Formal Essay Format

All essays/papers should have the following heading:

 Your Name
 Brionna Harder

 Class – Period
 IB Prep Civics – Period 1

 Assignment Title
 Take Home Essay 1

 Due Date
 8 September 2006

- All papers should be double-spaced regardless if typed or handwritten. Indent to show new paragraph – do not quadruple space between paragraphs.
- For typed essays, use a 12 point, readable font (i.e., Times New Roman, Helvetica) and make sure to have 1 inch margins on all sides
- Writing is a process. Begin by brainstorming. Create an outline of some kind. Organizing your thoughts before you begin to write will result in a stronger essay.
- Do not number the answers to the questions or prompts. Write it in proper essay format with an introduction, body and conclusion. Be sure to have a strong thesis statement at the beginning of your paper as well as a strong topic sentence in each paragraph. Be sure all questions or prompts are thoroughly addressed in your essay, using supporting details.
- All formal essays require an introduction, a body and a conclusion.
 - An introduction introduces the topic to the reader and includes the thesis statement. A
 thesis statement is the most important sentence in your paper. Everything in your essay
 should refer to or support your thesis.
 - The body is where you support your thesis. The body may be one paragraph or dozens of paragraphs, depending on the requirements and goals of the essay.
 - In your conclusion, you summarize your paper, restate your thesis and make any final comments.
- Writing is a process. Begin by brainstorming. Create an outline of some kind. Organizing your thoughts before you begin to write will result in a stronger essay.
- Refer to notes and readings for information to support your thesis.
- PROOFREAD! Check for spelling, punctuation and grammatical errors.
- Have others read your writing. Feedback from friends, family members and other teachers can help you with your writing.
- ASK FOR HELP! The only dumb guestion is the guestion that is never asked.
- Writing is a process that requires practice. The more you write, the better your writing will be.
- The best writers are those who read other writers. You can never read enough!

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