

Introduction

In this unit, you will learn ...

- formatting for assignments.
- how to write headings.
- about process writing.

Layout/Formatting

1a Match the words about layout with their definitions.

- a. paragraph
- b. margin
- c. double line spacing
- d. indent (v)
- e. title
- f. font

1. To start a paragraph further in from the edge of the page than the rest of the text.
2. The space at the side of the page where nothing is written.
3. A set of letters in one size and style used for printing and computer documents.
4. A section of a piece of writing that starts on a new line and contains several sentences.
5. The name of a piece of writing.
6. A style of spacing where there are two blank lines between each line of text.

There are no set rules about how you set out your paragraphs and they can be hand written or word-processed. It is down to personal preference whether you use indentation, double line spacing or a certain font, unless your school or university has specific requirements. However, the general rule is that paragraphs should be clearly visible, easily readable and in one font, which is usually black.

1b Look at these student papers. Tick (✓) the one that is better for an academic assignment.

a.

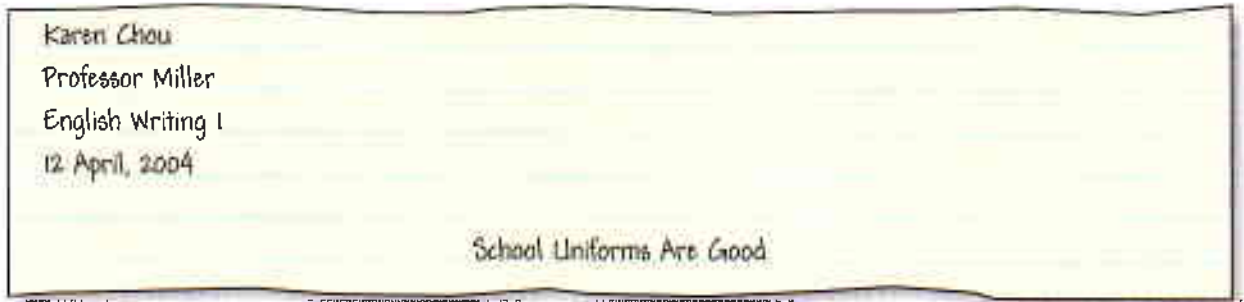
School uniforms are not good for students.
They are not attractive, so students feel bad when they are wearing them. Students like to express their personalities by choosing their own clothes.

b.

*School uniforms are not good for students
They are not attractive, so students feel bad when they are wearing them. Students like to express their personalities by choosing their own clothes*

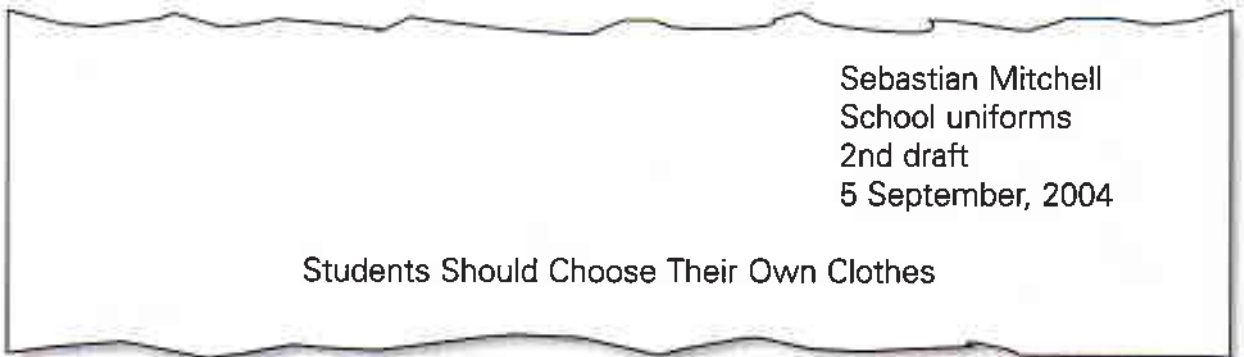
2 Look at these different ways of writing headings for student papers. Answer the questions below.

a.



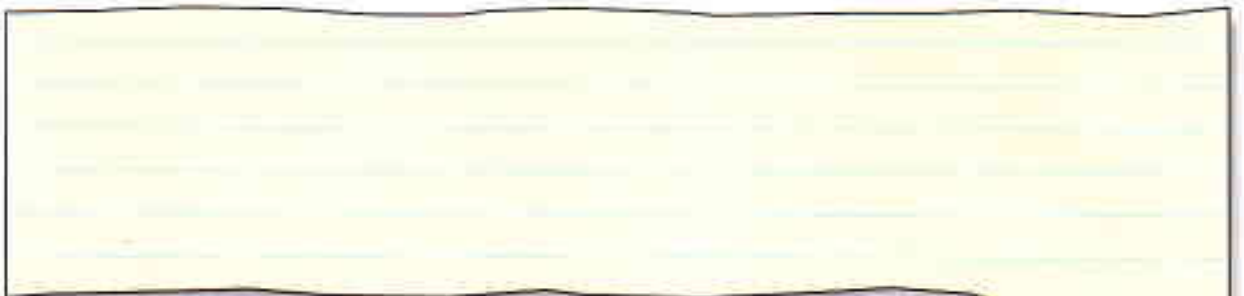
1. What is the writer's name?
2. What is the name of the class?
3. Who is teaching the class?
4. What is the title of the assignment?

b.



1. What is the writer's name?
2. What is the title of the assignment?
3. What is the assignment about?
4. What does '2nd draft' mean?
5. When did the writer write the assignment?

How does your teacher want you to write headings in this class?
Write an example here:



Process writing

3 Take a quiz! First guess the correct answers. Then read the paragraphs below to check your guesses.

- a. 'Process writing' means
- writing in English.
 - writing with a word processor.
 - writing in several stages (steps).
- b. Before you begin to write, you should
- finish the homework for your other classes.
 - get some ideas.
 - ask your friends for help.
- c. Your teacher may ask you to read a classmate's paper and answer some questions about it. This is because
- you can learn a lot by reading your classmate's assignment.
 - your teacher is too busy to read all the students' papers.
 - you are a better writer than your classmate.
- d. Your teacher may ask you to write another draft. This is because
- your teacher can't think of any new assignments.
 - the first time, your paper was bad.
 - you can make your paper better by making some changes.
- e. Before you hand in your paper for a grade, you should
- ask your teacher to give you a good grade.
 - check it carefully.
 - put some pretty stickers on it.
- a. Musicians practise their pieces many times before a concert. Athletes work out before a competition. In the same way, good writers go through several stages when they write. 'Process writing' will guide you through these stages so your final paper is really your best effort.
- b. The first stage of process writing is getting ideas. In this course, you will learn and practise several different ways to get ideas. Try them all and see which way works best for you.
- c. An important stage in process writing is sharing your writing. You can see how other writers like you handled the same assignment, and you can get some good ideas from them. You can also see how well someone else understands your ideas.
- d. After you finish your assignment, put it away for some time. When you look at it again, you may have new ideas. Your classmates may help you find new ideas, too. Writing your paper again (called 'revising') gives you the chance to improve your paper.
- e. Before you give your teacher your paper, check it carefully. Read it aloud. Does it sound natural? Did you forget any words? Did you remember to write the heading correctly? Does your paper look neat? Remember to give your teacher your best effort!