

Format Rules for Typed Assignments in Word

Your Name e.g. Eri Yamada (Family name last)
Your Number e.g. 1229999
Your Group e.g. 1-5
Day Month Year e.g. 18 April 2023
Writing Number e.g. PW1 / DE1 / EW1 / PW2 / DE2 / EW2 ...

5-space indents

Title (14pt, bold) with Capital Initials for Important Words

Once upon a time, a mother cat and her three cute kittens lived in the forest in Tottori. The mother was a single mother, so she had to work a lot to support her kittens. Sometimes the kittens were latchkey kittens because their mother worked late.

One Saturday, the mother cat told the kittens that she would go to the supermarket to buy some kitten food. She told them to wait quietly until she came home. However, they waited and waited, but their mother did not come home.

Three years later, the three kittens were sitting at home watching their favorite program on television. Suddenly, there was a knock on the door....

(XX words) ← Word count

- Title = 14pt, **bold**, centered
- Font = Times New Roman
- Text = Left justified
- Body font size = 12pt
- Line spacing = Double spacing
- Paragraph indent = 5 spaces

Sometimes you will need to email your assessment to your teacher.

Save your document like this: **Group** + **Writing** + Number + **Name**

E.g. **1-4 PW2** 20875372 **Yuki Okada**

Put the same information in the Subject field of your email.

Do not use headers or footers.