students feel bad when they are wearing them. Students like to express their personalities by choosing their own clothes.