1. You must use a proper heading with a title **on each assignment** you turn in to me. Write your name (first and last names) in the upper right hand corner of the page. Under your name, write the course title, under that write the teacher's name, and under that write the date!

**EXAMPLE:**

**Josie Porter**

**English, period 1**

**Sutton**

**September 26, 2007**

Write only your last name and the page number on each subsequent page. (upper right hand corner)

**EXAMPLE: Porter, page 2**

Write the title of the assignment on the top line of the page. Center it on the line.

**EXAMPLE:**

**The Seven Habits of Highly Effective Teens, questions pages 86-89**

1. TYPE your work and save it in a folder on your desktop. This will make it easier for you to revise your writing!
2. You must have one-inch margins on each page. Do not write over the red lines on notebook paper. When typing, the standard (default) margins are already one inch.
3. **On each assignment you turn in, you will need to write the following statement on top with your signature and date: “This work represents the very best work that I am able to do.” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature and date)**
4. Keep all of your work (when it is returned to you) in your hanging file folder. Your manila folder will be used for your portfolio pieces (with your written reflection added) at the end of the semester. (These will be distributed later.)