

# Format for Hand-written Assignments

|                     |  |              |
|---------------------|--|--------------|
| name                | <i>Yuki Oi</i>   |              |
| number              | <i>1239999</i>   | right margin |
| group               | <i>1-10</i>  |              |
| date                | <i>23 April 2023</i>                                       |              |
|                     | <b>title (centered)</b>                                    |              |
|                     | <i>My Goals for this Semester</i>                          |              |
| <b>indent</b>       | <i>→ My name is Yuki. I am a first-year student</i>        |              |
|                     | <i>at this university. I am studying for a degree in</i>   |              |
|                     | <i>business.</i>   |              |
| <b>double space</b> | <i>I have three goals for this semester. The first one</i> |              |
|                     | <i>is to pass Intensive English. My second goal</i>        |              |
| <b>double space</b> | <i>is to improve my writing skills. Finally, I want to</i> |              |
|                     | <i>make many friends here.</i>                             |              |
|                     | <i>Outside of the classroom, I want to have fun at</i>     |              |
|                     | <i>the Goat Club and go to English Village. I am</i>       |              |
|                     | <i>looking forward to life at this university.</i>         |              |
|                     | <i>(80 words)</i>  |              |
|                     | <b>word count</b>  |              |

left margin