



Computer Formatting

All your writing assignments should be typed (home writing). It is important that you know how to format your paragraph on a computer. Here are some guidelines for doing this. Following the list of guidelines is a model paragraph.

1. Use a 12-point font, Times New Roman.
2. Put your name, credit book code, date and the name of the course in the upper right-hand corner.
3. Centre your title by clicking in the centring icon . Return to justification by clicking the icon .
4. Double-space the text by clicking on FORMAT. Then choose PARAGRAPH. Then choose LINE SPACING. Then choose DOUBLE.
5. Indent the first line of your paragraph by pressing the TAB key.
6. Capitalize the beginning of each sentence. Put one space between each word. DO NOT leave a space between the last word and the period.
7. DO NOT leave a space between a word and a comma.
8. Put one or two spaces between one sentence and the next one.
9. DO NOT press ENTER at the end of a line. The sentence will automatically go to the next line when the space is used up.
10. Red lines under a word indicate a misspelling. Correct the spelling.
11. Green lines indicate a grammar mistake. If you understand the suggested correction, then make the change. If you do not, leave your sentence as it is.

MODEL PARAGRAPH

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PNJA – Writing, Year One

My Morning Routine

My morning routine during the week is always the same. My alarm clock rings at seven o'clock in the morning, and I usually get up at once. I jump out of bed and do exercises for about ten minutes. Then, I am ready to take a quick shower. After my shower, I plug in my electric toothbrush and brush my teeth. Next, I comb my hair. After that, I pick out my clothes for the day and get dressed. Then I eat breakfast. For breakfast, I usually have grapefruit juice, eggs and toast. At eight o'clock, I put on my coat and leave for work. In short, my mornings are boring, but that is the way I like them.