HOW

This writing strategy is designed to help students complete neat, well-organized papers that include a heading. This strategy is part of a larger strategy intended to help students complete assignments accurately and on time.

How Should Your Papers Look?

Heading
1. First and last name
2. Date
3. Subject
4. Page number if needed

Organized
1. On the front side of the paper
2. Left margin
3. Right margin
4. At least one blank line at the top
5. Good spacing

Written neatly
1. Words and numbers on the lines
2. Words and numbers written neatly
3. Neat erasing or crossing out