

## 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 question is the question 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!