

10 Principles to Follow While Completing Written Assignments in Mr. Miller's Class

1. When specified, write in MLA format.
2. Title your papers in the top left hand corner in the following format . . .
 - a. Your name
 - b. Teacher name
 - c. Class
 - d. Date (19 August 2016)
3. Cite your sources appropriately.
4. Write in Times New Roman 12 point font. Always use black font.
5. Write in paragraph form
 - a. Paragraphs consist of a minimum of four sentences.
6. Write in complete sentences.
7. Be descriptive. Use action verbs and visual words (check you Bloom's Taxonomy Verbs list on the classroom website).
8. Eliminate excessive words such as - that, there, only, very, is because, get, got . . .
9. Eliminate contractions - examples include can't, couldn't, wouldn't, shouldn't . . .
10. Eliminate run-on sentences